

Conservation Easement Stewardship and Enforcement Program, Phase II



Supplemental Final Report June 30, 2014



INTRODUCTION

The Minnesota Legislature funded this project in 2011 through an appropriation from the Environment and Natural Resources Trust Fund, Minn. Laws 2011, 1st Special Session, Ch. 2, Art. 3, Sec. 2, Subd. 04m. The appropriation language provides:

04(m) Conservation Easement Stewardship and Enforcement Program Program—Phase II

\$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).

The LCCMR approved the Work Program for the project on June 23, 2011. The Work Program has four results:

- 1. Conservation Easement Monitoring, Baseline Data Collection and Baseline Property Report Preparation; Computer Application Utilization and Refinement**
- 2. Conservation Easement Stewardship Training Program**
- 3. Conservation Easement Enforcement Protocol Development**
- 4. Fee Ownership Research; Process for Future Updates**

This report, which describes the Work Program's results, is in five parts. Part I provides an updated inventory of the DNR-held conservation easement with map illustrations. Part II describes a set of tools that have been developed to efficiently accomplish stewardship activities on the DNR's conservation easements. Part III provides an overview of the monitoring and baseline reports that are generated for the primary conservation easement types. Part IV describes the training program, supporting documents and training sessions that have been held statewide during the Phase II project. Finally, Part V details work on DNR's new Conservation Easement Stewardship Operational Order #128, which includes conservation easement enforcement protocols.



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Summary of Results

With the \$500,000 appropriation for the Conservation Easement Stewardship Program, Phase II, DNR accomplished the following:

1. An updated inventory of the conservation easements held by the DNR. To create this, project staff built an automated computer process to count new easements in the land records system and identify the current landowners (through the use of parcel information provided to the DNR by most Minnesota counties) of the properties. As a note of explanation, land owners retain fee title rights and other property rights that are not limited by the conservation easement on these properties. Throughout this report, these landowners are often referred to as “fee owners”.
2. The development of an easement stewardship program which ensures the conservation values of properties protected by current and future easements will be maintained. This stewardship program has been formalized in the DNR through Operational Order #128 (Conservation Easement Stewardship, see Appendix 5) which details the following six components of easement stewardship and procedures and expected outcomes for each component:
 - ◇ **Baseline Property Report**, which describes the conservation easement as it was acquired, contains the terms and conditions that impact the landowner’s use of the protected property and highlights the conservation values that the easement protects.
 - ◇ **Monitor the Easement**, which compares the current condition of the easement to the conditions described in the baseline property report and highlights changes that may be in conflict with the terms and conditions of the easement document.
 - ◇ **Enforcement Protocol**, which provides a framework to not only objectively assess the severity of a possible violation but also to ensure that enforcement actions are consistently applied to all easements violations.
 - ◇ **Landowner Relationships** that are positive and reinforced during the regular monitoring visits have been shown to reduce the occurrence of violations.
 - ◇ **Releases and Approval of Landowner Requests** that are specified in easement terms and conditions are handled consistently and promptly by the appropriate DNR personnel.
 - ◇ **Record Keeping** that provides an accurate historical perspective not only maintains the conservation value of the protected property but enhances the landowner relationships.
3. Development of a training program to assist field personnel in performing the various components of easement stewardship listed above. This program includes a Powerpoint presentation that can be given to field staff and managers describing conservation easements, their value to the DNR mission and the stewardship components as well as an introduction to field training. Project goals were to create this training program and present it to 10 staff groups. Actual attainment was 13 training events. In addition, project staff developed a user manual that provides step-by-step use of the tools described below and developed during the project.
 - ◇ A comprehensive set of tools (Conservation Easement Management System) which perform the following tasks:
 - ◇ Ensures that changes, additions and deletions of easement information in the new DNR Land Records System (LRS) are reflected properly in the Conservation Easement Management System.
 - ◇ Uses parcel information provided to the DNR by most Minnesota counties to identify current fee owners of properties protected by DNR-held conservation easements.
 - ◇ Includes a GIS tool that prints a standardized set of easement maps quickly at any DNR location with minimal ArcGIS training. This tool alone saves substantial preparation time for

Summary of Results (Cont.)

easement monitoring and baseline data collection visits.

- ◇ A process that greatly simplifies the management of photos taken during easement visits. Monitoring staff upload photos taken during the visit to their local disk and run a GIS tool that transfers the photos and the imbedded information contained inside the photos giving date, time, location and photo direction into a single photopoint file for all easements. Separate photo packets can be printed from each visit to an easement through a drop down menu selection. It was estimated this entire process saved about eight hours of staff time per easement site visit.
 - ◇ The Microsoft Access application designed during Phase I was significantly enhanced during Phase II to better support the stewardship processes as they were refined by staff. Key features of this application support the following business process:
 - * Staff can easily print a pre-visit worksheet detailing key easement information and previous visit notes.
 - * Information recorded on the worksheets during the visit can be efficiently entered into the computer after returning to the office.
 - * Observed concerns can be quickly entered into the database with supporting photo documentation.
 - * Field management can review the monitoring visits with a single dashboard screen that allows approvers to easily assess the severity of the concerns and record enforcement actions if necessary.
 - * Senior management can review the monitoring visit, its concerns and prescribed enforcement and enter final approval.
 - * Packets of photos taken during the visit are quickly generated and a compiled PDF document is created, which can be attached to the land record for this easement in the new LRS system for permanent storage.
 - * The application allows staff, area and regional managers to create customized reports to manage stewardship activities in their area of concern.
5. Project goals were to monitor and prepare baseline property reports for 180 conservation easements. Actual results were 378 easements visited. The 378 easements now have 1171 landowners. A monitor visit report was prepared for each of the 1171 parcels. Project staff created 237 baseline reports. Management has completely approved 232 of these.
 6. During the conservation easement site visits, staff observed 725 concerns. Of these, 477 have either been determined by management not to be violations or have been resolved. Management continues to review 248 of these concerns to assess severity and determine appropriate actions to protect the conservation values of the easements.
 7. Finally, the tools and processes developed during the project have already been adopted and used by DNR staff not funded by this project with minimal staff support required. Over 50 easements were visited during Phase II by non-project staff for the purposes of creating baseline property reports.

PART I: EASEMENT INVENTORY

The Conservation Easement Stewardship and Enforcement Program Plan (Phase I) inventoried and developed a coding system for all conservation easements held by the DNR. At the conclusion of Phase I, the DNR held 974 conservation easements of the following types:*

1. Army Compatible Use Buffer (ACUB)	7. Native Prairie Bank
2. Aquatic Management Area	8. Northern Pike Spawning
3. Cave	9. Scientific and Natural Area (SNA)
4. Forest Legacy	10. Trout Stream
5. Minnesota Forests for the Future	11. Water Bank
6. Metro Greenways	12. Wild and Scenic River
13. Other Conservation	

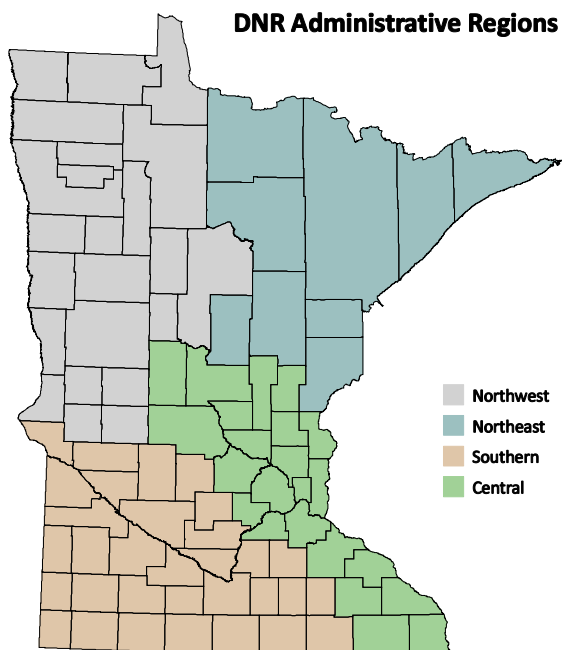
The following pages contain an updated inventory of DNR's conservation easements through June 19, 2014 including new easement acquisitions and extinguishment of some easements through DNR's acquisition of fee title to the properties.

* The Conservation Easement Stewardship and Enforcement Program Plan Final Report has detailed descriptions of each of the easement types. A copy of the final report can be found at http://files.dnr.state.mn.us/lands_minerals/conservation_easement_stewardship_final_report.pdf

Updated Statewide Conservation Easement Inventory Results

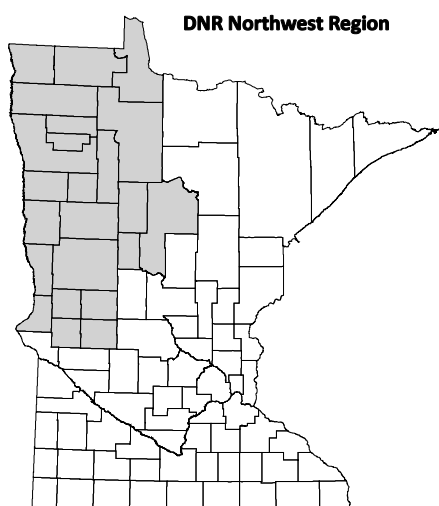
CONSERVATION EASEMENTS STATEWIDE BY TYPE		
EASEMENT TYPE	NUMBER OF EASEMENTS	ACRES
Army Compatible Use Buffer	6	814
Aquatic Management	12	389
Cave (Parks)	2	219
Other Conservation	45	2,952
Forest Legacy	33	135,941
Forests for the Future	6	214,272
Metro Greenways	16	669
Northern Pike Spawning	10	109
Native Prairie Bank	108	8,496
Scientific and Natural Area	16	1,207
Trout Stream	612	4,444
Water Bank	23	1,341
Wild & Scenic River	133	3,977
Total	1,022	374,829

Disclaimer: Information feeds from the new land records system which is the source the above information are still under development. Acres are stored to the hundredth of an acre but rounded in these charts for clarity.



CONSERVATION EASEMENTS STATEWIDE BY REGION		
DNR REGION	NUMBER OF EASEMENTS	TOTAL ACRES
Northwest	112	7,051
Northeast	277	348,507
Central	470	10,227
Southern	163	9,045
Total	1,022	374,829

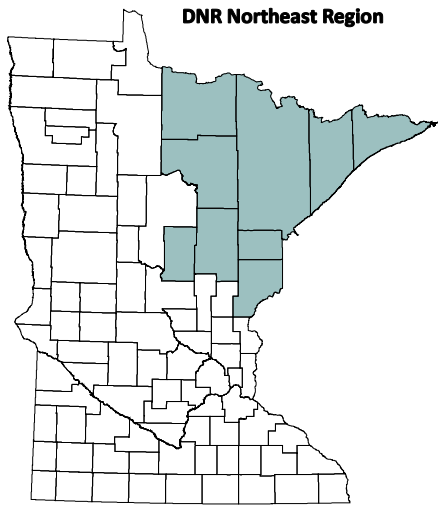
NORTHWEST REGION INVENTORY RESULTS (Updated from Phase I Report)



CONSERVATION EASEMENTS BY TYPE		
TYPE	NUMBER	ACRES
ACUB	1	165
Aquatic Management	1	6
Other Conservation	11	582
Forest Legacy	1	1,635
Forests for the Future	partial	800
Northern Pike Spawning	1	6
Native Prairie Bank	22	3,153
SNA	1	160
Trout Stream	71	419
Water Bank	3	125
Total	112	7,051

CONSERVATION EASEMENTS BY COUNTY		
COUNTY	NUMBER	ACRES
Becker	12	286
Beltrami	5	575
Cass	12	1,979
Clay	5	998
Clearwater	6	188
Douglas	6	607
Grant	4	320
Hubbard	41	252
Marshall	1	470
Norman	1	35
Otter Tail	4	356
Pennington	2	116
Pope	3	366
Red Lake	1	49
Traverse	4	221
Wadena	1	14
Wilkin	4	219
Total	112	7,051

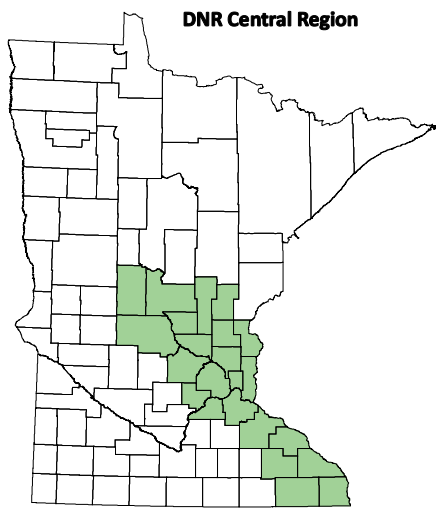
NORTHEAST REGION INVENTORY RESULTS (Updated from Phase I Report)



CONSERVATION EASEMENTS BY TYPE		
TYPE	NUMBER	ACRES
ACUB	3	291
Aquatic Mgmt Area	9	377
Other Conservation	13	966
Forest Legacy	10	131,266
Forests for the Future	6	213,472
SNA	2	242
Trout Stream	203	1040
Wild & Scenic River	31	852
Total	277	348,507

CONSERVATION EASEMENTS BY COUNTY		
COUNTY	NUMBER	ACRES
Aitkin	10	5,051
Carlton	10	65
Cook	20	475
Crow Wing	19	3,883
Itasca	10	169,187
Koochiching	6	127,524
Lake	39	17,110
Pine	42	944
St. Louis	121	24,268
Total	277	348,507

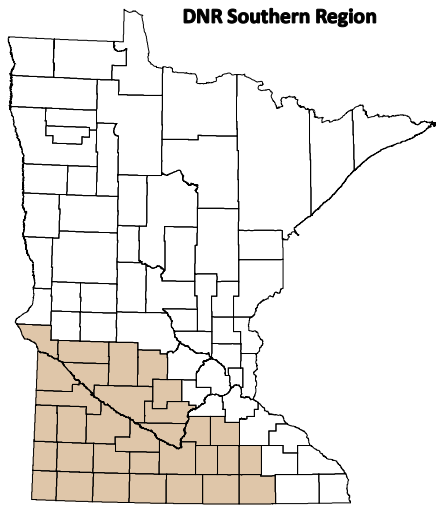
CENTRAL REGION INVENTORY RESULTS (Updated from Phase I Report)



CONSERVATION EASEMENTS BY TYPE		
TYPE	NUMBER	ACRES
ACUB	2	358
Aquatic Mgmt Area	2	7
Cave (Parks)	2	219
Other Conservation	13	998
Forest Legacy	5	1,913
Metro Greenways	16	669
Native Prairie Bank	6	175
North. Pike Spawning	2	28
SNA	12	566
Trout Stream	322	2,885
Water Bank	10	668
Wild & Scenic River	78	1,741
Total	470	10,227

CONSERVATION EASEMENTS BY COUNTY		
COUNTY	NUMBER	ACRES
Anoka	5	275
Benton	4	57
Carver	2	228
Dakota	1	25
Fillmore	129	1,437
Goodhue	26	834
Hennepin	6	237
Houston	52	492
Isanti	45	1,083
Mille Lacs	9	101
Morrison	5	685
Olmsted	15	205
Ramsey	3	33
Scott	6	224
Sherburne	4	194
Stearns	28	443
Wabasha	29	2,146
Washington	26	728
Winona	71	680
Wright	4	120
Total	470	10,227

SOUTHERN REGION INVENTORY RESULTS (Updated from Phase I Report)



EASEMENTS BY TYPE		
TYPE	NUMBER	ACRES
Other Cons.	8	405
Forest Legacy	17	1,127
North. Pike Spawning	7	75
Native Prairie Bank	80	5,167
SNA	1	239
Trout Stream	16	99
Water Bank	10	549
Wild & Scenic River	24	1,383
Total	164	9,045

EASEMENTS BY COUNTY		
COUNTY	NUMBER	ACRES
Big Stone	11	956
Blue Earth	4	46
Brown	13	372
Cottonwood	11	425
Faribault	1	26
Freeborn	1	17
Jackson	7	417
Kandiyohi	2	82
Lac Qui Parle	6	591
LeSueur	4	538
Lincoln	1	134
Lyon	4	235
McLeod	2	28
Meeker	34	1,466
Murray	10	911
Nicollet	2	165
Nobles	1	18
Pipestone	2	401
Redwood	11	292
Renville	1	29
Rice	22	1,294
Swift	3	94
Waseca	2	89
Watowan	1	61
Yellow Medicine	7	358
Total	164	9,045

PROJECT ACTIVITY 1 GOAL ATTAINMENT - MONITORING AND BASELINE REPORTS

The Phase II Activity 1 goals were to visit 180 easements (primarily Trout Stream, Wild and Scenic River and Native Prairie Bank) for the purposes of monitoring and collecting baseline data, describing as best as could be discerned conditions of the easement at the time of acquisition. This activity included verification of legal descriptions, easement shapes and current land ownership, as well as documenting conditions that might be violations of easement terms and assessing if the conditions were present at the time of acquisition or occurred later. Photographic documentation and other easement characteristics such as native species were noted during the visit to be included in the baseline property report. An additional outcome of this activity was to prepare 180 baseline property reports.

Because of the conservation values being protected in a Trout Stream easement, the relatively small number of easement restrictions and the large number of easements, the Fisheries Section of the Division of Fish and Wildlife made the decision to define and utilize a computer generated baseline created from a template incorporating monitor observations and inputs. Divisions administering other easement types chose to use this computer generated baseline as a starting point and add supplemental information to create a final baseline report. Upon completion, these baseline reports are signed by both the landowner and the DNR.

The table below summarizes easement visits and baselines prepared during the Phase II project:

Easement Type	Easements Visited	# Photos Taken	Owner Points	# Points Monitored	Monitor Visits Completed	Baseline Reports Written	Apprvd By Mgmt
Wild & Scenic River	118	2,514	328	256	256	108	103
Native Prairie Bank	32	2,123	103	49	36	14	14
Trout Streams	228	7,971	740	460	432	115	115
Total Easements	378	12,608	1,171	765	724	237	232

Of the 118 visits recorded for Wild and Scenic River easements, 15 site visits occurred before Phase II began, but the baseline work was completed during Phase II. The "Owner Points" listed are the total fee ownership parcels identified by the automatic GIS processing. As part of visit preparation, monitors examine the automatic points and determine which ones are a result of slight overlaps in GIS layers rather than actual ownership parcels. The "# Points Monitored" column reflects the number of points that were actually monitored during Phase II of the project. As can be seen, many of the parcels underlying the easements have been subdivided since acquisition of the easements. The current average of landowners per easement is just over two.

Project Activity 1 goals to visit 180 easements visited and prepare 180 baseline reports were greatly exceeded. Dedicated staff and tailored computer applications designed specifically to meet their requirements and enhance efficiency were the key contributors to this success.

PROJECT ACTIVITY 1—CONCERNS OBSERVED DURING MONITOR VISITS

An important component of a conservation easement site visit is to examine the conditions as they related to the terms in the easement document. Any observed condition that might be a violation of any easement term was noted by staff on their visit worksheet and further documented with photographs and GPS location. Monitoring staff specifically did not make any attempt to categorize or assess



Example of permanent structures observed in a Wild & Scenic River easement

any concerns, only to record them sufficiently for subsequent management review. As can be seen from the summary table below, monitors visited 379 easements during Phase II and observed 725 concerns during those visits.

Easement Type	Easements Visited	Concerns Noted	ASSESSMENT OF SEVERITY					
			In Process	No Concern	Technical	Minor	Moderate	Major
Metro Greenways*	1	7	7	0	0	0	0	0
Native Prairie Bank	32	35	6	0	16	12	1	0
Trout Streams	228	255	199	13	6	24	12	1
Wild & Scenic River	118	428	36	36	1	273	50	32
Totals	379	725	248	49	23	309	63	33

*As part of a training exercise, staff visited a single Metro Greenways easement

As monitors return from the field visit, information gathered during the visit is entered into the Conservation Easement Management System. Any observed concerns are recorded along with the related term/condition, the landowner parcel ID number, a detailed description of the concern and the photograph numbers which document the concern.

Assessment of Concerns. Each visit to an easement is approved by an individual designated by the division with the appropriate qualifications. If any concerns were noted during the easement visit, the severity must be assessed and a planned action must be noted before the visit can be marked as approved. The possible severity values are:

- **Technical**- There is no tangible physical impact
- **Minor**- Concern has transitory (limited duration or extent) or minor impact not central to the conservation purposes of the easement
- **Moderate**- Concern has moderate physical impact and is central to the conservation purposes of the easement
- **Major**- Concern has serious and often long-term (long duration or wide extent) impact on the conservation purposes of the easement
- **Not a violation** of terms and conditions

Approvers reviewed the photos and concern descriptions and referred to their specific division guideline documents to determine the severity of the concern and any suggested enforcement actions that may be indicated.

Severity is a function of the conservation value being protected by the easement and as such, each division has different guidelines to provide its approvers. An added dimension to the project work was the assessment of the baseline condition. Many of the easements had been acquired years ago and part of the approver's responsibility was to determine which conditions noted were likely to have been present at the time of acquisition and which were recent. Anything assessed as being part of the baseline at acquisition would by definition not be subject to enforcement.

Monitors used old aerial imagery if available as well as conversations with staff who may have been employed during the acquisition to help make this determination, but ultimately the approver needed to make the final decision for the easement baseline. In those cases where the concerns were determined to be recent, the approver specified next actions to be taken. In most cases, letters were sent to the landowners documenting the condition and the necessary mitigation. Landowners were informed



Example of a permanent structure located in the easement corridor

that follow-up visits would be scheduled to ensure compliance. In the table on the previous page, the breakdown of each severity of concern is shown. Some violations such as the trash shown above, are relatively easy to mitigate and afford an opportunity to use creative solutions such as volunteer organizations to assist in the cleanup. Such solutions tend to enhance the relationship with landowners. Other violations, such as the building shown at left, present more difficult resolutions. In some cases, DNR had not done any previous monitoring of the easements and because of that landowners could easily have misinterpreted their responsibilities under the easement terms. In these cases, the DNR chose to use more flexible enforcement approaches such as planting native vegetation to screen the structure. Other resolutions being considered are land exchanges which maintain the total acres of the easement but do not require removal of the structure.

Tillage in the easement corridor was a common concern noted in the trout streams of southeastern Minnesota counties. These violations could range from tillage being slightly within the easement corridor to egregious encroachments up to the stream bank. Many of the counties have stream setbacks regulations that mirror the conserva-



Example of debris in the easement corridor

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Particularly noteworthy example of tillage violation

tion easement restrictions or in some cases are more restrictive. Fisheries Section staff is in the process of drafting letters to be sent to landowners and copied to county boards, documenting the conditions of the violation.

Trails on conservation easement properties may or may not be restricted by the easement's terms. For example, a trail on a Native Prairie Bank easement may be a reserved right used by the landowner to access adjacent fields. A trail on a Wild and Scenic River easement or Trout Stream easement could violate the "no topographic changes to the protected property" term. Resolution of a violation will take into account how severely it impacts the conservation value of the property. For example, an ATV trail that crosses a trout stream will have significantly more impact than one that is on the edge of the easement corridor far from the stream. It is extremely difficult to determine if a trail was in place at the time of the original acquisition of an easement, especially if they are within forested areas. For this reason, many trails were "grandfathered" into the baseline reports as having been there at acquisition time. The trail was documented (both by location and current condition and extent). The baseline report noted that it could not be extended nor widened in the future and had to be maintained to prevent erosion. Where the conservation value of the protect property was negatively impacted by the trail, landowners were required to take action to mitigate the impacts.



Example of authorized trail used to access adjacent fields



Unauthorized trail showing erosion



ATV trail crossing a trout stream



ATV trail with severe erosion

Other examples of concerns noted by staff while monitoring easements included temporary hunting structures, damage from livestock practices and various other detrimental practices. The wide variety of the severity as well as the differences in conservation values being protected by the property make it difficult to establish enforcement activities that are consistent. For this reason, any concern that is assessed as major or any other concern where the approver would like additional input, is re-

ferred to the DNR's Conservation Easement Enforcement Advisory panel established under DNR Operational Order #128. This panel is comprised of representatives of all divisions that administer conservation easements as well as the Enforcement Division and General Counsel of the DNR. The panel will review the violation and give recommendations as to enforcement and next steps. Special effort will be given to provide recommendations that are consistent across all easement types, to protect the conservation values of the land and to maintain good relationships with the landowners into the future. Work with this panel has just begun and will continue into the future as the DNR manages additional easement violations.



Unauthorized ditch dug by landowner on protected property showing significant erosion



Example of trash left on a protected property



Unauthorized grazing on a conservation easement

Concern Categories by Easement Type

Easement Type	In Process	Not a Concern	Technical	Minor	Moderate	Major
Metro Greenways*	7	0	0	0	0	0
Construction	1					
Management Use	1					
Recreational Use	1					
Residential, Commercial, Industrial Use	1					
Signs	1					
Vegetation Management	1					
Waste & Hazardous Materials	1					
Native Prairie Bank	6	0	16	12	1	0
Detrimental Practices	1		1			
Livestock				1		
Motor Vehicles	1		1	2	1	
Reserved Rights				1		
Structures	2		14	4		
Surface Alterations	1			1		
Vegetation Management				1		
Waste & Hazardous Materials	1			2		
Trout Streams	199	13	6	24	12	1
Other	6					
Public Access	4		1	1		
Reserved Rights	4					
Structures	92	6	3	13	3	
Surface Alterations	55	7	1	8	7	
Tillage	38		1	2	2	
Wild & Scenic River	36	36	1	273	50	32
Conveyance of Interests		2		6	1	
Detrimental Practices		1				
Other		2				
Reserved Rights		1				
Structures	14	19		103	14	5
Surface Alteration	13	3		116	21	
Vegetation Management	3	6		12	4	1
Waste & Hazardous Materials	6	2		21	10	26
Misc				15		
Total Concerns	248	49	23	309	63	33

Table depicts concerns noted during both Phase II and Phase III project monitoring work. The 'In Process' column lists concerns that still need to be assessed by an approver.

* Monitored by division staff during training event

PART II: DEVELOPMENT OF TOOLS TO SUPPORT THE CONSERVATION EASEMENT STEWARDSHIP PLAN

A. Integration of Conservation Easement Stewardship Plan with DNR's New Land Records System

In May 2009, DNR entered into a contract with International Land Systems (ILS, now part of Thompson Reuters) to design and build a new land records system (LRS). This system was implemented in mid-September of 2013 and replaced the existing land records system, the mineral rights information system, and related systems to better support real property management processes and strategic resource planning and management. By integrating workflow and document management technology, geographic information system technology, data exploration technology, and other tools, the new system enables DNR employees agency-wide to easily access reliable and current information and enables the DNR to provide the general public greater access to information about DNR's land records.

Initially, ILS was to build a conservation easement administration application into the new LRS for administering and monitoring conservation easements. Delays in the implementation and scope changes made jointly by ILS and the DNR prioritized this application later in the implementation cycle. To support the Phase II project monitoring goals, project staff built a prototype application using Microsoft Access to meet the immediate needs of easement stewardship. Throughout Phase II of the project, this prototype application, Conservation Easement Management System (CEMS) was enhanced to support the easement stewardship business process being developed by project staff and to ensure the highest level of productivity possible to leverage the staff resources provided through the appropriation for Phase II. A future decision will determine when and if the prototype CEMS application will be incorporated into the new LRS system.

Several key components and uses of the new LRS in support of conservation easement stewardship have been delivered. As part of the new LRS's acquisition workflow, information about a conservation easement being acquired is entered into the system. Such information includes legal description, associated geocodes (i.e., Township, Range, Section, Forty or Government Lot), grantor's name and contact information and standardized terms and conditions of the easement. Information entered into the system populates a template for drafting the conservation easement conveyance document by which the easement is acquired. The information is also exported to the prototype CEMS application to minimize redundant data entry.

The CEMS system consists of two parts, one processes the geographic information about conservation easements and manages information such as easement shapes. Information from counties is brought into the process and used to determine the current landowners of properties protected by the easements. Automated sets of easement maps can be created and the location of photographic documentation can all be managed in this GIS portion of CEMS. The other portion of the CEMS applications is built in Access and manages the monitoring visits, baseline reports and management approvals that relate to each owner of each easement administered by the DNR. Area and regional manager approval workflows are in this portion of CEMS as well as the printing of easement photo packets, monitor worksheets, monitor reports and baseline summary reports. The following sections highlight tools that have been developed in both parts of the CEMS system to support conservation easement stewardship activities.

B. GIS Tools Built within Conservation Easement Management System (CEMS) Prototype Application

GIS Processing. A premise of the CEMS system is that the DNR divisions that administer conservation easements maintain the definitive shapes of their easements. Shapes may initially be created by the DNR Survey Unit at the request of the division or by division personnel directly from the legal description. Project staff created a program script written in Python, a programming language that easily integrates with ArcGIS software, that assembles all of these division maintained shapes into a single GIS file (feature class). Current transaction records are imported from the new Land Records System and are used to capture current information about the easements including easement type, grantor, Public Land Survey (PLS) location, administrator, key dates, geographic keys and other data.

Most Minnesota counties provide their parcel information to the DNR. This includes both the GIS parcel shapes as well as attribute information such as current owner, taxpayer and addresses. The shape of the county parcel is used to dice up the easement shapes like a cookie cutter so easements where the underlying property has been subdivided will have multiple pieces. Each piece of the easement receives the correct parcel ID number information along with current ownership and is frequently referred to as an “ownership segment” or “point” of the easement.

For riparian easements, additional information is added to each ownership segment such as the upstream and downstream GPS coordinates. This information can help staff determine as they monitor a stream when they have moved from one ownership piece to the adjacent landowner’s property. This is important to know, since any easement violation must be assigned to the correct landowner.

The last portion of the processing compares the new easement information to the current records in the system to determine what data has been updated. These new and updated records can then be recognized in both the GIS easement map application as well as the Access database that stores easement visit and other stewardship records.

Easement Maps. Staff wrote an ArcMap Python tool which greatly simplifies the creation of easement maps that are utilized both in the generation of baseline reports as well as by the monitor when preparing for a monitoring visit. The dialog box for this tool set is shown on the next page. The user first selects the easement of interest and then selects from several map types which may be created:

- **Locator** is a multipart map showing the easement and its relative location within the county and state.
- **State and Conservation Lands** will depict other state and conservation lands that are in the immediate vicinity of this easement.
- **Topography** generates a hill shaded topographic map of relative elevation.
- **Features of Protected Property** shows not only the easement boundary but any special features such as trails or points of interest that have been noted on previous visits. Legal access routes are also shown.
- **Rare Natural Features** highlight any species that are known to have been observed in the easement area and noted in the Minnesota.
- **Native Plant Communities** shows information from the Minnesota Biological Survey for plant communities that have been noted in and around the easement area.

- **Biodiversity** depicts Minnesota Biological Survey classifications of biodiversity significance in and around the easement area.
- **Photo Points** depict where photographs were taken in the easement area. Photos are identified by a letter or number so they can be referred to directly in the baseline property and monitoring reports. Since there may have been multiple visits to an easement, photos are identified with a Batch ID to provide unique identification.
- **Owner Maps** show the boundaries of each individual landowner parcel on easements.
- **Owner Points** is a variation of the Owner Map, it is used to help the monitor identify specific ownership segments that may be small GIS “slivers” created during automatic processing and can be ignored for monitoring purposes.

Create Easement Maps

Easement Data Layer
V:\gdrs\data\org\us_mn_state_dnr\plan_conservation_easements\fgdb\plan_conservation_easements.gdb\DissolvedEasements

Selection

Output Folder
D:\YilbergGISData\RequestedMonitorReports

☐ Print Locator (optional)

☐ Print Map 2 -State and Conservation Lands (optional)

☐ Print Map 3 -Topography (optional)

☐ Print Map 4 -Features of Protected Property (optional)

☐ Print Map 5 -Rare Natural Features (optional)

☐ Print Map 6 -Native Plant Communities (optional)

☐ Print Map 7 -BioDiversity (optional)

☐ Print Map 8 -Photo Points (optional)

☐ Photo Group (optional)

Photo Packet ID (optional)

☐ Baseline (optional)

☐ Monitor (optional)

☐ Access (optional)

☐ Other (optional)

☐ Print Owner Maps (optional)

☐ Print Owner Points (optional)

☒ Create MXD Documents (optional)

Maximum Scale (optional)

☒ Single PDF (optional)

☒ Landscape (optional)

Create Easement Maps

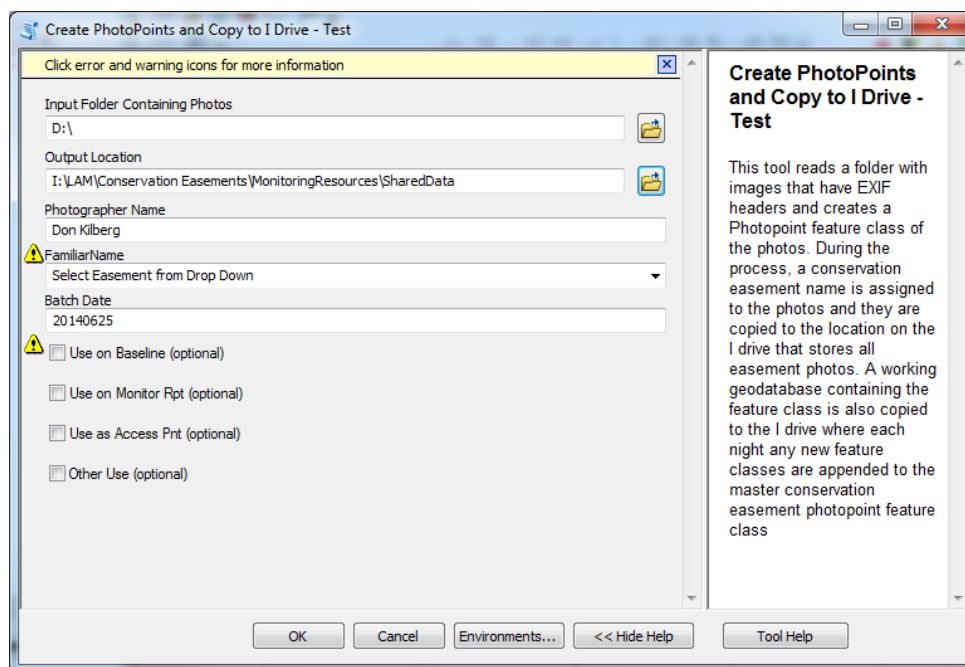
This tool allows the user to select a range of Conservation Easements using SQL selection criteria and then to print a set of pdf maps in a single document for inclusion into baseline reports. This version uses the new revised templates

OK Cancel Environments... << Hide Help Tool Help

In addition to the above maps, the monitor can also specify if the set of maps should be generated in portrait or landscape mode. Native Prairie Bank easement maps are often printed in landscape while other easement types are in portrait. In some cases the monitor may want to make modifications of the map that cannot be generated by the automated tool. In this case, they can request that the appropriate GIS document be created for them to edit.

The output of the tool is a single PDF or set of PDF documents that can be imported into the baseline property or monitoring reports as desired. Examples of a map sets are provided in Appendices 3 and 4 as part of the baseline reports.

Photopoint Creation. Project staff wrote a customized ArcMap tool using Python that greatly simplifies the manual processing required to create photopoints. Monitoring procedures were established that staff would utilize GPS units with photo capability such as the Garmin Oregon and Montana units. These units not only take photographs of acceptable quality but also store key information within the headers of the photograph TIF file. This tool looks at each image and pulls information such as latitude, longitude, pointing direction, date, time and other information and uses it to create a point



file in ArcMap along with the photo itself. The dialog box at left shows its use: Staff identify the location of the folder on their PC containing images uploaded from the GPS Camera, select the easement name from the drop down list and specify other parameters such as the date identifier of the batch of photographs. When OK is clicked the tool loads the photos and photopoints into the

conservation easement photo files on a network drive for future uses.

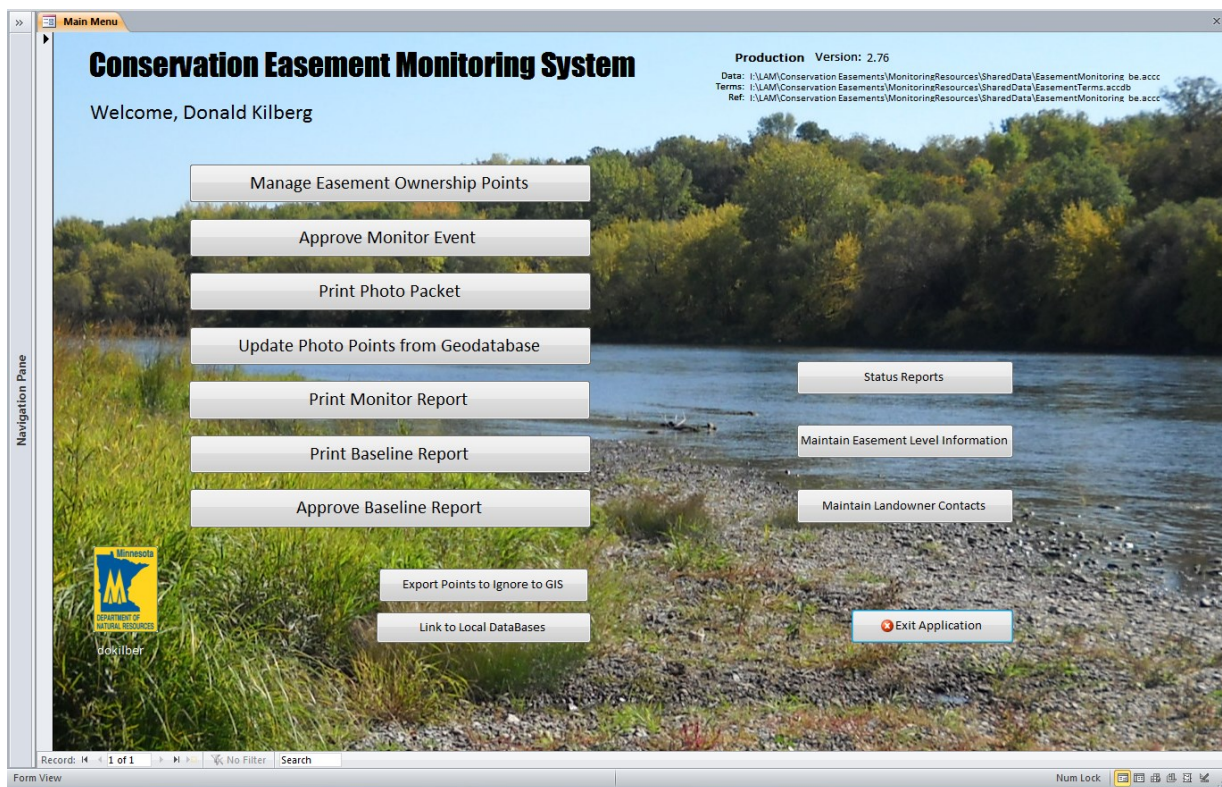
Append GPS Tracks to Master. This is a similar tool to the photopoint tool but it transfers GPS tracks that have been recorded in the field for future use. Such tracks may represent trails noted in the easement or other features that the monitor wanted to capture for reports.

Other GIS Tools. Project staff created other Python tools to do various support tasks and efficiently manage data. These tools were generally created for technical staff use rather than monitors in the field.

C. Features of the Access CEMS Application

Data Import Tool. The regular GIS processing mentioned above creates a brand new version or image of all of the conservation easement data. An Access application was written that compares this new version of the data to the data currently in use and synchronizes any changes, deletions or additions that have occurred in the conservation easement information. In this way, the data can be updated without any loss of information that project staff have already entered into the system.

Primary Access CEMS Application. This is the menu based system that is available to all easement stewardship staff including supervisor and manager approvers. During the life of the Phase II project this application was frequently updated to reflect changes made to the stewardship processes by staff. The goal of this prototype application was to be easy to use and require minimal data administration time. Below is a screenshot of the system as of June 2014:



Key functionality of the CEMS Application is described by menu choices below:

Manage Easement Ownership Points

The menu choice “Manage Easement Ownership Points” allows the user to request a given easement and presents the following screen about the chosen easement:

Manage Easement Ownership Points

Select Familiar Name to Manage from Drop Down

French River AMA- 10+ Lester Peterson

Ownership Points for this Easement: **Double click in Point ID of desired row to view Monitor Event**

PrtId	Point ID	VisitBy	PID	Mntr With Pt ID	Acres	Owner or Taxpayer Name	BsLn	Division Id	Ig Pt
<input checked="" type="checkbox"/>	3500		137-315-0010-01341		0.10				Y
<input type="checkbox"/>	3502	12/31/2013	137-315-0010-01290		3.50		Y		
<input checked="" type="checkbox"/>	3506		137-315-0010-01300		0.55				Y

Records: 1 of 3

Detail Information

Parcel Level Fix ID: 3500 Easement ID: 308 Easement Type: 52 S4C: Y

Familiar Name: French River AMA- 10+ Lester Peterson

DNR Doc Nbr: E-32

Acquisition No: E-32

County: SAINT LOUIS

PID: 137-315-0010-01341 Landowner:

POID: 17273 Tax Payer:

Division Landowner Segment ID:

Down Stream Easting: 582992 Northing: 5196329

Up Stream Easting: 582979 Northing: 5196332

GSEQKY SECT TWN RNG 40 40 Desc GLOT PARC Acres Ignore

566052 7 51 N 12 W 31 NESW 0 1 0.10

Visit By Date

Request Monitor Event for Row Selected in Table

Print Worksheet for Selected Row in Table

Return to Main Menu

Exit Access

This screen allows the staff to view at all ownership pieces of the easement. In this case the automatic processing identified three separate ownership parcels that comprise the easement. Upon investigation, the monitor determined that the first and last points were a result of slight overlaps in GIS processing and they were set to be ignored by putting a Y in the Ig Pt (ignore point) column. Point ID 3502 was requested to be monitored by 12/31/2013 and set to be included in the baseline report by placing a Y in the BsLn (baseline) column.

This screen not only allows the monitor to ignore points and include points in a baseline report but a worksheet for a Point ID can be printed and used to record information during the monitoring visit that includes much of the information about the easement. An example of a Trout Stream easement worksheet can be found in Appendix 7. An easement visit requested in error can also be removed using the functionality in this screen.

When the monitor returns from the visit, information recorded on the worksheet can be entered by double clicking on the Point ID 3502 to bring up the data entry screens that are described in the next section.

Conservation Easement Baseline and Monitor Report Screen. This is a core screen in the application and is used by monitors to enter visit information and by approvers to examine information and assess concerns and enter approvals. An example of the screen is shown for the previous page Point ID 3502:

Conservation Easement Baseline and Monitor Report 0

Monitor Visit Date: 6/19/2013 Return to Menu

EvtID: 1296 EasID: 308 Pt ID: 3502 PartID: 17269 PID: 137-315-0010-01290 DNR: E-32 Photo Packet: Baseline

GENERAL INFORMATION

Easement Type: TROUT STREAM

Familiar Name: French River AMA- 10+ Lester Peterson

Project Name: FRENCH RIVER

Acquisition Number: E-32 Date: 4/27/1972

DNR Document No: E-32

City Document No: 360763 84C: Y

County: Saint Louis Acres: 3.7

MONITOR INFORMATION

Monitor 1: stspeltz

Monitor 2:

Name: Steven Speltz

Title: Project Specialist

Phone: 2185250853

eMail: steven.speltz@state.mn.us

Address: 5351 N Shore Dr

City: Duluth ST: MN Zip: 55804

Landowner Segment

General Easement Questions CtyParcel DNR Parcel Info LandOwner ?s Terms, Conditions, Rights Monitor Observations/Summary Attachments/Signatures

Easement Level Information

Baseline Report: ☐ Yes ☒ No Gen Date: 5/21/2014

First Monitor Visit: 6/19/2013

Prev Monitor Visit:

Monitor Interval: 36 (Months)

Parcel No:

Has the property been surveyed? ☐ Yes ☒ No

Management or other plan in place? ☒ Yes ☐ No

Easement boundaries marked by signs? ☐ Yes ☒ No

All easement land to be monitored? ☒ Yes ☐ No

Information on Initiation of Monitor Visit

Has Landowner/Representative been contacted? ☒ Yes ☐ No

Did representative accompany Monitor on site visit? ☐ Yes ☒ No

Baseline Property Conditions

Easement Term: 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 such other improvements as is deemed necessary.

Current Condition: Nothing was observed that would prevent the development of fish habitat. No DNR habitat improvement structures were observed.

Supporting Photo Number(s): All Photos

Record: 1 of 5

Directions to Property: West on North Shore Drive 1 mile, North on McQuade Rd. 2 miles, East on driveway east of Radtke Rd.

Location of Access: Also unto the grantee ingress and egress to and from the French River over and across said North Half of the Southwest Quarter (N 1/2 SW 1/4) of Section Seven (7), Township Fifty-one (51) North, Range Twelve (12) West, by employees of said grantee for the

Access Type: ☐ Legal ☐ Informal

The top portion of the screen contains common information for all owner points that are part of this easement, such as easement name, type and size. The **General Easement Questions** tab also pertains to all owners along the easement. Information about how to drive to and access the easement can be recorded for future visits to the easement. In the **Baseline Property Conditions** window, the monitor will scroll through all five terms of this easement and enter a comment that describes the current conditions of the easement vis-à-vis each of the five terms. The tabs that are below the salmon colored **Landowner Segment** bar are specific to the owner that is at Point ID 3502 only.

The **CtyParcel** (county parcel) tab provides information from the county about the taxpayer and the owner assigned to parcel ID 137-315-0010-01290. An excerpt from that tab is

Parcel ID: 137-315-0010-01290 COUNTY PARCEL INFORMATION As of: 2012-09-11 00:00:00	
Land Owner	Tax Payer
Name: <input type="text"/>	Name: <input type="text"/>
Addl: <input type="text"/>	Line 1: <input type="text"/>
Line 1: <input type="text"/>	Line 2: GRAND MARAIS MN 55604
Line 2: <input type="text"/>	Line 3: <input type="text"/>
Line 3: <input type="text"/>	Year Built 0 Sale Date

The **DNR Parcel Info** tab is a screen that allows the monitor to enter information about other people such as relatives or tenants who may be affiliated with the parcel.

The **Landowner Questions** tab contains a set of questions that monitors of some easement types may ask the landowner during the monitoring visit. Not all easement types call for these questions to be answered.

The **Terms, Conditions, Rights** tab is where the monitor enters any concerns they observed during the visit. An excerpt of that page (from a different easement) is shown below:

Landowner Segment					
Questions	CtyParcel	DNR Parcel Info	LandOwner ?s	Terms, Conditions, Rights	Monitor Observations/Summary
Enter information below only for terms where you have a compliance concern					
Select the applicable Parcel ID from Drop box below		Compliance concerns? If YES, Explain, photograph and give location			
<input type="text"/>		<input type="radio"/> Yes <input type="radio"/> No			
<input type="button" value="Save Concern"/>					
Concerns Recorded for this Landowner during this Monitor Event					
ConsE	PID	Visitdate	TandCl	Explanation	
313	137-485-0010-05690	12/31/2013	7922	Foot Bridge crossing stream in easement. Photo 18 20	
313	137-485-0010-05690	12/31/2013	7923	Mowing of paths along stream and of area near stream. Photo 14 15	

If concerns are noted, the monitor selects the appropriate term from the dropdown box and then provides an explanation of the concern and refers to photographs from the photo packet to document the concerns. Once the concern is saved it appears in the listing below for reference. In this example the monitor noted two concerns. The first related to a structure in the stream and the second was with topographic changes being made near the stream. The monitor makes no attempt at this time to assess the severity of the concerns or to determine whether they are violations.

The **Monitor Observations /Summary** tab provides places to record additional easement observations, such as invasive species observed.

General Easement Questions	CtyParcel	DNR Parcel Info	LandOwner ?s	Terms, Conditions, Rights	Monitor Observations/Summary	Attachments/Signatures
----------------------------	-----------	-----------------	--------------	---------------------------	------------------------------	------------------------

RESERVED RIGHTS		
RESERVED RIGHTS	ANSWER	Comments
1. Are any reserved rights in the easement document being exercised?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

MONITOR'S OBSERVATIONS		
OBSERVATION QUESTIONS	ANSWER	Comments
1. Were there invasive species observed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	None observed
2. Were other management needs observed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. Are there any other potential issues or concerns?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Narrative Summary of Monitoring Visit:

6/19/13 1:00pm Clear and Sunny 70F
 Easement is land locked anglers can access by walking stream or obtaining permission from landowner. The riparian zone is in good condition. It is heavily vegetated with grasses, woody shrubs and trees. The stream section is made up of a riffle pool, falls complex and has a gravel bottom. The stream is 30 percent shaded. Marginal trout habitat exists in this section which may allow for some angling opportunities.


The **Attachments/Signature** tab is how the monitor indicates he or she has completed data entry for this visit and that it is ready for supervisor approval and assessment of the terms. An excerpt is shown: The monitor's electronic signature and the date/time that the easement was locked for entry is recorded.

Landowner Segment						
General Easement Questions	CtyParcel	DNR Parcel Info	LandOwner ?s	Terms, Conditions, Rights	Monitor Observations/Summary	Attachments/Signatures

Attachments:

Use this visit to create historical Baseline Property Report? (Y/N): ☒ Y

[Click here to lock entries and submit for approval](#)

Monitor Signature: _____  _____

Date: 8/21/2013 1:59:34 PM

Monitor Signature: _____

Approve Monitor Event

The menu choice “Approve Monitor Event” allows the supervisor to select a monitor event that has been completed as described as above and approve it. Once selected, the basic easement data screen appears with all of the same information that the monitor entered but a new **Approve** tab is available for the supervisor. An example is shown below:

Landowner Segment									
General Easement Questions		CtyParcel	DNR Parcel Info	LandOwner ?s	Terms, Conditions, Rights	Monitor Observations/Summary	Attachments/Signatures	Approval	
Concerns Noted by Monitor									
Visit:	965	Easement:	313	Cty:		PID:	137-485-0010-05690	Visit Date:	12/31/2013
Term/Condition:				Monitor's Concern:					
A. Shall not place or erect any structure or building in the easement area without prior written approval of the party of the second part.				Foot Bridge crossing stream in easement. Photo 18 20					
Assessment of Concern									
Severity Code:				Comments:					
<input type="radio"/> Technical- There is no tangible physical impact <input type="radio"/> Minor- Concern has transitory (limited duration or extent) or minor impact not central to the conservation purposes of the easement <input type="radio"/> Moderate- Concern has moderate physical impact and is central to the conservation purposes of the easement <input type="radio"/> Major- Concern has serious and often long term (long duration or wide extent) impact on the conservation purposes of the easement <input type="radio"/> Not a violation of terms and conditions									
OVERALL COMPLIANCE ASSESSMENT									
Based on your knowledge of the easement and your observations from monitoring, are the terms of the easement being met?									
<input checked="" type="checkbox"/> Easement is compliant <input type="checkbox"/> Baseline Only: Documented conditions accepted as compliant with easement <input type="checkbox"/> Landowner to be notified of documented conditions to be corrected <input type="checkbox"/> Pending - Issues still need to be resolved									
Date of Monitor Visit: 7/10/2013									
<input checked="" type="checkbox"/> Create Landscape Packet by Photo Clusters <input type="button" value="View Photo Packet"/>									
Required Next Action(s) - check all that apply									
<input type="checkbox"/> Send standard follow-up letter/routine monitoring at next regularly scheduled visit <input type="checkbox"/> Contact Landowner requesting issue resolution <input type="checkbox"/> Conduct followup site visit <input type="checkbox"/> Contact appropriate division supervisor(s) for review/resolution <input type="checkbox"/> Prepare corrective action plan <input type="checkbox"/> Other- Combine with letter to the same landowner <input type="checkbox"/> No further action required									
Notes or Summary of Next Action Items or Enforcement:									
<input type="checkbox"/> Refer To Enforcement Panel									
Next Visit Date: 7/10/2016									
Approver's ID:				Date:				Name: <input type="text"/> Title: <input type="text"/> Phone: <input type="text"/> eMail: <input type="text"/> Address: <input type="text"/> City: <input type="text"/> ST: <input type="text"/> Zip: <input type="text"/>	
Approver's Signature:									
<input type="button" value="Click to Approve this Visit"/>					<input type="button" value="Send eMail to Monitor"/>				

This screen allows the supervisor to make assessments of the easement visit. The **Concerns Noted by Monitor** section displays each concern noted by the monitor. In this case concern 1 of 2 is being displayed. The supervisor can see the term in question and the comments that the monitor made along with numbers of the photos documenting the concern. The supervisor can view the photo packet in question by clicking the **View Photo Packet** button. The supervisor must assess the severity of each concern by clicking on one of the five **Severity Code** radio buttons available. Comments can be entered as desired. The supervisor then assesses the overall compliance noted during the visit. **Required Next Actions** are selected and comments pertaining to them can be added. Any concern that is assessed as major is automatically referred to the Conservation Easement Enforcement Advisory Panel for review and recommendation. This ensures major violations are handled consistently across all DNR divisions. The supervisor can also refer the visit to the panel for other Severity Codes. Once all concerns are addressed, overall compliance is assessed, required next actions noted and the next visit date entered, the supervisor can approve the visit by clicking the “Click to Approve this Visit” button. If desired the supervisor can also send an email to the monitor requesting additional entries about the visit prior to the approval.

Print Photo Packet

The menu choice “Print Photo Packet” allows the user to select an easement and print a photo packet for a visit to that easement. As in the screen below, once an easement is selected the computer displays a drop down menu that lists all visits that have been made to that easement:


This screenshot shows the top portion of a web application. At the top, there is a navigation bar with two tabs: 'Main Menu' and 'Select Easement for Photo Packet', with the latter being the active tab. Below the navigation bar, the main heading is 'Select Easement to Print'. Underneath this heading, there is a label 'Select Familiar Name to Browse from Drop Down:' followed by a dropdown menu containing the text 'French River AMA- 10+ Lester Peterson'. Below this, there is another label 'Select From Available Visits' followed by a dropdown menu containing the text 'Baseline'.

The user then makes additional entries to specify what photos to select and formats and selects a location for the packet that is created as a PDF file:

This screenshot shows the same web application as the previous one, but with more content visible. The top section is identical, showing the 'Select Easement to Print' heading and the dropdown menus for 'French River AMA- 10+ Lester Peterson' and 'Baseline'. Below this section, there is a heading 'Please select types of photos to include in the packet for this easement:'. Underneath this heading, there are four checkboxes with labels: 'Baseline Photos' (checked), 'Monitor Photos', 'Access Photos', and 'Other Photos'. Below these checkboxes, there is a note '(Only photos meeting all check marks will print)'. Further down, there is another checkbox labeled 'Print Landscape Photo Clusters'. At the bottom of the form, there is a note '** Make Sure The Chosen PDF is NOT Open **' and a button labeled 'Browse to File and Print PDF Photo Packet'.

Print Monitor Report

Monitor reports may be printed before or after the visit has been approved by area supervisors (the first of two approval steps). The drop down box shows only easements that have been marked as “entered” by the monitor. Since it is most common to print approved visits, the system sorts them to the top of the easement selection drop down list and are marks them with an * for clarity. Once an easement is selected, the screen will appear that shows all visits that have been made to that owner segment sorted first by approval status and then sorted with the most recent visits to the top. The user can select a row by clicking in the first column of the row and then clicking on the “Print Approved or Pending Monitor Report for Selected Row in Table” button. A print preview of the monitor report is generated, from which the user can create a PDF file or direct the output to a printer for hard copy. An example of page 1 of the monitor report is displayed below:



Conservation Easement Monitor Report

ID: 1369

Easement Type: TROUT STREAM

Familiar Name: French River AMA- 51 Edward Alspach

Project Name: FRENCH RIVER

Acquisition Number: E-1309 **Date:** 10/27/1985

DNR Document No: E-1309

Cty Document No: 403657 **84C:** Y

County: Saint Louis **Acres:** 2.3

Monitor Information

Name:	Steven Speltz
Title:	Project Specialist
Phone:	(218) 525-0853
eMail:	steven.speltz@state.mn.us
Address:	5351 N Shore Dr
City:	Duluth
ST:	MN
Zip:	55804

Baseline Report: ☐ Yes ☒ No **Gen Date:**

First Monitor Visit:

Prev Monitor Visit:

Monitor Interval: (Months)

Parcel No:

Second Monitor Information

Has the property been surveyed? ☐ Yes ☒ No

Management or other plan in place? ☒ Yes ☐ No

Easement boundaries marked by signs? ☐ Yes ☒ No

All easement land to be monitored? ☒ Yes ☐ No

Photo Packet ID:

Parcels Included in Easement							
	County	Parcel ID	Twtn	Range	Sect	Frty	GLot
69	SAINT LOUIS	137-415-0010-03441	51 N	13 W	1	33 SWSW	0
69	SAINT LOUIS	137-415-0010-03440	51 N	13 W	1	33 SWSW	0

2 Properties

There are other support functions that can be accessed from the Access CEMS Main Menu that are not described here such as printing status reports that are used occasionally and for other special purposes. Samples of full baseline reports and monitor reports are included in Appendices 3 and 4.

Approve Baseline Report

Baseline property reports that have been approved a significant amount of time after the acquisition of the easement need to be approved by an individual with delegated authority from the Commissioner of Natural Resources. The “Approve Baseline Report” menu choice allows this capability. Only easement visits that have been coded as part of a baseline report visit by the monitor and have received supervisor approval can be approved as part of the baseline during this step. Once an easement is selected from the drop down choice, the following screen is shown:

Approve Baseline Property Report

Select Familiar Name to Review from Drop Down:

Region: 2
French River AMA- 51 Edward Alspach
332

[Return to Main Menu](#)

Monitor Events(s) selected from above easement Double click in PID of desired row to view Monitor Event

PointID	PID	Owner or TaxPa	Acre	Visit By	BsLn	# Concerns	Closed	Approved	Final App	FinAppri
3539	137-415-0010-03441		1.16	12/31/2013	Y	0	11/26/2013 1:	4/7/2014	4/24/2014	tigoeman
3530	137-415-0010-03440		1.14	12/31/2013	Y	1	12/1/13	6/25/2014		

Record: 1 of 2 No Filter Search

Baseline Created:

Baseline PDF Path:

Baseline Approved: Baseline Approver ID:

Final Approver:

Name:

Title:

Phone:

eMail:

Address:

City: ST: Zip:

Data cannot be changed in the table above.
Use Manage Monitor Event to alter the BaseLine Visit and Ignore flags

Click Here to Approve this Baseline Report with your Delegated Authority (Approved rows with BsLn=Y will be included)

[Return to Main Menu](#)

Your Login Info: dokilber

Name: Donald G Kilberg

Title: Project Specialist

Phone: 6512595962

eMail: donald.kilberg@state.mn.us

Address: 500 LaFayette Rd

City: St. Paul ST: MN Zip: 55155

The selection screen shows there are two owner segments for this easement, both currently owned by the same individual. The first segment, Point ID 3539 had no concerns and already has been approved by both the supervisor and manager with delegated authority to approve baselines. The second segment was recently approved by the supervisor and is ready for final approval. The final approver can open either or both visit screens by double clicking on the owner point. Typically the final approver will review those visits that have concerns to review the assessment of severity of the concern and any possible enforcement action that is planned. Once satisfied with the visits to each owner segment of the easement, final approval is given to all visits coded with BsLn=Y (baseline=Yes) simply by clicking on the large final approval button at the bottom center of the screen. If all visits that are part of the baseline have been approved, the Baseline Approved field will be filled with today's date. At this point the baseline report may be printed.

Print Baseline Report

Similar to monitoring reports, baseline property reports may be printed either before final approval or after depending on the user's need. During the printing of the report, the system will do various checks on the components of the easement making sure that all visits that are coded as part of the baseline have in fact been approved. If all of the checks are successful, the system will assign a final approved

Select Easement for Baseline Report Generation

Select Familiar Name to Browse from Drop Down: French River AMA- 51 Edward Alspach Final Appr Date: 332 52

Monitor Events for this Easement Double Click in PID of a Row to Open Monitor Event

PointID	PID	Owner or TaxPa	Acres	Visit By	BsLn	# Concerns	Closed	Approved	Final Ap
3539	137-415-0010-03441		1.16	12/31/2013	Y	0	11/26/2013 1:	4/7/2014	4/24/2014
3530	137-415-0010-03440		1.14	12/31/2013	Y	1	12/1/13	6/25/2014	

Records: 1 of 2

Create Baseline Report from Approved Baseline Visits Above

Data cannot be changed in the table above.
Use Manage Easement Ownership Points to alter the BaseLine Visit and Ignore flags

Return to Main Menu

Exit Access

status and the baseline printing date will be updated for the easement. Once an easement is chosen in the drop down menus and the **Create Baseline Report from Approved Baseline Visits Above** button has been pressed, the computer will check key status information and display results in red:

Create Baseline Report from
Approved Baseline Visits Above

Checking to see if all data is here to print a baseline report

☒ Initial Conditions of Easement Entered

☒ Monitor Concerns Assessed 1 Concern(s) Found

☒ Baseline Visit Flagged 3 Baseline Visit(s) Found


☐ All Parcels Visited * Warning * One or More Events Need Final Approval

☒ Updated Generation Date in Easement Info

Success ! Ready to print the Baseline Report

Data cannot be changed in the table above.
Use Manage Easement Ownership Points to
alter the BaseLine Visit and Ignore flags

Print Baseline Report PDF

 Return to Main Menu

Exit Access

In this easement, there is still one visit that requires final approval so a warning to that effect is displayed. The baseline report PDF can still be generated, it just will not have all the final signatures.

PART III: STEWARDSHIP DOCUMENTS

The project goals called for visiting 180 easements for the purposes of monitoring and collecting data to create baseline property reports. Project staff created tools that would support the initial monitoring and collection of data for the baseline, future monitoring of the easements and take into account the different requirements across easement types. To simplify the stewardship business process, staff created a monitoring process that would be the same for both the initial visit to create the baseline and future visits to monitor the easement. The only significant difference in these events is that during the baseline visit, photographs are obtained that document the condition of the entire easement, not just areas where concerns are noted.

In the initial period of the project, project staff made a second key decision regarding baselines. The complexity of easements varies significantly across easement types and the data collected for a Trout Stream easement is quite different from data collected for all other easement types. Staff designed an abridged, completely computer generated baseline report that could be created for Trout Stream easements based on information entered into the system from the initial baseline data collection/monitoring visit. This abridged report was also used for Wild & Scenic River and Native Prairie Bank easements, but only as a convenient source of information that monitors could use as a base to which they added additional information collected during the visit. As an example, Wild & Scenic River easement baseline reports contain information about the history of the easement and its acquisition and Native Prairie Bank easement baselines contain a large amount of information pertaining to the ecological features of the protected property. This simplified baseline report for Trout Streams reduced staff time considerably in preparing data for Trout Stream easements, which comprise the majority of easements held by the DNR.

The stewardship process designed as part of Phase II of the project has some consistent outcomes:

- All visits to an easement result in data being captured in the computer as a monitoring visit. Visits for the purposes of collecting baseline information and standard monitoring visits look the same in the system.
- All visits to an easement are documented by a set of photographs called a “photo packet.” The packet for each visit is uniquely identified. Packets made for the purposes of creating a baseline report will record conditions throughout the entire easement, while packets made during subsequent monitoring visits only document concerns observed in the easement.
- All visits to an easement generate a “monitor report” that is reviewed by appropriate division staff and approved. Concerns observed during the visit are assessed and any necessary next steps or enforcement actions are documented during this approval process. For baseline visits, the approver also determines if the concern was likely present at the time the easement interest was acquired and if so, grandfather the concern into the baseline conditions so it is not viewed as a violation in subsequent visits.
- Trout Stream easement baseline reports consist of a PDF document containing:
 1. A computer generated baseline report summarizing visits to ownership segments that comprise the protected property.
 2. A monitor report for each ownership segment of the easement, detailing concerns observed, severity of the concern and, if the concern is deemed a violation, next enforcement steps to resolve the violation. Conditions that were assessed to be present at acquisition time are so noted.

3. An easement map set showing the Locator maps to the easement, the Features of the Protected Property and the Photopoint map detailing locations of photos taken during the visits.
 4. A photo packet showing all photos taken during the visit to the easement.
 5. Trout Stream easement baseline reports are not co-signed by the landowner.
- For other easement types, the baseline property report consists of a Microsoft Word document created using information from the computer generated baseline as well as the following:
 1. A photo packet showing all photos taken during the visit to the easement.
 2. An easement map set showing the Locator maps to the easement, the Features of the Protected Property and the Photopoint map detailing locations of photos taken during the visits. In addition, the author may include other maps to help describe conditions observed on the easement.
 3. Information from the monitoring report describing concerns noted on the easement, whether they were assessed to be existing at acquisition of the easement or have occurred since acquisition and are violations, and if so, what steps have been taken by the landowner to address the violation. The monitoring report itself may be attached to the report.
 4. A signature page with approval lines for both DNR management and the landowner(s).
 5. Attachments of any correspondence to or from the landowner.

All documents described above are attached to the Land Record System acquisition transaction for the easement for archival storage and future reference. Examples of a Trout Stream easement and Wild and Scenic River easement completed baseline report are attached in the Appendices 3 and 4 along with a flow chart describing steps to create the baseline reports (Appendix 1).

PART IV: CONSERVATION EASEMENT STEWARDSHIP TRAINING PROGRAM

Activity 2 of the Phase II project work plan had a goal to create a training program for DNR staff with conservation easement stewardship responsibilities and to conduct 10 training events using this program. Project staff worked with DNR divisional staff who had experience in conservation easement stewardship to design the training program. This program consisted of several parts:

- * Introduction to Conservation Easements-part of the goal of training was to ensure that DNR employees who participate in or may be impacted by stewardship activities have a consistent understanding of what conservation easements are and how they impact both the landowner and the easement holder.
- * Elements of Easement Stewardship-industry resources such as the Land Trust Alliance and other sources were used to develop the elements of stewardship that are part of the DNR's program. These include 1) the creation of a baseline property report, 2) regular monitoring of the protected property, 3) defining an enforcement protocol, 4) maintaining positive landowner relationships, 5) processing releases and approvals, and 6) record keeping. The training program discussed each of these components in detail.
- * History of ENRTF-funded projects that identified DNR administered conservation easements and developed the stewardship program and the tools that support it.
- * Once the historical and background information was covered, the training presentation was typically tailored to the staff receiving the training and the specific easement types that they administer. The program discussed how to prepare for an easement visit and the tools that are available or had been built to help staff do this planning. The person conducting the monitoring visit needs to understand the easement terms and conditions, read legal descriptions and verify the GIS shapes to ensure easement maps are as accurate as possible before presenting to the landowner. Current landowners need to be verified and contacted to set up visits. Preprint-ed worksheets are available to record information during the visit. Equipment preparation is essential both to load GPS equipment with easement information and assemble a prescribed list of important items to bring with during the visit. All of these pre-visit steps were covered in a segment of the training.
- * The next segment of training covered the process of conducting the monitoring visit in the field. Again, this training was often customized to the specific easement types that were being

administered by the audience. Because each easement type may have unique conservation values that are being protected, the specifics of what to monitor for are often determined by the administering divisions or units. The tools used to support the stewardship activities were designed to be generic and useful across all divisions.

- * After the visit was completed and the staff return to the office, the next training segment detailed how to record information and observations from the visit into the Access CEMS tools used to manage visits and approvals. Specific attention was given to record-



ing concerns that were noted during the visit that related to specific easement terms. Emphasis was given to the importance of documenting the concerns with clear descriptions and photographic details that could be used by the approver to assess the severity of the concern. Other post-visit work was discussed such as how to upload photographs captured by the GPS/camera and use the provided tools to enter these into the stewardship databases.

- * Training on approvals of the visits and the baseline reports being generated was covered for all employees in general, but personnel who were assigned approval responsibilities were generally given one-on-one training using actual data. This ensured complete understanding of this important function with its many nuances.
- * Finally, training segments covered record keeping and recommended retention of documents. Other components of easement stewardship such as landowner relationships and easement approvals were left to divisions to specify in their guideline documents. This is because these activities are dependent on the type of easement and its conservation value.

In general, training was covered in two waves, the first being presented at normally scheduled division meetings where it could be given to all division staff. These sessions were generally shortened to 2-3 hours and did not go into as much detail about the specific tools available and their use. Follow-up training was then scheduled with personnel that would actually be assigned stewardship responsibilities. These events were typically all day events. Historical and background information as well as preparing for the easement visit were covered in the morning and in the afternoon the group would actually visit a nearby easement and capture the visit information. Upon returning to the office a staff volunteer would enter the information gathered and go through the actual steps for the easement. If approvers were in the audience they would approve the visit after entry was complete. This approach seemed exceptionally effective and generated an excellent understanding of the processes involved. Several follow-up training sessions were held individually with both initial visit approvers as well as final baseline report approvers. A comprehensive training manual was also created (see Appendix 6)

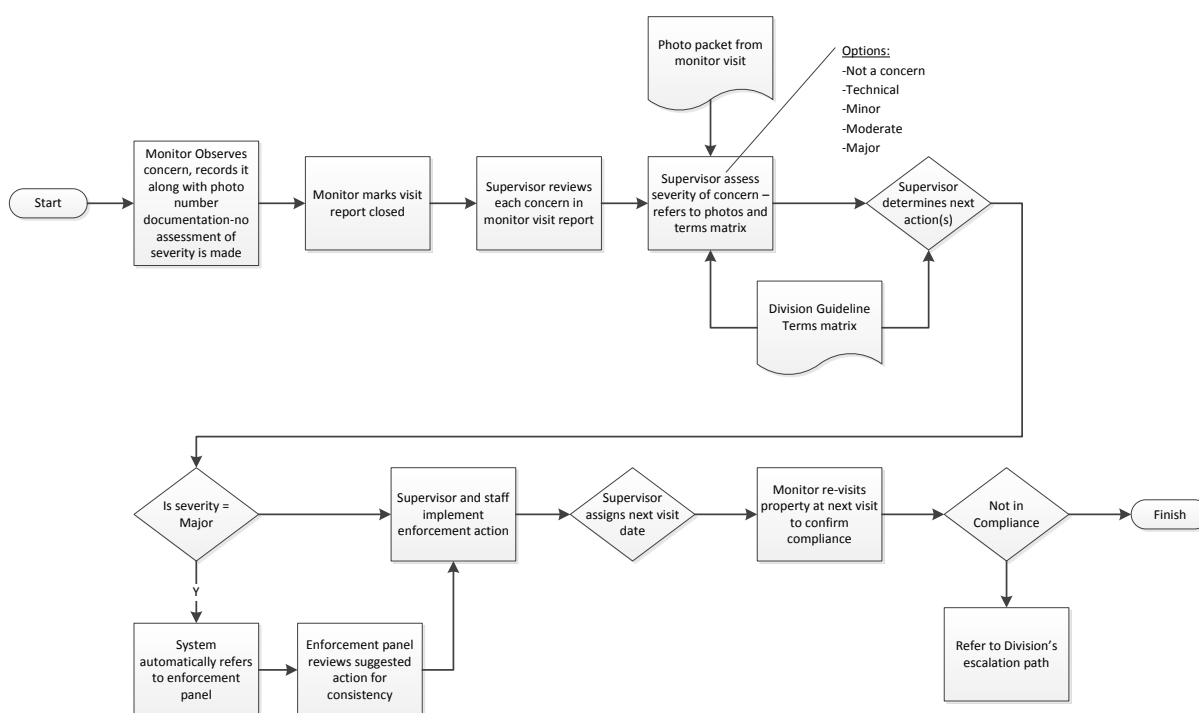
Thirteen events were held, exceeding the goal of 10. A summary table of events held and locations is presented below:

Date	Location	Activity
Aug 2012	Duluth Fisheries	Staff Presentation
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 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

PART V: CONSERVATION EASEMENT STEWARDSHIP ENFORCEMENT PROTOCOL DEVELOPMENT

Activity 3 in the Phase II project was to develop and implement a conservation easement enforcement protocol. Staff approached this activity by developing an agency operational order to address conservation easement stewardship. This document gives guidance to all DNR employees on the department expectations around conservation easement stewardship activities, including enforcement. The general enforcement flow is as follows:

General Flow Chart for Monitor Visit with Concern Noted



The key points in the generic flow shown above are:

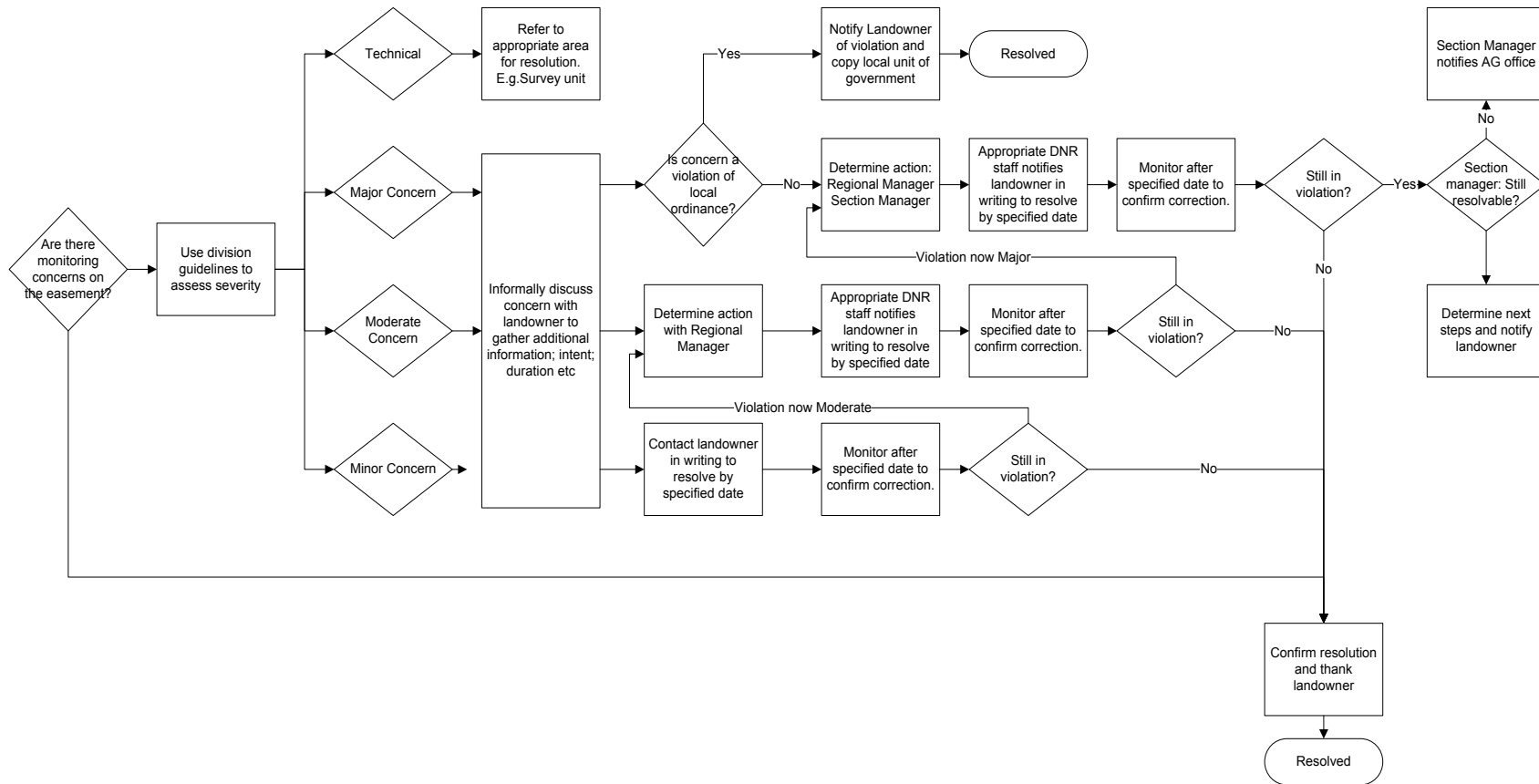
1. The monitor does not assess the concern, but only describes the condition and provides photographic documentation for further review.
2. The supervisor uses the monitor's descriptions and photographs along with the division guidelines for this term to determine if there is a violation and if so, its severity.
3. The division guidelines will also suggest enforcement actions that should be followed.
4. If the severity is Major or if the supervisor specifies, the violation is referred to the next meeting of the Conservation Easement Enforcement Advisory Panel for review. This cross division group provides suggestions for enforcement and ensures that violations are dealt with consistently across the DNR.
5. The enforcement action is taken.
6. During the next easement monitoring visit, compliance is verified.
7. If the easement is still in violation, each division specifies in their guideline document the appropriate escalation path.

The next two pages provide examples in draft status of the Fisheries Section's guidelines used to assess severity and next actions.

Fisheries Draft Assessment of Trout Stream Concerns and Actions to Take

Easement Term	Concern Type within Easement Corridor	Concern Sub Type	Concern Severity			Action Enforce or Adopt into Baseline
			Minor	Mod	Major	
Public Access	No Fishing/ Trespassing Sign	-			X	enforce
Tillage	Any	-			X	Notify LUGs
Building/ Structure	Deer Stand	<i>Portable</i>	X			adopt
		<i>Permanent</i>	X			adopt
	Field Road	<i>Rock through stream</i>	X			adopt
	"	<i>Cement</i>			X	enforce
	Fence	<i>Wood</i>	X			resolve
	"	<i>Barbed wire</i>	X			resolve
	"	<i>Electric</i>	X			resolve
	"	<i>Line fence</i>	X			resolve
	Livestock Shed	<i>5' from stream</i>			X	enforce
		<i>60' from stream</i>	X			adopt
	Livestock Rub Post/feed bins	-	X			resolve
	Bridge	<i>Cement footings</i>			X	resolve
		<i>Nofootings</i>			X	resolve
		<i>Dock posts</i>			X	resolve
	RV Camper	-	X			resolve
	Cabin	<i>5' from stream</i>			X	enforce
		<i>60' from stream</i>			X	enforce
	Outhouse	-			X	enforce
	Fire pit	<i>Rock-built</i>	X			adopt
	"	<i>Ring pit</i>	X			adopt
Dumping	Metal	<i>Farm Equipment</i>			X	enforce
	"	<i>Car</i>			X	enforce
	"	<i>Misc. Debris</i>	X			resolve
	Sand (non-native)	-			X	enforce
Cutting of Trees	Multiple Saplings	-	X			adopt
	Multiple Mature	-			X	resolve
Burning	Tree stump	-	X			resolve
Changing Stream Course	Excavating Equipment	-			X	enforce
	Man-Made Rock Dam	<i>Blocking Channel</i>			X	enforce

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The Conservation Easement Stewardship Operational Order (See Appendix 5) has the following section relating to Enforcement.

ENFORCEMENT PROTOCOL

It is the DNR's policy to uphold and enforce its conservation easements. The enforcement protocol is initiated whenever an easement concern is identified during a Conservation Easement Monitoring event that has a severity of Minor, Moderate or Major. Based upon the easement term or covenant, the division guidelines specify both the process to determine the severity as well as the next action steps for a chosen severity for that easement term or covenant. In all cases, the goal is to make every attempt to maintain the landowner relationship, be cooperative, and resolve the issue on a local level. Severe issues will be reviewed and actions recommended by the Conservation Easement Enforcement Advisory Panel.

1. Initiate Enforcement action. CERM refers to enforcement protocol actions in the Conservation Easement Stewardship division guidelines to initiate enforcement. Minor concerns are resolved with local actions while appropriate district/regional managers become involved for moderate and severe concerns as depicted in the enforcement protocol action specified in the division guidelines.
2. Prosecution Action. When specified by division guidelines, the Enforcement Division will be consulted for possible citation and further civil action as stated under Minnesota Statutes § 92.70 (Land Use Trespass). For all severe issues the Conservation Easement Enforcement Advisory Panel will participate in recommending further action.
3. Resolve Enforcement Action. When a resolution is reached, the enforcement proceedings are recorded in a separate document and attached to the completed Monitor Visit record into the conservation easement computer system for future reference along with a next monitoring date. Documents are filed by the division according to document record retention system policy.
4. Follow-up. Resolution is confirmed with a follow-up Monitor Event visit scheduled to occur on or before the indicated next monitoring date specified as part of the resolution.

The division guidelines document is the cornerstone reference to enforcement and provides personnel with consistent guidance on how to assess concerns and what the appropriate enforcement actions to take for the severity determined. The operational order gives divisions until November 11, 2014 to create and approve this guideline.

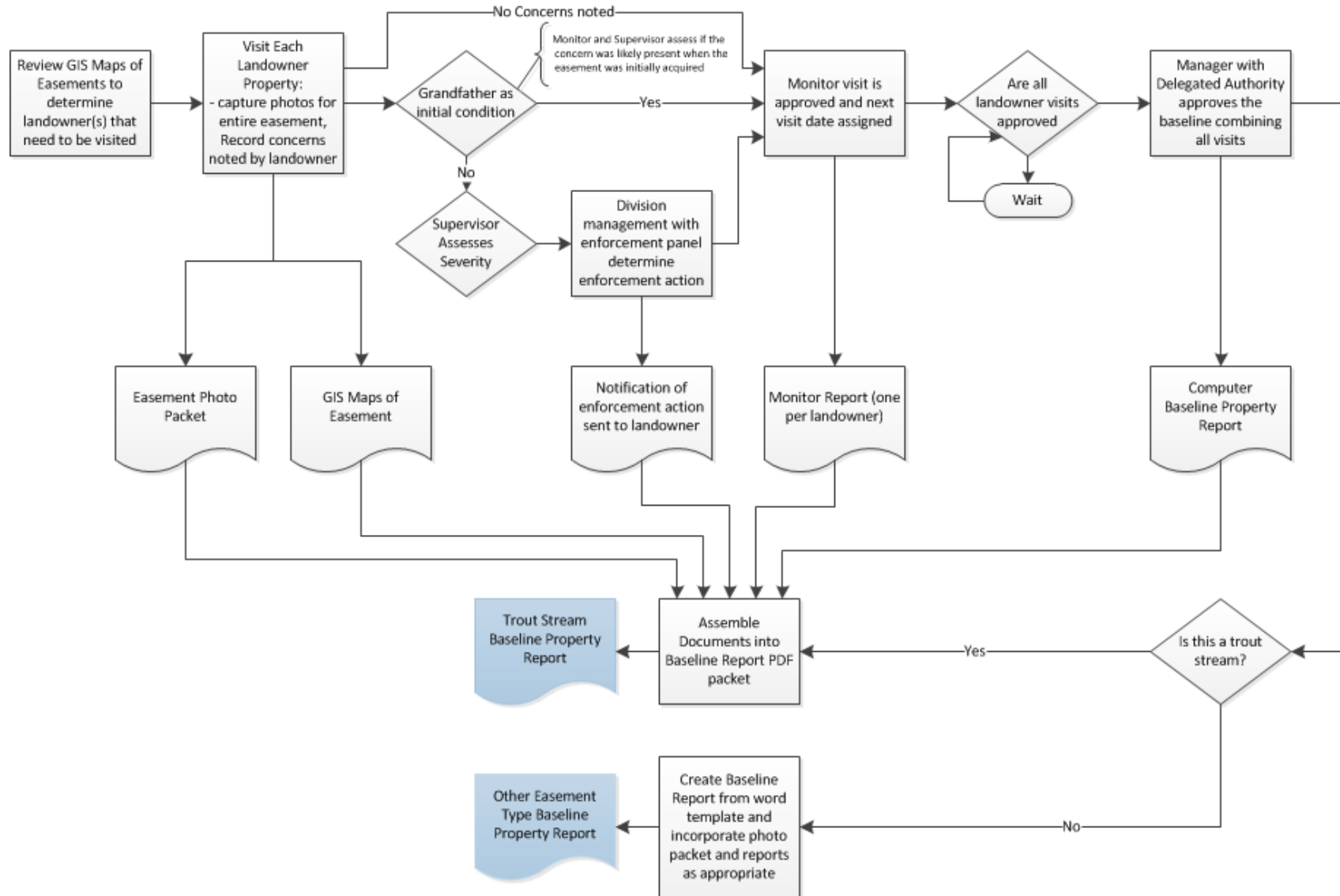
As the DNR obtains more experience with easement monitoring and enforcement activities, these guideline documents can be readily updated to reflect new policies and enforcement recommendations that support the overall stewardship of conservation easements and ensure these protected properties retain their conservation values into the future.

APPENDICES

APPENDIX 1

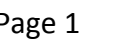
The following describes the generic flow of steps required to generate and approve a baseline report for a conservation easement. The Phase II project dealt exclusively with generating retroactive baselines for easements that were acquired in the past. Because of this, any time a violation of terms and conditions was noted, it was necessary to determine if the condition was likely to have been on the easement at the time of original acquisition or if the landowner had violated the easement. Note that Trout Stream easement baselines were entirely generated by the computer and assembled into the final PDF document while baselines for other easement types used the computer generated documents to supplement information in Microsoft Word documents.

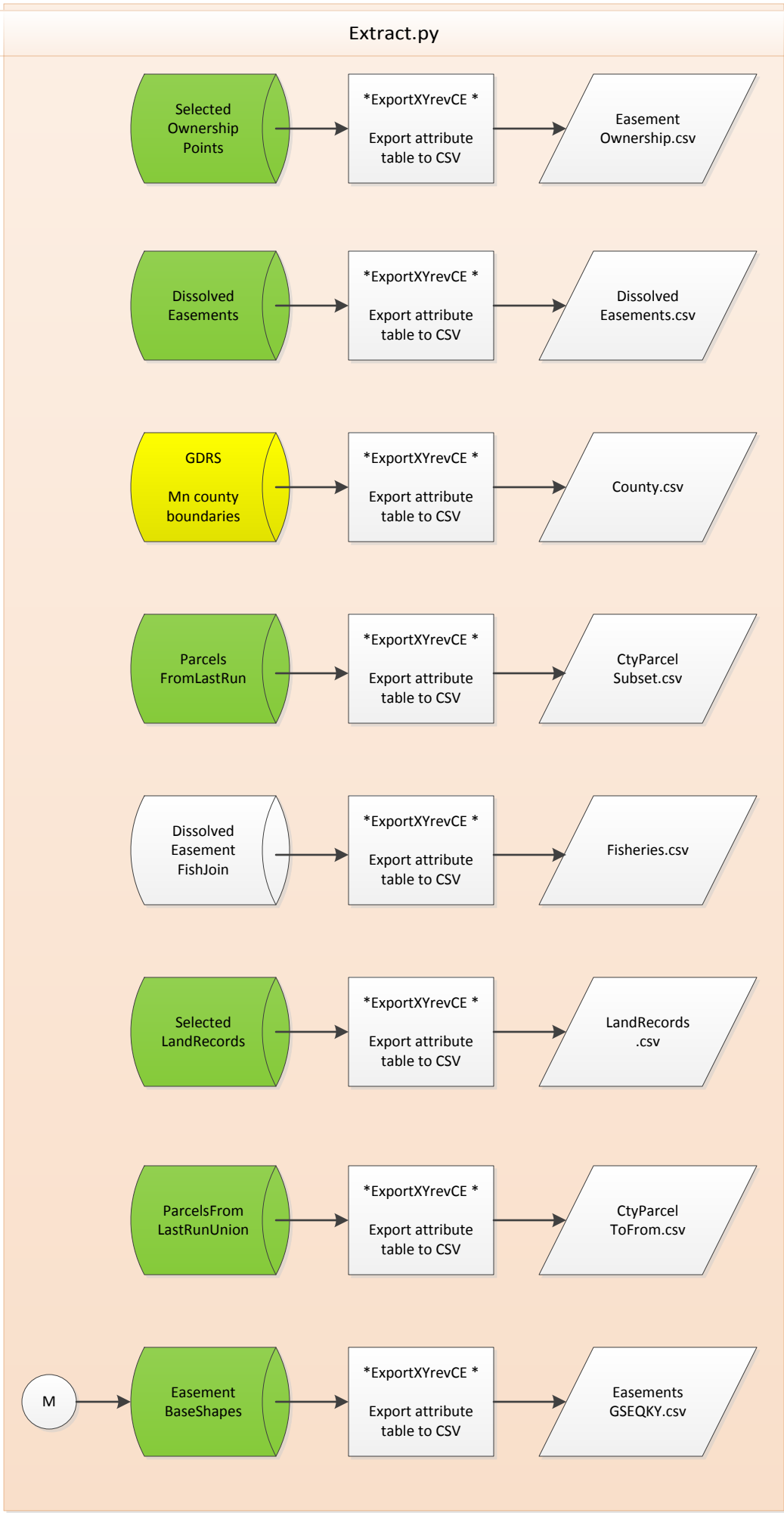
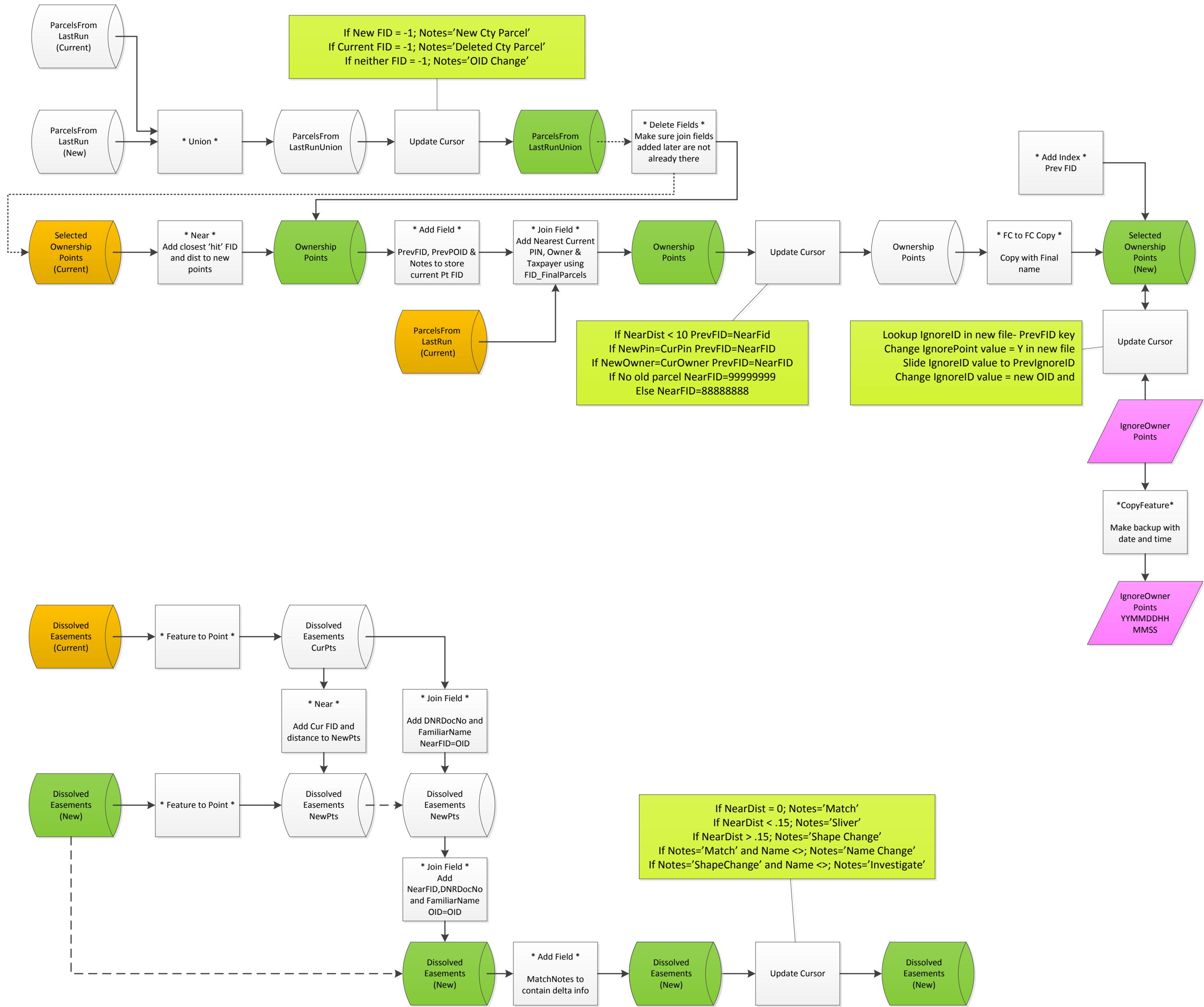
General Process Steps to Create a Retroactive Baseline Property Report



APPENDIX 2

The following two pages depict the geoprocessing flow chart that has inputs of the Land Records System data, division easement shapefiles and County Parcel information and creates a new version of the Conservation Easement geodata. The second page shows the flows that compare this new version to the current version and extracts any changes and additions that are used to update the information in the Access database that houses the Conservation Easement Monitoring System data. Both flows are run on a regular basis to synchronize the Easement Monitoring data to the division shapes and any changes made to the Land Records System





```
Executing: OwnershipTest D:\ArcGIS\Default.gdb D:\KilbergGISData\Staging.gdb "I:\PAT\Recreation Systems\Scenic Easements\GIS\
Scenic_Easements_Inventory.gdb\WSR_Master" "I:\LAM\Conservation Easements\MonitoringResources\Geodatabases\DivisionShapes.gdb\PreProc\
SurveyShapes" "I:\LAM\Conservation Easements\MonitoringResources\Geodatabases\DivisionShapes.gdb\PreProc\ForModel_output" "I:\LAM\
Conservation Easements\MonitoringResources\Geodatabases\DivisionShapes.gdb\PreProc\Fisheries_Work" v:/gdrs/data/org/us_mn_state_dnr/
plan_parcel_in_minnesota/plan_parcel_in_minnesota.gdb/parcels_in_minnesota "I:\LAM\Conservation Easements\MonitoringResources\
Geodatabases\DivisionShapes.gdb\Parcel_Fix_GDRS" V:/core/lam/core/lam/projects/donK/CeaseAllownFC.gdb/AllQuery # v:/gdrs\data\pub\
us_mn_state_dnr\water_measured_kittle_routes\water_measured_kittle_routes.gdb\streams_with_measured_kittle_routes
Start Time: Thu Feb 28 12:03:58 2013
Running script OwnershipTest...
=====
Beginning processing...
      Workspace: D:\ArcGIS\Default.gdb
      Output Space: D:\KilbergGISData\Staging.gdb
      WSR Input FC: I:\PAT\Recreation Systems\Scenic Easements\GIS\Scenic_Easements_Inventory.gdb\WSR_Master
      Surveyed Shapes FC: I:\LAM\Conservation Easements\MonitoringResources\Geodatabases\DivisionShapes.gdb\PreProc\SurveyShapes
      Forestry Shapes FC: I:\LAM\Conservation Easements\MonitoringResources\Geodatabases\DivisionShapes.gdb\PreProc\ForModel_output
      Fishery Input FC: I:\LAM\Conservation Easements\MonitoringResources\Geodatabases\DivisionShapes.gdb\PreProc\Fisheries_Work
      County Parcels Layer: v:/gdrs/data/org/us_mn_state_dnr/plan_parcel_in_minnesota/plan_parcel_in_minnesota.gdb/parcels_in_minnesota
      Manual Parcel Layer: I:\LAM\Conservation Easements\MonitoringResources\Geodatabases\DivisionShapes.gdb\Parcel_Fix_GDRS
      Use Existing Parcel:
      Land Records 40 info: V:/core/lam/core/lam/projects/donK/CeaseAllownFC.gdb/AllQuery
      Kittle Data: v:/gdrs\data\pub\us_mn_state_dnr\water_measured_kittle_routes\water_measured_kittle_routes.gdb\
streams_with_measured_kittle_routes
=====
0:00:29 Copy Land records file to local GDB...
0:05:23 Processing..EasementBase_WSR
0:06:23 Processing..EasementBase_Survey
0:06:50 Processing..EasementBase_Forest
0:07:16 Processing..EasementBase_Fish
0:07:46 Dissolve Fisheries Layer..
0:07:55 Create Fisheries Point data..
0:07:58 Merge Division base data..
0:08:15 Join important LandRecords fields to base data..
0:08:50 Create Dissolved Easements with messy field names..
0:08:58 Change Dissolved Easement field names in layer and save to disk..
0:09:03 Join Fishery points to Dissolved Easements..
0:09:06 Create County Parcel Layer..
0:09:11 Select Parcels Under Easements..
0:12:23 Copy Selected Parcels..
0:12:41 Merge with Parcel Fixes..
0:12:56 Save a Copy for Future Runs..
0:13:06 Assign Ownership to Dissolved Easement Pieces..
0:13:37 Run Multipart to Singlepart..
0:13:44 Add Acres field to Ownership shapes..
0:13:44 Calculate the number of acres..
0:13:54 Eliminate Slivers - Pass 1..
0:14:25 Eliminate Slivers - Pass 2..
0:14:43 Create Ownership Points..
0:14:48 Create Route Kittle Number Layer..
0:14:52 Identify trout stream info into Easement ownership pieces..
0:19:01 Dissolve Stream Route segments..
0:22:38 Repair any geometry issues from the Identity and Dissolve..
0:23:43 Calculate Upstream and Downstream UTM's..
0:27:28 Sort longest segments to top of group..
0:27:55 Index for the following join..
0:27:58 Join Fields from longest segment back to Ownership Points with UTM's..
0:28:46 Create Local Land records Layer..
0:28:48 Select Land Records with easements from Layer..
0:29:15 Identity Land records FID to Ownership points using easement base shapes..
0:29:26 Join Field GSEQKY to Ownership Points from easement base shapes..
0:30:11 Copy final Land Records to output folder..
Process Complete
Review Results and Run Extract Routine
Completed script OwnershipTest...
Succeeded at Thu Feb 28 12:34:23 2013 (Elapsed Time: 30 minutes 25 seconds)
```

```
Executing: ProcessOwnershipCompareDevelopment D:\ArcGIS\Default.gdb D:\KilbergGISData\Staging.gdb D:\
KilbergGISData\CE_Shapes.gdb
Start Time: Thu Feb 28 12:50:18 2013
Running script ProcessOwnershipCompareDevelopment...
=====
Beginning processing...
      Workspace: D:\ArcGIS\Default.gdb
      Output Space: D:\KilbergGISData\Staging.gdb
      Current Production GDB: D:\KilbergGISData\CE_Shapes.gdb
=====
```

Process the County Parcel polygons

```
0:00:00 Union new and current Cty Parcels to identify from/to changes..
0:00:26 Add field to new parcels to store existing FIDs..
0:00:27 Assign Match Notes..
```

Process the ownership points

```
0:00:34 Delete any fields added to ownership points during previous runs..
      NEAR_FID deleted
      NEAR_DIST deleted
      PrevFID deleted
      PrevPOID deleted
      MatchNotes deleted
      PIN deleted
      OWNER_NAME deleted
      TAX_NAME deleted
      FID_FinalParcels_1 deleted
      PIN_1 deleted
      OWNER_NAME_1 deleted
      TAX_NAME_1 deleted
```

```
0:00:39 Find nearest current ownership point to the new ones..
0:00:46 Add field to New Points to store existing FIDs..
0:00:47 Add current ownership attributes to new points..
0:01:48 Add previous ownership attributes to new points..
0:02:57 Assign value to PrevFID field..
0:03:03 Make the output ownership point file and index PrevFID..
```

Process the dissolved easement shapes

```
0:03:09 Make point files from new and current dissolved easements..
0:03:14 Find nearest old Easement point to the New easements points..
0:03:15 Add current DNRDocNo and FamName to New points..
0:03:19 Add current Information to New points..
0:03:23 Add fields to new points to store existing FIDs value..
0:03:24 Assign Match Notes..
0:03:30 Created Backup table ..C:/Documents and Settings/dokilber/My Documents/ArcGIS/Default.gdb/
ignoreTable20130228125510
0:03:30 Reassign 'Points to Ignore' to their new FID value..
```

```
Completed script ProcessOwnershipCompareDevelopment...
Succeeded at Thu Feb 28 12:55:49 2013 (Elapsed Time: 5 minutes 31 seconds)
```

```
Executing: OwnershipExtract2 D:\ArcGIS\Default.gdb D:\KilbergGISData\Staging.gdb G:\
AccessFixedData_2013Feb28
Start Time: Thu Feb 28 13:20:03 2013
Running script OwnershipExtract2...
=====
Beginning processing...
      Workspace: D:\ArcGIS\Default.gdb
      Geodatabase to Extract: D:\KilbergGISData\Staging.gdb
      Output CSV Folder: G:\AccessFixedData_2013Feb28
=====
0:00:00 Export Ownership Points...
0:00:23 Export Easements...
0:00:28 Export County names and codes...
0:00:39 Export Parcel information used in last run...
0:01:12 Export Fishery easement information to csv file..
0:01:16 Export land record data...
0:01:57 Export CtyParcel ToFrom...
0:02:07 Export Easement Base GSEQKYs...
Completed script OwnershipExtract2...
Succeeded at Thu Feb 28 13:23:55 2013 (Elapsed Time: 3 minutes 52 seconds)
```

APPENDIX 3

The following is an example of an assembled Trout Stream easement baseline property report. The report consists of several computer generated reports combined into a single PDF report. The component reports are the Baseline Report, a GIS easement map set, a monitoring report for each property parcel that is included in the easement legal description and a photo packet of photos taken during the initial visit to the property. Each monitoring report and the final baseline report carry the digital signatures of the Fish and Wildlife management authorized to approve the reports.



E-735

Trout Stream Baseline Report

Today's Date: 6/2/2014

TROUT STREAM

Lester River AMA- 11A Arthur Westerlund

Original Grantor: Arthur Westerlund

Stream Name:	Lester River	Acquisition Nmbr:	E-735	Tributary Number:	S-005
Project Name:	LESTER RIVER	Acquisition Date:	4/20/1979	Stream Feet:	430.0
County:	Saint Louis	Easement Acreage:	0.4	Width from Centerline:	66.0
Cty Doc No:	293775	84C:	Y	Parcel Nmb:	11A
Amount Paid:		Easement Value:		One Sided Feet:	430.0
UpStream Easting:	570445.0	UpStream Northing:	5198495.0	DownStream Easting:	570459.0
		DownStream Northing:	5198436.2	Monitor Interval (Months):	36

Directions to Property:

Directions From Duluth Area Fisheries Office: Head southwest on N Shore Dr. toward Ryan Rd. .1 Miles, Take the first right onto Ryan Rd. .5 Miles, Turn right onto Old N Shore Rd. .3 Miles, Continue onto Ryan Rd. 2.3 Miles, Turn left onto Lismore Rd. 5.0 Miles, Continue onto N Tischer Rd. .4 Miles, Continue onto Zimmerman Rd. 2 Miles, Turn right onto Jean Duluth Rd. .5 Miles, Turn left onto

Location of Access:

Access stream from the point where the Lismore Rd. crosses the Lester River. Walk downstream to reach the upstream boundary of the easement.

Access Type: ☐ Legal ☒ Informal

Other Easement Information:

Signs in Place? ☒ Yes ☐ NoPastured? ☒ Yes ☐ NoStiles? ☒ Yes ☐ NoLandowner/Representative present on site visit? ☒ Yes ☐ No

Parcels Included in Easement

County	Parcel ID	Twn	Range	Sect	Frty	GLot
69 SAINT LOUIS	137-520-0010-00170	51 N	14 W	2	11 NENE	0
69 SAINT LOUIS	137-520-0010-00170	51 N	14 W	2	11 NENE	0

2 Properties

DNR Monitor ID: stspeltz

Name:	Steven Speltz				
Title:	Project Specialist				
Phone:	(218) 525-0853				
eMail:	steven.speltz@state.mn.us				
Address:	5351 N Shore Dr				
City:	Duluth	ST:	MN	Zip:	55804

Date of Baseline Visit: 12/31/2013

Date Entered: 11/8/2013 10:26:01 AM

Monitor Signature: 

Easement ID: 583	GENERAL COMMENTS CONCERNING CONDITION OF THIS PROPERTY	
EASEMENT TERMS AND DESCRIPTION OF CURRENT CONDITIONS		
E-735		
CONSERVATION EASEMENT TERM	Describe Current Condition of Property	Supporting Photograph(s)
1. 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 such other improvements as are deemed necessary.	Nothing was observed that would prevent the development of fish habitat. No DNR habitat improvement structures were observed.	All Photos
2. Permit angling by the public in the above described area.	Nothing was observed that would prevent the public from angling in the described area.	All photos
3. 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 structures or the remains of removed structures were observed in the easement area.	All Photos
4. 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. A change in the stream course also requires a special permit issued by the Division of Waters of the Department of Natural Resources.	Mowing and clearing observed within easement area. No other excavating, filling, dumping, tree cutting, burning, or changing of the stream course was observed within the easement area. No written approval from the grantee exists allowing for deviance from the above terms. For PID: 137-520-0010-00170 the following exception was noted: Mowing and clearing within easement Photos 5 7 9 10 Letter drafted-sent 10/29/13; Follow-up letter mailed-11/19. Met onsite; all is OK. -Jordan. Lester River AMA 11 surrounds this AMA and a baseline report was not created last year, I recommend this AMA be revisited while a baseline on AMA 11 is created. -AV	Photos 5 7 9 10
The right to use the land in Tracts I through IV, including the right of angling in said stream and the right to use the water in said stream for domestic purposes, including watering cattle and other stock, consistent with the rights and privileges granted in this easement.	Nothing was observed that would restrict the current landowners from utilizing the reserved rights described. No additional rights have been granted in writing by the grantee.	All Photos



Baseline Parcel

UpStream Easting: **570445.0** UpStream Northing: **5198495.0** DownStream Easting: **570459.0** DownStream Northing: **5198436.2**

Parcel ID: 137-520-0010-00170		COUNTY PARCEL INFORMATION		As of: 2012-09-11 00:00:00	
Land Owner			Tax Payer		
Name:	<input type="text"/>		Name:	<input type="text"/>	
Addl:	<input type="text"/>		Line 1:	<input type="text"/>	
Line 1:	DULUTH MN 55803		Line 2:	DULUTH MN 55803	
Line 2:	<input type="text"/>		Line 3:	<input type="text"/>	
Line 3:	<input type="text"/>		Year Built	0	Sale Date

Comments Concerning Property:

Date Approved: 4/15/2014 10:41:57 AM

Approver ID: anvarian

Date Approved: 4/24/2014 1:48:03 PM

Approver ID: tigoeman

Approver Signature:

Approver Signature:

Trout Stream Conservation Easement


Lester River AMA- 11A Arthur Westerlund - Features of Protected Property

County Doc No: 293775
DNR Doc No: E-735

Acquisition No:

Lester River
Saint Louis 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, Jun 2014

0 110 220 Feet

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.

© 2014 State of Minnesota. Department of Natural Resources

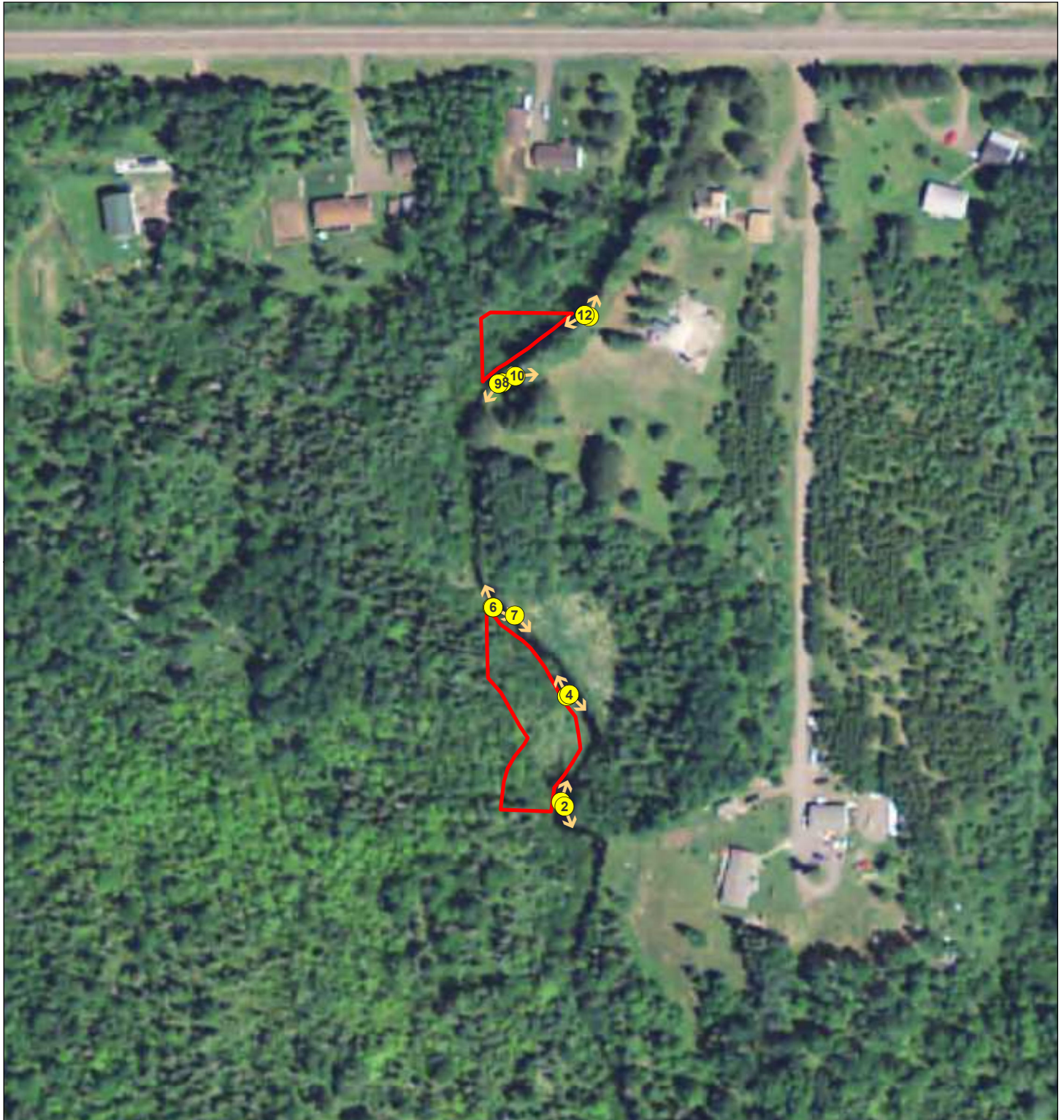
Trout Stream Conservation Easement

Lester River AMA- 11A Arthur Westerlund - Photo Points

County Doc No: 293775
DNR Doc No: E-735

Photo Packet: Baseline
Acquisition No:

Lester River
Saint Louis County, Minnesota



 Subject Easement

 Photo Points

0 110 220 Feet

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

Map Prepared by Donald Kilberg, Jun 2014
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Trout Stream Conservation Easement

Ownership: Lester River AMA- 11A Arthur Westerlund

County Doc No: 293775
DNR Doc No: E-735

Acquisition No:

Lester River
Saint Louis County, Minnesota

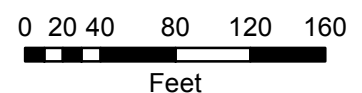


Ownership Summary

-  **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, Jun 2014

Trout Stream Conservation Easement

Ownership: Lester River AMA- 11A Arthur Westerlund

County Doc No: 293775
DNR Doc No: E-735

Acquisition No:

Lester River
Saint Louis County, Minnesota



PIN: 137-520-0010-00170

DULUTH MN 55803
DULUTH MN 55803

-  **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.

0 20 40 80 120 160
Feet

© 2014 State of Minnesota. Department of Natural Resources

Map Prepared by Donald Kilberg, Jun 2014

Trout Stream Conservation Easement

Ownership: Lester River AMA- 11A Arthur Westerlund

County Doc No: 293775
DNR Doc No: E-735

Acquisition No:



Lester River
Saint Louis County, Minnesota



PIN: 137-520-0010-00170



DULUTH MN 55803

-  **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.

0 20 40 80 120 160
Feet

© 2014 State of Minnesota. Department of Natural Resources

Map Prepared by Donald Kilberg, Jun 2014



\\Photos\Lester River AMA- 11A Arthur Westerlund\Baseline\LesterRiver_11A_080713_001.jpg

Photo 1

Photo Date:	8/7/2013		
Latitude:	46.9356955	Northing:	5,198,433
Longitude:	-92.0742927	Easting:	570,462
Direction:	18	Bearing:	N
Altitude:	439		

Description: PIN: 137-520-0010-00174

Looking upstream downstream boundary



\\Photos\Lester River AMA- 11A Arthur Westerlund\Baseline\LesterRiver_11A_080713_002.jpg

Photo 2

Photo Date:	8/7/2013		
Latitude:	46.9356812	Northing:	5,198,432
Longitude:	-92.0742752	Easting:	570,464
Direction:	158	Bearing:	S
Altitude:	438		

Description: PIN: 137-520-0010-00174

Looking downstream downstream boundary



\\Photos\Lester River AMA- 11A Arthur Westerlund\Baseline\LesterRiver_11A_080713_003.jpg

Photo 3

Photo Date:	8/7/2013		
Latitude:	46.9360411	Northing:	5,198,472
Longitude:	-92.0742575	Easting:	570,464
Direction:	334	Bearing:	NW
Altitude:	439		

Description: PIN: 137-520-0010-00170

Looking upstream



\\Photos\Lester River AMA- 11A Arthur Westerlund\Baseline\LesterRiver_11A_080713_004.jpg

Photo 4

Photo Date:	8/7/2013		
Latitude:	46.9360453	Northing:	5,198,472
Longitude:	-92.0742470	Easting:	570,465
Direction:	134	Bearing:	SE
Altitude:	438		

Description: PIN: 137-520-0010-00170

Looking downstream



\\Photos\Lester River AMA- 11A Arthur Westerlund\Baseline\LesterRiver_11A_080713_005.jpg

Photo 5

Photo Date:	8/7/2013		
Latitude:	46.9363348	Northing:	5,198,504
Longitude:	-92.0746084	Easting:	570,437
Direction:	340	Bearing:	N
Altitude:	439		

Description: PIN: 137-520-0010-00185

Looking upstream



\\Photos\Lester River AMA- 11A Arthur Westerlund\Baseline\LesterRiver_11A_080713_006.jpg

Photo 6

Photo Date:	8/7/2013		
Latitude:	46.9363343	Northing:	5,198,504
Longitude:	-92.0746044	Easting:	570,438
Direction:	119	Bearing:	SE
Altitude:	439		

Description: PIN: 137-520-0010-00185

Looking downstream



\\Photos\Lester River AMA- 11A Arthur Westerlund\Baseline\LesterRiver_11A_080713_007.jpg

Photo 7

Photo Date:	8/7/2013		
Latitude:	46.9363075	Northing:	5,198,501
Longitude:	-92.0745042	Easting:	570,445
Direction:	137	Bearing:	SE
Altitude:	440		

Description: PIN: 137-520-0010-00170

Mowed path within easement



\\Photos\Lester River AMA- 11A Arthur Westerlund\Baseline\LesterRiver_11A_080713_008.jpg

Photo 8

Photo Date:	8/7/2013		
Latitude:	46.9370668	Northing:	5,198,585
Longitude:	-92.0745483	Easting:	570,441
Direction:	48	Bearing:	NE
Altitude:	440		

Description: PIN: 137-520-0010-00170

Looking upstream



\\Photos\Lester River AMA- 11A Arthur Westerlund\Baseline\LesterRiver_11A_080713_009.jpg

Photo 9

Photo Date:	8/7/2013		
Latitude:	46.9370636	Northing:	5,198,585
Longitude:	-92.0745677	Easting:	570,439
Direction:	214	Bearing:	SW
Altitude:	439		

Description: PIN: 137-520-0010-00170

Looking downstream



\\Photos\Lester River AMA- 11A Arthur Westerlund\Baseline\LesterRiver_11A_080713_010.jpg

Photo 10

Photo Date:	8/7/2013		
Latitude:	46.9370873	Northing:	5,198,588
Longitude:	-92.0744856	Easting:	570,446
Direction:	85	Bearing:	E
Altitude:	440		

Description: PIN: 137-520-0010-00170

Mowing to the edge of the stream



\\Photos\Lester River AMA- 11A Arthur Westerlund\Baseline\LesterRiver_11A_080713_011.jpg

Photo 11

Photo Date:	8/7/2013		
Latitude:	46.9372785	Northing:	5,198,609
Longitude:	-92.0741294	Easting:	570,473
Direction:	19	Bearing:	N
Altitude:	439		

Description: PIN: 137-520-0010-00170

Looking upstream upstream boundary



\\Photos\Lester River AMA- 11A Arthur Westerlund\Baseline\LesterRiver_11A_080713_012.jpg

Photo 12

Photo Date:	8/7/2013		
Latitude:	46.9372847	Northing:	5,198,610
Longitude:	-92.0741527	Easting:	570,471
Direction:	240	Bearing:	SW
Altitude:	439		

Description: PIN: 137-520-0010-00170

Looking downstream upstream boundary



Conservation Easement Monitor Report

ID: 1404

Easement Type: **TROUT STREAM**Familiar Name: **Lester River AMA- 11A Arthur Westerlun**Project Name: **LESTER RIVER**Acquisition Number: **E-735**Date: **4/20/1979**DNR Document No: **E-735**Cty Document No: **293775**84C: **Y**County: **Saint Louis**Acres: **0.4**

Monitor Information

Name: **Steven Speltz**Title: **Project Specialist**Phone: **(218) 525-0853**eMail: **steven.speltz@state.mn.us**Address: **5351 N Shore Dr**City: **Duluth** ST: **MN** Zip: **55804**Baseline Report: ☐ Yes ☒ No Gen Date: **6/2/2014**First Monitor Visit: **8/8/2013**Prev Monitor Visit: Monitor Interval: **36** (Months)Parcel No:

Second Monitor Information

Has the property been surveyed? ☐ Yes ☒ NoManagement or other plan in place? ☒ Yes ☐ NoEasement boundaries marked by signs? ☒ Yes ☐ NoAll easement land to be monitored? ☒ Yes ☐ NoPhoto Packet ID: **Baseline**

Parcels Included in Easement

County	Parcel ID	Twn	Range	Sect	Frty	GLot
69 SAINT LOUIS	137-520-0010-00170	51 N	14 W	2	11 NENE	0
69 SAINT LOUIS	137-520-0010-00170	51 N	14 W	2	11 NENE	0

2 Properties

Parcel ID: 137-520-0010-00170		COUNTY PARCEL INFORMATION		As of: 2012-09-11 00:00:00	
Land Owner			Tax Payer		
Name: <div></div>			Name: <div></div>		
Addl: <div></div>			Line 1: <div></div>		
Line 1: DULUTH MN 55803			Line 2: DULUTH MN 55803		
Line 2:			Line 3:		
Line 3:			Year Built 0		Sale Date

Comments Concerning Property:

QUESTIONS FOR LANDOWNERS	ANSWER	Comments
How was information collected?		
1. When did you acquire the property that is protected by this easement?		
2. Have you talked to anyone at DNR about the scenic easement?	<input type="radio"/> Yes <input type="radio"/> No	
3. What is the current use of the Protected Property?		
4. Are there any plans to make changes in how the property is used?	<input type="radio"/> Yes <input type="radio"/> No	
5. Have there been any natural alterations to the land (e.g., fire, flood, erosion, wind, invasive species, etc.)?	<input type="radio"/> Yes <input type="radio"/> No	
6. Have there been any new human alterations to the land?	<input type="radio"/> Yes <input type="radio"/> No	
7. Are there any plans to sell the properties or otherwise make changes to ownership?	<input type="radio"/> Yes <input type="radio"/> No	
8. Have any management activities been conducted or initiated since you acquired the property [since the previous monitoring visit]?	<input type="radio"/> Yes <input type="radio"/> No	
9. If yes, who conducted the management activities?		
10. If yes, what type of management activities were conduct or initiated?		
11. If yes, when were these management activities conducted or initiated?		
12. If yes, what areas of the Protected Property were affected by these management activities?		
13. Have there been any observations of interesting or unusual plants or wildlife?	<input type="radio"/> Yes <input type="radio"/> No	
14. Do you have any questions or concerns?	<input type="radio"/> Yes <input type="radio"/> No	
15. Do you have all information about the easement (baseline report, easement document, maps, etc.)?	<input type="radio"/> Yes <input type="radio"/> No	
16. Does Landowner know of the responsibility to notify DNR in writing at least 30 days prior to the sale or transfer of any part of the Protected Property?	<input type="radio"/> Yes <input type="radio"/> No	
17. Are you interested in enrolling the easements in a volunteer steward program?	<input type="radio"/> Yes <input type="radio"/> No	
18. WSR Landowner's conservation interests? If landowner is interested in habitat enhancement/restoration or riparian shoreline stabilization or enhancement for water quality, note interests and forward information on the Scenic Easements Coordinator. Notify landowner that we can share their interests with partners who work on habitat enhancements/restoration who may follow up with them for an assessment. WSR program does not have funds for this work, but works to inform and assist landowners by networking with active projects for wildlife/habitat	<input type="radio"/> Yes <input type="radio"/> No	

RESERVED RIGHTS

RESERVED RIGHTS	ANSWER	Comments
1. Are there reserved rights in the easement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

MONITOR'S OBSERVATIONS

OBSERVATION QUESTIONS	ANSWER	Comments
1. Were there invasive species observed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Reed canary grass
2. Were other management needs observed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. Are there any other issues or concerns?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Narrative Summary of Monitoring Visit:

Partly Cloudy 72F
Low to moderate banks covered by a mixed forest.
Sediment type is boulder/rubble/sand/gravel.
Stream section is one deep pool and has shady and open sections.

MONITOR INFORMATION

Name:	Steven Speltz		
Title:	Project Specialist		
Phone:	(218) 525-0853		
eMail:	steven.speltz@state.mn.us		
Address:	5351 N Shore Dr		
City:	Duluth	ST:	MN
Zip:	55804		

COMPLIANCE ASSESSMENT

Based on your knowledge of the easement and your observations from monitoring, are the terms of the easement being met?

- ☒ **Yes, Easement is Compliant**
- ☐ **Baseline Only: Documented conditions accepted as compliant with easement**
- ☐ **Pending - Issues still need to be resolved**
- ☐ **No, Landowner to be notified of documented conditions to be corrected**

Date of Monitor Visit: 8/7/2013

Narrative Summary of Monitoring Visit:

Required Next Action(s) - Check all that apply

- ☒ Send standard follow-up letter/routine monitoring at next regularly scheduled visit
- ☐ Schedule management review for pending/possible violation
- ☐ Schedule management visit
- ☐ Contact area supervisor
- ☐ Prepare corrective action plan
- ☐ Other- Combine with letter to the same landowner
- ☐ No further action required

Notes or Summary of Next Action Items or Enforcement:

Next Visit Date: 8/7/2016

Attachments:


Monitor Signature:



Date: 11/8/2013 10:26:45 AM

Monitor Signature:

Approver Signature:



Date: 4/7/2014 1:08:57 PM



Conservation Easement Monitor Report

ID: 1120

Easement Type: **TROUT STREAM**Familiar Name: **Lester River AMA- 11A Arthur Westerlun**Project Name: **LESTER RIVER**Acquisition Number: **E-735**Date: **4/20/1979**DNR Document No: **E-735**Cty Document No: **293775**84C: **Y**County: **Saint Louis**Acres: **0.4**

Monitor Information

Name: **Steven Speltz**Title: **Project Specialist**Phone: **(218) 525-0853**eMail: **steven.speltz@state.mn.us**Address: **5351 N Shore Dr**City: **Duluth** ST: **MN** Zip: **55804**Baseline Report: ☐ Yes ☒ No Gen Date: **6/2/2014**First Monitor Visit: **8/8/2013**Prev Monitor Visit: Monitor Interval: **36** (Months)Parcel No:

Second Monitor Information

Has the property been surveyed? ☐ Yes ☒ NoManagement or other plan in place? ☒ Yes ☐ NoEasement boundaries marked by signs? ☒ Yes ☐ NoAll easement land to be monitored? ☒ Yes ☐ NoPhoto Packet ID: **Baseline**

Parcels Included in Easement

County	Parcel ID	Twn	Range	Sect	Frty	GLot
69 SAINT LOUIS	137-520-0010-00170	51 N	14 W	2	11 NENE	0
69 SAINT LOUIS	137-520-0010-00170	51 N	14 W	2	11 NENE	0

2 Properties

Parcel ID: 137-520-0010-00170		COUNTY PARCEL INFORMATION		As of: 2012-09-11 00:00:00	
Land Owner			Tax Payer		
Name: <div></div>			Name: <div></div>		
Addl: <div></div>			Line 1: <div></div>		
Line 1: DULUTH MN 55803			Line 2: DULUTH MN 55803		
Line 2:			Line 3:		
Line 3:			Year Built 0		
			Sale Date		

Comments Concerning Property:

QUESTIONS FOR LANDOWNERS	ANSWER	Comments
How was information collected?		
1. When did you acquire the property that is protected by this easement?		
2. Have you talked to anyone at DNR about the scenic easement?	<input type="radio"/> Yes <input type="radio"/> No	
3. What is the current use of the Protected Property?		
4. Are there any plans to make changes in how the property is used?	<input type="radio"/> Yes <input type="radio"/> No	
5. Have there been any natural alterations to the land (e.g., fire, flood, erosion, wind, invasive species, etc.)?	<input type="radio"/> Yes <input type="radio"/> No	
6. Have there been any new human alterations to the land?	<input type="radio"/> Yes <input type="radio"/> No	
7. Are there any plans to sell the properties or otherwise make changes to ownership?	<input type="radio"/> Yes <input type="radio"/> No	
8. Have any management activities been conducted or initiated since you acquired the property [since the previous monitoring visit]?	<input type="radio"/> Yes <input type="radio"/> No	
9. If yes, who conducted the management activities?		
10. If yes, what type of management activities were conduct or initiated?		
11. If yes, when were these management activities conducted or initiated?		
12. If yes, what areas of the Protected Property were affected by these management activities?		
13. Have there been any observations of interesting or unusual plants or wildlife?	<input type="radio"/> Yes <input type="radio"/> No	
14. Do you have any questions or concerns?	<input type="radio"/> Yes <input type="radio"/> No	
15. Do you have all information about the easement (baseline report, easement document, maps, etc.)?	<input type="radio"/> Yes <input type="radio"/> No	
16. Does Landowner know of the responsibility to notify DNR in writing at least 30 days prior to the sale or transfer of any part of the Protected Property?	<input type="radio"/> Yes <input type="radio"/> No	
17. Are you interested in enrolling the easements in a volunteer steward program?	<input type="radio"/> Yes <input type="radio"/> No	
18. WSR Landowner's conservation interests? If landowner is interested in habitat enhancement/restoration or riparian shoreline stabilization or enhancement for water quality, note interests and forward information on the Scenic Easements Coordinator. Notify landowner that we can share their interests with partners who work on habitat enhancements/restoration who may follow up with them for an assessment. WSR program does not have funds for this work, but works to inform and assist landowners by networking with active projects for wildlife/habitat	<input type="radio"/> Yes <input type="radio"/> No	

RESERVED RIGHTS

RESERVED RIGHTS	ANSWER	Comments
1. Are there reserved rights in the easement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

MONITOR'S OBSERVATIONS

OBSERVATION QUESTIONS	ANSWER	Comments
1. Were there invasive species observed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Reed canary grass
2. Were other management needs observed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. Are there any other issues or concerns?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Narrative Summary of Monitoring Visit:

Partly Cloudy 72F

Low to moderate banks covered by a mixed forest.

Sediment type is boulder/rubble/sand/gravel.

Stream section is one deep pool and has shady and open sections.

COMPLIANCE CONCERNS NOTED DURING VISIT

COMPLIANCE WITH CONSERVATION EASEMENT TERMS

No Concerns Identified with Regard to Other Easement Terms

Term/Condition	Monitor's Concern
4. 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. A change in the stream course also requires a special permit issued by the Division of Waters of the Department of Natural Resources.	Mowing and clearing within easement Photos 5 7 9 10
Approver's Assessment of Concern:	
Letter drafted-sent 10/29/13; Follow-up letter mailed-11/19. Met onsite; all is OK. -Jordan. Lester River AMA 11 surrounds this AMA and a baseline report was not created last year, I recommend this AMA be revisited while a baseline on AMA 11 is created. -AV	
Severity:	

MONITOR INFORMATION

Name:	Steven Speltz		
Title:	Project Specialist		
Phone:	(218) 525-0853		
eMail:	steven.speltz@state.mn.us		
Address:	5351 N Shore Dr		
City:	Duluth	ST:	MN Zip: 55804

COMPLIANCE ASSESSMENT

Based on your knowledge of the easement and your observations from monitoring, are the terms of the easement being met?

- ☐ **Yes, Easement is Compliant**
- ☐ **Baseline Only: Documented conditions accepted as compliant with easement**
- ☐ **Pending - Issues still need to be resolved**
- ☒ **No, Landowner to be notified of documented conditions to be corrected**

Date of Monitor Visit: 8/7/2013

Narrative Summary of Monitoring Visit:

Required Next Action(s) - Check all that apply

- ☐ Send standard follow-up letter/routine monitoring at next regularly scheduled visit
- ☐ Schedule management review for pending/possible violation
- ☒ Schedule management visit
- ☐ Contact area supervisor
- ☐ Prepare corrective action plan
- ☐ Other- Combine with letter to the same landowner
- ☐ No further action required

Notes or Summary of Next Action Items or Enforcement:

Next Visit Date: 8/7/2016

Attachments:

Monitor Signature:



Date: 11/8/2013 10:26:01 AM

Monitor Signature:

Approver Signature:



Date: 4/15/2014 10:41:57 AM

APPENDIX 4

The following is an example of a Wild and Scenic River easement baseline report. For this report information contained on the computer generated monitoring reports and baseline summary report is incorporated into the Word document created by project staff. The entire, completed baseline report is signed by division management and a signed copy is sent to the landowner with a self-addressed envelop to return the executed copy. The landowner is provided with an additional copy for their records.

MINNESOTA DEPARTMENT OF NATURAL RESOURCES BASELINE PROPERTY REPORT



Rum River
#E-1315 (I46)
Wild and Scenic River Easement

Original Landowners



COUNTY: Isanti

CONSERVATION EASEMENT TYPE: Wild and Scenic River “Scenic Easement”

#E-1315 (I46) – Wild and Scenic River Easement

Original Landowner

CONSERVATION EASEMENT ADMINISTRATOR: Parks and Trails Division

GEOCODE:

TWP	RANGE	SECTION	FORTY		GOV'T LOT	ACRES
35N	25W	9	23	SWNW	0	24.06
35N	25W	9	32	NWSW	0	8.41
Total						32.47

ACQUISITION NO.

N/A

COUNTY DOCUMENT NO.

166287 **DATE FILED:** June 6, 1985

DNR DOCUMENT NO.

#E-1315

SCENIC EASEMENT NO.

I46

REPORT COMPLETED BY: Daniel Golner, Wild and Scenic River Easement - Project Specialist.

DATE: May 22, 2013

SITE VISIT BY: Michael Robinson, Conservation Corps Minnesota - Scenic Easement Specialist; Daniel Golner, Wild and Scenic Easement - Project Specialist.

DATE: May 16, 2012

PHOTOGRAPHS TAKEN BY: Michael Robinson, CCM –Scenic Easement Specialist; Daniel Golner, Wild and Scenic Easement- Project Specialist.

DATE: May 16, 2012

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APPENDIX

- A. Conservation Easement Document

ACKNOWLEDGEMENT OF PROPERTY CONDITION

Rum River #E-1315 (I46)
Wild and Scenic River Easement
Acquisition No. N/A

Tom Cameron I46.000
Norman B. Metcalf Trust I46.001
Current Landowners

This Baseline Property Report accurately represents the current condition of the property.

Landowner signature: _____

Landowner name (please print): _____

Date: Aug 12-13

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

Report Preparer signature: _____

Date: 7/30/13

Daniel Golner, WSR Easement - Project Specialist
MN DNR Division of Parks and Trails

Administrator signature: _____

Date: 7/31/13

Luke Skinner, Deputy Director
MN DNR Division of Parks and Trails

ACKNOWLEDGEMENT OF PROPERTY CONDITION

Rum River #E-1315 (I46)

Wild and Scenic River Easement

Acquisition No. N/A

Current Landowners

This Baseline Property Report accurately represents the current condition of the property.

Landowner signature: _____

Landowner name (please print): _____

Date: 8-10-03

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

Report Preparer signature: _____

Dan Golner

Date: 7-30-2013

Daniel Golner, WSR Easement - Project Specialist
MN DNR Division of Parks and Trails

Administrator signature: _____

Luke Skinner

Date: 7/31/13

Luke Skinner, Deputy Director
MN DNR Division of Parks and Trails

Definitions

Baseline Property Report – A record containing text, maps and photographs that documents the condition of a property at the time of acquisition or at a specific point in time.

Conservation Easement – The agreement between the Original Landowner(s) and the State of Minnesota to protect the conservation values of the Protected Property. A Scenic Easement is a type of conservation easement.

Conservation Values – The historic, scenic, and/or natural values of the land that make it worth protecting.

County Document No. – Document number assigned by the county when the easement is recorded at the county.

DNR Document No. – Document number assigned by the DNR Division of Lands and Minerals after final title opinion is completed by the Attorney General's Office and DNR's land records for the transaction are updated and finalized.

Ecological Classification System (ECS) – Developed by the Minnesota Department of Natural Resources and U.S. Forest Service for ecological mapping and landscape classification in Minnesota, following the National Hierarchical Framework of Ecological Units. ECS are used to identify, describe, and map progressively smaller areas of land with increasingly uniform ecological features. The system uses associations of biotic and environmental factors, including climate, geology, topography, soils, hydrology, and vegetation. Map units for six of these levels occur in Minnesota: Provinces, Sections, Subsections, Land Type Associations, Land Types, and Land Type Phases.

Management or Stewardship Plan – A plan that dictates how the land will be managed to protect its conservation values.

Minnesota County Biological Survey – The Minnesota County Biological Survey (MCBS), which is administered by the DNR's Ecological Resources Division, began in 1987 as a systematic survey of Minnesota's rare biological features. The goal of MCBS is to identify significant natural areas and to collect and interpret data on the distribution and ecology of rare plants, rare animals, and native plant communities.

Original Landowners – Property owners at the time of easement acquisition.

Photo-points – The locations where the photographer was standing when he/she took photographs that are contained in the photo-point map included in this Report. Photo-points are geo-referenced using a Trimble Global Positioning System device; locations are not exact.

Protected Property – The property that is subject to the terms and conditions of the Conservation Easement.

Scenic Easement – The agreement between the Original Landowner(s) and the State of Minnesota to protect the scenic, natural and recreational quality and values of the Protected Property. Voluntarily placed by landowners for perpetuity, these easements are located within the Wild and Scenic River corridors.

Scenic Easement No. – Document number assigned and maintained by the DNR Division of Parks and Trails that is identified during initial scenic easement survey. Labeling convention includes the first letter of the county followed by the parcel number (e.g. I46). Sub-parcel numbers (e.g. I46.000) are assigned to all scenic easements in relation to current landownership and respective county PIN/PID.

Threatened Species (state definition) – A species is considered threatened if the species is likely to become endangered within the foreseeable future throughout all or a significant portion of its range within Minnesota.

Threatened Species (federal definition) – An animal or plant species likely to become endangered within the foreseeable future throughout all or a significant portion of its range.

Wild and Scenic Rivers - The Minnesota State Wild & Scenic Rivers Program was established in 1973 to protect rivers which have outstanding natural, scenic, geographic, historic, cultural, and recreational values. Six rivers in Minnesota have segments which are designated as wild, scenic, or recreational under the state program. In addition, the St. Croix River in Minnesota and Wisconsin is part of the National Wild and Scenic Rivers Program, created in 1968. The upper 200 miles of the St. Croix is managed by the National Park Service. Cooperative management of the lower 52 miles of the St. Croix River is shared by Minnesota DNR, Wisconsin DNR, and the National Park Service. Each of the 7 designated river segments in Minnesota has a management plan which outlines the rules and goals for that waterway. These rules work together with local zoning ordinances to protect the rivers from pollution, erosion, over-development, and degradation factors which undermine the wild, scenic, and recreational qualities for which they were designated.

I. PROTECTED PROPERTY OVERVIEW

A. Protected Property Summary

This Wild and Scenic River easement was purchased in 1985. The first documented site visit was performed on May 16, 2012 by Daniel Golner, Wild and Scenic Easement - Project Specialist and Michael Robinson, Conservation Corps Minnesota - Scenic Easement Specialist. The following baseline property report is a record of the May 16, 2012 visit, coupled with information obtained from archival transaction documents.

The property is located on the Rum River in West Central Isanti County; about 12 miles slightly southwest of Cambridge, MN. The scenic easement consists of two legally described parcels (tracts). Most of the property is in floodplain of the Rum River. The topography ranges from nearly flat to rolling. The protected property is bisected by the Rum River. The portion on the north side of the river is of rather uniform elevation, largely wooded floodplain. The portion on the south side of the river has increasing elevation as one moves to the west, resulting in a bluff area about 30 feet above normal high water level which drops off slightly as one continues west, but descends sharply to the river's edge and consists of wooded upland.

The Protected Property is the western most of those protected properties along the Rum River. It is in the vicinity of several other conservation lands (see Map 2). There are several protected properties to the east of this property. The Rum River consists of 53 state-held Wild and Scenic River easements, 43 of which lie in Isanti County.

B. Landowner Information

At the time of acquisition of the Conservation Easement, fee ownership of the protected property was held by Norman B. and Lois M. Metcalf.

Original Landowner(s)	Address, City, State Zip code	Phone Number

Since the time of easement acquisition, a portion of it has changed ownership.

Parcel number 059-090090600 is owned by
Parcel number 059-090090601 is now owned by

Current Landowner(s)	Address, City, State Zip code	Phone Number	Sub-parcel #
			146.001
			146.000

C. Location, Legal Description, Acreage and Property Tax ID Numbers

1. Location

GEOCODE:

TWP	RANGE	SECTION	FORTY		GOV'T LOT	ACRES
35N	25W	9	23	SWNW	0	24.06
35N	25W	9	32	NWSW	0	8.41
Total						32.47

2. Legal Description

TRACT I

A strip of land lying in the Southwest Quarter of the Northwest Quarter (SW 1/4 NW 1/4), and the Northwest Quarter of the Southwest Quarter (NW 1/4 SW 1/4) of Section Nine (9), Township Thirty-five (35) North, Range Twenty-five (25) West, EXCEPT the southerly 900 feet of the westerly 200 feet of the easterly 450 feet of said NW 1/4 SW 1/4 described as follows: From the center line of the bed of the Rum River, extending to the right and to the left looking downstream, to the natural ordinary high water mark of said Rum River.

TRACT II

Also a strip of land 400 feet in width from said ordinary high water mark of said Rum River lying to the right, and a strip of land 400 feet in width from said ordinary high water mark of said Rum River lying to the left and both being adjacent to and parallel to the above described tract, EXCEPT the southerly 900 feet of the westerly 200 feet of the easterly 450 feet of said NW 1/4 SW 1/4.

The Grantors reserve the right to construct one set of stairs of natural materials to provide access to the river down a steep bank.

3. Acreage

The Protected Property consists of land containing approximately 33 acres.

4. Property Tax ID Numbers

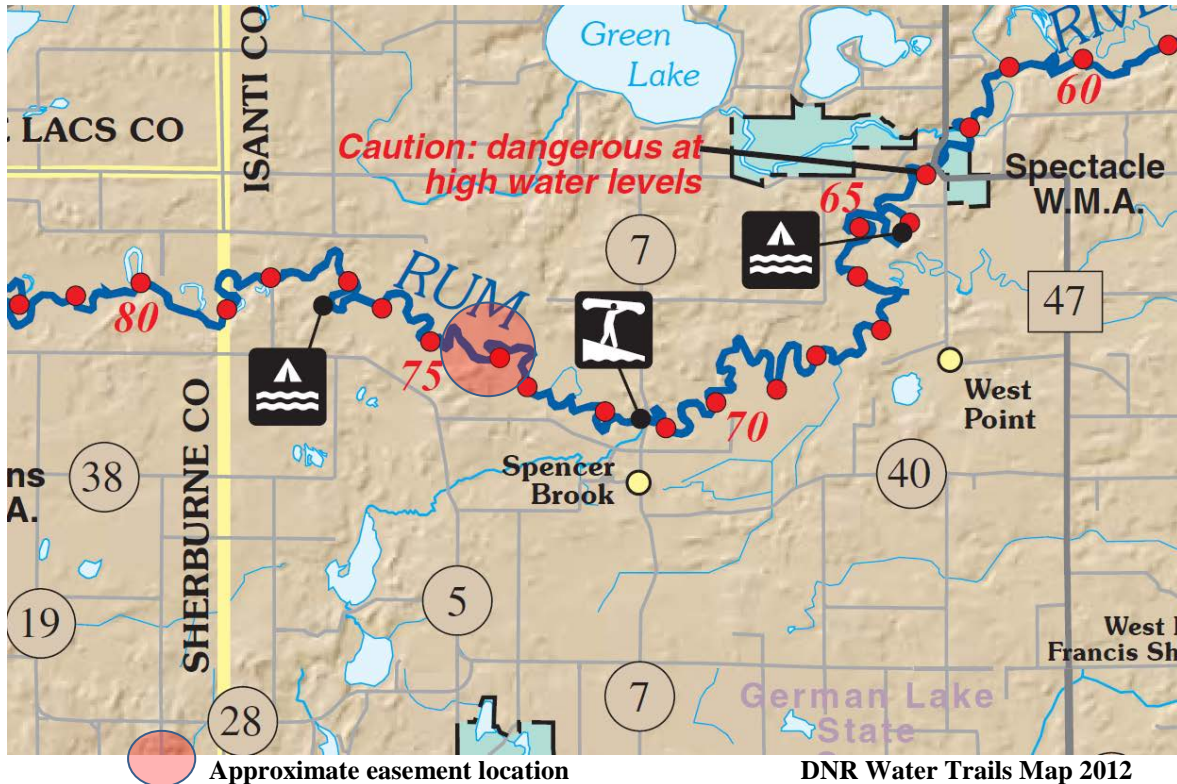
The Protected Property is contained in parcels with Property Tax ID which is encumbered by this Conservation Easement.

PIN 059-090090601	Part of I46 T35 R25
PIN 059-090090600	Part of I46 T35 R25

D. Directions and Access to the Protected Property

Access to easements may involve crossing adjacent private lands; in which case it is necessary to contact them for permission prior to visiting the site.

From the river: The property is located near river mile 74. Access to the site can be made at mile river mile 71.2 (left), which is County Road 7 Bridge, which has carry in access.



From the road: his protected property is on both the north and south side of the river. To access the north parcel is from the river (see water access sites above) or crossing the river from the southern parcel. To access the southern parcel, from the starting point of the intersection of Highway 95 and Highway 169 in Princeton, MN travel approximately 2.5 miles south along Highway 169 to 317th Ave. Turn east on 317th Ave and travel approximately 5.7 miles until County Road 40. Turn east onto County Road 40 for approximately ½ mile to access road. Drive north approximately 1/2 mile to house of protected property.

E. Conservation Easement Transaction

1. History of Transaction

The first record of contact is a State of Minnesota Land Acquisition Fact Sheet from May or June 1984 and under Justification for purchase and quality of land it states: 'Scenic wooded land identified for easement management plan. South bank has good building sites.' Under Description of improvements it states: "Homesite is excluded from

easement area.' A letter outlining the 'Landowner Bill of Rights' was sent to Mr. and Mrs. [REDACTED] and it is signed and dated (June 22, 1984) by them. The next correspondence is a Record of Contact with Property Owner dated June 29, signed by Wendy Walker, Senior Realty Specialist, indicating she met with [REDACTED] on June 22 and they discussed the terms of the easement and how it would affect their future plans for their property. 'I told them that we would like to buy an easement 400 feet back from the river, but couldn't promise when because of limited funding. I will send them a copy of the Rum River Management Plan and have an appraiser assigned.'

On July 11, 1984 a letter from Wendy Walker and copies of the Rum River management plan were sent to the [REDACTED].

In September 1984 Everett D. Stand of Kramer, Geisier, and Strand was assigned to appraise the property. There is an appraisal from Everett Strand dated September 29 that states 'That my independent opinion of the fair market value of the acquisition as of the 29th day of September, 1984 is \$13,800 and that the conclusion set forth in this appraisal was reached without collaboration or direction as to value.' There is a revised appraisal submitted on October 24, 1984 stating: 'That my independent opinion of the fair market value of the acquisition as of the 29th day of September, 1984 is \$13,050.'

There is Record of Contact with Property Owner dated February 13, 1985 and February 19, 1985 indicating TRT (Teresa Thews) and Wendy Walker met with the [REDACTED] on February 12 to discuss the offer. 'They had concerns about putting in a stairs to the river and protection of their homesite from the easement boundary. We wrote a clause on the option allowing the [REDACTED] to put in stairs. This has been approved by Paul Swenson and Bruce Spektor. We also added to the legal description an exclusion of the homesite from the easement area. Dick Smith said it was OK to have it on the option legal but was not necessary since Tract 1 already excluded the site.' On February 19, a note indicates: 'Mr. [REDACTED] just called. He's sending me signed option.' The Perpetual Easement Option was signed by [REDACTED] on February 19, 1985.

On March 5, 1985 there is a letter from Kathy Edwards, Acquisition Specialist addressed to Mr. and Mrs. [REDACTED] stating the option has been reviewed and accepted. On March 8 there is another letter to the [REDACTED] acknowledging receipt of the Abstract of Title. On March 19 Rodney Sando, Administrator sent the [REDACTED] a Notice of Election to Acquire an Easement.

On May 9, 1985, there is a letter from Bruce A. Spektor, Special Assistant Attorney General, DNR to Joseph N. Alexander, Commissioner of Natural Resources indicating he has examined the abstract of title and is of the opinion that the title to the land described (in the attached Easement) is vested in fee simple in: [REDACTED] and [REDACTED]. On May 14 Bruce A. Spektor sent Mr. and Mrs. Metcalf the easement for signature. The easement document was signed May 21, 1985.

On July 11, 1985 Bruce A. Spektor, Special Assistant Attorney General, DNR sent a letter to Joseph N. Alexander, Commissioner of Natural Resources indicating he has examined the abstract of title and is of the opinion that the title to the land described (in the attached Easement) to the State of Minnesota is vested in fee simple in: [REDACTED] [REDACTED]. Also on this date a state warrant in the amount of \$13,050 was issued to Mr. and Mrs. [REDACTED].

2. Transaction Information

Transaction type	Scenic Easement
Closing date	May 21, 1985
Purchase price	\$13,050
Easement value at time of acquisition	\$13,050 (determined by appraisal)

F. Conservation Values

The DNR acquired the Conservation Easement on the Protected Property as part of the Wild and Scenic Rivers – Scenic Easement program, which was created by the Minnesota Legislature in 1973 to preserve and protect rivers with outstanding natural, scenic, geographic, historic, cultural, and recreational values.

History: The Rum River was an important landmark for American Indians and early explorers searching the Mississippi River valley. The river valley and its dense pine forests played an even more important role as the spur to economic development in the area during the mid-1800s. Named after its source, Mille Lacs Lake, the Rum River was called Mde Waken or Spirit Lake by the Dakota Indians (and Ojibwa) who lived in that region. The Rum River was discovered and charted by European explorers during their many quests for the source of the Mississippi River. The United States laid claim to the Rum River valley when the Louisiana Territory was purchased in 1803. Furs and lumber brought settlers to the land.

Following the War of 1812, the United States banned foreign fur companies in the country. The American Fur company was chartered in 1816 and once treaties were established with the Indians, trappers came in great numbers to the Rum River valley. As settlers came to the Rum River valley, counties were established and cities platted.

Designated a state Wild and Scenic River in 1978, the Rum River is a crown jewel within Minnesota's network of waterways. To protect the natural resources of designated rivers, the 1973 Wild and Scenic Rivers Act directed the Commissioner of the DNR to acquire scenic easements from willing landowners in the "interest of present and future generations to preserve and protect the outstanding scenic, recreational, ecological, historical, and scientific values of certain Minnesota Rivers and their adjacent lands."

Geology: The geology of the Rum River valley, although not striking in itself, contributes to the changing character of the river and surrounding watershed. For the first 32 miles of its course, the Rum flows through a shallow valley cut in an undulating plain of glacial till; the terminal moraine of a late Wisconsin ice sheet. The valley's bedrock is Precambrian granite, gneiss and Upper Cambrian sandstone and limestone. The gently rolling land near the headwaters at Mille Lacs Lake is dotted with lakes and marshes. The winding upper river ranges from 20 to 100 feet wide. Riverbanks are often low, allowing the river to spill into nearby woodlands. Further south, red till is exposed along the banks. A riverbed of eroded ground moraine left by the second advance of the Superior lobe of

the Wisconsin ice sheet forms the series of evenly spaced pools and small rapids found downstream from Onamia. Near Princeton, the river flows onto the Anoka sand plain, an area of glacial outwash formed by the lateral shifts of streams flowing from the terminus of the last Wisconsin ice sheet. From Cedar Creek to Anoka, the Rum flows through a till and sand plain that forms the moderately high banks found along the river near its mouth. The Rum River falls 417 feet along its entire course. The section of the river between Onamia and Princeton falls most quickly – an average of 5.4 feet per mile - as the river cuts through a narrow valley ranging from 200 to 2,000 feet in width. Between Princeton and Isanti the river levels fall an average of 1 foot per mile through a valley as wide as 1.5 miles; the river's gradient increases again between Isanti and Anoka.

Ecology: The Rum, a narrow, meandering river, passes extensive backwaters and marshes, sand upland plains, and bottomlands supporting maple, ash, and other hardwoods. Small stands of red and white pine near the river's lower reaches are what remain of vast pine forests that were cut during the state's logging heyday near the turn of the century. The river valley supports a variety of wildlife including many game species. The river itself harbors many sport and game fish. The Conservation Easement protects the property in perpetuity by prohibiting building, clear cutting, and other activities that could destroy or degrade the scenic, natural, and recreational quality of the landscape.

Wildlife: The plentiful wildlife in the Rum River valley is not only of outstanding natural value, but of considerable scenic and recreational value as well. Diverse habitats support a variety of species, including many game animals. The cutoff oxbows above and below Princeton provide habitat for muskrat, beaver and mink. The remainder of the river channel and nearby land provides varying, but generally limited, furbearer habitat. The raccoon is the most successful water-oriented furbearer throughout the area. Ruffed grouse and woodcock are the upland game birds found in the area. The upland mixed hardwood and conifer forests, particularly along the upper stretch of the river, provide habitat for the ruffed grouse. Woodcock are present in the woodlands, especially upstream from Milaca where pastures are interspersed with woodlands. Near the lower reaches of the river, where agriculture is the predominant land use, the ring-necked pheasant is found. The entire area provides suitable habitat for various species of small game mammals. In the forested areas, where oak is an important tree species, both gray and fox squirrels are found. Cottontail rabbits are found throughout the river corridor, especially in small woodlots and abandoned fields. Snowshoe hare are limited to the coniferous forest habitat north of Princeton and Cambridge. The only large game mammal in the area is the white-tailed deer. Because of its adaptability, it is found in varying numbers throughout the entire area. Non-game mammals of the Rum River corridor include the red squirrel, porcupine, woodchuck, badger, red fox, grey fox, coyote and long- and short-tailed weasel.

Vegetation: Although the vegetation of the Rum River valley changed greatly with the lumbering boom and settlement, bottomland vegetation remains practically unchanged from the days of European exploration and provides an exceptionally scenic backdrop to the river. The Rum runs through what once was some of the finest and most heavily exploited timber land in Minnesota. A supposedly limitless quantity of white and red pine

once lay north of Princeton and Cambridge. Oak, basswood, elm, birch, ash and balsam fir also grew in this forest. Between this dense pine forest and the oak openings and prairie lands further south lay an upland hardwood forest sometimes called the Big Woods. Oak openings and barrens and the prairie lands were found in southern Isanti and Anoka counties. The oak openings and barrens were sparsely wooded lands with small groves of oak and hickory.

The prairies supported a few trees, small shrubs and several species of grass, such as big bluestem, Indian grass and prairie clover. A large prairie was found near the Rum River, just north of the city of Anoka. Both the oak openings and the prairies were maintained by frequent fires. Anoka itself suffered damages from several prairie fires. Today, only a few scattered white pine can be seen in the area, many of them along the banks of the Rum. Because the Big Woods grew on fertile soils, most of that forest has been cleared for farmland. Today, only scattered patches of the woods remain, some near the Rum River. The oak openings and barrens are now unrecognizable, primarily because of modern fire control practices. Prairie lands have succumbed to residential development and agriculture. Some small remnants of the prairie are preserved in parks and reserves east of the river. River bottom vegetation, however, has changed little during the past century. Some land has been cultivated or pastured, but plant species generally are present in the same distribution they always have been. These lands have remained virtually untouched simply because they are unsuitable for most development.

G. WSR Conservation Easement Covenants and Current Conditions

This section contains quotes of specific numbered covenants of the Conservation Easement, found in the Conservation Easement document (see Appendix A). Each quoted term is followed by a description of the “current conditions,” (i.e. the conditions that exist as of the date of this baseline property report) that relate to the term.

Covenant 1. The Grantors agree that there shall be “No topographic changes or alteration of the natural landscape within or upon said “Scenic Area” by excavation, drainage, filling, dumping, or any other means without a written authorization from the Commissioner of Natural Resources.”

Current Conditions: On May 16, 2012 Dan Golner and Mike Robinson completed an on site inspection of the property. No changes or alterations were observed. There have been no documented changes between May 16, 2012 and the date of this report.

Covenant 2. The Grantors agree that there shall be “No building, permanent or mobile, constructed or placed in the “Scenic Area”. Buildings in place on the date hereof may be maintained or repaired, but may not be replaced or relocated within the “Scenic Area” or changed in size externally in any manner without a written authorization from the Commissioner of Natural Resources.”

Current Conditions: On May 16, 2012 Dan Golner and Mike Robinson completed an on site inspection of the property. No changes or alterations were observed. There have been no documented changes between May 16, 2012 and the date of this report.

Covenant 3. The Grantors agree that there shall be “No other structures or devices, whether permanent or temporary, hereafter constructed or placed in the “Scenic Area” without a written authorization from the Commissioner of Natural Resources. Except that authorization from the Commissioner is not required for low fences of the kind normally used to control livestock; for no trespassing or for sale signs less than 4 square feet in area; if the property does not have a dwelling on it for camping and recreational equipment sufficient for one family which is removed from the area when not in use; if the property has a dwelling on it for the usual items associated with single family residential use.

Current Conditions: On May 16, 2012 Dan Golner and Mike Robinson completed an on site inspection of the property. A picnic bench and chairs were noted (photo 6) on I46.001. No other changes or alterations were observed. There have been no documented changes between May 16, 2012 and the date of this report.

Covenant 4. The Grantors agree that there shall be “No destruction, cutting, trimming, or removing of trees, shrubs, bushes or plants without a written authorization from the Commissioner of Natural Resources. This covenant shall not apply to the cutting of lawns or weeds or the harvesting of agricultural crops, or the removing of trees or shrubs which are dead, or are dying from insect infestation or disease.”

Current Conditions: On May 16, 2012 Dan Golner and Mike Robinson completed an on site inspection of the property. No changes or alterations were observed. There have been no documented changes between May 16, 2012 and the date of this report.

Covenant 5. The Grantors agree that there shall be “No dumping of ashes, trash, junk, rubbish, sawdust, garbage, or offal upon the “Scenic Area”.”

Current Conditions: On May 16, 2012 Dan Golner and Mike Robinson completed an on site inspection of the property. No changes or alterations were observed. There have been no documented changes between May 16, 2012 and the date of this report.

Covenant 6. The Grantors agree that there shall be “No conveyance of any other easement for any purpose, including but not limited to road or utility, upon or within the “Scenic Area” without a written authorization from the Commissioner of Natural Resources.”

Current Conditions: On May 16, 2012 Dan Golner and Mike Robinson completed an on site inspection of the property. No changes or alterations were observed. There have been no documented changes between May 16, 2012 and the date of this report.

Covenant 7. The Grantors agree that there shall be “No use made of the “Scenic Area” in violation of the restrictive covenants contained herein.”

Current Conditions: On May 16, 2012 Dan Golner and Mike Robinson completed an on site inspection of the property. No changes or alterations were observed. There have been no documented changes between May 16, 2012 and the date of this report.

With respect to Paragraph 4 above, if the parties of the first part, their heirs, successors and assigns, desire to cut timber from the subject premises, said parties shall first consult with the area Department of Natural Resources’ Forestry Office with the purpose of establishing a timber management plan. Said plan shall be used in connection with all future cutting.

H. Additional Information about the Protected Property

1. Vegetation

The easement lies within the Eastern Broadleaf Forest province of the ecological land type association of Minnesota. According to the Minnesota County Biological Survey, the property is within the Anoka Sand Plain subsection. There is no mention of specific vegetation on the May 16, 2012 site visit. However, a review of the Native Plant Communities indicates the protected property is within the Silver Maple (Virginia Creeper) Floodplain Forest community.

2. Wildlife

There was no mention of wildlife observations on the May 16, 2012 site visit.

I. Existing Resource Management or Stewardship Plans

No management/stewardship plan exists for the scenic easement of interest. However, a management plan for the Wild and Scenic River stretch of the Rum River was adopted in 1978.

Sources Used to Compile Protected Property Overview:

Minnesota Department of Natural Resources. *Analysis: Why does the Rum Qualify, A (Draft) Management Plan for the Rum River*. Minnesota. 1977. Print

Minnesota Department of Natural Resources. Division of Lands and Minerals. Microfiche.

Minnesota Department of Natural Resources. "Ecological Classification System." September 2000. Web. <http://www.dnr.state.mn.us/ecs/index.html>

Minnesota Department of Natural Resources. "State Water Trails." *A Water Trail Guide to the Rum River*. 2012. Web. http://files.dnr.state.mn.us/maps/canoe_routes/rum.pdf

Minnesota Department of Natural Resources and Conservation Corps Minnesota. Trimble Juno SD data.

Wild And Scenic River Easement

Baseline Maps

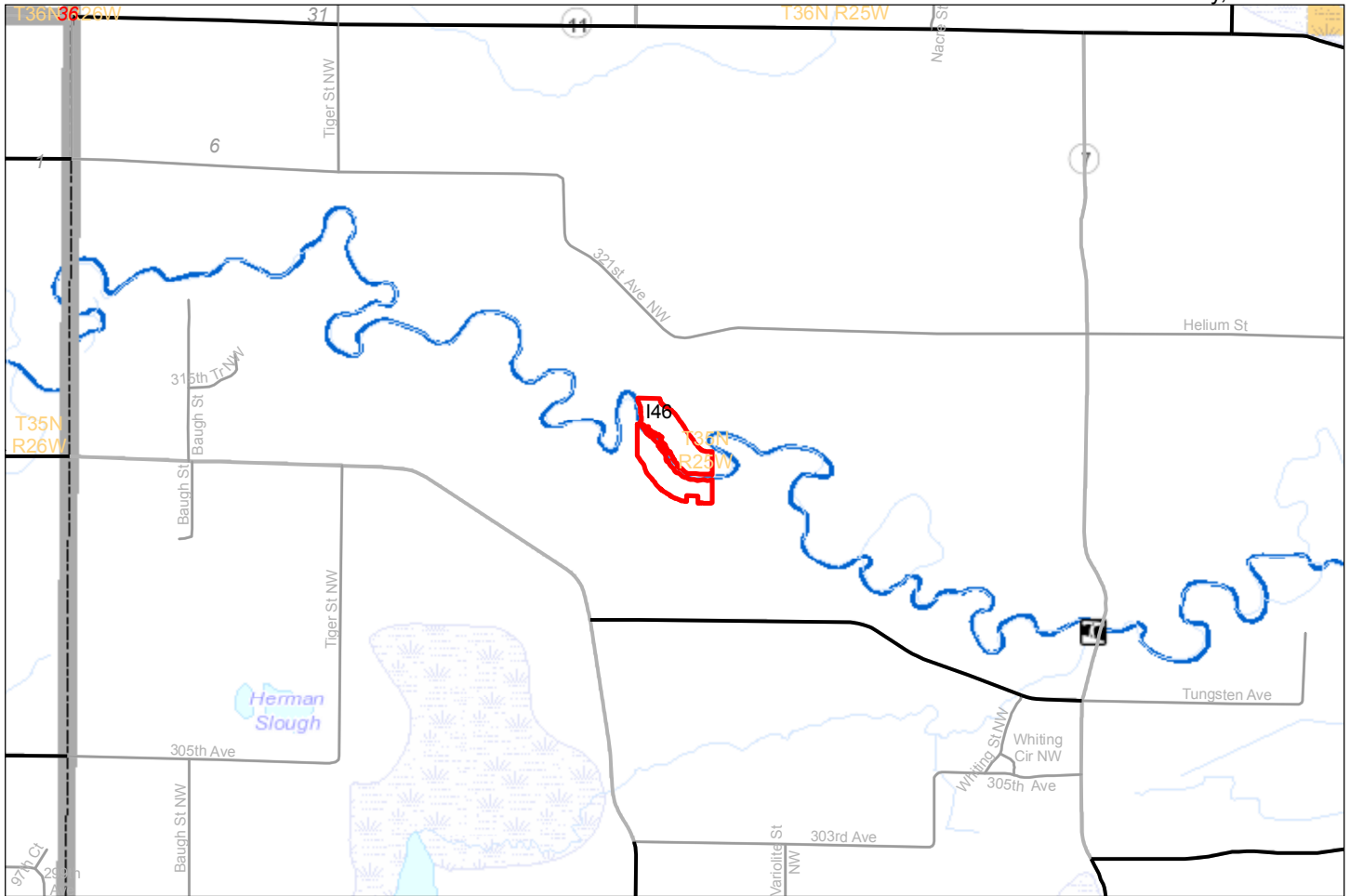
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Wild and Scenic River Conservation Easement

146 - Locator Map

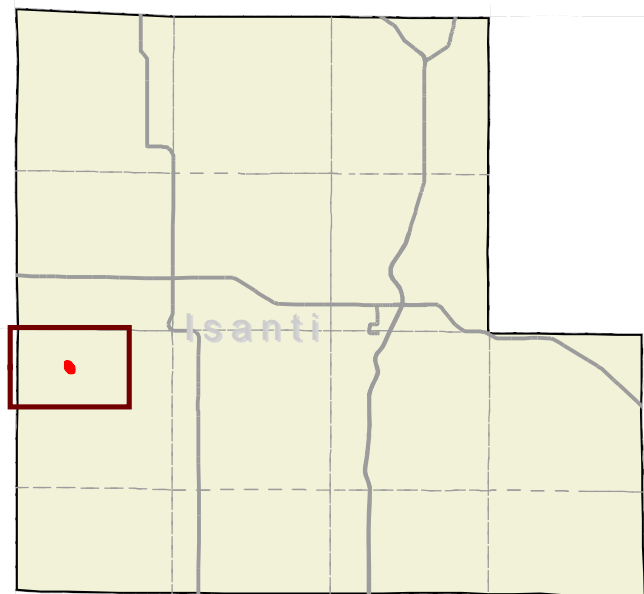
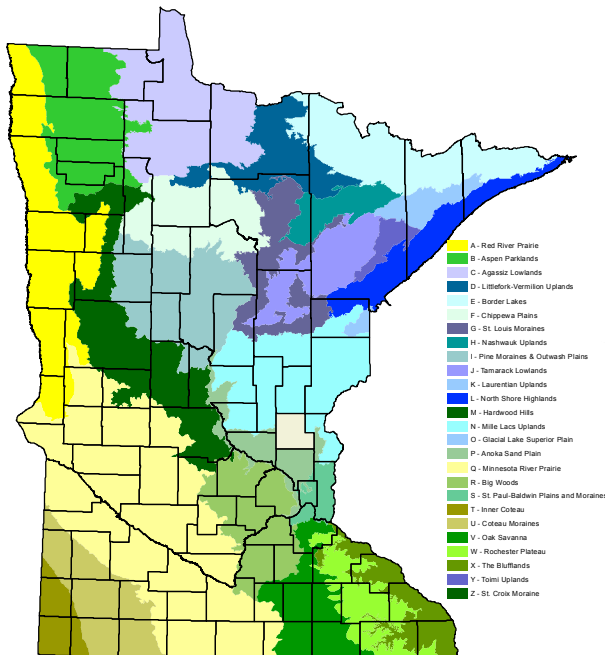
County Doc No: 166287
DNR Doc No: E-1315

Rum River
Isanti County, Minnesota



0 0.175 0.35 0.7 1.05 1.4 Miles

 Conservation Easement



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

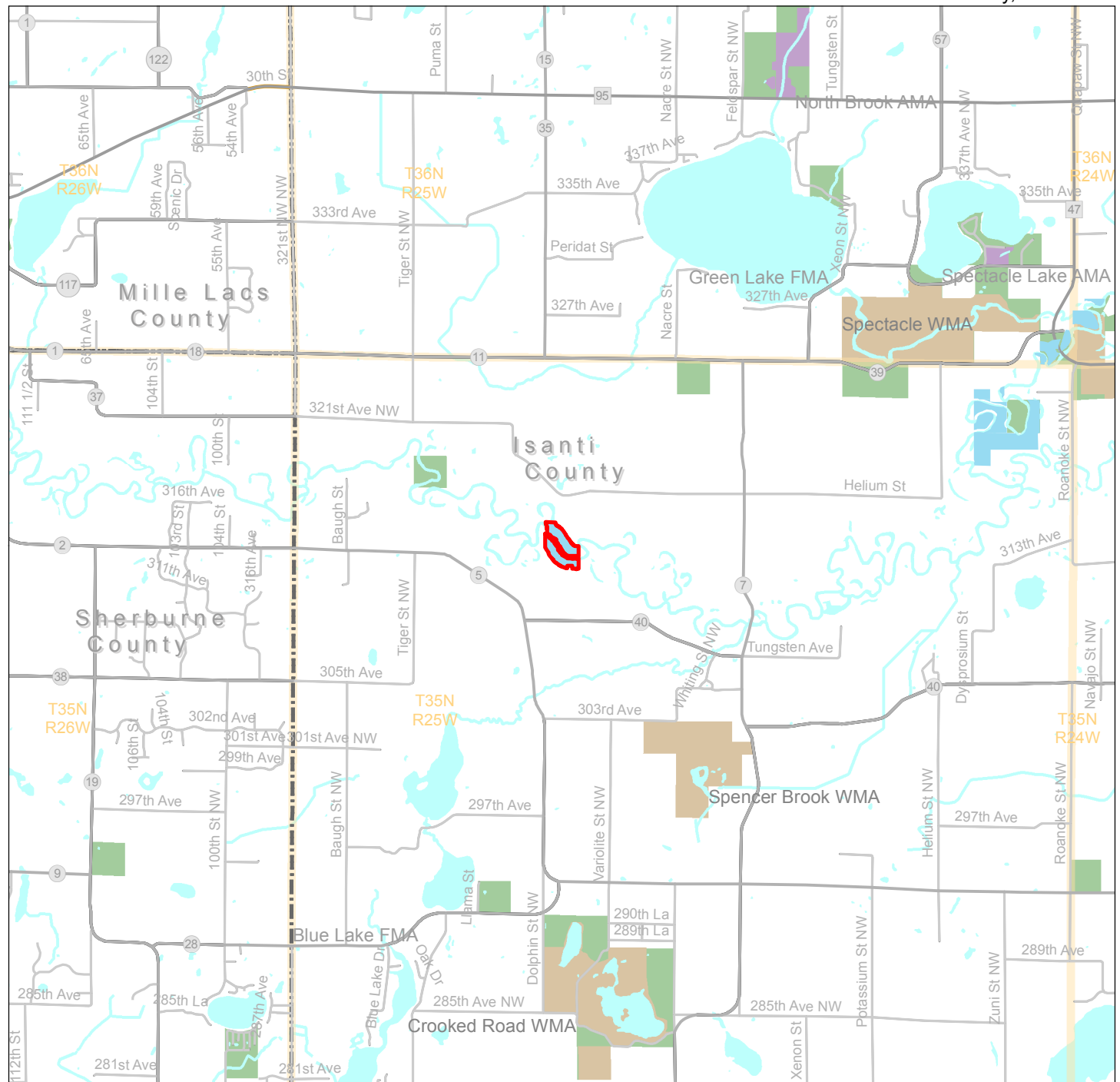
Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.

Wild and Scenic River Conservation Easement

I46 - Area State and Conservation Lands

County Doc No: 166287
DNR Doc No: E-1315

Rum River
Isanti County, Minnesota



DNR-administered lands

- Subject Easement
- Wild and Scenic River Easement
- State Wildlife Management Areas (WMA)
- DNR fee, county-administered, leased, & other lands*
- State Aquatic and Fisheries Management Areas

0 0.5 1 Miles

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.

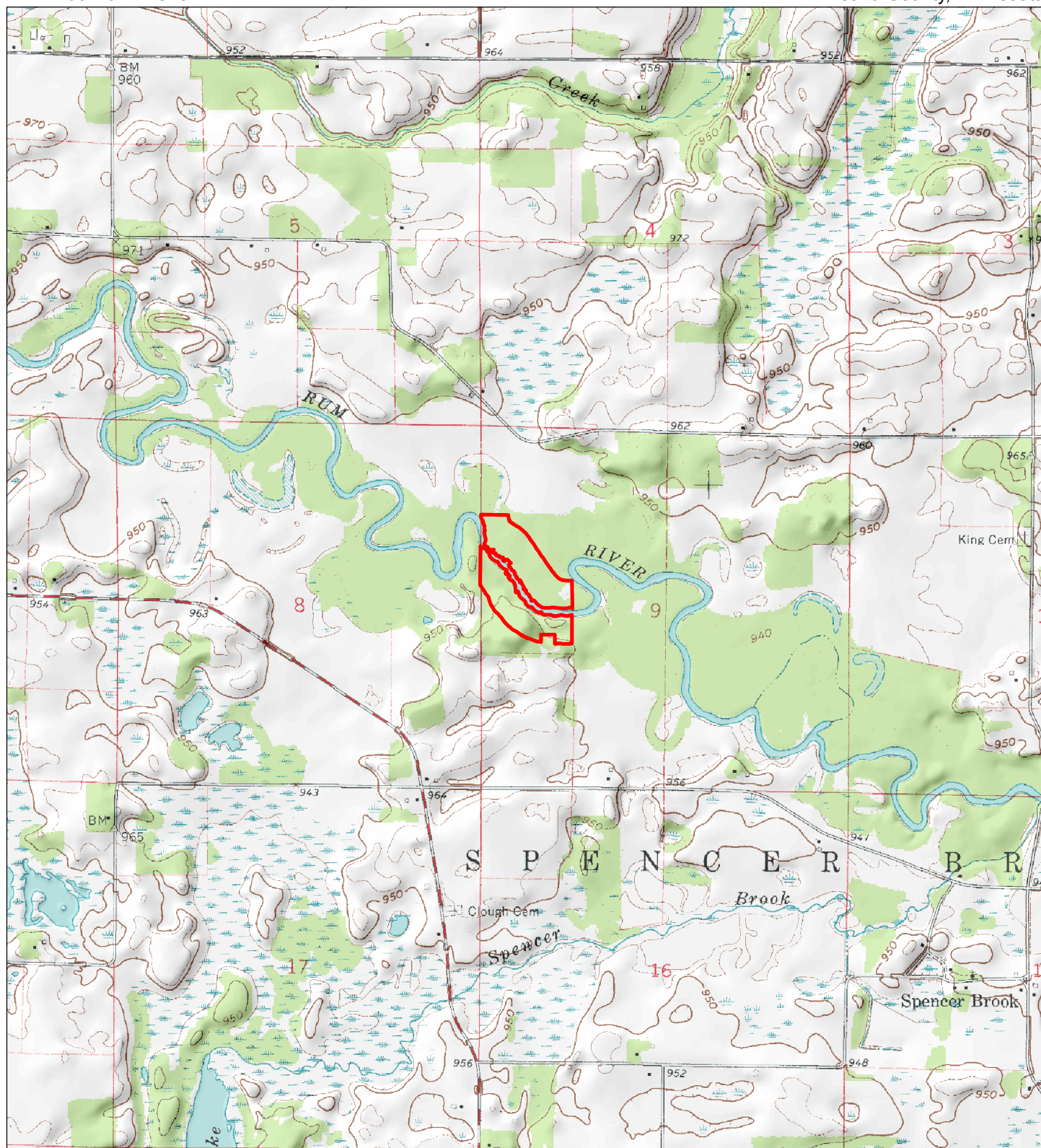
Data sources are cited on the page following the final map in this report.

Wild and Scenic River Conservation Easement

146 - Topography

County Doc No: 166287
DNR Doc No: E-1315

Rum River
Isanti County, Minnesota



 Subject Easement

0 0.25 0.5 Miles

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

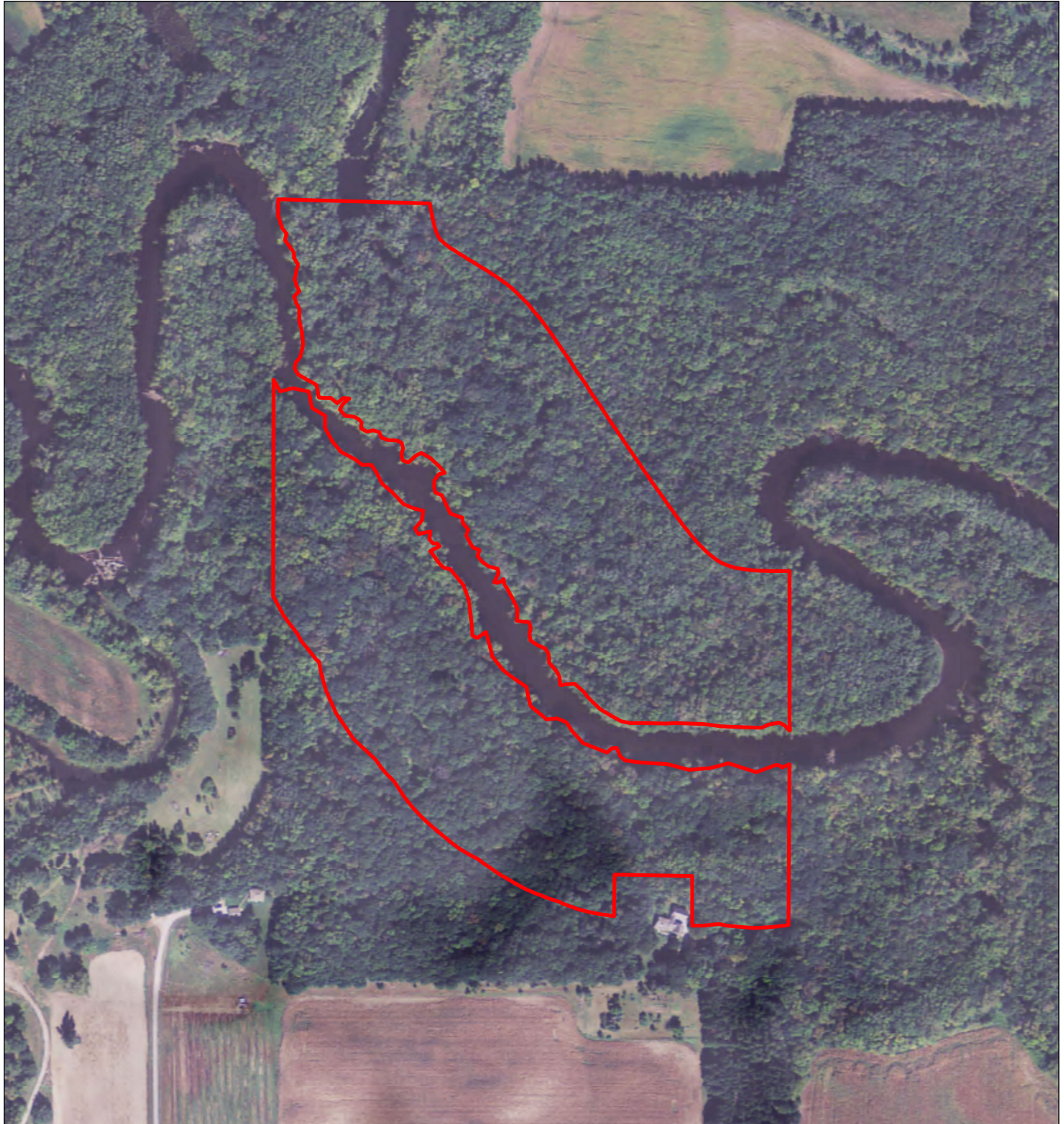
Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.


Wild and Scenic River Conservation Easement

146 - Features of Protected Property

County Doc No: 166287
DNR Doc No: E-1315

Rum River
Isanti County, Minnesota



 Subject Easement

0 240 480 Feet

Data sources are cited on the page following the final map in this report.
Map Prepared by Donald Kilberg, Feb 2013

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.

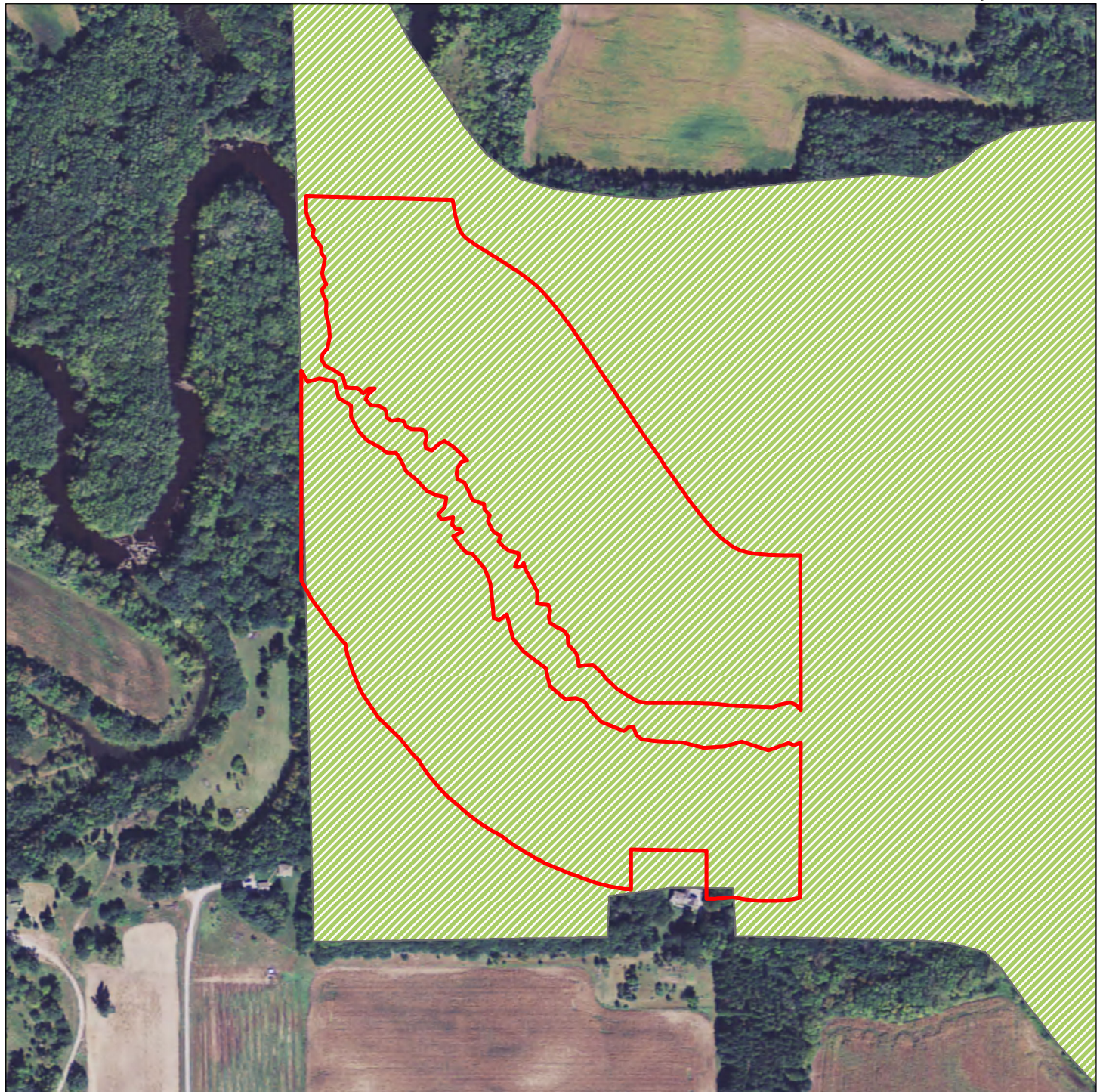
© 2013 State of Minnesota. Department of Natural Resources

Wild and Scenic River Conservation Easement I46

Minnesota County Biological Survey - Native Plant Communities

County Doc No: 166287
DNR Doc No: E-1315

Rum River
Isanti County, Minnesota



Subject Easement

0 250 500 Feet



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.

THIS MAP IS FOR EASEMENT LANDOWNER AND DNR INTERNAL USE ONLY. Native Plant Community 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.

Native Plant Communities



FFs68a, Silver Maple - (Virginia Creeper) Floodplain Forest

Map Prepared by Donald Kilberg, Feb 2013

© 2013 State of Minnesota. Department of Natural Resources

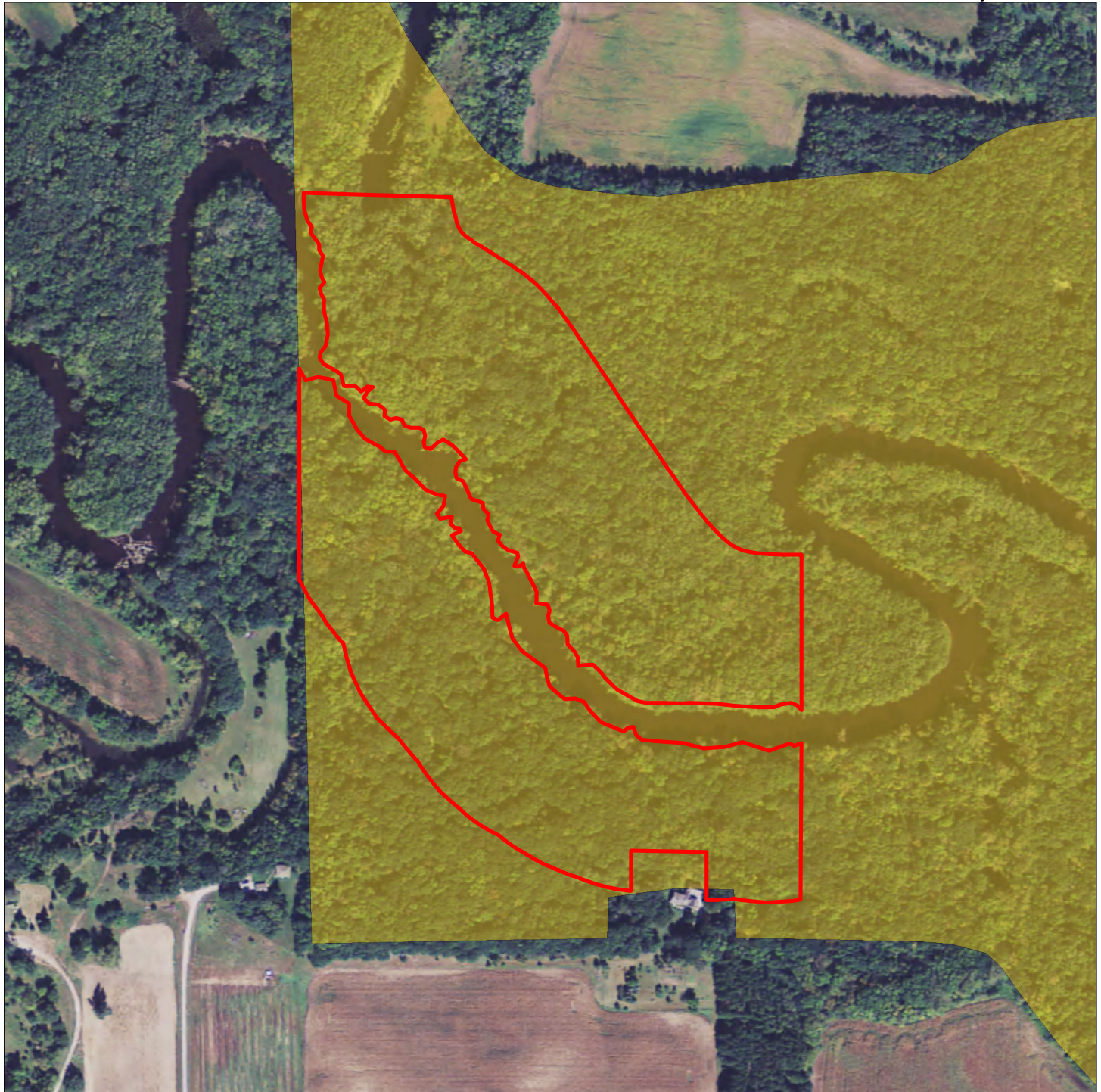
Wild and Scenic River Conservation Easement

I46

Minnesota County Biological Survey - Biodiversity Significance

County Doc No: 166287
DNR Doc No: E-1315

Rum River
Isanti County, Minnesota




 Subject Easement


Biodiversity Significance

 Outstanding

 High

 Moderate

 Below minimum threshold

0 240 480 Feet




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.

THIS MAP IS FOR EASEMENT LANDOWNER AND DNR INTERNAL USE ONLY. Biodiversity 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, Feb 2013

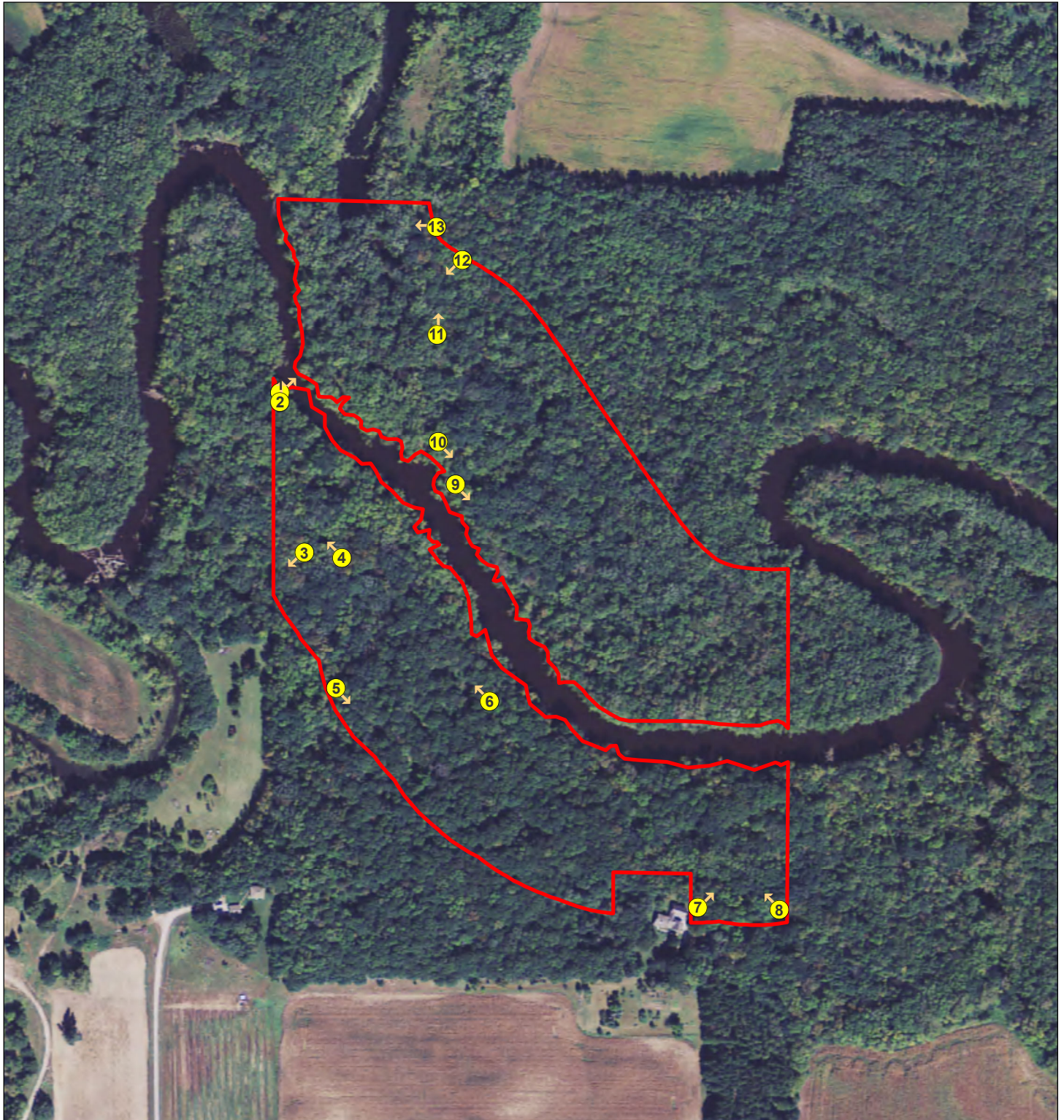
© 2013 State of Minnesota. Department of Natural Resources

Wild and Scenic River Conservation Easement

146 - Photo Points

County Doc No: 166287
DNR Doc No: E-1315

Rum River
Isanti County, Minnesota



 Subject Easement

 Photo Points

0 240 480 Feet

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

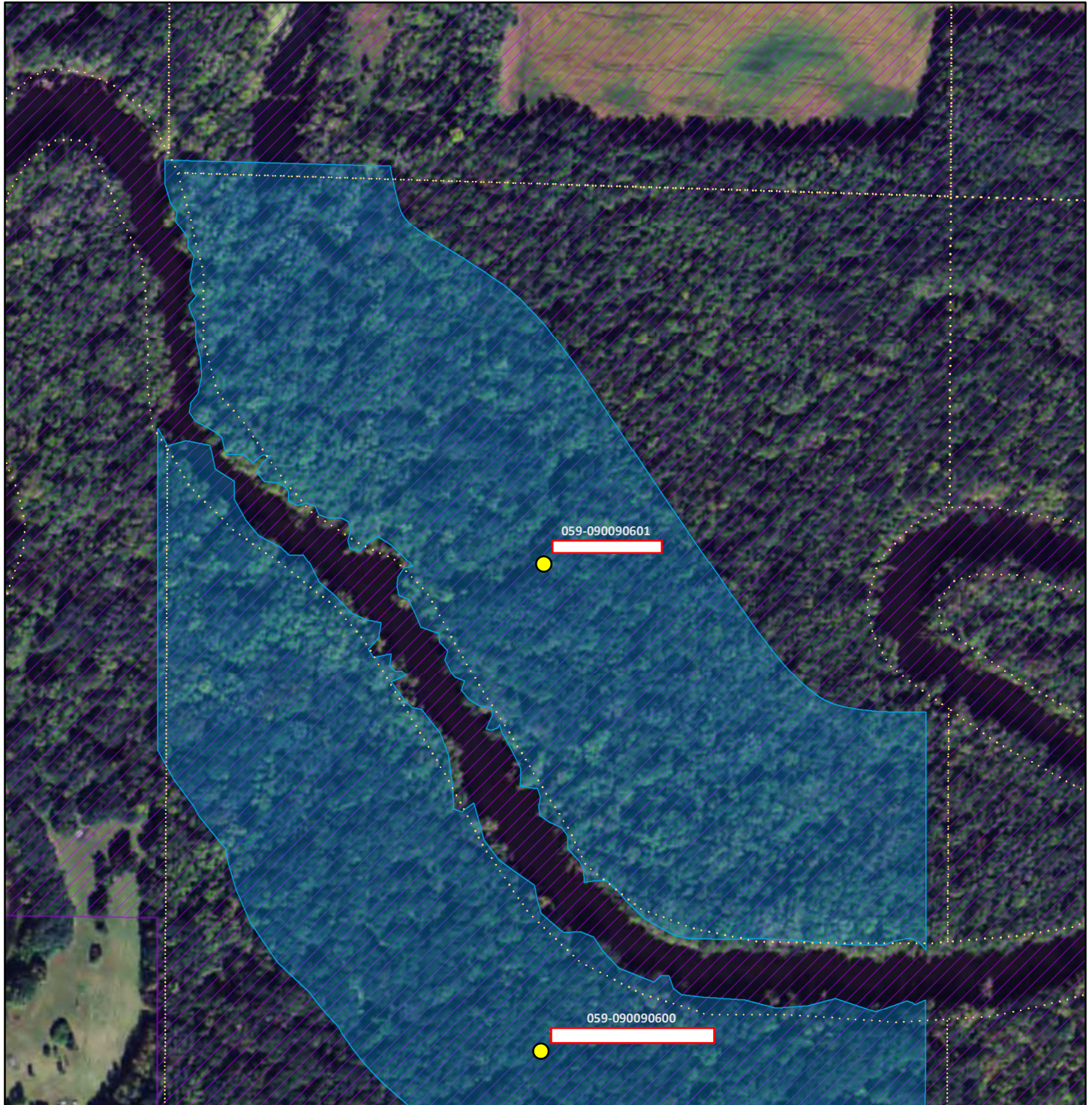
Map Prepared by Donald Kilberg, Feb 2013
© 2013 State of Minnesota. Department of Natural Resources

Wild and Scenic River Conservation Easement

Ownership: I46

County Doc No: 166287
DNR Doc No: E-1315

Rum River
Isanti County, Minnesota



PIN: 059-090090601



CAMBRIDGE, MN 55008

- Parcel ID
- Parcel Boundary
- Conservation Easement
- 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 informational purposes only and may not be sufficient or appropriate for legal, engineering or surveying purposes.

0 60 120 240 360 480
Feet

© 2013 State of Minnesota. Department of Natural Resources

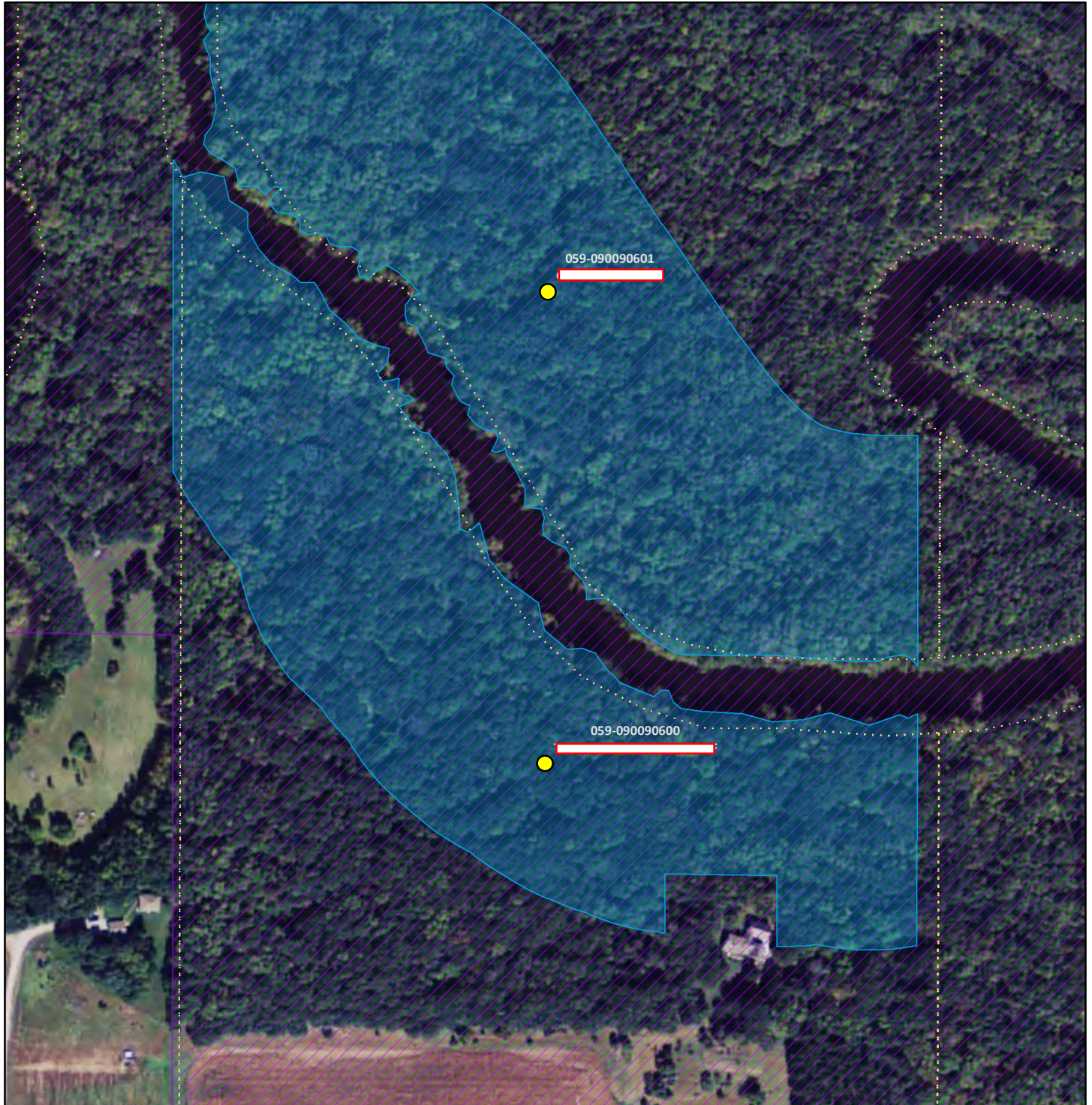
Map Prepared by Donald Kilberg, Feb 2013

Wild and Scenic River Conservation Easement

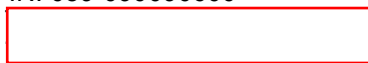
Ownership: I46

County Doc No: 166287
DNR Doc No: E-1315





Rum River
Isanti County, Minnesota



PIN: 059-090090600



PRINCETON, MN 55371

-  **Parcel ID**
-  **Parcel Boundary**
-  **Conservation Easement**
-  **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 informational purposes only and may not be sufficient or appropriate for legal, engineering or surveying purposes.

0 62.5125 250 375 500
Feet

© 2013 State of Minnesota. Department of Natural Resources

Map Prepared by Donald Kilberg, Feb 2013

Baseline Map Data Sources

Minnesota County Biological Survey, Minnesota Department of Natural Resources, Division of Ecological Resources. MCBS Native Plant Communities. 2000, current as of 1/2012. Scale 1:24000

Minnesota County Biological Survey, Minnesota Department of Natural Resources, Division of Ecological Resources. MCBS Sites of Biodiversity Significance., 2000, current as of 1/2012. Scale 1:24000

Minnesota Department of Natural Resources. DNR 24K Perennial Streams, MIS Bureau, 1980. Scale 1:24000.

Minnesota Department of Natural Resources, Minerals Division/Section of Wildlife. Minnesota County Boundaries, 2003. Scale 1:24000.

Minnesota Department of Transportation. Minnesota DOT Roads Geodatabase. 2009. Scale 1:24000.

Minnesota Department of Transportation. Municipal Boundaries 2002. Scale 1:24000.

Minnesota Department of Natural Resources, Division of Lands & Minerals. Public Land Survey (PLS40) Geodatabase.—2012. Scale 1:24000.

Minnesota Department of Natural Resources, Division of Ecological Services, Scientific & Natural Areas Program. Scientific and Natural Area Boundaries. 2003. Scale 1:24000.

Minnesota Department of Natural Resources, Division of Lands and Minerals. State-Owned Lands. 2003. Last updated 11/29/2012. Scale 1:24000.

Minnesota Department of Natural Resources, Division of Wildlife. State Wildlife Management Area Boundaries. 2003. Scale 1:24000.

Natural Heritage and Nongame Research Program of the Minnesota DNR, Division of Ecological Services. Rare Natural Features—points, current as of 11/27/2012. Scale 1:24000.

Natural Heritage & Nongame Research Program of the Minnesota Department of Natural Resources, Division of Ecological Services. Rare Natural Features—polygons, current as of 11/27/2012. Scale 1:24000.

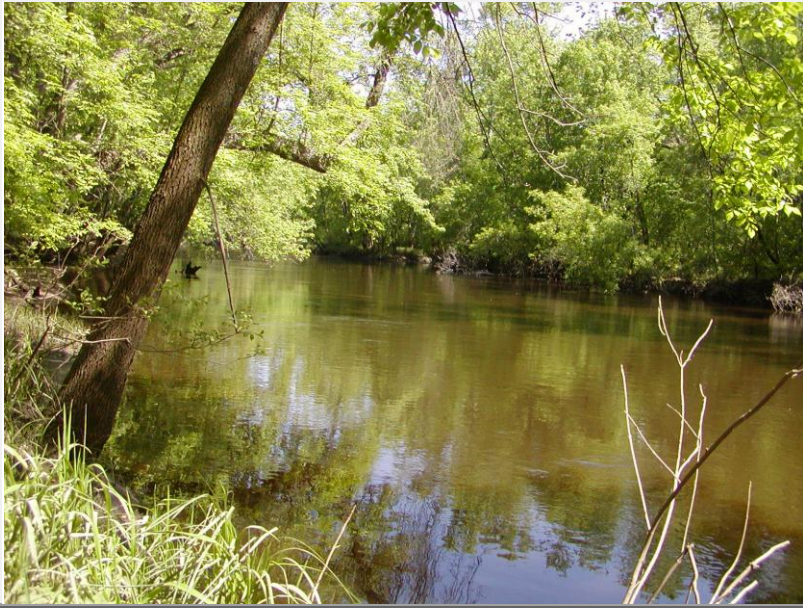
U.S. Department of Agriculture. 2010 FSA Color Aerial Photography—WMS Source Aerial Photography Field Office, 2010.

U.S. Geological Survey, Minnesota Department of Natural Resources. 1:24k Digital Raster Graphic—Collars Removed. Topographic quadrangle date 1970, DRG published 1998. Scale 1:24000

Wild And Scenic River Easement

Photo Documentation

Easement Name: E @ @ # 'U V'



I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno1\P5150027.jpg

Photo 1

Photo Date:	5/16/2012		
Latitude:	45.5390901	Northing:	5,042,947
Longitude:	-93.4713196	Easting:	463,203
Direction:	45	Bearing:	NE
Altitude:	0		

Description:

Shoreline/Boundary



I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno1\P5150026.jpg

Photo 2

Photo Date:	5/16/2012		
Latitude:	45.5390103	Northing:	5,042,938
Longitude:	-93.4713412	Easting:	463,201
Direction:	0	Bearing:	N
Altitude:	0		

Description:

Boundary-survey pin



I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno1\P5150029.jpg

Photo 3

Photo Date:	5/16/2012		
Latitude:	45.5378736	Northing:	5,042,812
Longitude:	-93.4710612	Easting:	463,222
Direction:	225	Bearing:	SW
Altitude:	0		

Description:

Vegetative or Landtype-backwater



I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno1\P5150025.jpg

Photo 4

Photo Date:	5/16/2012		
Latitude:	45.5378401	Northing:	5,042,808
Longitude:	-93.4706856	Easting:	463,251
Direction:	315	Bearing:	NW
Altitude:	0		

Description:

Vegetative or Landtype - wooded



I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno1\P5150030.jpg

Photo 5

Photo Date:	5/16/2012		
Latitude:	45.5369166	Northing:	5,042,706
Longitude:	-93.4707341	Easting:	463,247
Direction:	135	Bearing:	SE
Altitude:	0		

Description:

Boundary



I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno1\P5150032.jpg

Photo 6

Photo Date:	5/16/2012		
Latitude:	45.5368308	Northing:	5,042,695
Longitude:	-93.4691864	Easting:	463,368
Direction:	315	Bearing:	NW
Altitude:	0		

Description:

Structures - historic picnic area



Photo 7

Photo Date:	5/16/2012		
Latitude:	45.5353834	Northing:	5,042,534
Longitude:	-93.4670776	Easting:	463,532
Direction:	45	Bearing:	NE
Altitude:	0		

Description:

Vegetative or Landtype - wooded

I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno5\IMG_0975.jpg



Photo 8

Photo Date:	5/16/2012		
Latitude:	45.5353689	Northing:	5,042,532
Longitude:	-93.4662592	Easting:	463,595
Direction:	315	Bearing:	NW
Altitude:	0		

Description:

Vegetative or Landtype - wooded

I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno5\IMG_0974.jpg



Photo 9

Photo Date:	5/16/2012		
Latitude:	45.5383646	Northing:	5,042,866
Longitude:	-93.4695406	Easting:	463,341
Direction:	135	Bearing:	SE
Altitude:	0		

Description:

Shoreline/Boundary

I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno1\P5150034.jpg



Photo 10

Photo Date:	5/16/2012		
Latitude:	45.5386633	Northing:	5,042,899
Longitude:	-93.4697159	Easting:	463,328
Direction:	135	Bearing:	SE
Altitude:	0		

Description:

Vegetative or Landtype-backwater

I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno5\IMG_0979.jpg



Photo 11

Photo Date:	5/16/2012		
Latitude:	45.5394243	Northing:	5,042,984
Longitude:	-93.4697377	Easting:	463,327
Direction:	0	Bearing:	N
Altitude:	0		

Description:

Vegetative or Landtype-backwater

I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno5\IMG_0978.jpg



Photo 12

Photo Date:	5/16/2012		
Latitude:	45.5399503	Northing:	5,043,042
Longitude:	-93.4694866	Easting:	463,346
Direction:	225	Bearing:	SW
Altitude:	0		

Description:

Vegetative or Landtype - wooded

I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno1\P5150033.jpg



Photo 13

Photo Date:	5/16/2012		
Latitude:	45.5401861	Northing:	5,043,068
Longitude:	-93.4697474	Easting:	463,326
Direction:	270	Bearing:	W
Altitude:	0		

Description:

Boundary

I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno5\IMG_0977.jpg

Wild And Scenic River Easement

APPENDIX:

Conservation Easement Document

Easement Name: E @ @ # U V



STATE OF MINNESOTA

OFFICE OF THE ATTORNEY GENERAL

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

ST. PAUL 55155

ADDRESS REPLY TO:
2ND FLOOR, SPACE CENTER BLDG.
444 LAFAYETTE ROAD
ST. PAUL, MN 55101
TELEPHONE: (612) 297-1075

July 11, 1985

COPY

Jay Kiedrowski
Commissioner of Finance
309 Administration Building
St. Paul, MN 55155

RECEIVED
JUL 15 1985
LAND BUREAU
Dept. of Natural Resources

Attn: Jeff Schouweiler RE: Rum Wild & Scenic River - Tr. I-46
Isanti County - SP 246 AU

Dear Sir:

In accordance with my letter to you dated June 4, 1985, we are transmitting for your files the originals of the following documents covering an easement granted to the State of Minnesota in connection with the above project:

Easement, Document No. 166287,
running to the State of Minnesota;
Title Opinion of Bruce A. Specktor; and
Affidavit of Teresa Thews.

The abstract of title(s) is being returned to the owners for their future use.

Payment to the landowners has been previously requested. We have authorized the Bureau of Land to draw a warrant in the amount of \$40.00 to Gloria Rosen, Licensed Abstracter, for payment of abstracting fees.

Please sign and return the copy of this letter.

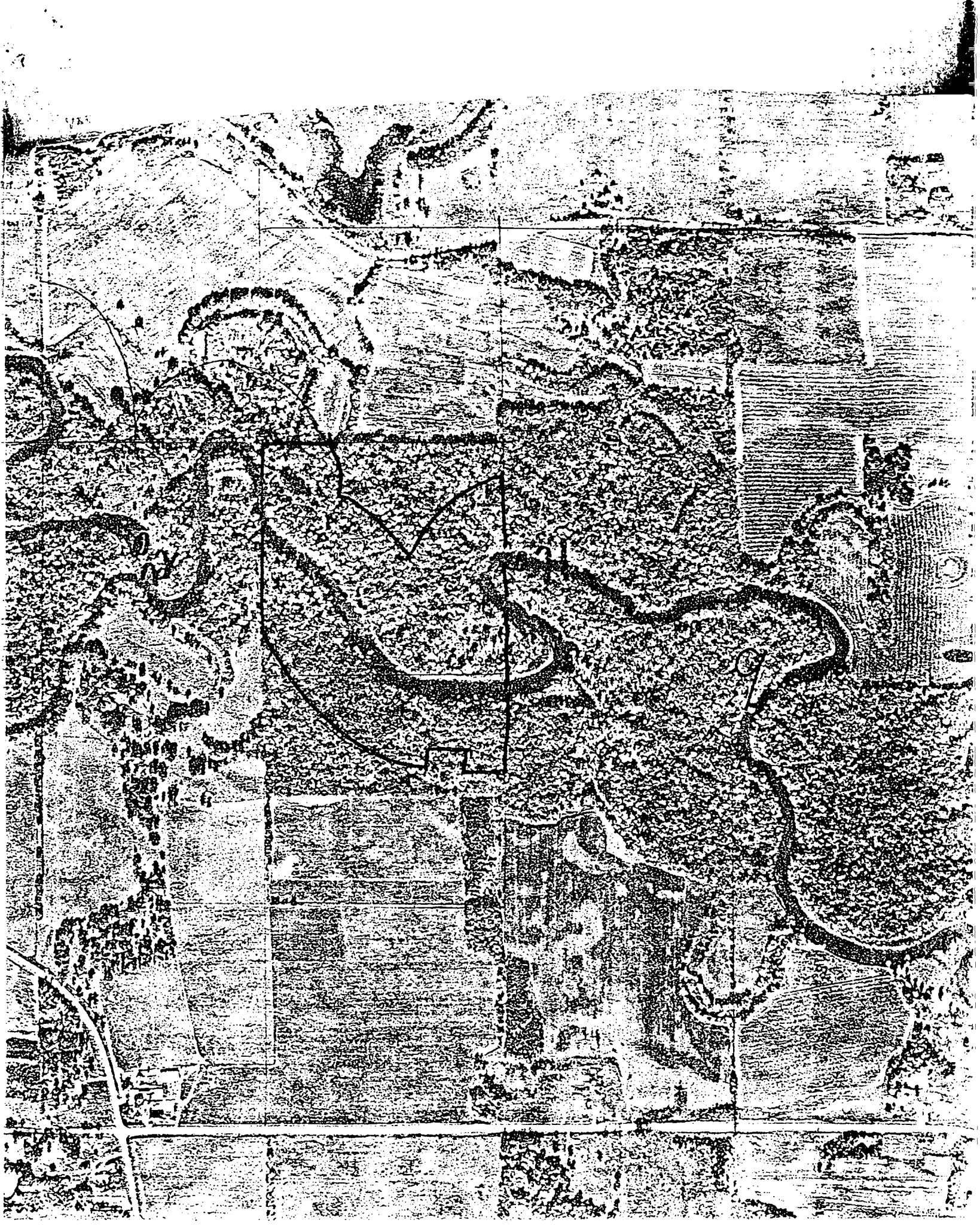
Very truly yours,

BRUCE A. SPECKTOR
Special Assistant
Attorney General

BAS:dt

Enc.

cc: Kathy Edwards
Engineering
Jim Lawler



MISC. 31 PAGE 201

166287

SP 246 AU

FILED FOR RECORD AT 12:00 AM JUN 6 1985

E A S E M E N T

THIS INDENTURE, Made this 21st day of May, 1985, between [redacted], husband and wife, of the County of Mille Lacs and State of Minnesota, parties of the first part, and STATE OF MINNESOTA, a sovereign body, party of the second part,

WITNESSETH:

WHEREAS, Minn. Stat. § 104.37 (1984) authorizes the Commissioner of Natural Resources to acquire interests in land for the purpose of protecting the scenic, recreational or natural characteristics of a wild, scenic or recreational river area;

WHEREAS, The Rum River has been duly designated under Minn. Stat. § 104.35 (1984) as a scenic river and lands hereinafter described are within the protected river area;

That the parties of the first part, in consideration of the sum of THIRTEEN THOUSAND FIFTY AND NO/100 (\$13,050.00) DOLLARS, to them in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, do hereby warrant and convey unto the party of the second part, its successors and assigns, a perpetual easement to control and restrict, in accordance with the terms and conditions as hereinafter prescribed, the use and development of the parcel or tract of land, hereinafter designated as the "Scenic Area" situated in the County of Isanti and State of Minnesota, described as follows, to-wit:

TRACT I

A strip of land lying in the Southwest Quarter of the Northwest Quarter (SW 1/4 NW 1/4), and the Northwest Quarter of the Southwest Quarter (NW 1/4 SW 1/4) of Section Nine (9), Township Thirty-five (35) North, Range Twenty-five (25) West, EXCEPT the southerly 900 feet of the westerly 200 feet of the easterly 450 feet of said NW 1/4 SW 1/4 described as follows: From the center line of the bed of the Rum River, extending to the right and to the left looking downstream, to the natural ordinary high water mark of said Rum River.

TRACT II

Also a strip of land 400 feet in width from said ordinary high water mark of said Rum River lying to the right, and a strip of land 400 feet in width from said ordinary high water mark of said Rum River lying to the left and both being adjacent to and parallel to the above-described tract, EXCEPT the southerly 900 feet of the westerly 200 feet of the easterly 450 feet of said NW 1/4 SW 1/4.

Containing approximately 38.00 acres
The Grantors reserve the right to construct one set of stairs of natural materials to provide access to the river down a steep bank.

FOR THE PURPOSES INTENDED HEREIN:

The party of the second part, its successors, assigns, and agents thereof, shall have the right to enter upon the "Scenic Area" for the purposes of inspection and enforcement of the terms and covenants contained herein, together with such right to remove from the "Scenic Area" any unauthorized structure, material, object or thing.

COPIES SENT BY: 84 H

DATE: 3-26-85

TO: Steve Nick & Alex Gustin

SEGMENT
PARCEL I-46 UNIT NO. P0636
PROJECT Rum W & SR
COUNTY Isanti

NO RIGHTS HEREIN ARE GRANTED TO THE GENERAL PUBLIC FOR ACCESS TO OR ENTRY UPON THE "SCENIC AREA" FOR ANY PURPOSE.

The parties of the first part, for themselves, their heirs, successors and assigns, do covenant that there shall be:

1. No topographic changes or alteration of the natural landscape within or upon said "Scenic Area" by excavation, drainage, filling, dumping, or any other means without a written authorization from the Commissioner of Natural Resources.

2. No building, permanent or mobile, constructed or placed in the "Scenic Area". Buildings in place on the date hereof may be maintained or repaired, but may not be replaced or relocated within the "Scenic Area" or changed in size externally in any manner without a written authorization from the Commissioner of Natural Resources.

3. No other structures or devices, whether permanent or temporary, hereafter constructed or placed in the "Scenic Area" without a written authorization from the Commissioner of Natural Resources. Except that authorization from the Commissioner is not required for low fences of the kind normally used to control livestock; for no trespassing or for sale signs less than 4 square feet in area; if the property does not have a dwelling on it for camping and recreational equipment sufficient for one family which is removed from the area when not in use; if the property has a dwelling on it for the usual items associated with single family residential use.

4. No destruction, cutting, trimming, or removing of trees, shrubs, bushes or plants without a written authorization from the Commissioner of Natural Resources. This covenant shall not apply to the cutting of lawns or weeds or the harvesting of agricultural crops, or the removing of trees or shrubs which are dead, or are dying from insect infestation or disease.

5. No dumping of ashes, trash, junk, rubbish, sawdust, garbage or offal upon the "Scenic Area".

6. No conveyance of any other easement for any purpose, including but not limited to road or utility, upon or within the "Scenic Area" without a written authorization from the Commissioner of Natural Resources.

7. No use made of the "Scenic Area" in violation of the restrictive covenants contained herein.

With respect to Paragraph 4 above, if the parties of the first part, their heirs, successors and assigns, desire to cut timber from the subject premises, said parties shall first consult with the area Department of Natural Resources' Forestry Office with the purpose of establishing a timber management plan. Said plan shall be used in connection with all future cutting.

This Easement and the covenants contained herein shall run with the land, shall be binding on all persons and entities who shall come into ownership or possession of the property which comprises the "Scenic Area" or any part thereof as described herein.

It is understood that the provisions of this Easement shall not relieve the landowner of his obligation to obtain all necessary licenses, permits and permissions from the proper public authorities, and the use and occupancy by the landowner and all operations conducted by the same shall be in strict compliance

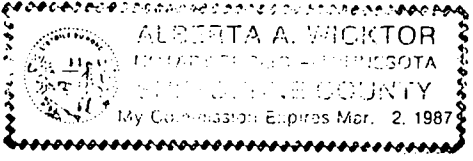
with all rules and regulations adopted by any commission or other governmental body having authority in the matter.

IN TESTIMONY WHEREOF, The parties of the first part have hereunto set their hands the day and year first above written.

EXEMPT FROM STATE DEED TAX
Laws 1971, Chapter 835.

STATE OF MINNESOTA)
COUNTY OF Mille Lacs) ss.

The foregoing instrument was acknowledged before me this 21 day of May, 1985, by [redacted] and [redacted], husband and wife.



Alberta A. Wicktor
Notary Public, Mille Lacs County, MN
My commission expires 3-2-87

This instrument was drafted by:
BRUCE A. SPECKTOR
Special Assistant Attorney General
2nd Floor, Space Center
444 Lafayette Road
St. Paul, Minnesota 55101

Transfers entered this 12th day of June 1985
Barbara Sandquist
County Auditor

COUNTY OF ISANTI
I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT
WAS FILED IN THIS OFFICE FOR RECORD ON THE
DAY OF June A.D. 1985 AT 9:30
O'CLOCK A.M. AND WAS DULY RECORDED IN BOOK
31 OF misc. PAGE 201-203.
[Signature]
COUNTY RECORDER
BY [Signature] DEPUTY

State of Min. abet
9-35-25

166287

E-1315
Rum was R

APPENDIX 5

The following pages contain Conservation Easement Stewardship Operational Order #128

Approved by:
/s/ Tom Landwehr, Commissioner
Minnesota Department of Natural Resources

Date: 11 April 2014



Minnesota Department of Natural Resources

Conservation Easement Stewardship

Operational Order 128
Policy Owner..... Susan Damon, Lands and Minerals Division
Related Policies Associated division guidelines; Operational Order 6 "Land Acquisition"
Effective Date 11 April 2014
Last Update..... New
Next Review Date..... 2018

Policy Statement

The policy of the Department of Natural Resources is to follow, as closely as possible, established industry practices in the stewardship of its conservation easement interests. The intent of this stewardship is to protect both the conservation values of the property protected by these easements and the investment of the state in those interests. Elements of this stewardship include the creation of baseline property reports, regular compliance monitoring, effective record keeping and reporting, maintaining effective working relationships with the owners of these easement properties and enforcement protocols.

Purpose and Scope

BACKGROUND

A "conservation easement" is defined as "a nonpossessory interest of a holder in real property imposing limitations or affirmative obligations the purposes of which include retaining or protecting natural, scenic, or open-space values of real property, assuring its availability for agricultural, forest, recreational, or open-space use, protecting natural resources, maintaining or enhancing air or water quality, or preserving the historical, architectural, archaeological, or cultural aspects of real property." Minn. Stat., sec. 84C.01(1).

Minnesota's conservation easement law, Chapter 84C, was enacted in 1985 and applies to all interests created after August 1, 1985, that comply with chapter 84C even if the interests are not specifically called conservation

easements. It also "grandfathers in" certain easements, conservation restrictions and other interests in land that pre-date chapter 84C's effective date of August 1, 1985, if those interests would have been enforceable had they been created after that date. This provision applies to a number of DNR's "conservation restrictions," which were acquired under the authority of Minnesota's conservation restrictions statute.

The purpose of this order is to provide guidance to DNR staff about effective stewardship of conservation easements. The primary intent of conservation easement stewardship within the DNR is to work in partnership with the landowner and his/her representatives (landowner/rep) to protect the conservation values of land subject to the easement. This operational order provides guidance for the primary processes involved with easement stewardship as listed below. The easement acquisition process is addressed in Operational Order 6.

BASELINE PROPERTY REPORT

A baseline property report provides documentation of the initial condition of the easement in relation to the easement's terms and must be prepared for each conservation easement.

As the DNR acquires new easements, the responsible division ensures that a baseline report is prepared which documents conditions of the property as of the time of closing. Authorized personnel as specified in division guidelines will approve the baseline prior to the closing of the easement transaction. Any concerns observed relative to easement covenants during site visits should be addressed prior to acquiring a conservation easement on the property. The baseline is referenced by and becomes part of the easement transaction that is ultimately approved by the director or assistant director of the Division of Lands and Minerals per their delegated authority to execute land transactions on behalf of the commissioner.

The DNR acquired many conservation easements prior to the establishment of best practices guidelines in the industry and as a result do not have a baseline property report that was created at the time of acquisition of each conservation easement. The responsible divisions are correcting this situation as expeditiously as possible by preparing retroactive baseline reports. These easements are visited and a baseline report is created, but if concerns are identified relating to one or more easement terms then staff determines (1) whether to incorporate the condition into the baseline or to (2) document a violation that must be corrected and verified in subsequent monitoring visits. Because these retroactive baseline documents are not part of the original easement transaction, they are approved by appropriate division managers with delegated authority from the commissioner. Such initial visits to an easement result in the creation of both a baseline property report and a monitoring report.

EASEMENT MONITORING

Regular conservation easement monitoring is considered the "industry standard" for effective easement stewardship. Such monitoring protects the conservation values of the protected property and thereby protects the state's investment in such easements. In addition, conservation easement monitoring provides an excellent opportunity to educate landowners and to prevent violations of easement terms. In its February 2013 Evaluation Report of Conservation Easements, the Office of the Legislative Auditor recommended that the DNR "visit the conservation easement property at least once every three years." Division guidelines under this order further clarify monitoring requirements by easement type.

ENFORCEMENT PROTOCOL

The DNR is committed to protect its interest when an observation is made of an activity occurring within the protected area of a conservation easement that conflicts with the easement covenants or terms. This observation can be made by the DNR, a member of the public, or another, but must be verified by DNR during a monitoring visit. This initiates a series of actions and internal review procedures to determine if a violation has occurred, the severity of that violation, and required or recommended resolution actions.

LANDOWNER RELATIONSHIP

The DNR will maintain regular contact with owners of lands protected by DNR-held conservation easements. The DNR strives to build a positive working relationship with conservation easement property owners and informs them about the easement's existence and restrictions and the DNR's stewardship policies and procedures. The DNR establishes and implements systems to track changes in land ownership for lands with DNR-held conservation easements.

One function of regular communications between the DNR and the landowner/rep is to discuss and address issues involving the easement in order to prevent easement violations. This regular communication helps maintain DNR/landowner relationships and ultimately saves time and money. The division guidelines will specify approaches to establish and maintain effective landowner relationships.

RELEASES, APPROVALS, LAND USE CHANGES, FUNDING SOURCE OBLIGATIONS AND REQUIREMENTS

Conservation easements may specify that certain activities are allowed only with specific permission from the easement holder. The DNR is committed to consider these requests on a timely basis. Similarly, requests may be received to release a portion or all of the terms of an easement. The DNR will make a determination about such requests and, when necessary, obtain approvals required by the original funding sources for the easement.

RECORD KEEPING

The custodial record keeping duties are equally as important as establishing the conservation easement agreement, maintaining positive landowner relationships, and ultimately protecting the conservation values of the protected properties. In addition, the historical perspectives they provide are necessary to develop effective enforcement activities when these become necessary.

All documents must be maintained in a safe environment after they have been created, signed, and recorded. Easement documents are recorded in the appropriate county and copies maintained by the DNR. Copies of baseline reports and monitoring records are maintained by divisions in safe and secure locations. Digital copies of baseline reports and monitoring records are maintained in a computer system administered by Lands and Minerals staff. Refer to Operational Order 115 for further information concerning records management.

FUNDING

The DNR will, upon obtaining legislative authority, establish an interest-bearing account to support long-term conservation easement stewardship. Each division or program that administers conservation easements will determine the amount of funding necessary to perform stewardship activities and will seek funding from appropriate sources sufficient to meet its conservation easement stewardship obligations.

Procedures

ESTABLISHMENT OF COMMITTEES AND PANELS

1. The Conservation Easement Stewardship Committee is established by this Operational Order. Its members will consist of a representative(s) appointed by the directors of each division that administers conservation easements and the Division of Lands and Minerals. Committee meetings will be facilitated by a representative of the Lands and Minerals Division.
2. The Conservation Easement Enforcement Advisory panel is established by this Operational Order. Its members will consist of representative(s) appointed by the directors of each division that administers conservation easements, the Lands and Minerals Division, and the Enforcement Division, and the DNR general counsel.

DIVISION GUIDELINES

1. All DNR divisions that administer conservation easements are required to develop and maintain division or program level guidelines to implement this operational order. The guidelines will contain procedures specific to each division or program that are necessary for implementation.
2. Division/program guidelines must be completed within six months of the implementation of this Operational Order and reviewed every three years thereafter or when changes in division work responsibilities warrant review.
3. Division/program guidelines must be reviewed by the Conservation Easement Stewardship Committee and approved by the division director.
4. Division/program guidelines must contain the following:
 - a. Scope and Purpose
 - b. Legislative Authority
 - c. Easement types administered by the division
5. In addition, division/program guidelines must contain the following for each easement type administered by the division or program covered by the guidelines:
 - a. Statement of the conservation value(s) being protected by this easement type
 - b. Step by step procedures to be followed for the following activities:
 - i. Creation of baseline property reports (new acquisitions and existing easements)
 - ii. Monitoring of protected properties (and required frequency)
 - iii. Enforcement protocols and flow chart depicting steps and decision points
 - iv. Policies on amending, releasing or terminating an existing easement
 - v. Guidance to maintain and enhance landowner relationships
 - vi. Record keeping
 - c. Method to assess severity of violation of easement terms and conditions
 - d. Approvals required by easement language that landowners may request and steps and timelines the division will follow to assess these requested approvals.
 - e. Roles and responsibilities for stewardship activities defined and personnel assigned as:
 - i. Conservation Easement Coordinator
 - ii. Conservation Easement Resource Manager(s)
 - iii. Conservation Easement Resource Staff

Division guidelines will expand upon the summarized steps below for the keystewardship activities.

BASELINE PROPERTY REPORT (NEW ACQUISITION)

1. Planning. Division staff responsible for new acquisitions gathers appropriate preliminary information about the potential easement and prepares for the baseline visit. The landowner is notified of the upcoming visit as part of this preparation.
2. Visit Easement. Conservation Easement Resource staff prepares for the baseline visit and conducts this visit as specified in the division guidelines document. Staff records all information necessary to create the baseline report during the visit.
3. Capture Visit Information. Conservation Easement Resource staff uploads documentation photographs (with geographic data, direction, and date) and records information for this visit into the computer system maintained by LAM. The Conservation Easement Resource staff is responsible to assure that site conditions are current and accurate as of the date of closing.
4. Create the Baseline Report. The Conservation Easement Resource staff prepares a baseline document that includes the necessary components as specified in the division guidelines, signs two copies as the preparer, and makes the copies available to division management or staff with delegated authority for approval. Any baseline property report that contains non-public data must have a header or footer on the cover page stating "CONTAINS NONPUBLIC DATA."
5. Approve the Baseline Report. Division (or Lands and Minerals) staff with delegated authority to approve baseline reports reviews and signs two copies of the baseline report. Both copies are provided to the landowner who is requested to sign them both (at the closing when possible), retain one for the landowner's personal records and return the second to DNR. A scan of the executed baseline property report is uploaded into the DNR's land records system following the closing. Refer to the division guidelines for additional direction in executing and storage of these documents.

BASELINE PROPERTY FIELD DATA COLLECTION AND REPORT CREATION (EXISTING EASEMENT)

All conservation easements will have a baseline report by June 30, 2016.

1. Selection. The Conservation Easement Coordinator determines that a conservation easement is to be monitored, assigns a 'Monitor By' date and forwards the request to a Conservation Easement Resource Manager (CERM) who assigns a Monitor.
2. Planning. Monitor gathers appropriate preliminary information about the easement and prepares for the monitoring visit. The landowner is notified of the upcoming visit as part of this preparation.
3. Easement Site Visit. Monitor staff prepare for the baseline visit and conduct this visit as specified in the division guidelines document. Monitor observes and captures all information necessary to create the baseline report during the visit.
4. Record Visit Information. Monitor uploads documentation photographs (with geographic data, direction, and date) and records observations for this visit into the conservation easement computer system maintained by LAM.
5. Assess Monitor Concerns. Conservation Easement Resource Manager (CERM) reviews any of the concerns as noted by the Monitor for this visit in the system and assesses severity according to the division guidelines. When all concerns have been assessed, CERM refers to division guidelines to determine the overall compliance of the easement.

6. Determine Next Actions. CERM specifies recommended next actions and approves visit in the conservation easement computer system.
7. Create the Baseline Property Report. Monitor generates the baseline property report that includes the report along with attachments as specified in the division guidelines and signs report as the preparer. Any baseline property report that contains non-public data must have a header or footer on the cover page stating "CONTAINS NONPUBLIC DATA."
8. Approve the Baseline Report. Division management or staff with delegated authority to approve the baseline reviews and signs two copies of the baseline report for each landowner. Both copies are provided to the landowner who is requested to sign them both, retain one for the landowner's personal records, and return the second to DNR. A scan of the executed baseline property report is uploaded into the DNR's land records system. Refer to the division guidelines for additional direction in executing and storage of these documents.

EASEMENT MONITORING EVENT

1. Selection. The Conservation Easement Coordinator determines that a conservation easement is to be monitored, assigns a 'Monitor By' date using the land records system and forwards the easement to a CERM. The CERM assigns the monitor event to an appropriate Conservation Easement Monitor.
2. Planning. Monitor reviews the baseline property report for the protected property and gathers other preliminary information about the easement to prepare for the monitoring visit. The landowner is notified of the upcoming visit as part of this preparation. Refer to the above procedure when no baseline report is available.
3. Easement Site Visit. Monitor staff prepare for and conduct this visit as specified in the division guidelines document. Monitor captures information about the easement and documents any observed concerns pertaining to the easement covenants with photographs and written observations.
4. Record Visit Information. Monitor uploads documentation photographs (with geographic data, direction and date) and records information for this visit into the conservation easement computer system maintained by LAM. When all information is entered, Monitor flags the visit as being completed and ready for approval.
5. Assess Monitor Concerns. CERM reviews any concerns as noted by the Monitor in the system for this monitoring visit event and assesses severity according to division guidelines. CERM may also enter comments into the system. When all concerns have been assessed, CERM refers to division guidelines to determine the overall compliance of the easement.
6. Determine Next Actions. CERM specifies recommended next actions and approves the monitoring visit in the conservation easement computer system. Proceed to Enforcement Protocol section if approver initiates enforcement action.
7. Create Monitor Event Report. Monitor generates an approved Monitor Event report and files within the conservation easement computer system for further reference along with relevant correspondence. Hard copy documents are filed by the division according to document record retention system policy.
8. Follow-up. Conservation Easement Coordinator will follow-up with CERM if an easement has not been monitored by the due date.

ENFORCEMENT PROTOCOL

It is the DNR's policy to uphold and enforce its conservation easements. The enforcement protocol is initiated whenever an easement concern is identified during a Conservation Easement Monitoring event that has a severity of Minor, Moderate or Major. Based upon the easement term or covenant, the division guidelines specify both the process to determine the severity as well as the next action steps for a chosen severity for that easement term or covenant. In all cases, the goal is to make every attempt to maintain the landowner relationship, be cooperative, and resolve the issue on a local level. Severe issues will be reviewed and actions recommended by the Conservation Easement Enforcement Advisory Panel.

1. Initiate Enforcement action. CERM refers to enforcement protocol actions in the Conservation Easement Stewardship division guidelines to initiate enforcement. Minor concerns are resolved with local actions while appropriate district/regional managers become involved for moderate and severe concerns as depicted in the enforcement protocol action specified in the division guidelines.
2. Prosecution Action. When specified by division guidelines, the Enforcement Division will be consulted for possible citation and further civil action as stated under Minnesota Statutes § 92.70 (Land Use Trespass). For all severe issues the Conservation Easement Enforcement Advisory Panel will participate in recommending further action.
3. Resolve Enforcement Action. When a resolution is reached, the enforcement proceedings are recorded in a separate document and attached to the completed Monitor Visit record into the conservation easement computer system for future reference along with a next monitoring date. Documents are filed by the division according to document record retention system policy.
4. Follow-up. Resolution is confirmed with a follow-up Monitor Event visit scheduled to occur on or before the indicated next monitoring date specified as part of the resolution.

RECORD KEEPING

Once documents have been created, signed, and recorded, they must be maintained in a safe environment. Digital copies of baseline reports, monitoring reports and enforcement records are maintained in the conservation easement computer system and land records system administered by Lands and Minerals staff.

1. Easement documents. The original easement document is filed with the appropriate county as part of the recording process. Copies are maintained by LAM staff in its storage vault and scanned documents are maintained in the land records system.
2. Baseline Reports. The original, signed hard copy of baseline reports is maintained by the division in a safe and secure location. Digital copies of the baseline reports are stored in the conservation easement computer system and land records system maintained by Lands and Minerals staff.
3. Monitoring Reports. The monitor reports are maintained as specified in division guidelines. Digital copies of the monitor reports are stored in conservation easement computer system and land records system maintained by Lands and Minerals staff.
4. Enforcement Activities. The original, signed hard copy of any enforcement activities are maintained by the division in a safe and secure location for at least one year after resolution. Digital copies of these enforcement records are stored in conservation easement computer system maintained by Lands and Minerals staff. Enforcement outcomes are documented in the land records system.

5. Landowner Correspondence. Division guidelines specify which communications will be retained. Any hard copies of such documentation will be scanned by the division and stored in the land records system maintained by Lands and Minerals staff.

Roles and Responsibilities

The roles listed below do not, in most cases, represent an assignment of a person to a full time position description, rather they define set of responsibilities on which a division provides a clear focus and prioritization through the assignment of a person to that role as specified in the division guidelines referenced by this operational order.

Conservation Easement Stewardship Committee uses its cross-divisional composition to create consistent department wide policy and guidance for the effective stewardship of protected properties. The Committee will review division guidelines referred to in this operational order and will be a resource during enforcement actions and other issues of concern.

Conservation Easement Enforcement Advisory Panel reviews easement violations and recommends appropriate action for all severe easement violations and other violations when requested to do so by a division representative on the panel.

Conservation Easement Coordinator (CE Coordinator) is responsible statewide for the overall stewardship of conservation easements administered by the coordinator's division or program. The coordinator creates the division or program guidelines that are referenced by this operational order and participates on the Conservation Easement Stewardship Committee as well as in enforcement activities as specified in the division guidelines.

Conservation Easement Resource Manager (CERM) assigns Conservation Easement Monitors and Resource staff to monitor protected properties, assures that division guidelines are being followed during such visits, assesses concerns observed by Monitor staff, provides final visit approval, and works with division management to enforce easements as necessary.

Conservation Easement Resource Staff conducts site visits and create baseline property reports of easements that are in the process of being acquired under Operational Order 6.

Conservation Easement Monitor (Monitor) uses his/her conservation knowledge and expertise to monitor protected properties, takes supporting photographs and records visit information into a computer system. The monitor also creates baseline property reports based on visit information where none have been created previously. The Monitor can be DNR staff or a contractor directed by DNR staff.

Division Management with delegated authority approves conservation easement stewardship division guidelines, baseline property reports describing existing protected properties, and grant final approval of enforcement activities specified in the division guidelines.

Others include Conservation Officers who may participate in enforcement actions, staff in the Division of Lands and Minerals who maintain computer systems and storage vaults and division representatives who may participate in enforcement actions.

Contacts

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Definitions

Baseline Property Report (also called “Baseline Report”) - a report, containing text, maps, and photographs, that documents the condition of a protected property at a specific point in time. In new easements, this report is prepared and usually signed by the landowner before or at closing. For older easements without an original baseline, the report is usually signed by the current landowner. The baseline property report is used in connection with conservation easement monitoring, e.g., to assist the monitor in detecting changes to the property and to help a new monitor become familiar with the property. The baseline can also be used in a court of law at a later date to document the initial condition of the protected property.

Conservation Easement (also called the “easement” in this Plan) - the agreement between the Original Landowner and the State of Minnesota to protect the conservation values of the Protected Property as defined in Minn. Stat. sec. 84C.01(1). This is a binding, legal document that is recorded with the County Recorder’s and/or Registrar of Title’s Office.

Conservation Easement Enforcement Advisory Panel - A team comprised of staff of divisions that administer conservation easements, the Divisions of Lands and Minerals and Enforcement appointed by their respective division directors with the purpose of reviewing and recommending action to Divisions on severe easement violations or as requested by division representatives.

Conservation Easement Monitoring (also called “monitoring” in this Plan) - the regular inspection and documentation of the condition of a property protected with a conservation easement. Monitoring can be accomplished by walking, driving, remote sensing (aerial or satellite imagery), correspondence, and/or flying over the protected property.

Conservation Easement Monitoring Form (Monitoring Form) - a form that prompts the easement monitor to collect information during a monitoring visit that provides a record of the condition of the Protected Property. A completed Monitoring Form (or a set of completed forms for a particular easement) can serve as proof in a court of law if a landowner ever contests a violation. For purposes of this operational order, the Monitoring Form is the Department’s standard Conservation Easement Monitoring Form.

Conservation Easement Stewardship Committee - A team comprised of staff of divisions that administer conservation easements and the Divisions of Lands and Minerals appointed by their respective division directors with the purpose of collaboratively developing and recommending easement stewardship policies and procedures and applying solutions consistently across divisions where possible.

Conservation Values - The natural and social values of the land that make it worth protecting. Associated attributes include scenic and/or environmental aspects of the land, public access, recreational, open space, geologic, scientific, cultural and historic features, educational as well as any sustainable economic management

and research opportunities. Conservation Values pertinent to the conservation easement are specifically identified in the Baseline Property Report.

Landowner - The person, persons, or legal entity who owns the fee title to the land protected by the Conservation Easement.

Landowner/Rep - the landowner or the landowner's representative (rep). The landowner will sometimes prefer that the DNR work with the "rep" when the landowner lives out of state, when a primary contact is designated by a multi-person landowner, or when the landowner has little interest in the day-to-day management of the land (in some cases the rep may be a son or daughter of the landowner, who may someday inherit the land).

Land Records System (LRS) - a computer-based system that holds and processes information on all lands in which the DNR holds an ownership interest.

Natural Resource Management Plan - any plan written for purposes of guiding management of natural resources on an easement, such as a prairie stewardship plan, grazing plan, haying plan, prescribed burn plan, etc. Such plans may be referenced explicitly in a conservation easement, but are not part of the easement document because they typically specify practices that may be adapted over time.

Original Landowners - the landowners who granted the Conservation Easement to the State of Minnesota. Subsequent landowners are sometimes called "second generation" or "third generation" landowners, etc.

Protected Property - the property that is subject to the terms and conditions of the Conservation Easement.

Supplemental Agreement - a written agreement between the DNR and the landowner/rep regarding lands under a conservation easement; it may address pre-existing conditions allowed to persist under the easement, provide additional information about the terms of the easement, or responsibilities of either party. Recorded conservation easements, baseline property reports and natural resource management plans are not considered supplemental agreements in this Operational Order.

Terms and Conditions - the language of the conservation easement that explains the rights that have been extinguished on the Protected Property as well as the rights and responsibilities of the holder of the easement (the DNR) and the grantor of the easement (the landowner). Also referred to as covenants.

Forms and Instructions

The forms and instructions are included in the Conservation Easement Training document dated 11/01/2012 and revised June 2013. Computer screens are currently implemented in a prototype Access application available through Lands and Minerals with long-term intent to implement these in the final land records system.

Division and Program Guidelines

Fisheries and Wildlife Division Guidelines for Conservation Easement Stewardship Enforcement

Wild and Scenic Rivers Division Guidelines for Conservation Easement Stewardship Enforcement

Scientific & Natural Area (SNA) Program Conservation Easement Long-Term Stewardship, Monitoring & Enforcement Plan

Forest Legacy Program and Minnesota Forest for the Future Program Easement Stewardship Plan

History

Amended:

none

Supersedes:

none

APPENDIX 6

The following pages contain the Conservation Easement Stewardship Training Manual

Volume

1

CONSERVATION EASEMENT STEWARDSHIP TRAINING MANUAL

Daniel Golner & Mike Robinson – *Wild and Scenic River*
Carrie Graf & Judy Schulte – *Native Prairie Bank*
Emilee Nelson – *Fish and Wildlife*
Don Kilberg – *Lands and Minerals*

June, 2014

Current to Software Version 2.76



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Conservation Easement Stewardship

This manual is designed to be used in conjunction with Division and Program Guidelines written to provide detailed steps to support easement stewardship activities as part of Operational Order #128.

This manual provides general computer support for the installation and use of the tool sets created for easement stewardship. The division guideline document will provide specific direction in how to perform stewardship activities.

The tools listed in this manual generally follow the chronological work flow specified in the guidelines document, but be sure to reference your guidelines when using this manual to ensure you are using the tool as directed by your division or program.

What is a conservation easement?

A conservation easement is a voluntary, legally binding agreement between a landowner and a qualified governmental body or non-profit organization (conservation easement “holder”) that restricts development and use of the land in order to protect natural resources or other aspects of the property. Minnesota Statutes chapter 84C, which governs conservation easements in Minnesota, contains the following definition:

"Conservation easement" means a nonpossessory interest of a holder in real property imposing limitations or affirmative obligations the purposes of which include retaining or protecting natural, scenic, or open-space values of real property, assuring its availability for agricultural, forest, recreational, or open-space use, protecting natural resources, maintaining or enhancing air or water quality, or preserving the historical, architectural, archaeological, or cultural aspects of real property.

The terms (or covenants) of a conservation easement are individually negotiated by the landowner and the easement holder. The terms of the easement will depend on the conservation values of the land and the specific purposes of the conservation easement. A conservation easement is a written legal document that gives the holder an interest in the property. The document is signed by both parties and filed with the county recorder or registrar of titles in the county where the land is located. Minnesota law requires the holder to sign and record an “acceptance” before the rights and responsibilities under the conservation easement go into effect. This requirement prevents a landowner from donating a conservation easement to a governmental entity or nonprofit organization without that party’s consent.

How are conservation easements acquired?

The DNR acquires the vast majority of its easements through direct purchases, but some are acquired through donation. A few DNR conservation easements have been retained upon the sale or exchange of state-owned land and a few have been assigned to the DNR by other conservation easement holders (e.g., The Nature Conservancy). The DNR also acquires a number of conservation easements on tax-forfeited lands bordering streams under Minnesota Statutes section 282.37, which authorizes the commissioner of revenue to grant such easements upon recommendation of the boards of county commissioners. These easements are typically granted after legislation is enacted which authorizes a county to sell the tax-forfeited land bordering water and directs the commissioner of revenue to grant the easement prior to the sale.

How long does a conservation easement last?

Under Minnesota law, a conservation easement is permanent unless the easement itself specifies that it is for a limited term. Currently, the DNR acquires only permanent conservation easements. A few existing DNR conservation easements are for a limited term, typically 20 years. A conservation easement “runs with the land.” This means that even if the land is sold the restrictions continue. The new landowner buys the land subject to the easement

and is legally obligated to comply with the restrictions on land use. What are the benefits of a conservation easement?

BENEFITS TO LANDOWNER

There are many reasons why a landowner may wish to place a conservation easement on his/her land. A major reason is to ensure that the land and natural resources will remain protected forever and that a legacy will be left for future generations. A conservation easement may also provide financial benefits for a landowner.

- The DNR and some other conservation easement holders purchase conservation easements. The purchase price will depend on an appraisal or, for some types of conservation easements, on a formula set forth in law. Sometimes the purchase price for a conservation easement may be a substantial percentage of the value of the fee interest in the land. The landowner will receive the purchase price, still own the fee interest and still be able to use the land consistent with the restrictions in the conservation easement.
- When a conservation easement is donated, there may be a number of tax benefits to the landowner/donor:
 - The landowner may be eligible for an income tax deduction.
 - The estate tax on the land may be lowered because of a reduction in value of the land because of the easement.
 - The land may be subject to a property tax adjustment because the restrictions placed on the land use may reduce its market value.

BENEFITS TO EASEMENT HOLDER

Conservation easements afford many benefits to a holder as well:

- Some owners who will not sell in fee are sometimes more willing to sell a conservation easement. The conservation easement enables the holder to permanently prevent development or other activities that would harm the conservation values of the land. In some cases, the easement will provide public recreational access to land protected by the conservation easement.
- The purchase price of a conservation easement is typically less than the purchase price for fee title, but may still sufficiently protect the land to meet the holder's conservation goals.

- The fee title owner typically remains responsible for maintenance of the land and accordingly, holding the conservation easement may be less costly to the holder than owning the land outright. (Note that with some types of conservation easements, e.g., native prairie bank, the DNR assumes the obligation for management of the natural resources.)
- Some counties and local units of government object to state or non-profit organization purchases of land because they are not required to pay property taxes. Land subject to conservation easements stays on the tax rolls with the fee owner being responsible for paying the taxes (although, the taxes could be reduced as the land whose use has been restricted can be interpreted as having less value).

Numbers and Types of easements within the DNR

The exact number and acres of conservation easements in the State of Minnesota are constantly increasing with more easement acquisitions each year. The following chart represents types and number of easements the MN DNR holds as of November, 2012.

Conservation Easement Type	Number of Easements	Number by DNR Region				Total Acres
		R1	R2	R3	R4	
Army Compatible Use Buffer	6	1	3	2	-	811
Aquatic Management Area	12	1	9	2	-	687
Cave	2	-	-	2	-	219
Forest Legacy	32	1	9	5	17	135,937
Minnesota Forests for the Future	4	1	4	-	-	197,848
Metro Greenways	16	-	-	16	-	669
Northern Pike Spawning	10	1	-	2	7	109
Native Prairie Bank	100	21	-	5	74	7,844
Scientific and Natural Area	18	1	2	14	1	1,409
Trout Stream	580	79	172	314	15	4,419
Water Bank	23	3	-	10	10	1,210
Wild and Scenic River	133	-	31	78	24	3,820
Other Conservation	44	10	11	15	8	3,034
Totals	980	119	241	465	156	358,016

Conservation Easement Stewardship

What is Conservation Easement Stewardship?

The policy of the Department of Natural Resources is to follow, as closely as possible, established industry practices in the stewardship of its conservation easement interests. The intent of this stewardship is to protect both the conservation values of the property protected by these easements and the investment of the state in those interests. Elements of this stewardship include

the creation of baseline property reports, regular compliance monitoring, effective record keeping and reporting, maintaining effective working relationships with the owners of these easement properties and enforcement protocols.

How does the DNR Implement Conservation Easement Stewardship?

Department of Natural Resources Operation Order #128 can be referred to for specifics of how the DNR implements its Stewardship program. The discussion below provides highlights from this operational order. Stewardship activities and their frequency will often vary depending on the easement type. For specific direction, refer to the appropriate division or program guidelines maintained by the division or program that administers each easement type in addition to using this manual.

Baseline Property Report

What is a baseline property report?

A baseline report documents a snapshot in time and serves as a legal document that is admissible in court.

A baseline property report is a record consisting of text, photographs and maps that documents the condition of a property subject to a conservation easement in relation to the easement's terms. The landowner and the conservation easement holder both sign the report to acknowledge that it is an accurate representation of the property's condition.

It is both a minimum standard for conservation easement stewardship and the DNR's policy to prepare a baseline property report for each conservation easement.

The baseline report documents the protected property's conservation values, i.e., the aspects of the property that make it worth protecting (native species, geologic, hydrologic or scenic features). The content of a baseline report should:

1. Be specific and measurable.
2. Serve as an information resource for future DNR staff and future owners of the protected property.
3. Support future monitoring activities by enabling the monitor to detect changes to the property by comparing current conditions with the conditions documented in the report; and allow the easement terms to be enforced in the event of a violation without reference to external materials, to the extent possible.

It is the DNR's goal to completely address its baseline report backlog by June 30, 2015.

When is the baseline property report prepared?

A baseline property report should be prepared during the process of acquiring a new conservation easement. Ideally, the report should be signed by the landowner and a representative of the DNR at the time of the closing on the conservation easement.

There may be some circumstances under which a baseline property report is not completed at the time the easement is acquired. In such cases, the report should be prepared and signed as soon as possible after the closing.

Like many other governmental entities and conservation organizations, the DNR holds conservation easements that have no baseline property reports. This is largely because it was not standard practice until recently for conservation organizations to prepare baseline property reports for all conservation easements. As of January 22, 2014, there were 1008 existing DNR conservation easements without completed baseline property reports.

When a baseline property report is prepared for an existing conservation easement, the current condition of the property in relation to the easement terms is documented. The report may include available historic information about the property condition as well. However, the origin and date of such information must be clearly documented in the report.

What are the components of a DNR baseline property report?

Components common to any/all types of conservation easement baseline reports include:

1. Identification of the conservation easement (familiar name, county doc number, township/section/range, Kittle number, etc.)
2. Legal description of easement from the easement document
3. Easement type
4. Staff member name
5. Photographer name
6. Date of baseline report
7. Easement location, directions to property, access to the easement
8. Landowner information
9. County parcel ID number
10. Easement terms from easement document

11. Maps of eased property (All 8 maps, if applicable. See appendix.)
12. Photo packet
13. Easement Document

Variable components of conservation easement baseline reports depending upon easement type include:

1. Statement acknowledging that the report is an accurate representation of the property with signatures from landowner and DNR representative (For all easement types, excluding Trout Streams).
2. History of transaction/narrative of record (For all easement types, excluding Trout Streams).
3. Plants/animals identified on property (Native Prairie Bank only).
4. Species Greatest Conservation Need (Native Prairie Bank only).
5. Acquisition funding source (For all easement types, excluding Trout Streams).
6. Reference stewardship/management plan (For Native Prairie Bank and Wild and Scenic River easements).
7. Conservation values narrative (For Native Prairie Bank and Wild and Scenic River easements).
8. Upstream and downstream UTM coordinates (Trout Stream only).

For more information about the components of the baseline report for a given easement type, refer to the division or program guidelines that accompany Conservation Easement Stewardship Operational Order #128.

Monitoring Report

What is monitoring?

Conservation easement monitoring by an easement holder is essential to ensure that the landowner and the general public are complying with the easement's terms. Ultimately, monitoring ensures that the conservation values of the easement site continue to be protected. It is the goal of the DNR to monitor all of its conservation easements on a regular basis. The specific monitoring schedule will depend on the easement type and staffing availability, but will typically include an on-the-ground visit to the conservation site every 1-3 years. For further information, refer to the appropriate division or program guidelines.

How is monitoring completed?

Monitoring methods will vary by easement type. For smaller easements, a monitoring visit will usually include a walk-through of the easement site. For larger easements, the on-site visit may include a walk-through of a selected portion of the easement combined with a review of satellite imagery or aerial photography. Monitoring can be accomplished on foot, via canoe, by vehicle on the ground, by aerial flyover, or by remote sensing. A number of conservation easement holders use a variety of techniques, such as fly-overs for initial monitoring events and on-the-ground follow-up visits where there are suspected violations.

Where feasible, landowners will be invited to accompany the monitor on the monitoring visit.

Documentation of conditions observed during the monitoring visit along with a description of suspected easement term violations (including photographs) will be captured as part of a monitor visit report. This report is approved and any concerns about the easement are assessed by appropriate division staff. During the approval process, guidelines are available to assess concerns and suggest possible, appropriate enforcement actions.

What are the components of a DNR monitoring report?

Components common to any/all types of conservation easement monitoring reports include:

1. Identification of the conservation easement (familiar name, county doc number, township/section/range, Kittle number, etc)
2. Legal description of easement from the easement document
3. Easement type
4. Current landowner/contact information
5. Name of monitor

6. Monitor date
7. Is the landowner present on visit?
8. Are there invasive species present?
9. Are there other management needs observed?
10. Are there reserved rights within the easement?
11. Has the property been surveyed?
12. Narrative summary of the visit
13. Maps (any desired for the final report)
14. Monitoring photo packet
15. Is the landowner in compliance with the terms of the easement?
16. Supervisor assessment of the monitor's concerns
17. Required next actions
18. Signatures of the monitor and supervisor

Variable components of the conservation easement monitoring report (depending upon easement type) include:

1. Season to monitor/monitoring intervals (If species present data is collected)
2. Landowner questions (Wild and Scenic River easements only)
3. Is there a current management plan in place? (Native Prairie Bank and Trout Stream easements)
4. Has there been recent management on site? (Native Prairie Bank)
5. Signs/boundary markers in place (Native Prairie Bank and Trout Stream easements)
6. Other issues or concerns? (Native Prairie Bank and Trout Stream easements)

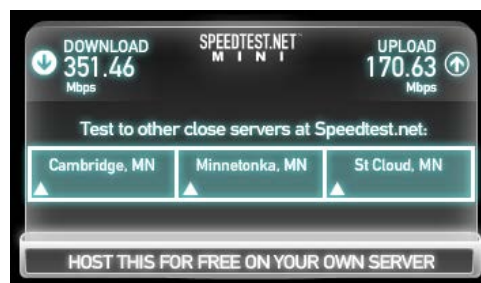
Refer to the division or program guidelines for specifics for a given easement type to see the specific requirements for the monitor visit.

Getting Started

Many tools and techniques are available to efficiently perform the steps of easement stewardship

The three LCCMR projects provided an inventory of easements owned by the state of Minnesota as well as creating GIS based and other tools to effectively perform the steps necessary to provide stewardship. This manual describes the usage of these tools and is generally categorized by the function of the tool being described. The division guidelines will provide specific information about how a given tool's use may be modified depending on a given easement type.

The tools fall into two general categories, GIS tools and tools developed utilizing an Access multi-user database. Both sets of tools work best with site internet bandwidth that exceeds 20Mbps download speeds. Bandwidth speeds can be checked at your location with the following test: http://files.dnr.state.mn.us/site_tools/speed_test/ Clicking on this link will give a result that looks like



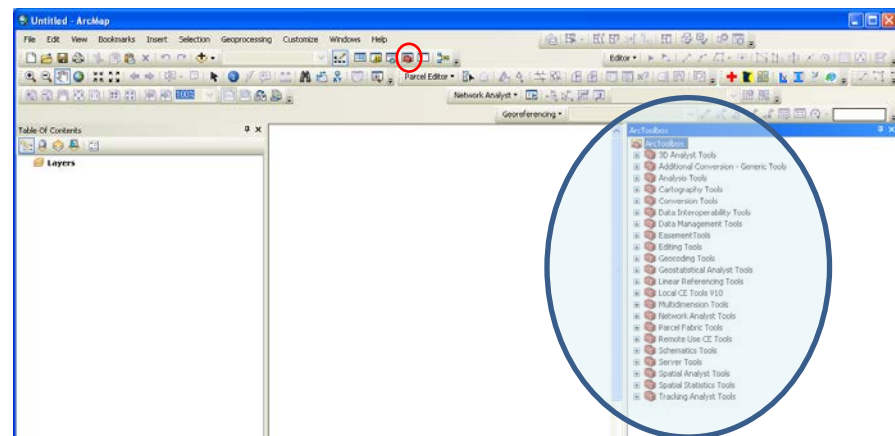
The upload and download speeds shown will be from your site to a server located in the DNR central office where the I drive is located. Note: the tools will not work at speeds below 3Mbps download.


Installing Tools on Your Desktop Computer

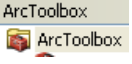
Installing the ArcGIS Tools

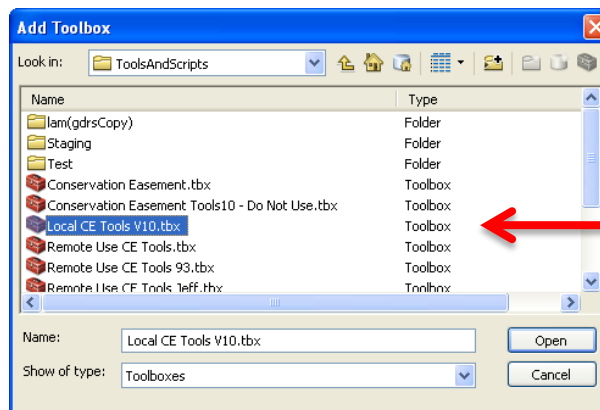
The ArcGIS tools are contained in an Arc toolbox that needs to be added to the standard tools that come with ArcGIS. The tools can be used in either ArcMap or ArcCatalog with versions at 10.2 or higher, but they have to be loaded into whichever software you elect to use.

- Open ArcMap or ArcCatalog (the steps below assume you opened ArcMap)
- In ArcMap, it is not necessary to load an mxd document, but verify that the ArcToolbox window is visible as below:



- If necessary, you can open the ArcToolbox by **Clicking** on the  icon.
- Verify that the 'Local CE Tools V10' tool box is visible. If not, perform the following steps to add it to the toolbox choices:

- Right click on the  icon at the top of the Toolbox window
- Click on 'Add Toolbox...'

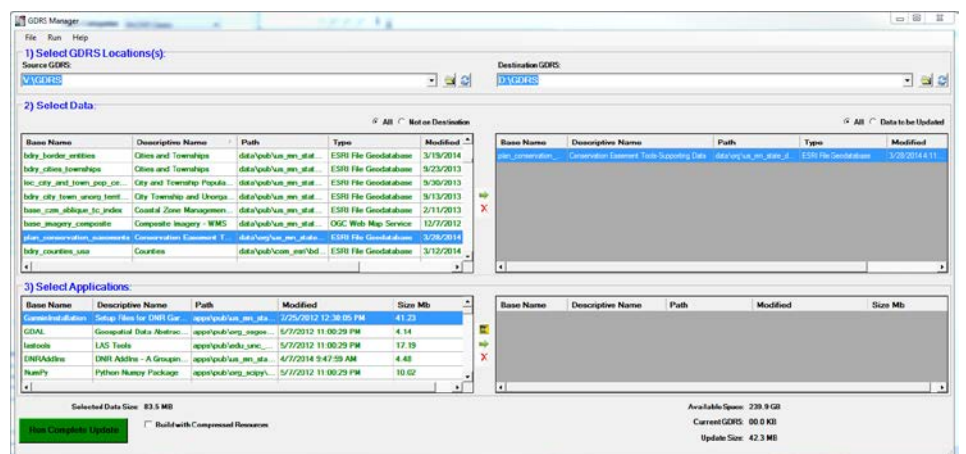


- ✚ Navigate to the following location (you may have to connect to a new folder

I:\LAM\Conservation Easements\MonitoringResources\ToolsAndScripts
and click on Local CE Tools V10.tbx

- ✚ Click on 'Open' to add the tool box

- The tool box should be added to the list of other tools. At this point, you are ready to use any of the tools within the toolbox.
- Note: If you will be using a local copy of GDRS which has been set up on your machine with GDRS Manager, be sure to include the *Base Name* layer of data called plan_conservation_easements (it has a *Descriptive Name* of 'Conservation Easement Tools-Supporting Data'). The following screen shot shows GDRS Manager with the correct layer highlighted:



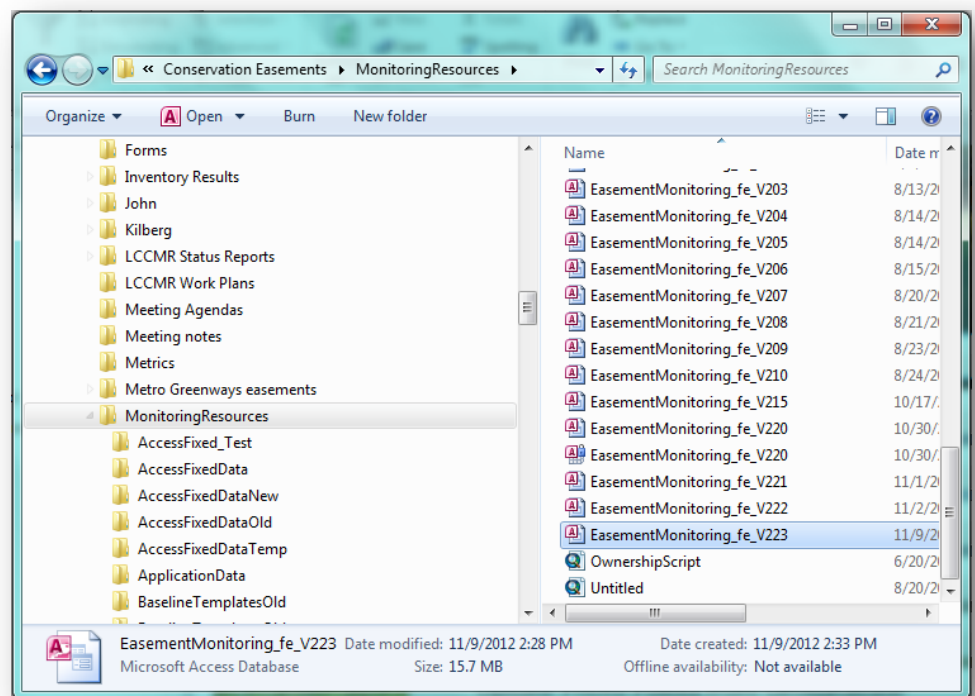
- If you are using your remote sites GDRS (normally installed on your local LAN) you do not need to do this step

Installing the Microsoft Access Database

When creating a baseline reports and monitoring events, stewards are able to enter field data and photos, and upload it to the shared DNR I:/drive using Microsoft Access. Prior to using this database, LAM conservation easement staff must request that your user ID be given full rights to the data storage folder on the I: drive. You should not attempt to enter the application unless you have confirmed that access has been provided. Installation of the database is accomplished by creating a copy of the Access program on your desktop. The Access database can be found in the following location in the I:/ drive:

I:\LAM\Conservation Easements\MonitoringResources

There will be multiple versions of the database available in this folder, each with the core name of Easement_Monitoring_fe_V999, but you must drag the most recent version (largest number in the file name) to your desktop in order for the correct updates to be included. *It is extremely important not to double click on the program on the I drive – it will lock the application up if you do that; only execute it from your desktop*



It is important to know where the data source is located for the different functions in Access in order to problem solve. For instance, if you forget to upload the photos to the I:/ drive, the photo packet will not print correctly.

Where does Access locate its data?

The Access database pulls data from multiple sources, and the majority of the data is located on the shared I:/ drive. The majority of the data that Access needs from the I:/ drive include:

- Dissolved Easement layer
- Ownership Points
- County Parcel layer
- Landowner data (addresses)
- Photos and comments (uploaded by you to the I:/ drive)

When working remotely

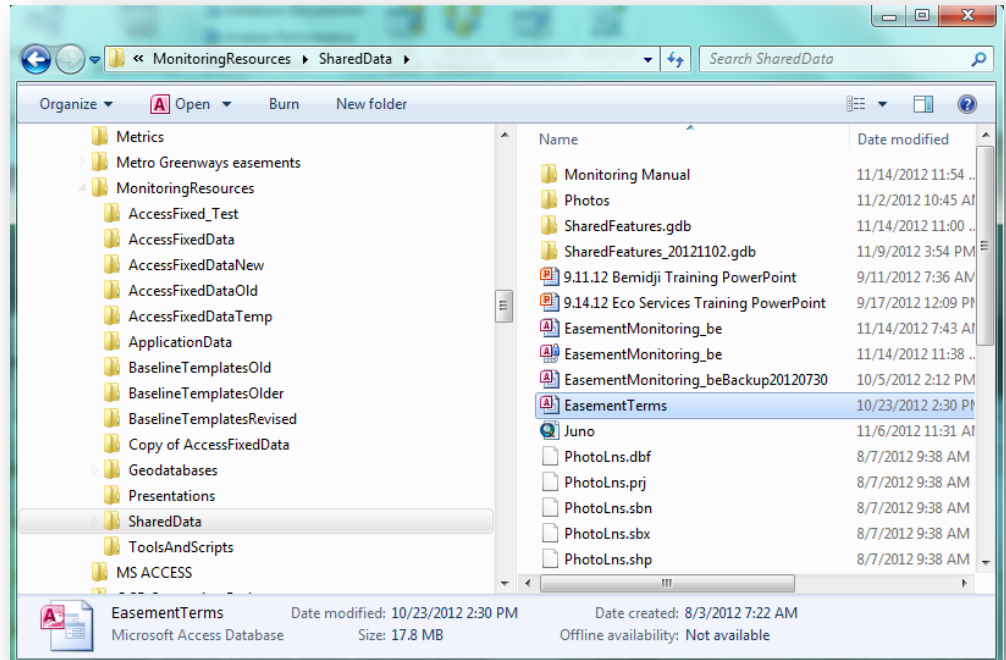
When working from a field office, access to the I:/drive can be drastically slowed in comparison to central office access, therefore there are a few extra steps you can take below to speed uploading along.

After you have saved the most recent version of the database to your computer, you will want to navigate back to the I:/ drive in order to save a copy of the access file that contains the easement terms and conditions onto your computer as well.

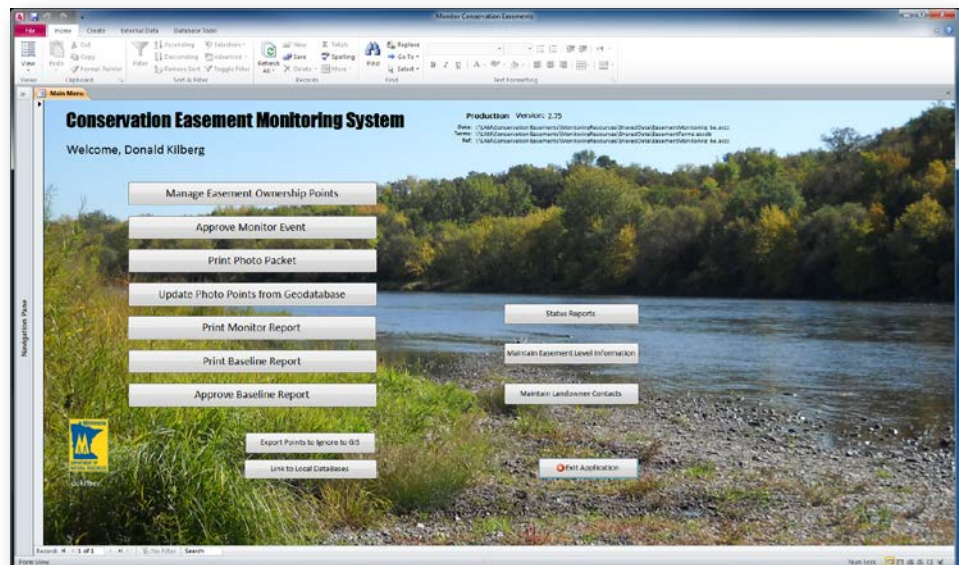
I:\LAM\Conservation

Easements\MonitoringResources\SharedData\EasementTerms.accdb


This can be copied to any hard drive on your local computer




After both the Database and Easement Terms files are saved onto your computer's hard drive, double click on the Easement Monitoring Database to open it up on your desktop. The following screen should appear:



Click on the Link to Local Databases button

Once in the  tab of the database upload:

In the **Terms & Conditions** field click on the icon at the end of the field .

Navigate to the location where you saved the local copy of the terms and conditions database and click on the 'EasementTerms' to highlight it and click "Open"

Reference Database-Can be found at:


I:\LAM\Conservation Easements\MonitoringResources\SharedData.

There will again be multiple versions of the access files. You will want to click on 'EasementMonitoring_be' entry to highlight it and the click "Open" to point to this file.

Read/Write Database-Can be found at:

I:\LAM\Conservation Easements\MonitoringResources\SharedData

There will again be multiple versions of the access files. You will want to click on 'EasementMonitoring_be' entry to highlight it and the click "Open" to point to this file.



Once all of the links are selected, click on

The system will re-point to the new databases and be ready for use. The re-link step will be remembered next to you start the program and does not have to be done again until you download a new version of the program from the I drive.

Installing DNR GPS (Formerly DNR Garmin) to your desktop

The majority of GPS units used in collecting field data are Gamin (both Montana and Oregon). Prior to baseline / monitoring visits it is recommended that the shapefile of the property to be visited is loaded on the GPS unit. Transfer of data to and from ArcMap and the GPS unit is described in another section. Below are instructions to download a copy of DNR GPS to your desktop.

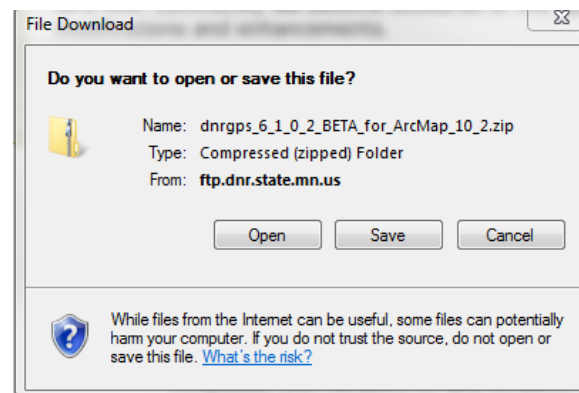
Log into DNR Intranet

Search for DNR GPS and click on Click on GPS& Mobile Device Resources, then under DNRGPS, Click on User Guide OR

Follow the link below

(<http://www.dnr.state.mn.us/mis/gis/DNRGPS/DNRGPS.html>)

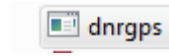
Under DOWNLOAD PROGRAM, select the appropriate program for the version of ArcMap you have installed (ArcMap 10.2)



Click on Open

A file folder called 'dnrgps' open file folder

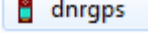
Once file opens and a list of associated files will open. Click on the dnrgps icon (indicted below) which is the application file



A compressed ZIP file Folder window will open, Click on Extract all

Select a destination for the files, Click on Extract

When extracted, a dnrgps file folder will be in the window, open file

Open the application  or copy shortcut to your desktop. Open by double clicking icon, Click Run

Also a DNR GPS user training guide available (at the GPS& Mobile Device Resources, website).

Installing Garmin BaseCamp

The majority of GPS units used in collecting field data are Gamin (both Montana and Oregon). BaseCamp is Garmin Program, and can be used to view the data collected in the field. It is most useful in determining where the photopoints are in relation to easement shapes (one can easily see which photos belong with which easements).

Unfortunately, one **cannot** directly copy the photos in BaseCamp and paste them in a file folder. You must first open up the Garmin Photo file (See below or use another program).

Open internet browser and type in Garmin BaseCamp or follow link below

<http://www.garmin.com/en-US/shop/downloads/basecamp>

Select *Download Now*

When working with BaseCamp there are different representations for categories: Waypoints, Tracks, Routes, and Photos

Tracks are used to delineate boundaries.

Once downloaded:

There is a help video clip that should be watched as a primer.

The data is listed on the left side of the screen. The upper most window is 'Library' and contains file folder and lists, the window beneath displays the data

of the file folder or list selected in the upper window. At the bottom of that window, are icons which will display different information.



Furthest on left is 'all data', next are 'waypoints', then 'routes', then 'tracks', 'birdeye imagery', 'garmin custom maps', 'geocaches', and 'geotagged photos'

For the most part, you will use/view: all data, waypoints, tracks, and photos. The actual transfer of data to and from the Garmin is listed later in this manual.

PHOTO REVIEW

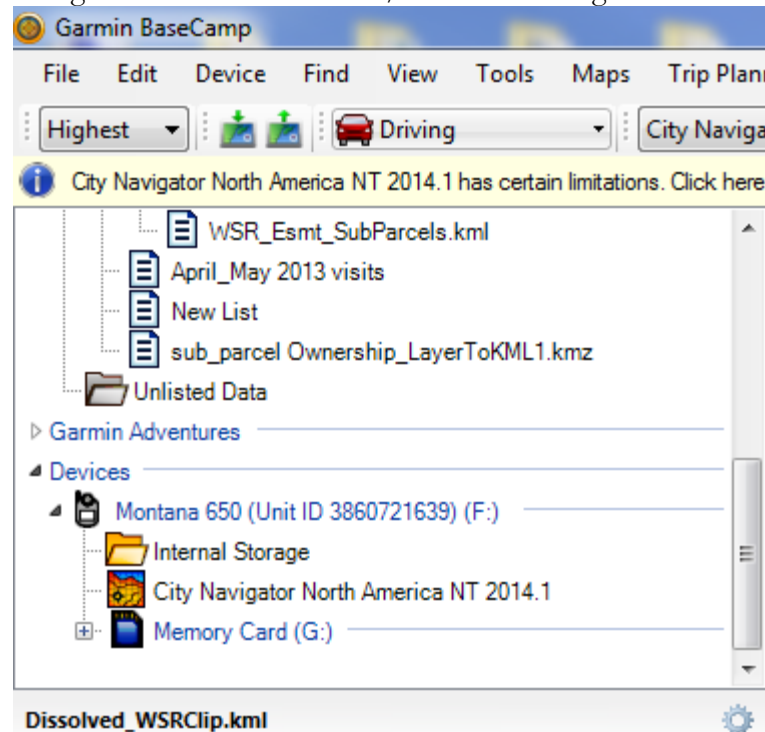
The purpose of this is to allow you to identify which photos belong to which easement.

Photos need to be in the same list to have both the property boundary shape (tracks) and photos show up on the basecamp map. For example, in view below, both the GPS photos (DCS0001) and the boundary shapes would need to be placed in the WSR_Esmt_Sub_Parcels.kml (the same list) to be viewed concurrently.

Steps:

Plug GPS unit into computer USB port.

Navigate to Devices folder and /or Internal storage to review data collected

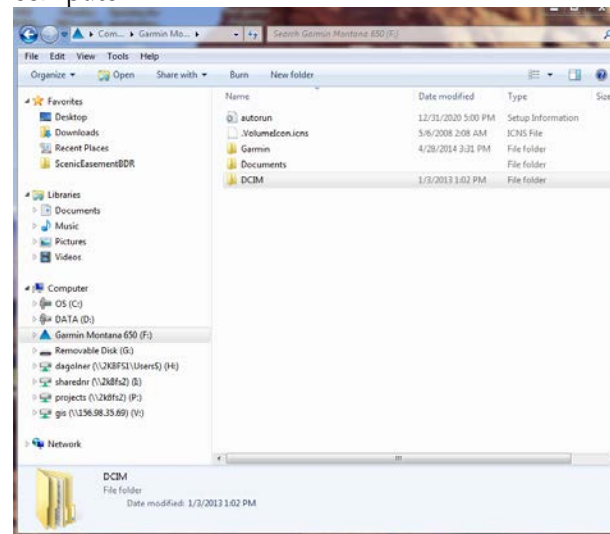


Highlight tracks (boundary shapes) and photos , Right click and select **Show on map**. OR drag selected tracks and photos from the Device to a file folder or list in 'Library'.

TRANSFERRING PHOTOGRAPHS

Unfortunately you cannot simply cut and paste photos from BaseCamp to another directory, so you must open up the Garmin Montana GPS folder from USB drive

Open DCIM folder, Open 1000GRMN folder to view photos, Select the appropriate photos to copy and paste them in appropriate file folder on computer.



Once photo are placed in the appropriate file folders, you can use the Arc GIS tool: 'Create PhotoPoints and Copy to I Drive', described in detail, later in this manual.

Chapter

3

Conservation Easement Stewardship Tool Guide

Many tools and techniques are available to efficiently perform the steps of easement stewardship

Part I – Request a Monitor Event in Land Records

The Land Records system is used to store the baseline report documents and to manage the monitoring of conservation easements. Once a monitor event is requested on an easement, the request is suspended and entered into the Access system for processing. Once approved the resulting pdf of the monitor visit is attached to the suspended land record transaction which completes the request.

You will need to have the appropriate permissions in the Land Records system to initiate monitoring visits

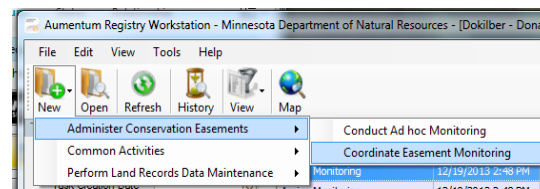
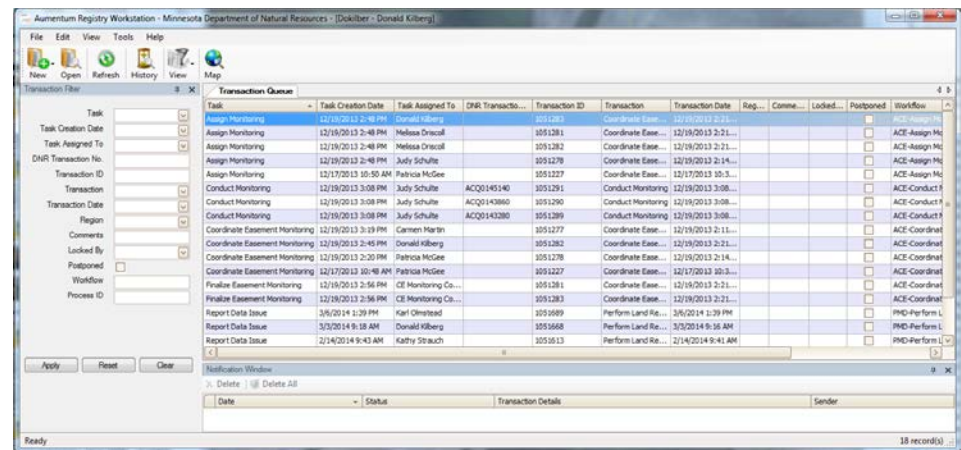
Request a Monitor Event and Assign to a Resource Manager

Log into the Aumentum system by clicking on the following icon on your desktop:



When the login screen appears, be sure to log into the production server

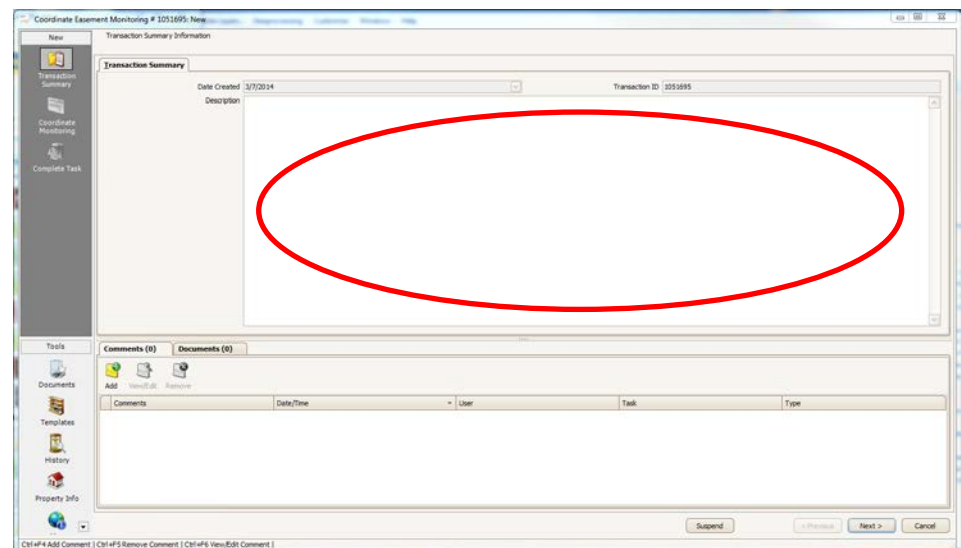
Your workspace Transaction Queue will be displayed:



From the 'New+' drop down flyout menus, choose:

Administer Conservation Easements > Coordinate Easement Monitoring

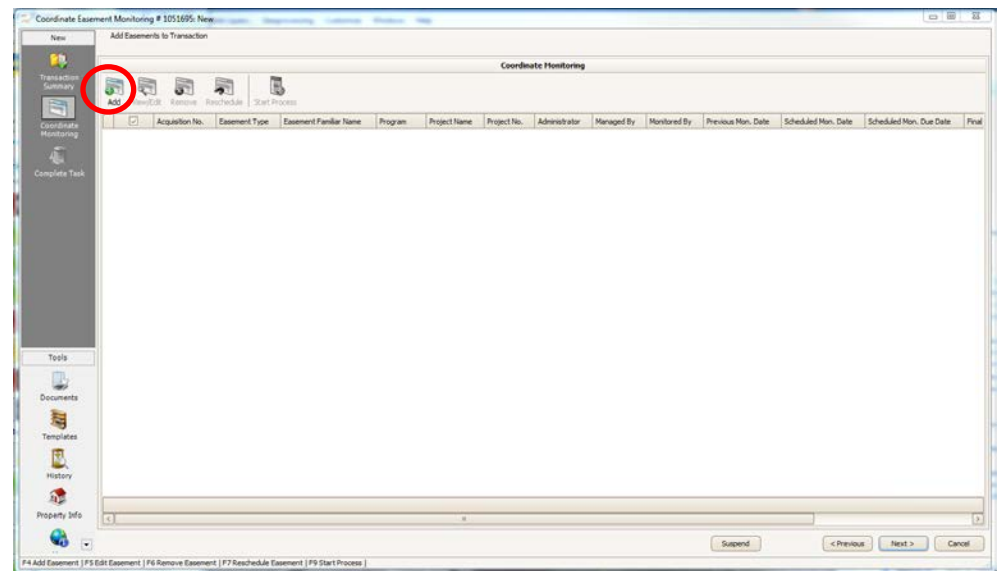
The following transaction screen will display:



You may enter an optional description for this monitoring transaction

Click [Next >](#)

The Coordinate Monitoring screen will display



Click the Add icon (circled above) ; the Select Easement window will appear:

Select Easement

Acquisition No. Easement Familiar Name

Easement Type

Program Project Name

Administrator Project No.

Managed By Monitored By

Next Mon. Date From Next Mon. Date To

	<input type="checkbox"/>	Acquisition No.	Easement Type	Easement Familiar Name	Program	Project Name	Project No.	Administrator	M
	<input type="checkbox"/>	ACQ0130220	Native Prairie Bank	Storden 21-1 NPB	NATIVE PR...	STORDEN 21	35	Ecological and...	

Enter in the desired parameters to find an easement. Only those records which satisfy ALL of your search criteria will be displayed.

Click The example above shows the input parameters and results for Native Prairie Bank easement Storden 21

You may select a row by clicking in its select box or you may select all easements by clicking in the select box in the headings row. Make your selections and click

The Coordinate Monitoring window will display

Select one or more easements on this screen and click on the Start Process to begin a monitoring transaction on this group of easements.

Start Process

Transaction/Process

Note: before starting new child process or related transaction, please ensure that ALL required properties are added into main transaction.

Message

Assign to

Acquisition No.	Easement Type	Easement Familiar Name	Program	Project Name	Project No.	Ad
ACQ0130220	Native Prairie Bank	Storden 21-1 NPB				

From the Transaction/Process drop down menu, select Assign Monitoring

Start Process

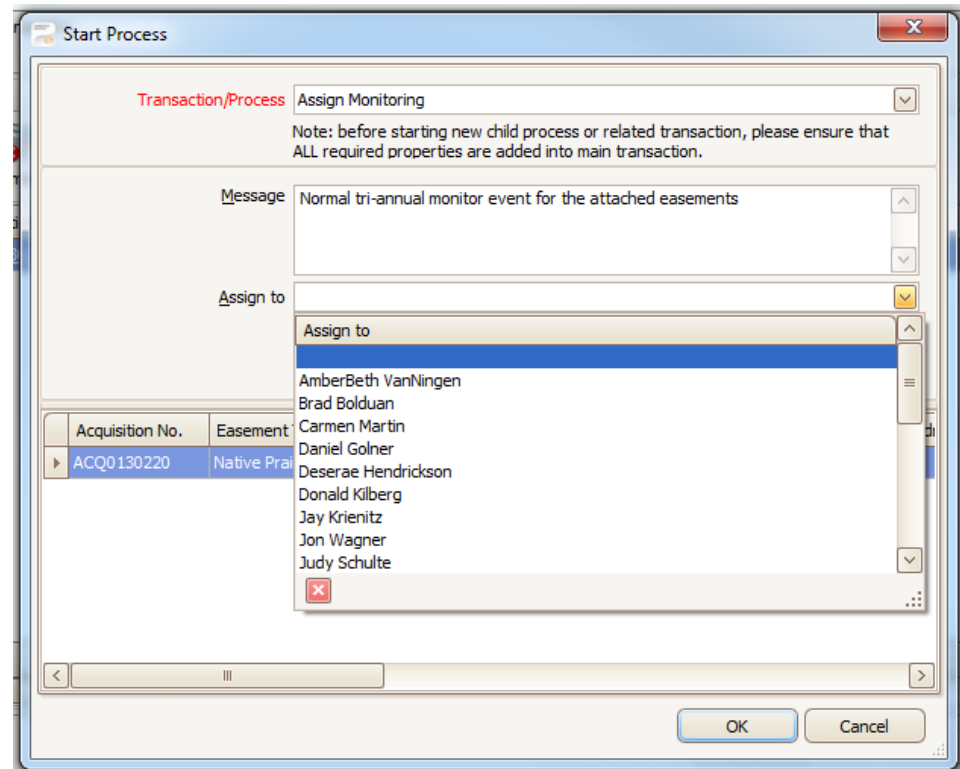
Transaction/Process

Message

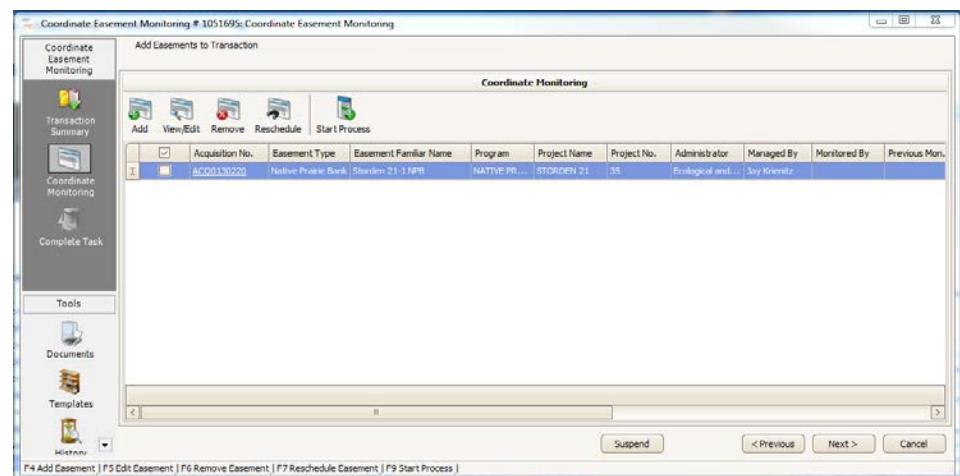
Assign to

Acquisition No.	Easement Type	Easement Familiar Name	Program	Project Name	Project No.	Ad
ACQ0130220	Native Prairie Bank	Storden 21-1 NPB				

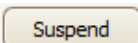
If desired, enter a Message line to describe the easement monitoring event and from the Assign To drop down, pick the resource manager who will be responsible for assigning a monitor to the transaction and attaching the finished monitor report pdf to the transaction:



Then click OK to proceed, the system will create the transaction and return to the Coordinate Monitoring screen



We can now suspend the transaction until the monitoring event has been completed.

Click 

The Add Comment screen is displayed

Add Comment

User: Donald Kilberg

Date/Time: 3/7/2014 2:29 PM

Type: Private

Comments:

OK Cancel

Enter any desired comment and click OK

You are returned to your Transaction queue. Notice that the transaction to Assign Monitoring has been added to the top of the queue assigned to the person we chose:

Aurum Registry Workstation - Minnesota Department of Natural Resources - [Donald Kilberg]

Task	Task Creation Date	Task Assigned To	DNR Transaction ID	Transaction ID	Transaction	Transaction Date	Reg.	Comme...	Locked	Postponed	Workflow
Assign Monitoring	3/7/2014 2:24 PM	Donald Kilberg		1051695	Coordinate Eas...	3/7/2014 10:30 AM					ACE-Assign M...
Assign Monitoring	12/19/2013 2:48 PM	Melissa Driscoll		1051283	Coordinate Eas...	12/19/2013 2:21...					ACE-Assign M...
Assign Monitoring	12/19/2013 2:48 PM	Melissa Driscoll		1051282	Coordinate Eas...	12/19/2013 2:21...					ACE-Assign M...
Assign Monitoring	12/19/2013 2:48 PM	Judy Schulte		1051278	Coordinate Eas...	12/19/2013 2:14...					ACE-Assign M...
Assign Monitoring	12/19/2013 10:50 AM	Patricia McGee		1051227	Coordinate Eas...	12/19/2013 10:3...					ACE-Assign M...
Conduct Monitoring	12/19/2013 3:08 PM	Judy Schulte	ACQ0145140	1051291	Conduct Monitoring	12/19/2013 3:08...					ACE-Conduct M...
Conduct Monitoring	12/19/2013 3:08 PM	Judy Schulte	ACQ0143960	1051290	Conduct Monitoring	12/19/2013 3:08...					ACE-Conduct M...
Coordinate Easement Monitoring	3/7/2014 2:02 PM	Donald Kilberg		1051697	Coordinate Eas...	3/7/2014 1:58 PM					ACE-Coordina...
Coordinate Easement Monitoring	3/7/2014 11:11 AM	Donald Kilberg		1051695	Coordinate Eas...	3/7/2014 10:30 AM					ACE-Coordina...
Coordinate Easement Monitoring	12/19/2013 5:19 PM	Carmen Martin		1051277	Coordinate Eas...	12/19/2013 2:11...					ACE-Coordina...
Coordinate Easement Monitoring	12/19/2013 2:45 PM	Donald Kilberg		1051282	Coordinate Eas...	12/19/2013 2:21...					ACE-Coordina...
Coordinate Easement Monitoring	12/19/2013 2:20 PM	Patricia McGee		1051278	Coordinate Eas...	12/19/2013 2:14...					ACE-Coordina...
Coordinate Easement Monitoring	12/17/2013 10:48 AM	Patricia McGee		1051227	Coordinate Eas...	12/17/2013 10:3...					ACE-Coordina...
Finalize Easement Monitoring	12/19/2013 2:56 PM	CE Monitoring Co...		1051281	Coordinate Eas...	12/19/2013 2:21...					ACE-Coordina...
Finalize Easement Monitoring	12/19/2013 2:56 PM	CE Monitoring Co...		1051283	Coordinate Eas...	12/19/2013 2:21...					ACE-Coordina...
Report Data Issue	3/6/2014 1:39 PM	Karl Olmstead		1051689	Perform Land Re...	3/6/2014 1:39 PM					PMD-Perform L...
Report Data Issue	3/3/2014 9:18 AM	Donald Kilberg		1051688	Perform Land Re...	3/3/2014 9:16 AM					PMD-Perform L...
Report Data Issue	2/14/2014 9:43 AM	Kathy Strauch		1051613	Perform Land Re...	2/14/2014 9:41 AM					PMD-Perform L...

Notification Window

Delete | Delete All

Date	Status	Transaction Details	Sender
------	--------	---------------------	--------

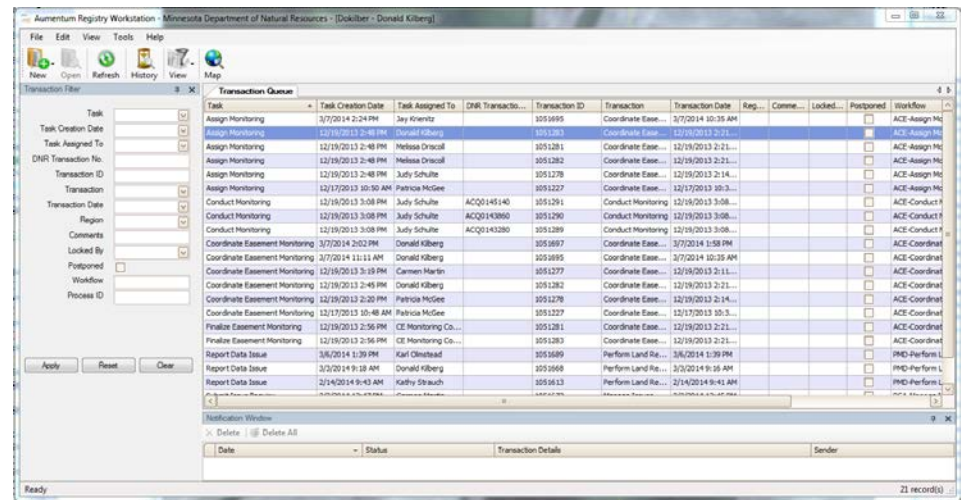
Ready 21 record(s)

The Monitoring event has been initiated and assigned to a resource manager

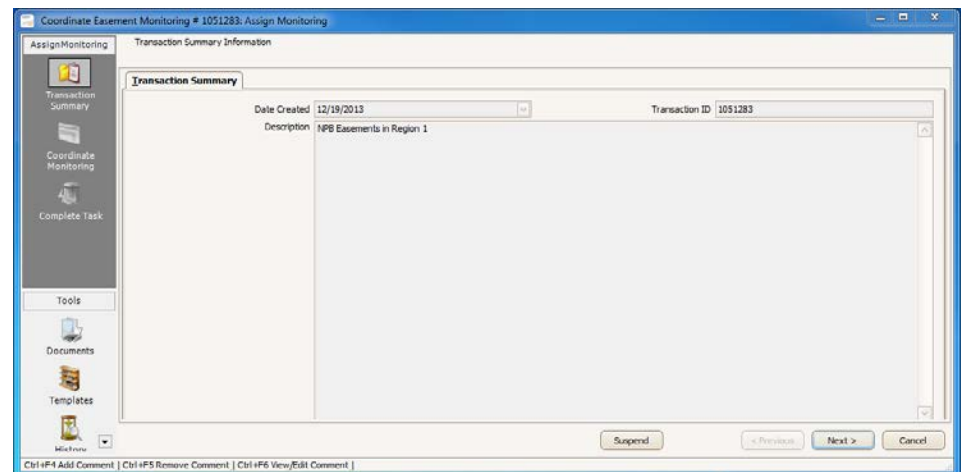
Assign Monitoring tasks in your queue will have been initiated by the Monitoring Coordinator using the Coordinate Easement Monitoring transaction

Assign a Monitor to a Requested Event

If you have not done so already, log into Aumentum to display your Transaction queue

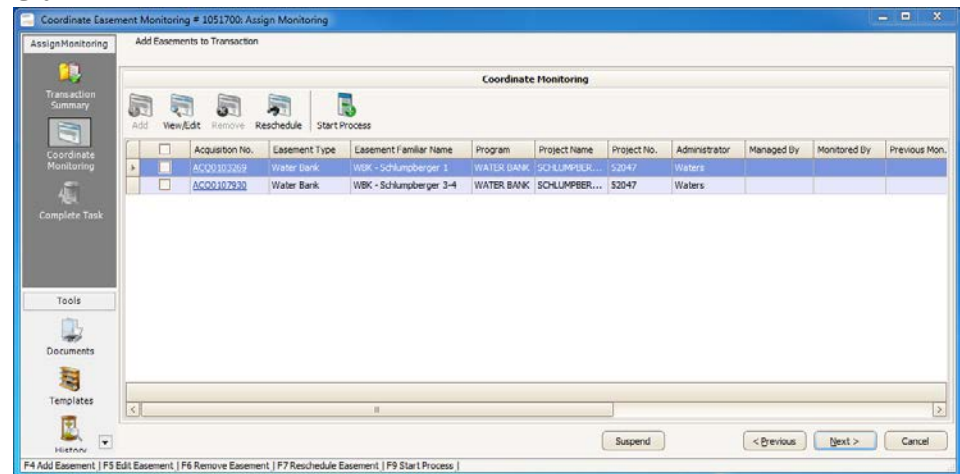


The event which needs to be assigned to a monitor should be in the queue, assigned to you and have the Task Name of Assign Monitoring. Our example is the second row of the queue and highlighted in blue. Double click on this row. The transaction summary is displayed:

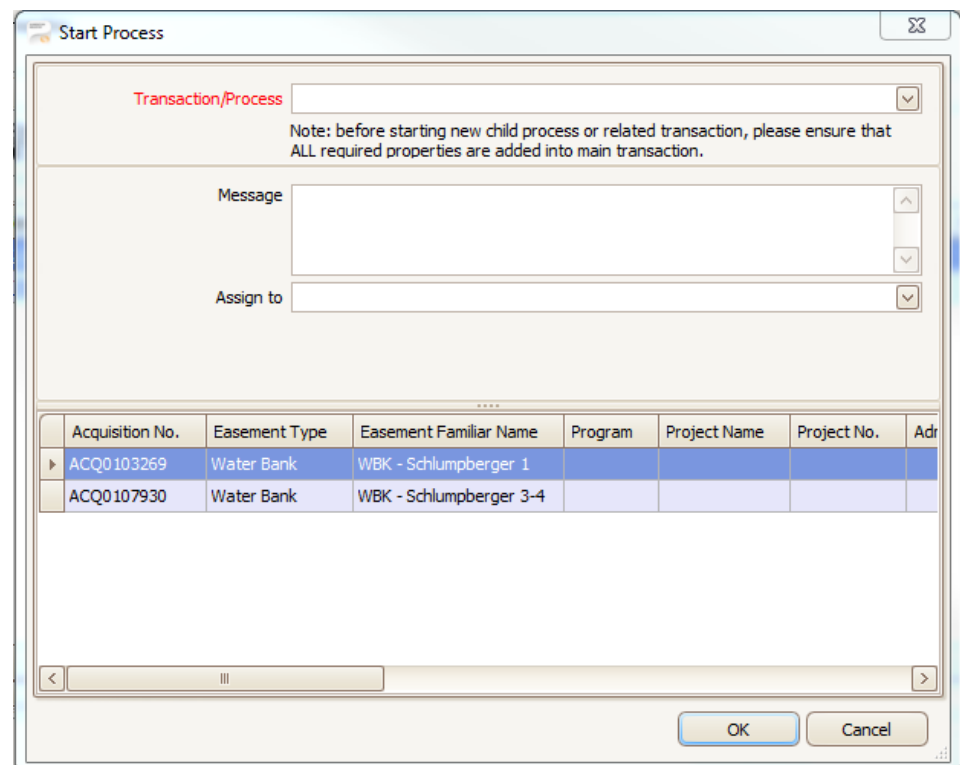


Next >

Click



In this case you have been requested to assign two easements to be monitored by you or your staff. The system allows you to start a single task with both easement to one monitor or you could initiate two tasks, each being assigned to a different monitor. In our example we will select both easements, start a single transaction and assign to a single monitor. Select the easements by clicking in the check box and click on Start Process



Select 'Conduct Monitoring' from the Transaction/Process drop down
 Enter any supplementary Message to the monitor
 And assign the easement to a monitor in the Assign To drop down.

Start Process

Transaction/Process Conduct Monitoring

Note: before starting new child process or related transaction, please ensure that ALL required properties are added into main transaction.

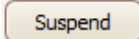
Message Dan, please monitor as part of the normal 3 year cycle

Assign to Daniel Golner

Acquisition No.	Easement Type	Easement Familiar Name	Program	Project Name	Project No.	Address
ACQ0103269	Water Bank	WBK - Schlumpberger 1				
ACQ0107930	Water Bank	WBK - Schlumpberger 3-4				

OK Cancel

Click OK. The system will save the transaction in the queue of the person you assigned for monitoring.

Click 

Add Comment

User Donald Kilberg

Date/Time 3/7/2014 3:15 PM

Type Private

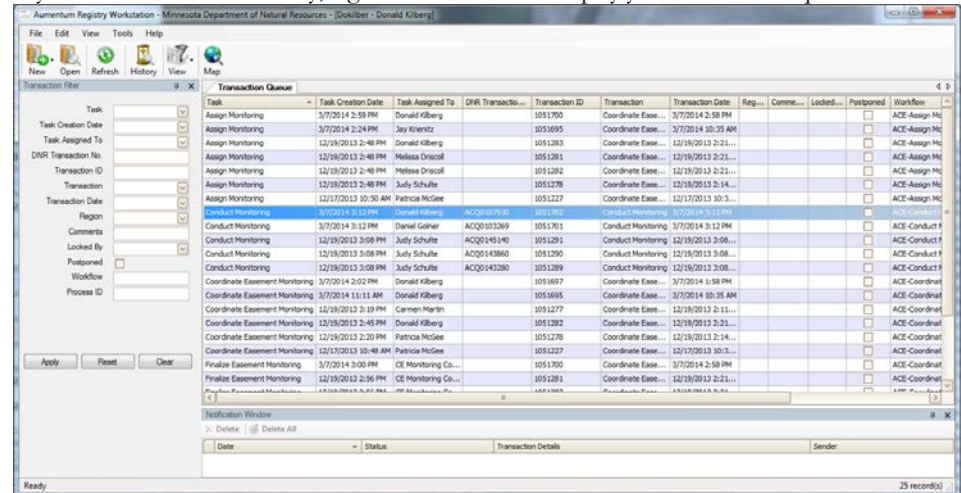
Comments

OK Cancel

Enter any optional comments and click OK to end the transaction. The transaction will stay suspended until both of the requested easements have been monitored. Two Conduct Monitoring tasks have been added to Dan Golner's queue.

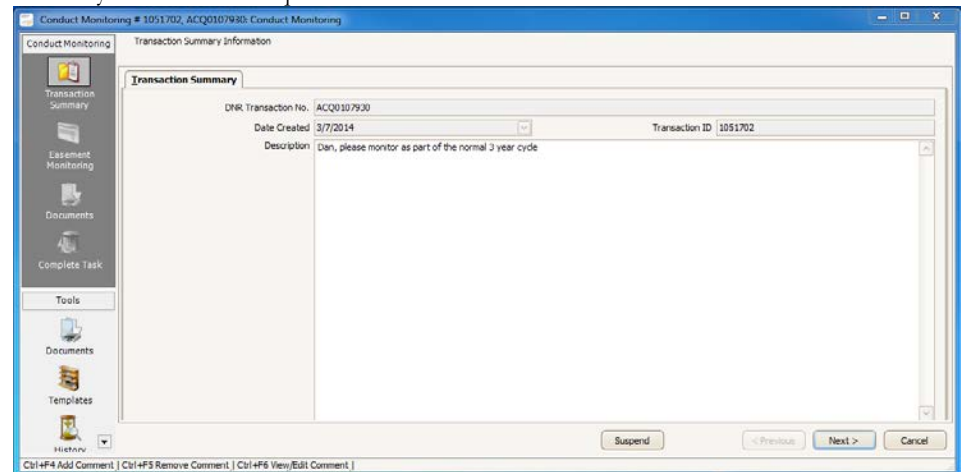
Conduct Monitoring Visit

If you have not done so already, log into Aumentum to display your Transaction queue

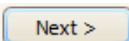


Notice the first Conduct Monitoring event which we entered in the previous section as been reassigned from Dan Golner to Don Kilberg [this is accomplished by selecting the row and then in the Edit menu, selecting the Assign choice]

Double click on the transaction on which you would like to monitor to display the transaction Summary screen for that request.



Click



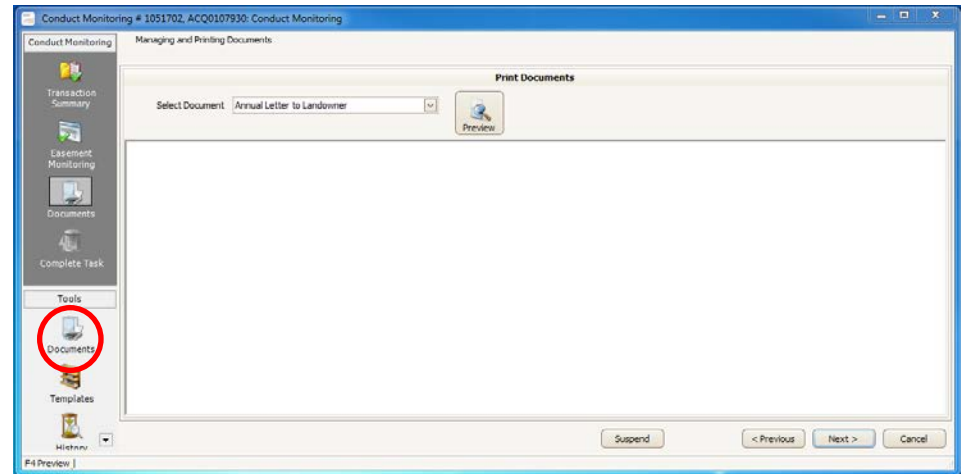
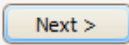
The Conduct Monitoring screen is displayed. Not this screen has two tabs, Monitoring Details and Easement Summary

The Easement Summary screen contains information that may be of use during monitoring and does not require any information to be input. On the Monitoring Details window, enter:

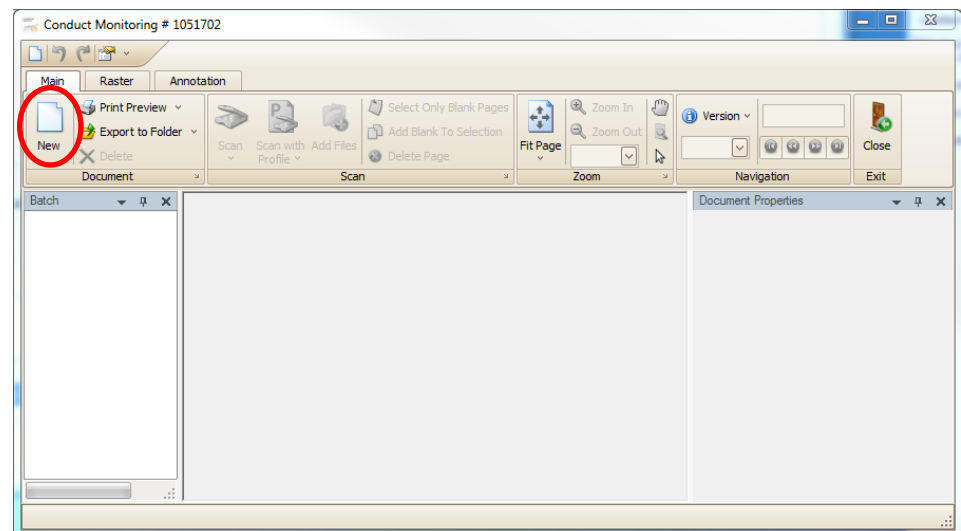
- Actual Monitoring Visit Date
- Check Ad Hoc Monitoring Visit if this was a non-scheduled visit
- Enter any unique notes in the Special Considerations window
- From the Monitored By drop down, enter the monitor who visited the property
- Enter the appropriate Compliance Assessment from the drop down list
- Enter the appropriate Final Status from the drop down list
- Select a date for Next Scheduled Monitoring Date

Refer to the monitor visit pdf created from the Access system in entering the above data

Click



From the Select Document drop down select the type of document you would like to print and click on the Preview button. Fill in the appropriate fields in the preview screen, save it so it can be attached and print the letter to be mailed to the landowner. After all desired Documents have been generated, click on the Documents icon (circled above).

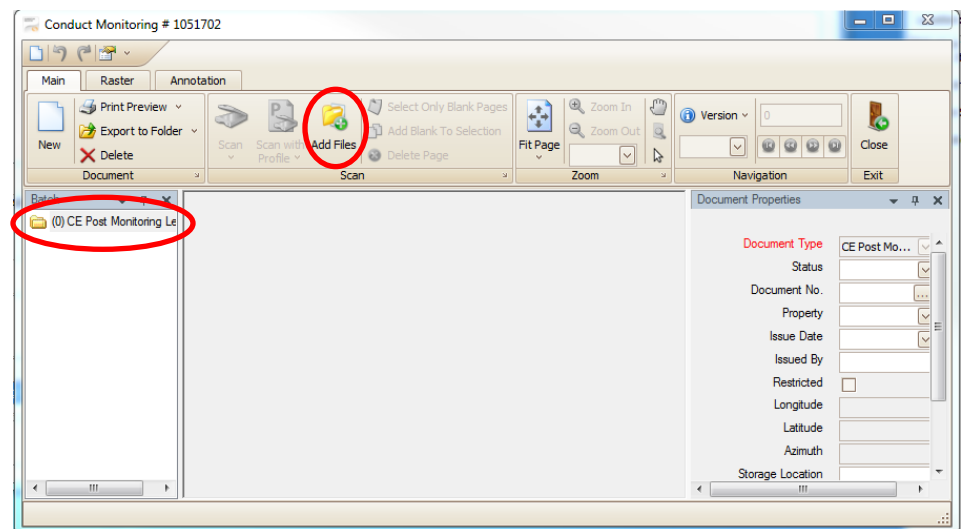


Click New

In the Document Type drop down you will generally attach two documents,

- CE Monitoring report generated from the Access system
- CE Post Monitoring Letter created in the previous step

Click OK, to return to the Document Screen



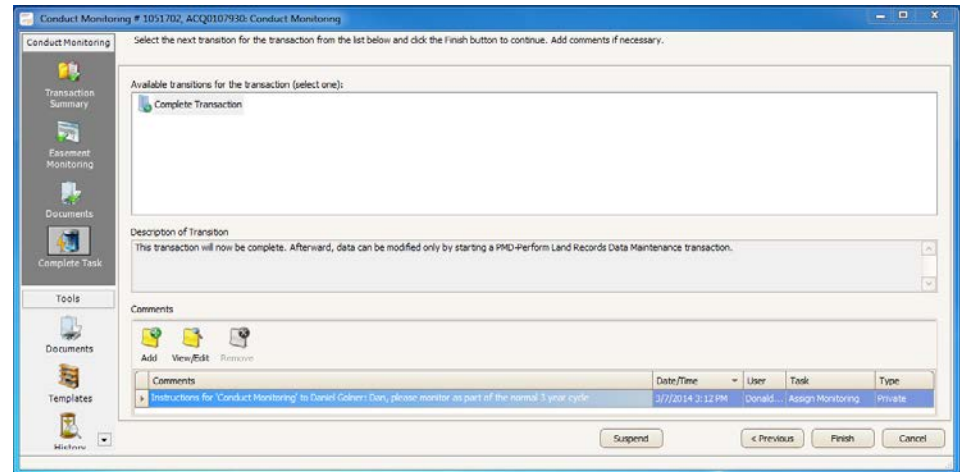
In the batch window, select the desired document folder by clicking on it

Click on the Add files

Use standard windows brose capability to navigate to the desired pdf and double click on it

Repeat the above until all documents have been attached, and click Close to return to the transaction. Click

Next >



Click Finish to complete the transaction

Save messages will display and the transaction will close.

Part II - Tools to Prepare for a Field Visit

Prior to heading out in the field, there are several tools a steward can utilize to prepare for the visit.

Approximately 20% of the workload is preparing for the visit.

Review the Easement Terms and Conditions

The terms and conditions for an easement can be review in one of two ways:

A. DNR Imagize Portal:

[Imagize is de-commissioned as of 6/30/2014]

For easements finalized before September 13, 2013, easement documents can be found on the Imagize website (<https://portal.imagizeit.com/mndnr/Home/tabid/36/Default.aspx>). Instructions for using Imagize are below:

1. Log into Imagize with the

username dnrlands and password dnrlands.

2. Click on the Deeds tab

3. The Imagize screen allows you to search for an easement document utilizing a variety of

techniques. The two most common search criteria you might use are the DNR document number or County document number for the easement. You can also search for a given geographic area and all easements in that area will be returned. If entries are made into more than one field, the system does a search for documents having both values. The DNR document number can be found in the ArcMap attribute table under the Dissolved Easement layer. The system returns a table of values:

Minnesota Department of Natural Resources

Home Licenses/Easements Deeds Survey Docs Tract Index User Help Guide

You may enter one or more criteria, the more fields entered the narrower the search

County Name: County ID: Township: Range: Range Dir: Section: Forty: Gov Lot: Acres:

Administrative: DNR Document: County Document: Project Code: Search ☐ Partial ☐ Interest Type: Land Type: G Reg Key: Search Clear Fields

☐ Include Records Marked QA

CompositeKey	RecID	pk_ID	County ID	Township	Range	Range Dir	Section	Forty	Gov Lot	Acres
8052-52550	8052	80550	40	40	31	W	32	41	0	10.84
8052-52551	8052	80551	40	40	31	W	32	42	0	10.84
8052-52552	8052	80552	40	40	31	W	32	43	0	10.84
8052-52553	8052	80553	40	40	31	W	32	44	0	10.84
8052-52554	8052	80554	40	40	31	W	32	45	0	10.84
8052-52555	8052	80555	40	40	31	W	32	46	0	10.84
8052-52556	8052	80556	40	40	31	W	32	47	0	10.84
8052-52557	8052	80557	40	40	31	W	32	48	0	10.84
8052-52558	8052	80558	40	40	31	W	32	49	0	10.84

- Double click on any of the document rows in the results table. A screen with the first page of the easement document will be shown:

Minnesota Department of Natural Resources

Home Licenses/Easements Deeds Survey Docs Tract Index User Help Guide

Close

County: Morrison (40)

Geocode: 40 31 1932

DNR Document: E-456

County Document: 241046

Forty: 13

Gov Lot: 0

Acres: 10.84

Project Code: VMA00189

Interest Type: EASEMENT

Land: UNASSIGNED

Land Type: ACQUIRED

Notes:

TO: Lands & Forestry


THRU: Engineering JES

FROM: Richard C. Hessburg

RECEIVED

MAR 17 1971

DIV. OF LAND & FORESTRY

- Click the  button to open a separate pdf window of the document. If desired you can save the easement document to a local folder in you file structure with the familiar name.

B. Land Records GRM Registry Web access:

The new land record system was initiated on September 17, 2013, and any easements finalized since that date are likely not found in Imagize. The land records web system can be used to view all easements regardless of the date finalized and is available at the following link <http://landrecords:8080/lrsweb/login.do>

- Click on the above link. When asked for you User Name and Password, enter your DNR credentials as you would when

logging into your computer at login time. You will be presented with the following screen:

2. The easement document will be stored as part of the original transaction that acquired the easement. While in the Transaction navigation pane, you may search for that transaction utilizing any of the fields on the above screen. For fields with drop down menus, such as County, you can begin typing the county name and the field will be completed for you or you may scroll down in the list to your desired choice and click on it. For this example, we chose Conservation Easements = Yes in Meeker county as below:

- And then click on the Search button at the bottom of the screen. After a short period a results screen is returned which depending on your search criteria may contain one or more lines:

GRM Transaction ID	DNR Transaction No.	Transaction	Status	Created	Completed	Task	Task Date	Task Assigned To	Granting Party	Receiving Party
1000006	ACQ0100290	Acquire Easement through Purchase	Completed	12/11/1979 12:00 AM	07/26/1986 12:00 AM				Bruce Cottingham	DNR Department
1000007	ACQ0100300	Acquire Easement through Purchase	Completed	12/30/1980 12:00 AM	08/19/1986 12:00 AM				Charles Cowen	DNR Department
1002346	ACQ0113590	Acquire Easement through Purchase	Completed	11/15/1991 12:00 AM	06/20/2005 12:00 AM				Ebert, Patrick J et al	DNR Department
1002347	ACQ0113600	Acquire Easement through Purchase	Completed	11/15/1991 12:00 AM	06/20/2005 12:00 AM				Ebert, Patrick J et al	DNR Department
1009336	E-1020	Acquire Easement through Purchase	Completed	02/26/1981 12:00 AM	02/26/1981 12:00 AM					DNR Department
1009543	E-1028	Acquire Easement through Purchase	Completed	03/10/1981 12:00 AM	03/10/1981 12:00 AM					DNR Department
1009563	E-1046	Acquire Easement through Purchase	Completed	03/30/1981 12:00 AM	03/30/1981 12:00 AM					DNR Department
1009605	E-1083	Acquire Easement through Purchase	Completed	09/21/1981 12:00 AM	09/21/1981 12:00 AM					DNR Department
1009685	E-1152	Acquire Easement through Purchase	Completed	02/26/1982 12:00 AM	02/26/1982 12:00 AM					DNR Department
1009809	E-1252	Acquire Easement through Purchase	Completed	11/21/1982 12:00 AM	11/21/1982 12:00 AM					DNR Department
1039118	E-501	Acquire Easement through Purchase	Completed	03/14/1977 12:00 AM	03/14/1977 12:00 AM					DNR Department
1039451	E-527	Acquire Easement through Purchase	Completed	05/31/1977 12:00 AM	05/31/1977 12:00 AM					DNR Department
1039474	E-547	Acquire Easement through Purchase	Completed	09/09/1977 12:00 AM	09/09/1977 12:00 AM					DNR Department
1039483	E-551	Acquire Easement through Purchase	Completed	09/20/1977 12:00 AM	09/20/1977 12:00 AM					DNR Department
1039527	E-571	Acquire Easement through Purchase	Completed	12/30/1977 12:00 AM	12/30/1977 12:00 AM					DNR Department
1039519	E-581	Acquire Easement through Purchase	Completed	02/09/1978 12:00 AM	02/09/1978 12:00 AM					DNR Department
1039525	E-587	Acquire Easement through Purchase	Completed	02/20/1978 12:00 AM	02/20/1978 12:00 AM					DNR Department
1039530	E-591	Acquire Easement through Purchase	Completed	01/26/1978 12:00 AM	01/26/1978 12:00 AM					DNR Department
1039539	E-599	Acquire Easement through Purchase	Completed	01/26/1978 12:00 AM	01/26/1978 12:00 AM					DNR Department
1039557	E-614	Acquire Easement through Purchase	Completed	05/05/1978 12:00 AM	05/05/1978 12:00 AM					DNR Department
1039570	E-631	Acquire Easement through Purchase	Completed	07/19/1978 12:00 AM	07/19/1978 12:00 AM					DNR Department
1039591	E-641	Acquire Easement through Purchase	Completed	08/03/1978 12:00 AM	08/03/1978 12:00 AM					DNR Department
1039595	E-645	Acquire Easement through Purchase	Completed	08/24/1978 12:00 AM	08/24/1978 12:00 AM					DNR Department
1039687	E-647	Acquire Easement through Purchase	Completed	08/31/1978 12:00 AM	08/31/1978 12:00 AM					DNR Department
1039603	E-452	Acquire Easement through Purchase	Completed	08/16/1978 12:00 AM	08/16/1978 12:00 AM					DNR Department

Note on the display above, the DNR Transaction No is a field which contains the text ACQ followed by the Acquisition number of this transaction. Easements acquired prior to about 1988 did not have acquisition numbers assigned to them and for these easements,

the DNR document number has been assigned in its place. In the above example, all listings are for a transaction type of 'Acquire Easement through Purchase'. Other types may be listed depending on the easement. For our example we will double click on the second line, GRM transaction ID of 1000807. The specifics for that acquisition will be displayed:

GRM Registry Web Access - DNR Land Records System

Search Search Results: Transaction Details Transaction Map

DNR Transaction No.: **ACQ0100300** GRM Transaction ID: 1000807 Transaction: Acquire Easement through Purchase
 Status: Completed Created: 12/30/1980 12:00 AM Completed: 08/19/1986 12:00 AM

Acquisition Information

Acquisition No.: **ACQ0100300**
 Date Created: 12/30/1980 GRM Transaction ID: 1000807
 Region: Southern Area/Field Office:
 Project: WILD & SCENIC RIVER 628 NORTH FORK CROW RIVER
 Administrator: Trails and Waterways Parcel No.: 42
 Acquisition Type: Easement Easement Familiar Name:
 Easement Type: Wild and Scenic River Easement Duration: Permanent
☒ Conservation Easement Expiration Date:
 Acquisition Method: Purchase Deed Restricted:
 Statutory Authority to Acquire:
 Estimated Acres: 87.50 Revised Estimated Acres: 87.50
 Qualities of Land:
 Short Legal Description (Not for Appraisal Purposes):

4. Click on the Documents tab in the left hand navigation pane

GRM Registry Web Access - DNR Land Records System

Search Search Results: Transaction Details Transaction Map

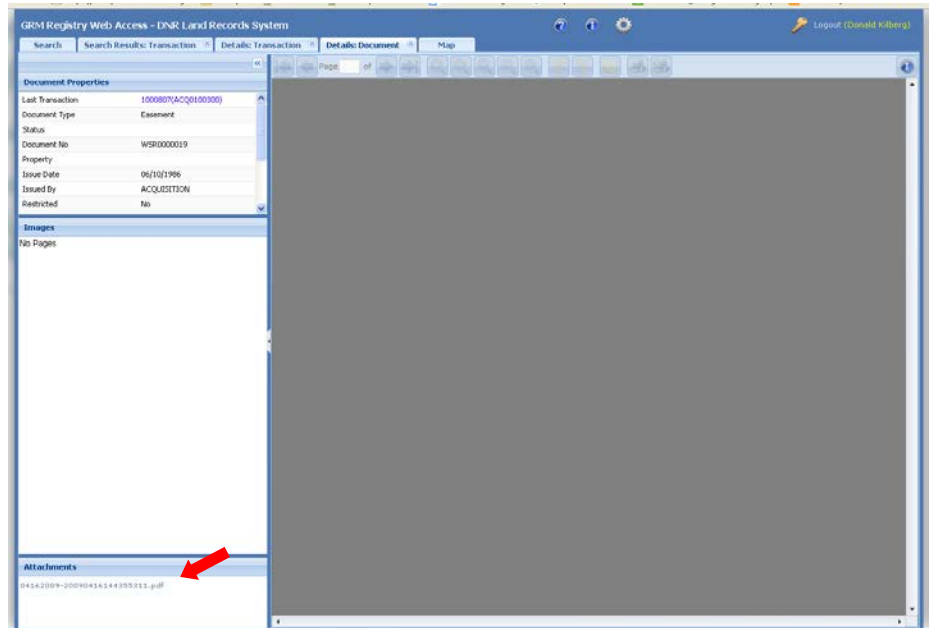
DNR Transaction No.: **ACQ0100300** GRM Transaction ID: 1000807 Transaction: Acquire Easement through Purchase
 Status: Completed Created: 12/30/1980 12:00 AM Completed: 08/19/1986 12:00 AM

Documents

Document Type	Status	Document No.	Pages/Files	Last Edited	Edited By	Comments
Easement	Completed	WSR0000019	1	10/01/2002	Kathy Strauch	Imported from Legacy Data

Items per Page: 25 Page: 1 of 1

The only document type listed in this example is the Easement document but others may appear, such as the Baseline or records of previous monitoring visits if they exist. Double click on the Easement line:

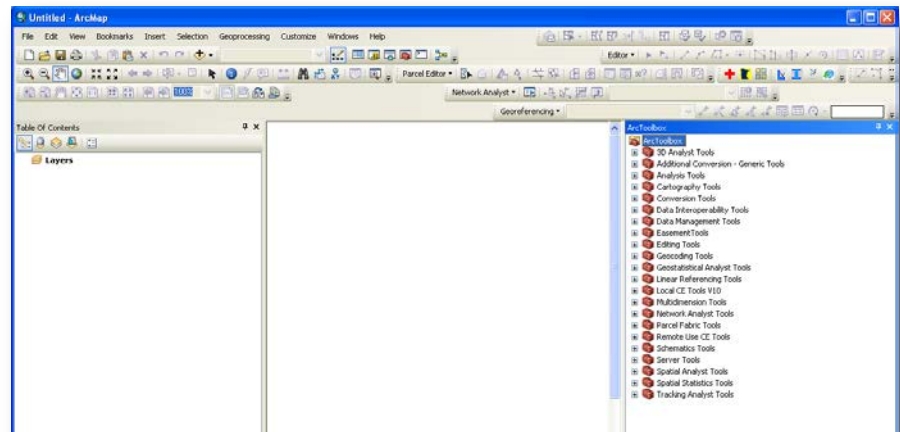



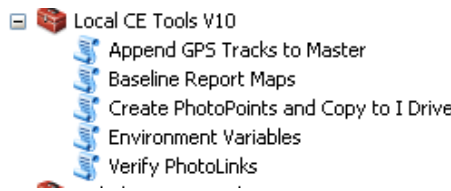
5. The pdf of the original easement document is found as a pdf in the Attachments portion of the window above. Double click on it to open the easement document.

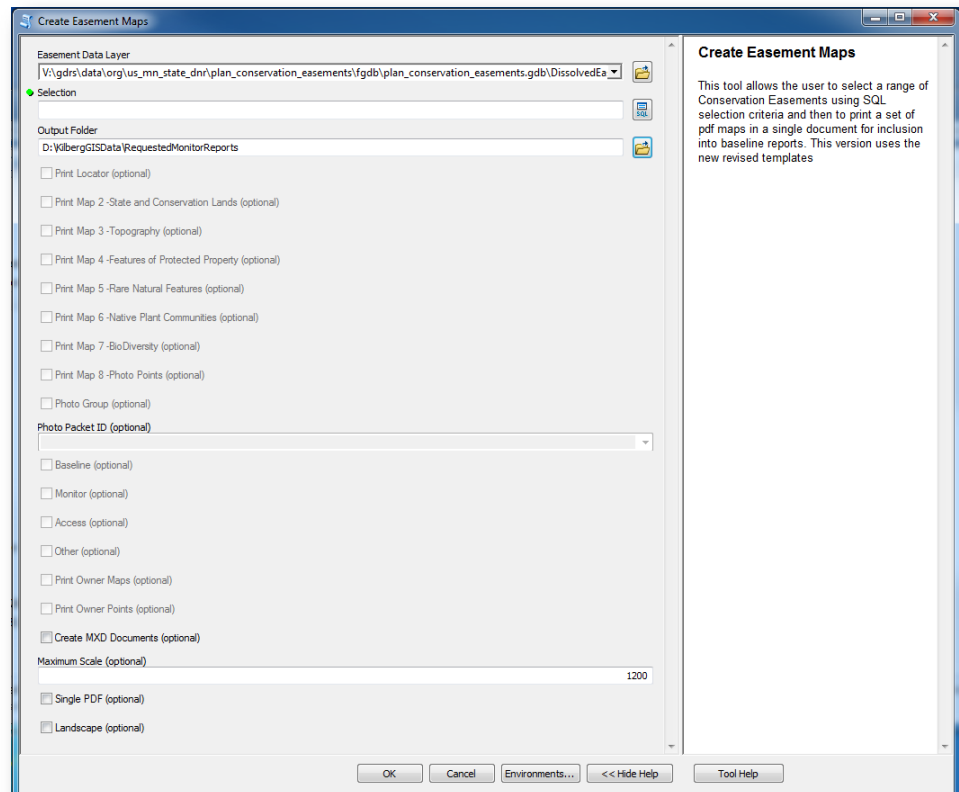
Create a Baseline Map SubSet to Take in the Field

The baseline maps that are created using ArcMap are vital in obtaining accurate information not only for your fieldwork purposes, but for communicating effectively with the current landowners. To create these maps:

- Open ArcMap or ArcCatalog (the steps below assume you opened ArcMap)
- In ArcMap, it is not necessary to load an MXD document, but verify that the ArcToolbox window is visible as below




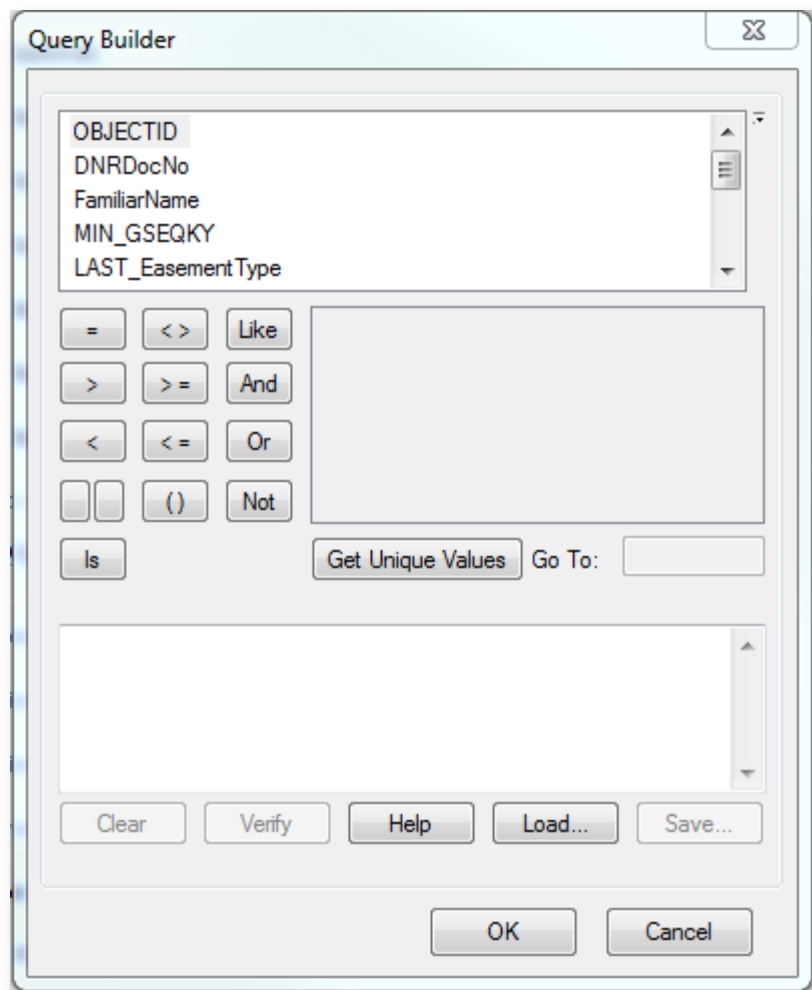
- If necessary, you can open the ArcToolbox by **Clicking** on the  icon.
 - Verify that the Local CE Tools tool box is visible. If not, refer to the getting started section to load the correct toolbox
 - Click on the + sign to the left of the Local CE Tools V10 tool box to open it.
- 
- Double Click on the Baseline Report Maps to open the following dialog:



If the Help section is not visible on the right side of the dialog box, press the Tool Help button to make it visible.

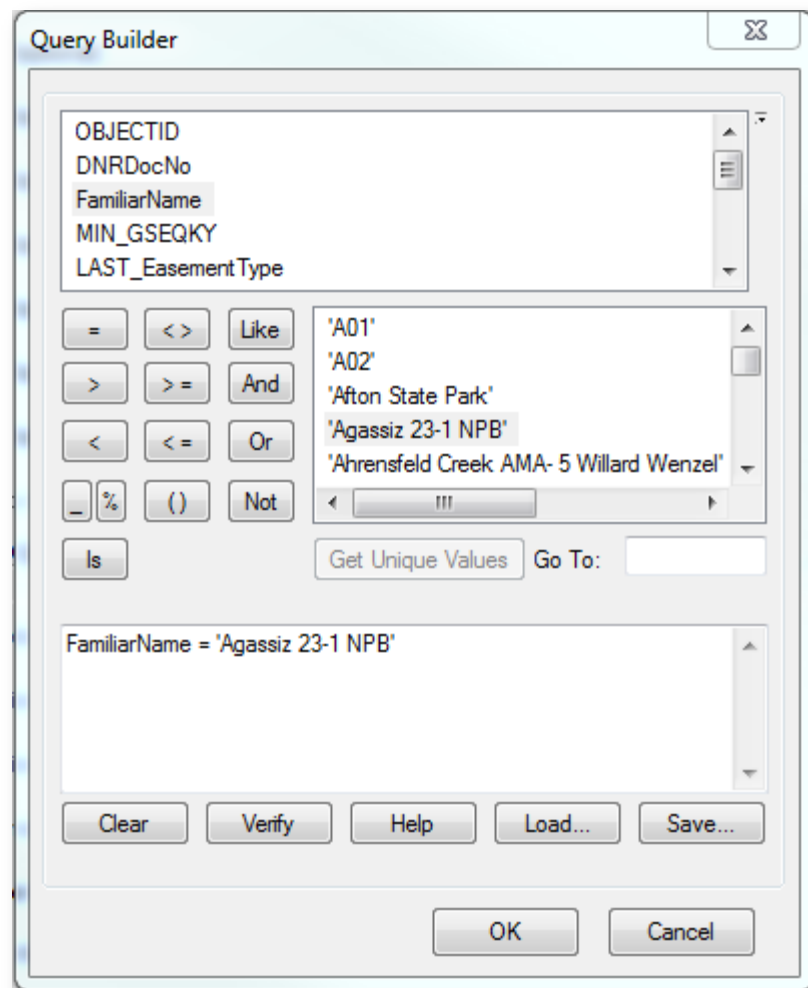
1. The Easement Data Layer defaults to the location of the Conservation Easement Data on you GDRS drive. This setting will provide the fastest reporting speeds but will not include information changed in the system since the GDRS was last updated. Typically information that may change are any new photo points or if you have changed the shapes of any access easements. To report using the latest information browse to the location of the source data at I:\LAM\Conservation Easements\MonitoringResources\Geodatabases\CE_Shape.gdb\DissolvedEasements. This will generate reports from current data but may take considerably longer depending on the bandwidth to your location.

2. Click on the  button in the Selection field to open the Query Builder:




3. Double click “Familiar Name”. Click “=”. Click [Get Unique Values](#) and select the easement familiar name for the desired maps. Notice as you do the above steps that a query formula is built for you to select the easement as in the example below which selects the Agassiz 23-1 NPB easement:


Until you select an easement, most of the other check boxes on the dialog box are not enabled




4. It's good practice to click on the Verify button to have the system check to make sure the syntax of your query is correct before clicking "OK"
5. Click on the folder icon in the Output Folder field and navigate to the appropriate easement folder on your D:/ drive where you would like to store the map set. Click "Add."
6. Check the boxes for which maps you would like to make. At this point not all of the maps are probably necessary so choose only the maps that you think would be helpful in the field. Map options are shown below:
 - Locator: Locator Map that gives the approximate relative location of property boundaries.


- Map 2: Slightly larger scale of the locator map.
- Map 3: Topography.
- Map 4: Easement outline with aerial photo of the property.
- Map 5: Rare and natural features of the easement area.
- Map 6: Native plant communities.
- Map 7: Biodiversity significance.
- Map 8: Photo points of field photos once they are uploaded. If Map 8 is selected the following entries will be enabled:


 Photo Group will print only a single point when multiple photos were taken within 3 meters of each other. Usually this setting is used if the photo packet was created specifying Print Landscape Photo Clusters (If selected, you should also select landscape mode above)


 Photo Packet ID – this dropdown will show you the available photo packets which can be printed on the map as well as a choice to print All points on the map.

When choosing usage below, the choices are ‘OR’ logic and not ‘AND’ logic (you must select **at least one** of them):

 Baseline – If checked, photos from the selected packet that have been coded Baseline=Y will print.

 Monitor – If checked, photos from the selected packet that have been coded Monitor=Y will print.

 Access – If checked, photos from the selected packet that have been coded Access=Y will print.

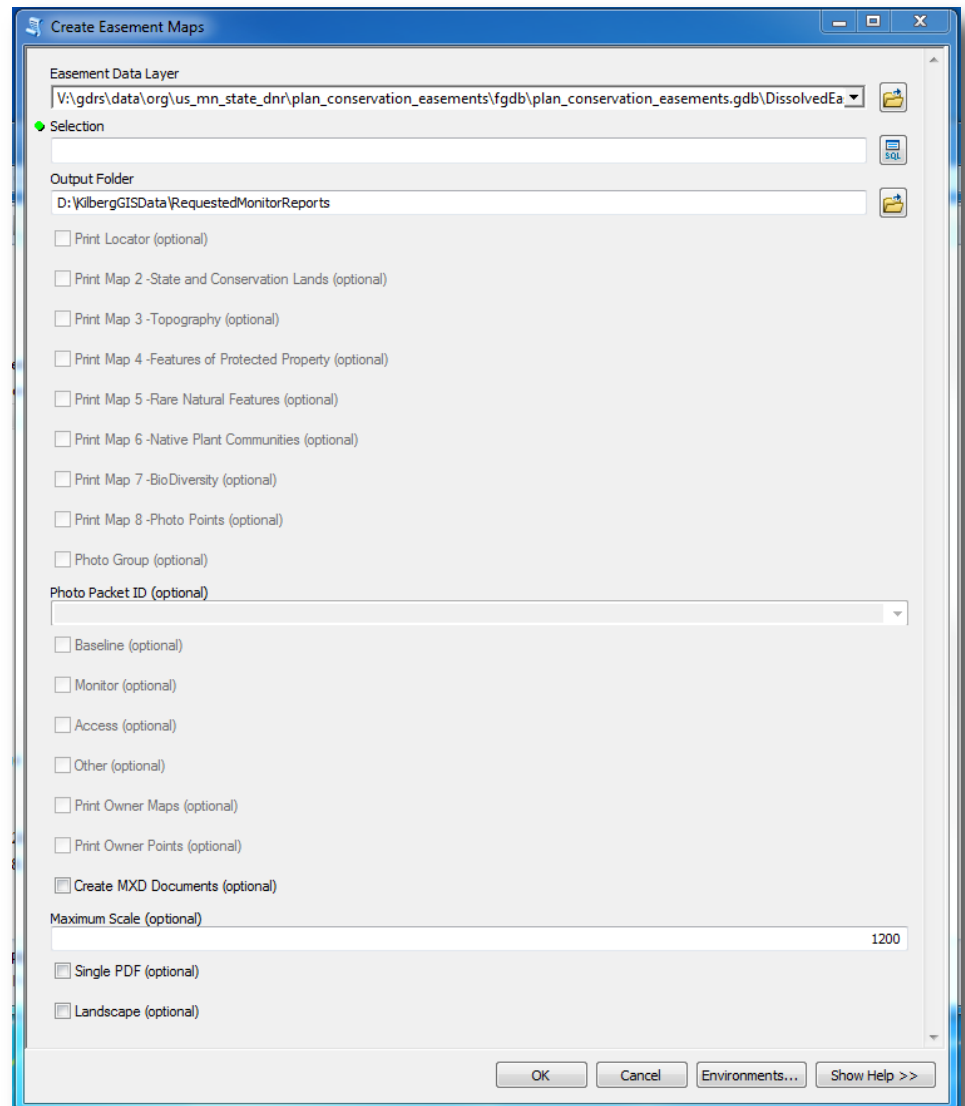
 Other – If checked, photos from the selected packet that have been coded Other=Y will print.

- Create Owner Maps: Creates names and addresses of landowners on the easement.
- Print Owner Points is similar to the Ownership maps overview, but prints that OwnerPoint ID so it easily can be used to assist in ignoring points in the Access application.
- Create MXD Documents will leave a copy of the MXD that was used to create each map selected. If desired, you can go into these in ArcMAP, make modifications and export the map to a PDF
- Maximum Scale can generally be kept at its default setting of 1200. This limits the zoom in feature so base map photos will not get to blurry

- Single PDF will place all maps into a single PDF file
- Landscape prints a landscape version of all maps selected

7. Click “OK.”

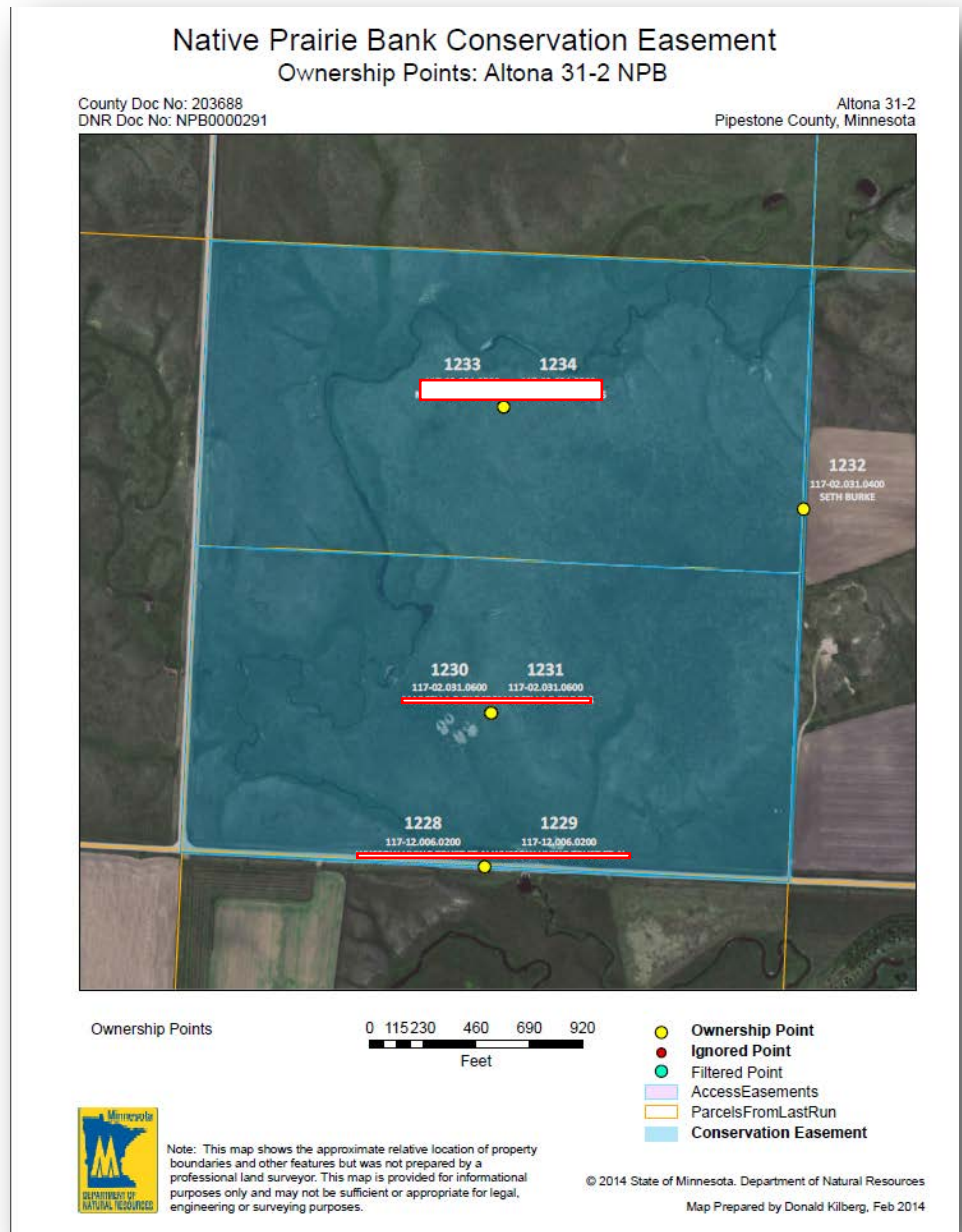
Map 4 and 8 are recommended for use during the field. The ownership maps and owner points are useful to ignore any GIS ‘sliver’ properties and plan the visit



Here is a sample of a Baseline Map request for Map 4 along with the Owner Points for this easement.



Map 4



Owner Points

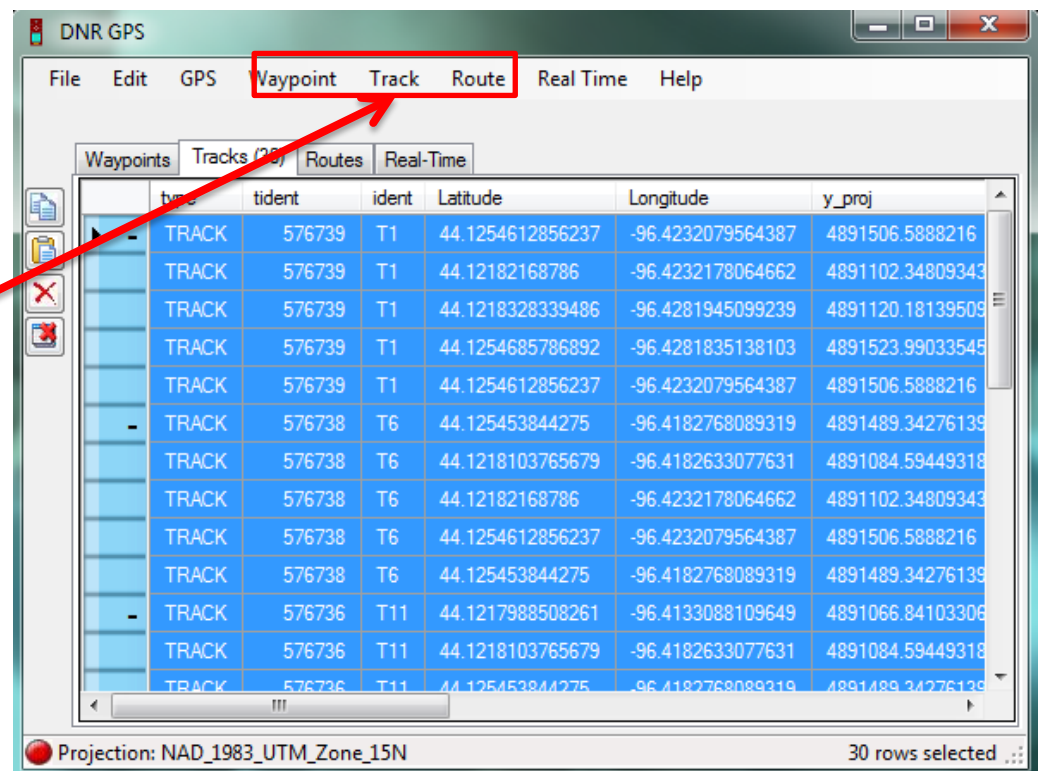
Note how the Owner Point map shows that this easement has duplicate points (1229, 1231 and 1234) seen occasionally in easements along with a point (1232) that was generated from a long narrow GIS sliver.

Upload Easement Shapefile to GPS

Upload the easement shapefile to your GPS so you can reference it while in the field. This can be done several ways and will vary by GPS brand and computer software. For Garmin Montana 650t:

- Plug GPS into your computer and open **DNR GPS**.
- Once open click on **File, Load From** and **From File**
- Navigate to the shapefile you would like to use
 - Suggested Boundary shapefiles for NPB
 - Dissolved Easement Layer
 - Native Prairie Bank Boundaries
 - Original easement shapefile created during acquisition
- Once loaded, highlight all of the desired tracks then click on **Tracks** and **Upload**. This should upload all the points to your GPS.
- Verify that the tracks have been added to your GPS before heading into the field.
- Repeat the last two steps with **Waypoints** if you wish to upload waypoints.

*Click **Tracks**
and then
Upload to
load them to the
GPS.*



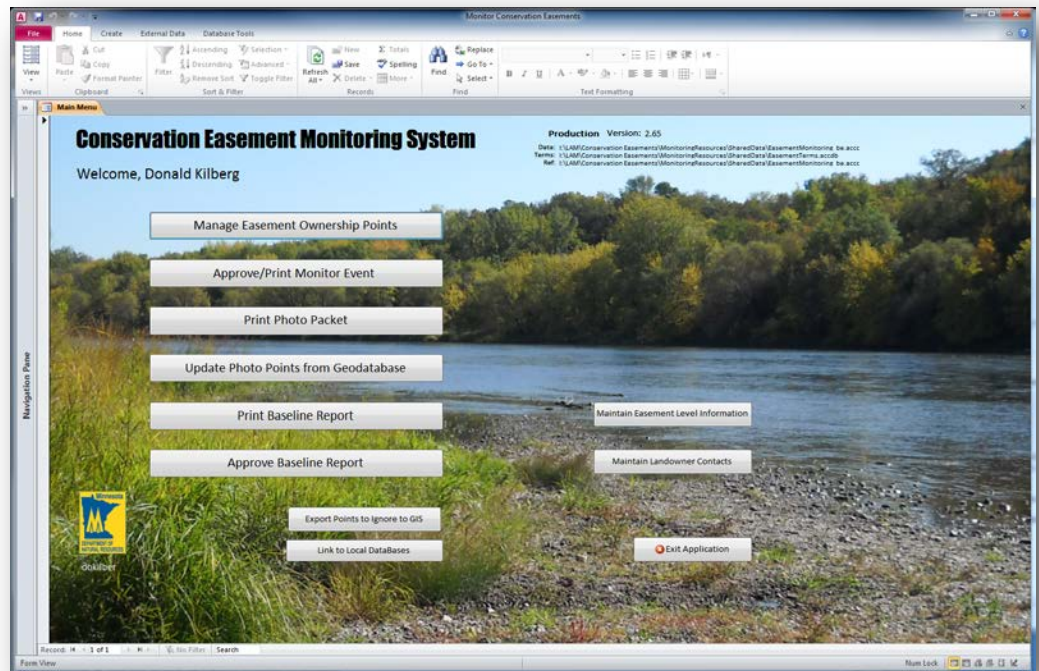
Example of highlighted tracks ready to be uploaded to GPS.

We monitor owners, not easements. An easement that as been subdivided subsequent to acquisition will require a separate monitor visit to each owner along the easement.

Request a Monitor Event on an Easement Parcel

Depending on subdivisions which may have occurred on the protected property, each conservation easement has one to many ownership points that reflect the surface ownership “under” the easement. The easement steward will monitor each of the owner points along the easement which means that a single easement with 5 owners will have a single baseline report that reflects the condition of the entire easement at acquisition time, but will have five separate monitor events (one for each landowner) each time the easement is monitored.

This functionality in Access allows for the steward to select an easement and an ownership point along that easement and to pull data from the dissolved easement layer, the county parcel layer and the landowner information that is located in the I:\ drive and use it to set up a worksheet for a Monitor event for that landowner. To request a monitor event, enter the Access application and at the main menu screen:

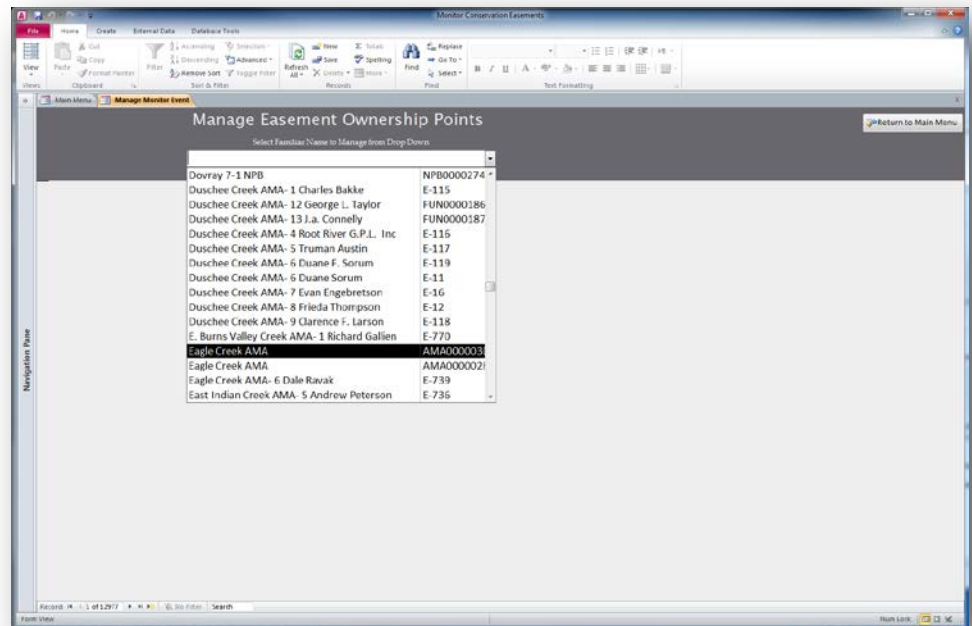


Make sure you are using the most recent version of the database. For instructions on installation, see page 18.

Click on

Manage Easement Ownership Points

On the 'Manage Monitor Ownership Points' screen, select the easement you would like to create the event for. For the example, below we chose Eagle Creek AMA, DNR Doc AMA0000030:



Once we click enter on the easement the following screen displays:

Manage Easement Ownership Points

Select Familiar Name to Manage from Drop Down
Eagle Creek AMA

Ownership Points for this Easement: **Double click in Point ID of desired row to view Monitor Event**

PtId	Point ID	VisitBy	PID	Mntr With Pt ID	Acres	Owner or Taxpayer Name	BsLn	Division Id	Ig PI
1777	1777		139-272510350		3.38				
1778	1778		139-272510310		0.11				
1779	1779		139-272510300		0.51				
1780	1780		None		0.46				
1781	1781		139-272510340		1.63				

Record: 1 of 5 | No Filter | Search

Detail Information

Parcel Level Fix ID: 1777 | Easement ID: 269 | Easement Type: 53 | 84C: Y

Familiar Name: Eagle Creek AMA

DNR Doc Nbr: AMA0000030

Acquisition No: 119053

County: SCOTT

PID: 139-272510350 | Landowner:

POID: 1391 | Tax Payer:

Division Landowner Segment ID:

GSEQKY	SECT	TWN	RNG	40	40 Desc	GLOT	PARC	Acres	Ignore
539757	13	115 N	22 W	41	NESE	0	1	3.38	

Visit By Date

Request Monitor Event for Row Selected in Table

Print Worksheet for Selected Row in Table

Return to Main Menu

Exit Access

Each of the ownership points for this easement are listed from Point ID 1777 through 1781. The Print Owner Points choice in the Baseline Report Maps tool will create a map that shows graphically where these points are located. Some of the points listed for an easement may be spurious as a result of slight overlaps in the GIS layers that the system could not automatically remove during processing.

Refer to the next section for how a given point can be ignored in subsequent processing.

If there are no prior visits, there will be no date in the VisistBy column and a monitoring event will need to be created by entering a “visit by date”. If a visit has been requested there will be a date that column. If it is a first visit to an easement it should also be flagged as the baseline visit so the system knows which ownership points should be included in the baseline report for the easement. To do this, enter a Y in the “BsLn” column. To print the monitoring form, highlight the desired row and select “Print Worksheet for Row Selected in Table”.(BELOW)

Be sure to check you division or program guidelines to see who in your work group has responsibility to assess ownership points

Flag Baseline Visits and Ignore and Merge Ownership Points

After the first visit to a property, the easement steward needs to manage the various ownership points in an easement to account for points which may not ever be monitored. These points may represent parcels which have recently been acquired in fee by the DNR or can be points which were erroneously generated during the GIS geoprocessing which assigned ownership because of slight overlaps in the map layers. Occasionally an easement, such as a trout stream, can meander in and out of a given parcel and create two points each with the same parcel ID number that are monitored as a single point. All of these situations need to be clarified in the Manage Easement Ownership Points screens.

Manage Easement Ownership Points

In the main menu, click on

In the example below, we have selected 'P47', a Wild and Scenic river easement in Pine County as our easement which generates the output screen below:

Manage Easement Ownership Points

Select Familiar Name to Manage from Drop Down

P47

Ownership Points for this Easement: Double click in Point ID of desired row to view Monitor Event

PrtId	Point ID	VisitBy	PID	Mntr With Pt ID	Acres	Owner or Taxpayer Name	BsLn	Division Id	Ig Pl
2831			310166000	2831	0.20			P47.000	
2832			310165000		5.68			p47.001	Y
2833	10/8/2012		310166000		7.64		Y	P47.000	

Record: 1 of 3

Detail Information

Parcel Level Fix ID: 2831 Easement ID: 846 Easement Type: 60 84C: Y

Familiar Name: P47

DNR Doc Number: E-701

Acquisition No: Null

County: PINE

PID: 310166000 Landowner:

POID: 19585 Tax Payer:

Division Landowner Segment ID: P47.000

GSEQY SECT TWN RNG 40 40 Desc GLOT PARC Acres Ignore

568518 22 45 N 20 W 41 NESE 6 1 0.20

Visit By Date

Request Monitor Event for Row Selected in Table

Print Worksheet for Selected Row in Table

Return to Main Menu

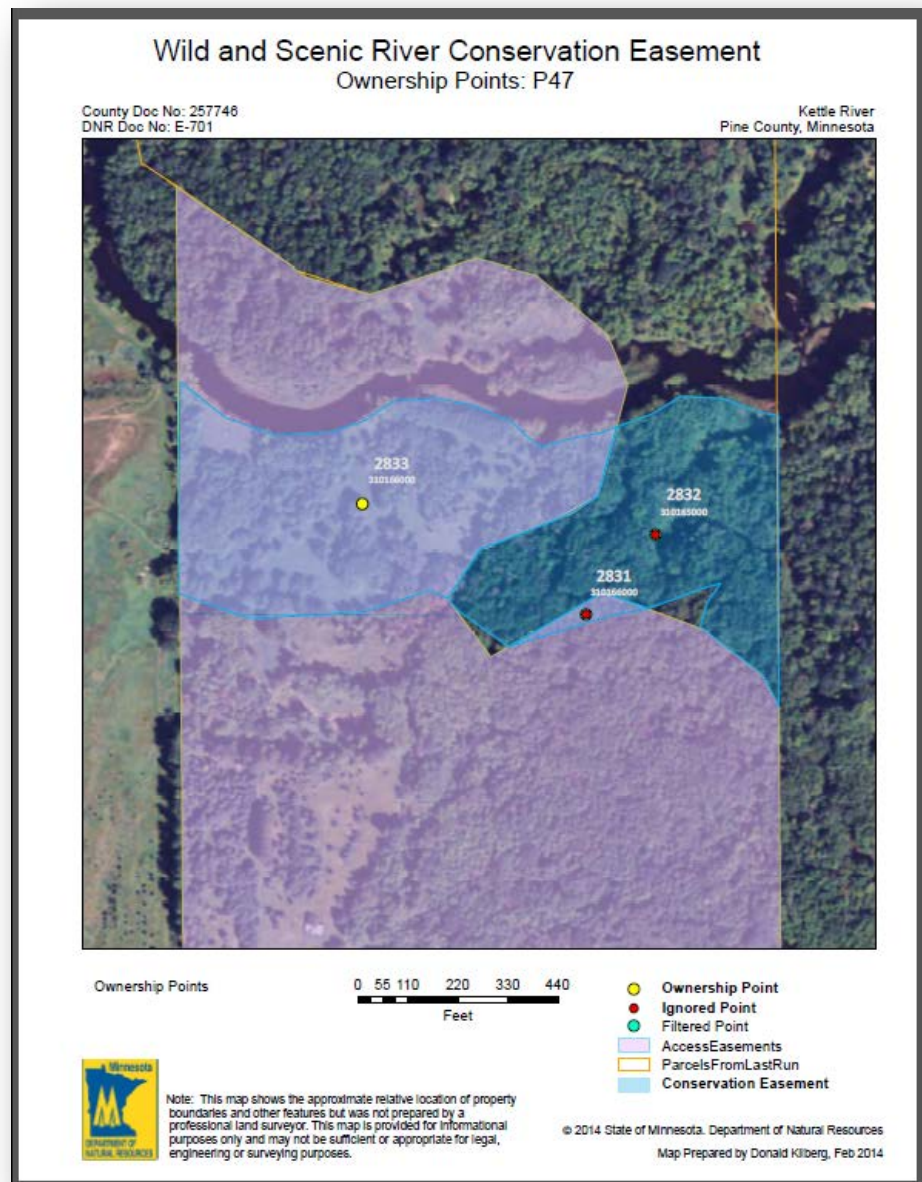
Exit Access

Record: 1 of 3

Form View

Once you select the easement you wish to complete a baseline for, the above

screen will list all ownership points which have been processed for this easement. Notice that in this screen, Point ID 2831 is set to be monitored along with point 2833 (since they have the same parcel ID) and that Point 2832 was flagged to be ignored and never to be monitored. If you monitor a point with another point, you do not have to code the point as being ignored also, the system will assume it will be ignored. Once a point is set to be ignored, it will no longer print on the ownership maps in the Baseline map tool. Refer to the Baseline Map Ownership Points map for this easement:



Notice how points 2831 and 2832 both show up as ignored, since one was flagged to be monitored with another point and the other was explicitly set to ignore status.

For new easements, it may not be necessary to use every portion of the report for the baseline visit. Only use the portions that are relevant.

Print Monitoring Worksheet(s)

Once monitor visit has been requested, a worksheet can be created using the 'Print Worksheet for Row Selected in Table' button. First, highlight the desired row by clicking in the area of the row as indicated below in the red circle:

Ownership Points for this Easement: Double click in Point ID of desired row to view Monitor Event

PrtId	Point ID	VisitBy	PID	Mntr With Pt ID	Acres	Owner or Taxpayer Name	BsLn	Division Id	lg Pl
	2831		310166000	2833	0.20			P47.000	
	2832		310165000		5.68			P47.001	Y
	2833	10/8/2012	310166000		7.64		Y	P47.000	

Record: 14 of 3

Detail Information 583

Parcel Level Fix ID: 2833 Easement ID: 846 Easement Type: 60 84C: Y

Familiar Name: P47

DNR Doc Nmbr: E-701

Acquisition No: Null

County: PINE

PID: 310166000 Landowner:

POID: 19585 Tax Payer:

Division Landowner Segment ID: P47.000

GSEQY SECT TWN RNG 40 40 Desc GLOT PARC Acres Ignore

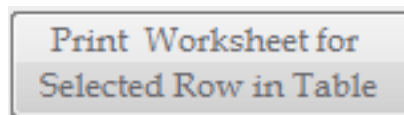
Visit By Date

Request Monitor Event for Row Selected in Table

Print Worksheet for Selected Row in Table

Return to Main Menu

Then click on



The computer will generate the print preview report for you review and you can either Print it or create a PDF report:

Conservation Easement Baseline and Monitor Report

GENERAL INFORMATION

Easement Type: **WILD AND SCENIC RIVER**
 Familiar Name: **P47**
 Project Name: **KETTLE RIVER**
 Acquisition Number: **Null** Date: **#####**
 DNR Document No: **E-701**
 City Document No: **257746**
 Baseline Report: ☐ Yes ☐ No Date:
 First Monitor Visit: ☐ Yes ☐ No
 Prev Monitor Visit: **0**
 Monitor Interval: **0**
 Parcel No:
 Acres: **20.2**

MONITOR INFORMATION

DNR ID:
 Name:
 Title:
 Phone:
 eMail:
 Address:
 City:
 ST:
 Zip:
 DNR ID:
 Name:
 Title:
 Phone:
 eMail:
 Address:
 City:
 ST:
 Zip:
 Date of Monitor Visit:
 Has the property been surveyed? ☐ Yes ☒ No
 Is there a management or other plan in place? ☐ Yes ☐ No
 Are the easement boundaries marked by signs? ☐ Yes ☐ No
 Is all land included in easement to be monitored? ☒ Yes ☐ No

Parcels Included in Easement

County	Parcel ID	Twn	Range	Sect	Frty	GLot
58 PINE	310166000	45 N	20 W	22	41	NESE 6
58 PINE	310166000	45 N	20 W	22	41	NESE 6

2 Properties

ID: 353 EO: 846 Page 1 of 10

The monitor visit worksheet report contains useful information for the visit such as location, ownership, listing of terms and conditions and blank areas for you to fill information in during the visit. Note if there is more than one parcel ID listed for the easement, your report will have a set of landowner questions for each owner. Information printed on the worksheet is in a similar order to how the information will be entered back into the database when you return from the field.

A sample of a Baseline/Monitor Worksheet to be taken with on the field visit is shown below.

Conservation Easement Baseline and Monitor Report

GENERAL INFORMATION

Easement Type: **PRAIRIE BANK**
Familiar Name: **Altona 31-2**
Project Name: **ALTONA 31-2**
Acquisition Number: **140790** Date: **2/25/2009**
DNR Document No: **16P0000291**
City Document No: **203688**
Baseline Report: ☒ Yes ☐ No Date: _____
First Monitor Visit: _____
Prev Monitor Visit: _____
Monitor Interval: _____
Parcel No: _____
Acres: **40.1**

MONITOR INFORMATION

DNR ID:
Name: _____
Title: _____
Phone: _____
eMail: _____
Address: _____
City: _____ ST: _____ Zip: _____
DNR ID:
Name: _____
Title: _____
Phone: _____
eMail: _____
Address: _____
City: _____ ST: _____ Zip: _____
Date of Monitor Visit:

Has the property been surveyed? ☐ Yes ☐ No

Is there a management or other plan in place? ☐ Yes ☐ No

Are the easement boundaries marked by signs? ☐ Yes ☐ No

Is all land included in easement to be monitored? ☐ Yes ☐ No

Parcels Included in Easement

County	Parcel ID	Town	Range	Sect	Frty	GLot
59 Pipestone	12.006.0200	108 N	46 W	31	33	SWSW 4
59 Pipestone	02.031.0600	108 N	46 W	31	33	SWSW 4

2 Properties

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COMPLIANCE WITH CONSERVATION EASEMENT TERMS

CONSERVATION EASEMENT TERM	Are there any concerns about compliance?	IF YES, EXPLAIN, PHOTOGRAPH, GIVE LOCATION
1. The Grantor agrees that there shall be: A. No topographic changes or alteration of the natural landscape within or upon said Premises by excavation, cultivation, drainage, filling, or any other means without a written authorization from the Commissioner of Natural Resources.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1. B. No other structures or devices, equipment or other items, whether permanent or temporary, hereafter constructed or placed on the Premises without a written authorization from the Commissioner of Natural Resources except that the grantor may maintain the cattle rubs and corral as they appear on Exhibit A.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1. C. No destruction, cutting, trimming, moving, planting or removing of trees, shrubs, bushes or plants without a written authorization from the Commissioner of Natural Resources except that the Grantor shall remain responsible for noxious weed control and shall perform such control in a way that minimizes damage to native prairie.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1. D. No dumping of ashes, trash, junk, rubbish, sawdust, garbage, or offal upon the Premises.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1. E. No conveyance of any other easement for any purpose, including but not limited to road or utility, upon or within the Premises without a written authorization from the Commissioner of Natural Resources.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1. F. No use of the area by livestock for pasture or grazing purposes except as provided for under Term No. 10 of this easement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1. G. No application of pesticides including insecticides or herbicides without written authorization from the Commissioner of Natural Resources.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1. H. No use of the Premises as a source of irrigation water or as a source for agricultural purposes except that cattle grazing the easement under a grazing plan may use the water present there.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1. I. No camping or fires are permitted except that prescribed fires for prairie management purposes may be used with written authorization from the Commissioner of Natural Resources, or as otherwise provided for in this easement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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<p>2. No use of the area by motorized vehicles except as needed by the Grantor for hunting or property management purposes, or as authorized in writing by the Commissioner of Natural Resources. Any such use will be confined to established field roads wherever possible and done in a manner that minimizes damage to the vegetation and soil in the area. Motorized vehicles will not be used when and where rutting is likely due to moist or wet soil conditions, or in areas where gullying or other soil erosion is likely to result from this use.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. K. No use made of the Premises expressed or implied in violation of the protective covenants contained herein.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. The State of Minnesota is granted an easement for public access to the Premises for education, nature observation, and research purposes. Visitors to the Premises must notify the landowner prior to entering upon the Premises to the extent practical.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>9. These conditions shall run with the land, shall be binding on all persons and entities who shall come into ownership or possession of the Premises or any part thereof as described herein. Grantor shall notify Grantee in writing at least 30 days prior to the sale or transfer of the Premises.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>10. The Grantor retains the right to graze the Premises in a manner which maintains the Premises in at least a good to excellent range condition class (75%) as measured by the USDA Natural Resources Conservation Service standards for range condition. If the vegetation falls below this standard, stocking rate or periods will be modified to restore the vegetation to the specified range condition class. Said grazing activities must be identified in a grazing plan submitted by the Grantor to the Commissioner of Natural Resources, and agreed upon in writing prior to any activities being carried out. Limited areas around watering and other livestock related facilities may be allowed which do not meet good to excellent range condition if agreed to in the grazing plan. Hay, grain or other feed and supplements may not be brought onto the Premises unless agreed to in the grazing plan. Any modification of these conditions requires written authorization from the Commissioner of Natural Resources.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>11. No development rights in or to the Premises, or any part thereof which have been encumbered or extinguished by this Conservation Easement shall be transferred to any location outside the Premises, whether pursuant to a cluster development plan or any other agreement or plan for transferable development rights.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>12. The 100.24-acre Premises may be divided into no more than two parcels all subject to the terms of this easement.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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<p>Are there reserved rights in the Conservation Easement? Describe</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	---

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CONSERVATION EASEMENT STEWARDSHIP TOOL GUIDE

Parcel To Be Monitored	
Parcel ID: 02.031.0600	COUNTY PARCEL INFORMATION As of: 2011-04-07 12:02:46
Land Owner	Tax Payer
Name: Add: Line 1: Line 2: Line 3: N MANKATO MN 56001	Name: Line 1: Line 2: Line 3:
DNR PARCEL OWNERSHIP INFORMATION	
Owner: Add: City, ST Zip: Home Phone: Cell Phone: Email:	
<input type="checkbox"/> Landowner <input type="checkbox"/> Representative <input type="checkbox"/> Primary Contact	
Has Landowner/Representative been contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did representative accompany Monitor on site visit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, how was information provided to Monitor?:	
<input type="checkbox"/> By Phone (Date:) <input type="checkbox"/> In Writing (Date:) <input type="checkbox"/> By Mail (Date:) <input type="checkbox"/> Other (describe)	

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QUESTIONS FOR LANDOWNERS	ANSWER	Comments
1. When did you acquire the Protected Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Have you talked to anyone at DNR about the scenic easement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. What is the current use of the Protected Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are there any plans to make changes in how the property is used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Have there been any natural alterations to the land (e.g., fire, flood, erosion, wind, invasive species, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Have there been any new human alterations to the land?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Are there any plans to sell the properties or otherwise make changes to ownership?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Have any management activities been conducted or initiated since you acquired the property (since the previous monitoring visit)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. If yes, who conducted the management activities?		
10. If yes, what type of management activities were conducted or initiated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. If yes, when were these management activities conducted or initiated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. If yes, what areas of the Protected Property were affected by these management activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Have there been any observations of interesting or unusual plants or wildlife?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Do you have any questions or concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Do you have all information about the easement (baseline report, easement document, maps, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16. Does Landowner know of the responsibility to notify DNR in writing at least 30 days prior to the sale or transfer of any part of the Protected Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17. Are you interested in enrolling the easement in a volunteer steward program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18. WSR Landowner's conservation interests? If landowner is interested in habitat enhancement/restoration or riparian shoreline stabilization or enhancement for water quality, note interests and forward information on the Scenic Easements Coordinator. Notify landowner that we can share their interests with partners who work on habitat enhancements/restoration who may follow up with them for an assessment. WSR program does not have funds for this work, but works to inform and assist landowners by networking with active conservation groups.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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QUESTIONS FOR LANDOWNERS	ANSWER	Comments
1. When did you acquire the Protected Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Have you talked to anyone at DNR about the scenic easement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. What is the current use of the Protected Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are there any plans to make changes in how the property is used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Have there been any natural alterations to the land (e.g., fire, flood, erosion, wind, invasive species, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Have there been any new human alterations to the land?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Are there any plans to sell the properties or otherwise make changes to ownership?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Have any management activities been conducted or initiated since you acquired the property (since the previous monitoring visit)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. If yes, who conducted the management activities?		
10. If yes, what type of management activities were conducted or initiated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. If yes, when were these management activities conducted or initiated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. If yes, what areas of the Protected Property were affected by these management activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Have there been any observations of interesting or unusual plants or wildlife?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Do you have any questions or concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Do you have all information about the easement (baseline report, easement document, maps, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16. Does Landowner know of the responsibility to notify DNR in writing at least 30 days prior to the sale or transfer of any part of the Protected Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17. Are you interested in enrolling the easement in a volunteer steward program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18. WSR Landowner's conservation interests? If landowner is interested in habitat enhancement/restoration or riparian shoreline stabilization or enhancement for water quality, note interests and forward information on the Scenic Easements Coordinator. Notify landowner that we can share their interests with partners who work on habitat enhancements/restoration who may follow up with them for an assessment. WSR program does not have funds for this work, but works to inform and assist landowners by networking with active conservation groups.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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MONITOR'S OBSERVATIONS	
OBSERVATION QUESTIONS	ANSWER
1. Were there invasive species observed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Were other management needs observed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are there any other issues or concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No

MONITOR INFORMATION	COMPLIANCE ASSESSMENT
DNR ID: Name: Title: Phone: eMail: Address: City: ST: Zip:	Based on your knowledge of the easement and your observations from monitoring, are the terms of the easement being met? <input type="checkbox"/> Yes <input type="checkbox"/> Pending (need additional information) <input type="checkbox"/> No (possible violations observed) Date of Monitor Visit:

Narrative Summary of Monitoring Visit:

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<p>Required Next Action(s) - check all that apply</p> <p><input type="checkbox"/> Send standard follow-up letter/routine monitoring at next regularly scheduled visit</p> <p><input type="checkbox"/> Schedule management review for pending/possible violation</p> <p><input type="checkbox"/> Schedule management visit</p> <p><input type="checkbox"/> Contact area supervisor</p> <p><input type="checkbox"/> Prepare corrective action plan</p> <p><input type="checkbox"/> Other- Combine with letter to the same landowner</p>
<p>Notes or Summary of Next Action Items or Enforcement:</p> <div style="border: 1px solid black; height: 40px;"></div>
<p>Describe Attachments:</p> <div style="border: 1px solid black; height: 20px;"></div>
<p>List Documents Collected or Prepared in Connection with Monitoring Visit:</p> <div style="border: 1px solid black; height: 20px;"></div>
<p>Scanned/Appendix?:</p> <div style="border: 1px solid black; height: 20px;"></div>
<p>Describe Attachments:</p> <div style="border: 1px solid black; height: 20px;"></div>
<p>Monitor Signature: <input type="text"/> Date: <input type="text"/></p> <p>Monitor Signature: <input type="text"/> Date: <input type="text"/></p>
<p>ID: 613 610: 1232 Page 9 of 9</p>

Determine Your Access Route

Different types of conservation easements may have significantly different types of access considerations. Refer to your division guidelines to determine specifics of how you will access the property. In most cases, this can be determined by reviewing the easement information from the monitoring worksheet, baseline property report and baseline property report maps.

- Some easements expressly provide for legal access through adjacent land. Such easements either provide a specific legal description of the access easement or describe a general area that can be crossed for access.
- If there is a baseline property report, it should describe how to access the property.
- If legal access has been mapped, it will appear on Exhibit A in the Easement.

If legal access is described in the easement document but has not been mapped or described in the baseline property report or is mapped as being the entire Forty and you need assistance determining its location, contact Susan Damon or Don Kilberg in Division of Lands and Minerals.

Be sure to confirm the best access to the site with the landowner. Sometimes they may have easier access through neighboring properties.

Notify the landowner of the upcoming monitor visit

There is no set DNR wide standard for contacting a landowner prior to monitoring. Refer to your division guidelines for details for your easement type and recommendations about landowner contact protocol.

When you contact the landowner to let them know you will be visiting the easement. Give them a brief explanation of what a baseline property report or monitoring visit is and why it is important to the management of the easement.

- Although the DNR should attempt to notify all landowners of upcoming visits as a matter of courtesy, some DNR conservation easements expressly require the DNR to give the landowner reasonable prior notice to the landowner before a monitoring visit.
- The ArcMap parcel layer or the Access database can help you determine the current landowner and address information however you may need to contact the regional staff to get a list of the most recent numbers for contacting the landowners by phone. Be sure to note any changes that have occurred.
- You may also invite the landowners to participate in the visit. If they do not wish to participate, you should ask the Questions for Landowners on the monitoring form over the phone or arrange a time to meet with them.


Using your supervisor and coworkers as resources before a site visit can save you time and effort. They are aware of past landowner relationships with the DNR and whether or not the landowner has been receptive to our employees or has been resistant of our efforts. Knowing you are going into a negative situation beforehand will better prepare you for any confrontations or questions the landowner may ask. When communicating with a landowner it is important to remember to be professional and friendly as we are trying to maintain/establish a positive relationship.

During your conversation try to obtain the following information:

- Ask the landowners about the history of land use.
- Ask if they have any management plans for the coming year, and if they have any questions or concerns.
- Offer landowners opportunity to accompany you on your visit

If you decide to send a letter, include an easement map and monitoring report, and send it a few weeks prior to the site visit. This allows the landowner to look

through the landowner questions and easement terms prior to your visit. The letter should include an explanation of why we are monitoring, an estimated timeframe of when we will be making the site visit and a statement regarding when you will be contacting them next.



Minnesota Department of Natural Resources
Division of Ecological and Water Resources
Scientific and Natural Areas Program
 175 County Rd 26
 Windom, MN 56101
 PHONE: (507) 831-2900 ext.259
 FAX: (507) 831-2921

June 1st, 2013

LANDOWNER NAME
 STREET ADDRESS
 CITY, STATE ZIP

Dear Landowner,

Over the past several years, the Minnesota DNR has been working to improve stewardship of its Native Prairie Bank conservation easements. The first part of this improvement was done through the completion of a Baseline Property Report, which was completed for your property on September 12th, 2012, and the second part of this improvement is periodic monitoring visits to the site.

A monitoring visit to your site has been scheduled for the summer of 2013. Therefore I will be visiting your property in the upcoming weeks to complete the monitoring worksheet that I have attached for your reference. Within the next week or two, I would like to go over the worksheet with you in order to complete the landowner questions and will plan on giving you a call to either set up a time to meet or go over the questions on the phone.

If you have any questions or concerns, please feel free to give me a call at 507-831-2900 ext 259.

Thanks again,

Judy Schulte
 Prairie Specialist
 MN DNR
 175 County Rd 26
 Windom, MN 56101
 Judy.schulte@state.mn.us

An Example Letter 440)a copy of the Monitoring Report used by SNA program.

Be sure to check your division or program guidelines for specific directions on preparation and procedures during field visits

Part III - In the Field

Deciding how many easements to visit in one day depends on the weather, the size of the easement, the type of terrain you will encounter, and your physical strength level. It is not worth overexerting your body on a field visit in the long run, so it is necessary to plan accordingly to avoid injury.

Communicate Your Plans

Before heading out, communicate to your supervisor where you will be going that day in case of an emergency. Also, writing down where you plan to be in a public place (office whiteboard, email) will help people know where to look in case you do not make it back to the office by the end of the day.

Field Equipment

The following is a list of the necessary items you will need on a baseline visit:

- Directions to site, including how to access it (GPS/maps)
- Landowner contact info (should have already contacted but may need)
- Cell phone (in case of emergency)
- GPS unit with neck strap (fully charged with shape file of site loaded)
- Clip board with plastic sheet protector
- Field checklist (see below)
- Map of site with notes of easement terms and rare features
- Baseline (monitoring) worksheet
- Paper for plant/animal list and field notes
- Writing utensils
- Blaze orange hat and vest, especially during hunting seasons
- Appropriate footwear and attire
- Identification
- Knife or Leatherman
- Water / snacks if necessary

Getting There

Drive to the site access; find safe parking off of the road. Be aware of dry grass and the potential for fire. Note available parking areas on map for future management use. Also take note of any available access paths available to the easement area

Get the lay of the land by comparing the map and shape file to what you see on the site in order to orient yourself. Note any areas within the site that seem to be inaccessible by foot and plan your route accordingly.

Be sure to check your division or program guidelines for procedures to follow during field visits

Walking the Easement

As you walk the easement, pay special notice to any areas that were noted in previous visits. Document any possible easement violations or concerns on your monitoring worksheet and take a photo of and/or record a way point of the concern. Common violations of easement terms include but are not limited to mowing, dumping and motorized vehicle use.

You will be collecting the following information as you make your way around the site:

- Plant and animal list including all identifiable species, be sure to note the location of rare species on map and take photo and mark a way point
- Gates, fence lines, utilities, roads/trails within easement (take a photo, note on map)
- Surrounding land use (note on map)
- Possible easement violations or concerns (take a photo, make a note on your map and mark a way point). Common violations of easement terms include mowing, dumping and motorized vehicle use.

If you feel the violation is severe or greatly impacts prairie quality, report your findings and photos to your supervisor immediately.

For Prairie Bank easements: Using your GPS device, walk to the first angle of the shape file polygon. Take a panorama of overlapping photos of the entire easement within sight from left to right. By always panning in the same way it avoids confusion when looking at the photos later. Label the photo point on your map with a letter and if necessary, take notes on how many photos were taken at each photo point.

Continue to each “angle” of the shape file, taking a panorama at each angle (within reason) until the entire perimeter has been walked. Other conservation easements can be monitored in a similar fashion or varied depending on the size and orientation (shape) of the easement and accessibility. The main focus is documenting the current conditions of the entire property (or as much of the property as possible) in relation to the easement covenants.

Fill out the Monitoring Form

Using your pre-printed monitoring worksheet, record a general description of the site (terrain, dominant species, presence of waterways, etc.) and any notes for

concerns and photographs you may capture as you will need to include this in the baseline report.

Before leaving the site make sure you have all necessary information (checklist complete?) and equipment that you brought with you.

Field Checklist (Sample)

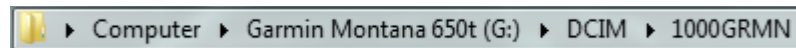
#	Record the Following:	Complete?
1	Field Visit Date	
2	Site Accessibility	
3	Plant / Animal List	
4	Any Evidence of Public Access / Use / Trespassing	
5	Topographic Changes (excavation, cultivation, drainage, etc.)	
6	Any Structures or Devices Present (deer stands, sheds, farming equipment)	
7	Any Evidence of Destruction, Cutting, Trimming, Mowing, Planting or Other Work Done by DNR or Landowner	
8	Any Dumping of Ashes, Trash, Junk, Rubbish, Sawdust, Garbage or Offal (note whether it appears to be recent, include rock piles)	
9	Any Roads, Trails or Utilities Within the Easement	
10	Surrounding Land Uses (CRP, RIM, native grass, crop fields, etc.)	
11	Evidence of Grazing, Haying, Mowing or Seed Collection	
12	Evidence of Pesticide or Herbicide Use	
13	Evidence of Irrigation	
14	Evidence of Camping or Camp Fires	
15	Evidence of Motorized Vehicle Use	
16	NPB Markers (if posted) and Condition of Markers	
17	Photos (cover photo, panoramas, possible violations, rare features, etc)	

Part IV - Post Fieldwork

The best time to enter field data is as soon as you get back to the office. This is because observations are fresh in your mind and the risk of forgetting or losing data is reduced. Since all of the subsequent database entries you will make will refer to photos, most field staff follow this general flow of work upon returning from the field: Describe and transfer photos, create a photo packet and, enter the monitoring form information for each ownership segment worksheet into the Access database.

Describe and Update Photo Information on your Local Drive

The first step when returning from the field is to upload the photos you have taken on the easement visit to the designated folder (D:\ drive for example) on your computer and an external source for back up (external hard drive, thumb drive, etc.). For the Garmin Montana 650t GPS, the photos will be found at the following folder location:



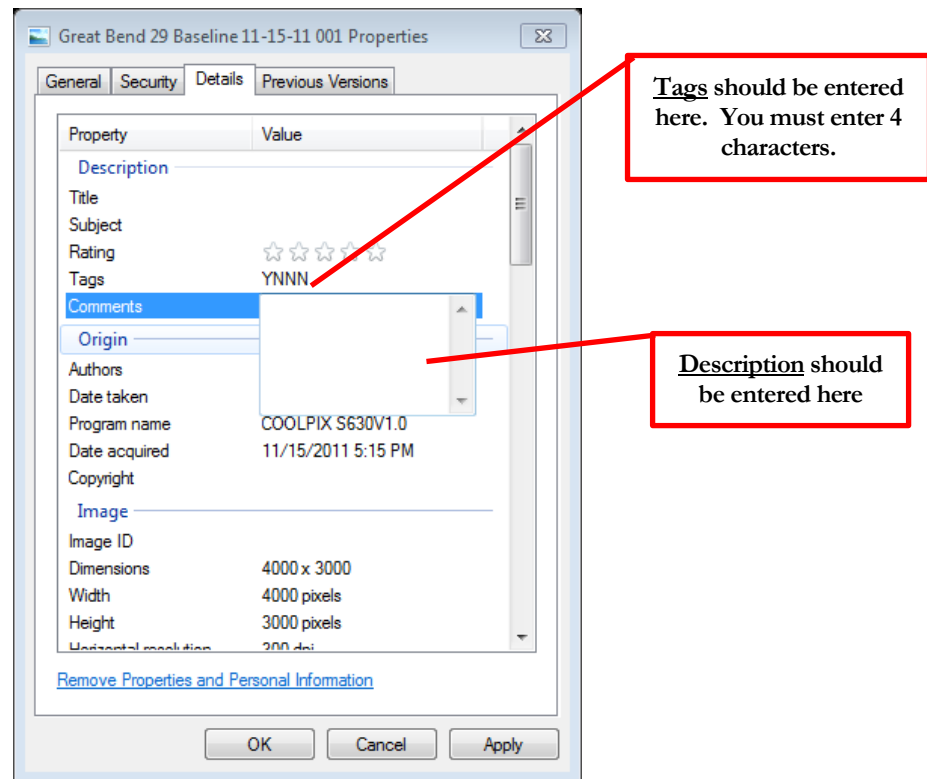
Put the photos from each easement in a separate folder labeled with the easement's common name. It is very important that these folders contain **ONLY** photos. If other types of files are in the folder they will stop the transfer run with an error.

Determining Where Photos Were Taken: Open photos using Garmin Basecamp or a similar program. This will allow you to see where each of the photos was taken. Make note of which photos were taken at which photo point.

Label photos in Windows Explorer using your field notes and the notes from Basecamp. Each photo point should be assigned a letter and each photo for that point should have a corresponding number (A1, A2, A3, etc.) The labels cannot include spaces or commas.

Describe each photo in the Comments box in Windows Explorer. If it is of a possible violation, be sure to note the easement term that it is associated with. If it is of a panorama, be sure to note the direction you are facing at the beginning and end of the photo series.

If uncertain about the file structure used at your location to store easement information, work with your supervisor or team leader for more information



The **Tags** section in Windows Explorer is where the ArcMap tools will determine in which report the photo will be placed on the final photo packet. You must enter a “Y” for yes or an “N” for no to include the photo on the corresponding report, in this order:

Baseline Report Monitoring Report Access Point Other

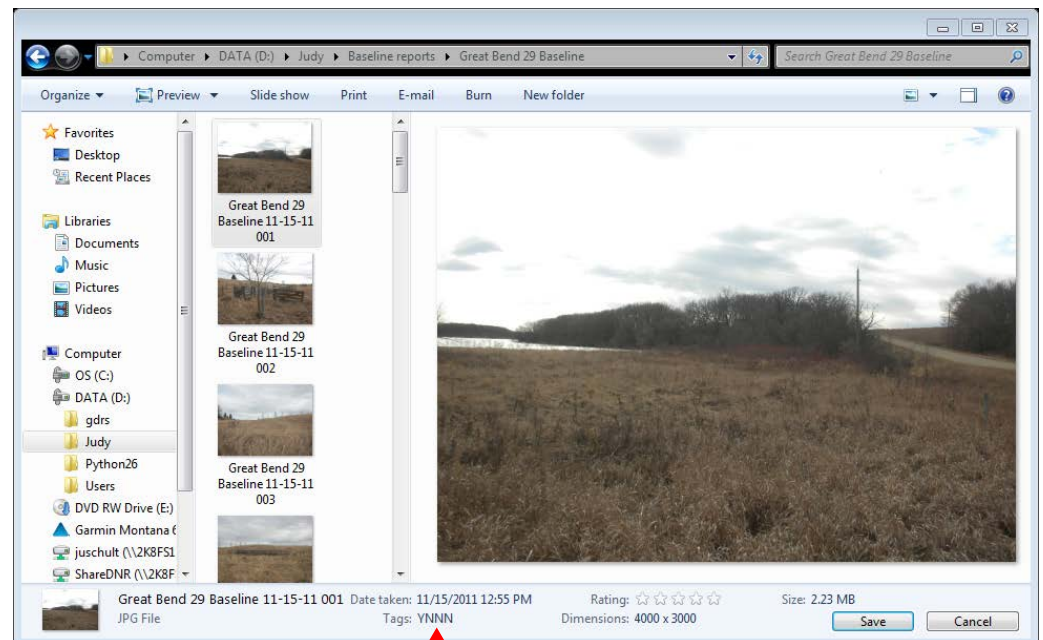
When to include a “Y” for Baseline Report: If the easement has never before had a baseline report completed, all photos will have a “Y” in the baseline column.

When to include a “Y” for Monitoring Report: If the photo shows a potential concern or is a clear violation of the terms of the easement.

When to include a “Y” for Access Point: If you accessed the easement at the point where this photo was taken.

When to include a “Y” for Other: If the photo shows anything that is not related to the above three categories. An example would be management needs, such as bank erosion, invasive species, stock ponds, fencing, feeders, insect rubs, etc.

If the photo Tag does not include a "Y" in at least one of these categories, it will not be included in the final photo packet that prints from the Access database.




Here is another location where the properties can be changed to tag the photos as desired. Once changes are made be sure to hit SAVE.

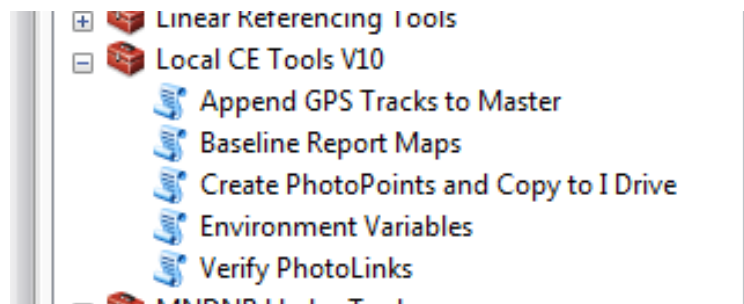
Create Photo Points and Transfer to I Drive


This ArcMap tool takes the photos in the D:\ drive, the tags, and descriptions you entered in Windows Explorer and transfers them to the shared I:\ drive where they are then backed up to the main DNR server. This process serves as a backup to the work you have done and allows other DNR employees to access the photos. It also creates a point layer in ArcMap that allows you to see where each photo was taken, along with the attribute table populated with the descriptions and correct report assignment.

Run the *Create Photopoints and Copy to I Drive* tool in ArcMap

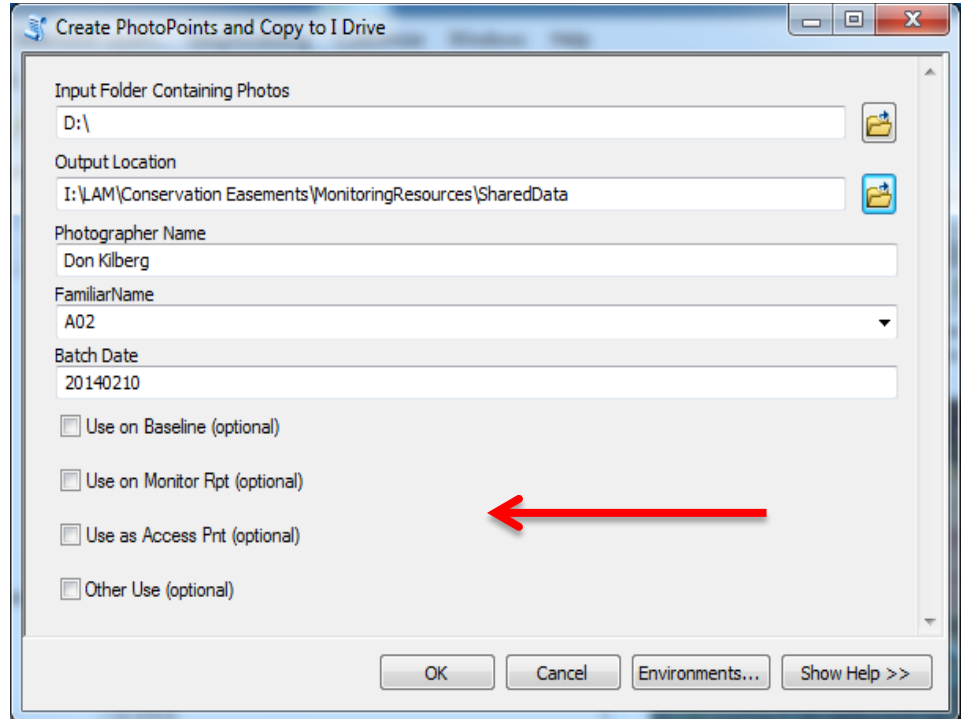
- Click on  in ArcMap to open your ArcToolbox., then click on

 Local CE Tools V10



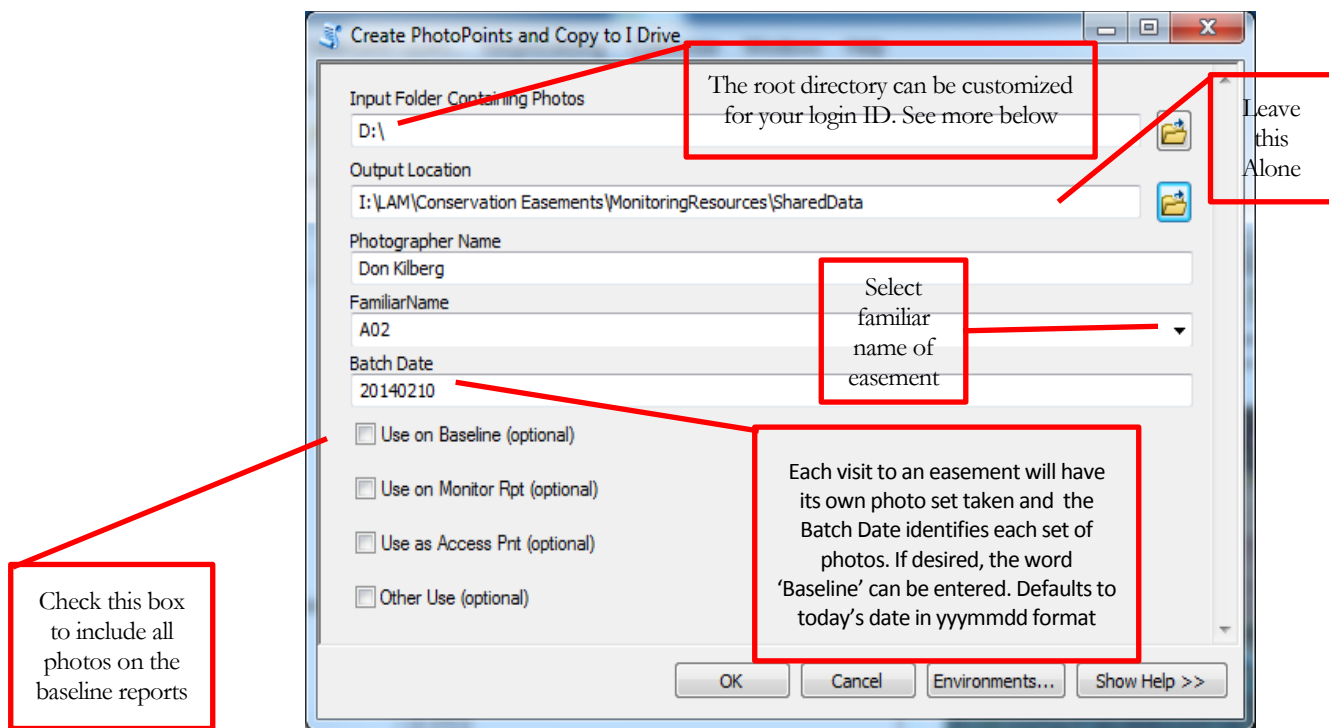
- Then **double click** on  **Create PhotoPoints and Copy to I Drive**

The Familiar Name field defaults to A02, the first in the list. Be sure to enter the correct familiar name.



Navigate to the correct easement photo folder in your D:\ drive that contains the photos for the easement you wish to upload.

Do Not change the Output Location



The photographer's name will default to your logon identification. This can be set up in the feature class to point to your name:

I:\LAM\Conservation Easements\MonitoringResources\SharedData\SharedFeatures.gdb\Monitors

This feature class also contains the default location for your Input Folder so you can navigate from that starting point

Select the familiar name of the easement from the drop-down list under FamiliarName. Then check which reports the photos correspond with. Press **OK** when done.

Working from remote locations

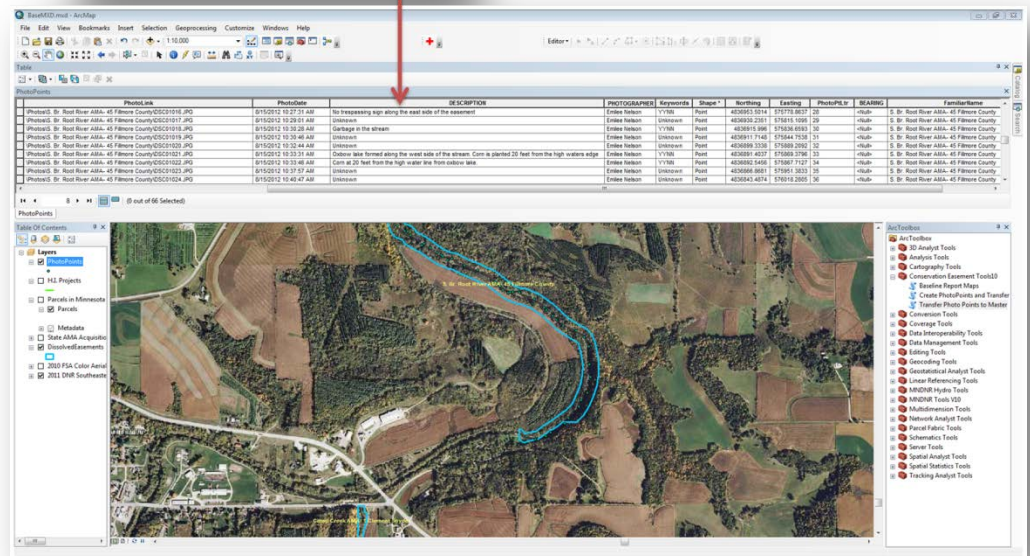
Depending on where you are located, the time to run this tool may vary. To upload photos from a remote location to the I:/ drive in St. Paul may take some time. Typically, the tool will take anywhere from five minutes to 45 minutes in a remote location, depending on the time of day. Early morning is typically the best time to upload photos to the I:\ drive from a remote location, as less people are accessing the folder at the central office.

Once the dialogue box says complete, check to make sure the photos are in the following I:\ drive folder:

« LAM » Conservation Easements » MonitoringResources » SharedData » Photos »

The files folders are in alphabetical order by familiar name. Each Familiar Name will have one or more sub-folders with the same name as the Batch Date entered above. Within the Batch date subfolder, the first entry should be a Photopoints.gdb which contains a feature class with all of the photopoints in the folder. Once the photo points have been transferred to the master file, you can add the data layer to ArcMap by navigating to the above location in the I:/ drive and selecting the PhotoPoints.gdb from the photo folder. This geodatabase will stay in the subfolder until the next nightly Transfer job runs (see below) to transfer its contents to the master Photo Point feature class. (It is deleted after a successful transfer.) You can edit this feature class to make any necessary changes to attribute data if you like prior to the nightly job. See Appendix for a flow chart with more detail.

Attribute table includes comments and photo location on the I:/ drive



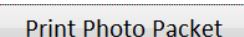
The attribute table includes the comments entered in Windows Explorer and assigns the photos to the correct tags.

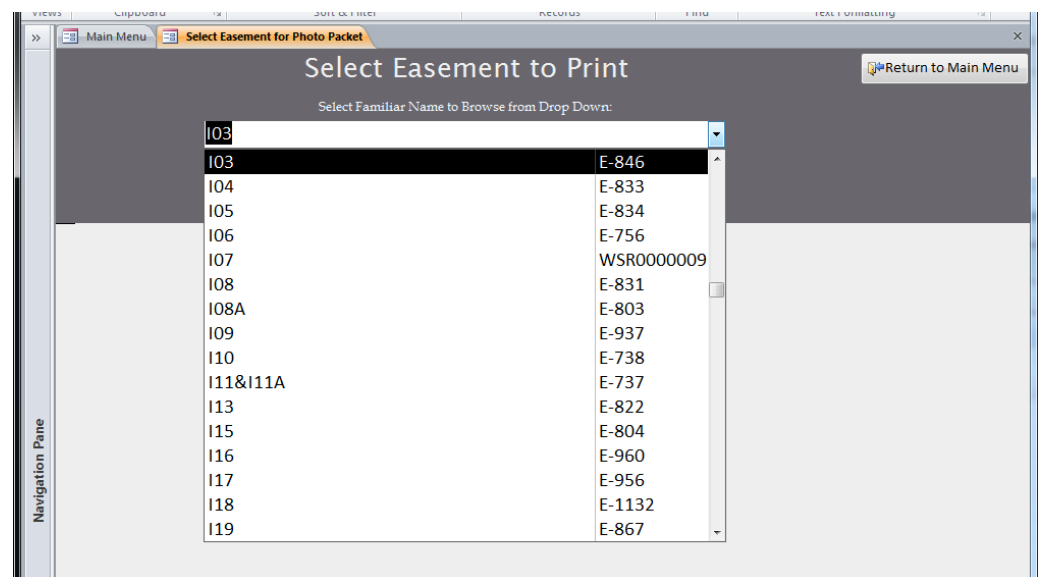
Transfer Photo Points to Master (Monday-Thursday Night)

After the photo points have been created in the local geodatabase in the Familiar Name folder in the I:/ drive, the next step is to transfer the photo points to the joint master photo point file. Once the photo points are here, all photo points that have been uploaded by all monitors from any type of easement (Native Prairie Bank, Trout Stream, Wild and Scenic River, etc.) will be visible on this ArcMap layer. Because this program can take a considerable amount of time to run from the field, a batch job is run each night (Mon through Thur) in St. Paul to transfer these new photos to the master. The next morning you should be able to see them in the master file and also be able to create a Photo Point Map for the easement (Map 8) with the Baseline Report Maps GIS tool.

Print Photo Packet using Access

Once the photopoints are added to the master photopoint file a photo packet can be printed using the Access application.

- If not already open, double click on the Access Application (from your desktop).
- Click on  the button



Select the easement you would like to print from the dropdown.


Then from the 'Select From Available Visits' dropdown, select the packet identifier you would like to print. This is the same that was entered in the 'Batch Date' field of the Create PhotoPoints and Copy to I drive tool earlier for this

easement. The number to the right of the packet identifier is the number of photographs in this batch, 10 for the baseline and 39 for ID 20131114:

The screenshot shows the 'Select Easement to Print' interface. At the top, there are tabs for 'Main Menu' and 'Select Easement for Photo Packet'. The main heading is 'Select Easement to Print'. Below it, a dropdown menu for 'Select Familiar Name to Browse from Drop Down:' has 'I08A' selected. Below that, another dropdown menu for 'Select From Available Visits' is open, showing two options: '20131114' with a count of 39, and 'Baseline' with a count of 10.


The following screen will display

The screenshot shows the 'Select Easement to Print' interface with the 'Baseline' visit selected. Below the visit selection, there is a section titled 'Please select types of photos to include in the packet for this easement'. It contains four checkboxes: 'Baseline Photos' (checked), 'Monitor Photos', 'Access Photos', and 'Other Photos'. Below these is a note: '(Only photos meeting all check marks will print)'. There is also a checkbox for 'Print Landscape Photo Clusters'. At the bottom, there is a button 'Browse to File and Print PDF Photo Packet', a 'Return to Main Menu' button, and an 'Exit Access' button. Two red callout boxes provide instructions: one points to the 'Baseline Photos' checkbox with the text 'Select the photo types you want included in the packet. Only photos which match the boxes checked will be printed.', and the other points to the 'Print Landscape Photo Clusters' checkbox with the text 'Check this box if you had taken multiple photos panorama style from a single spot and want only one point to print for that location'.

Click on the  button to select a location for your

packet to print. Add the file extension “.pdf” to the file name. This location defaults to a Temp drive location on your computer. The pdf packet will be displayed that you requested which can be resaved to the desired location in your file system.

I03 Baseline




I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno5\Baseline\IMG_0967.jpg

Photo 1 ---

Photo Date: 5/9/2012	
Latitude: 45.5552766	Northing: 5,044,717
Longitude: -93.4043883	Easting: 468,437
Direction: 135	Bearing: SE
Altitude: 0	

Description: PIN: 059-090011900

Property Use - garden plot




I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno1\Baseline\PHOTO_20120309_140035.jpg

Photo 2 ---

Photo Date: 5/9/2012	
Latitude: 45.5552531	Northing: 5,044,714
Longitude: -93.4039476	Easting: 468,472
Direction: 180	Bearing: S
Altitude: 0	

Description: PIN: 059-090011900

Vegetative or Landtype - field



I:\LAM\Conservation Easements\MonitoringResources\SharedData\Photos\Juno1\Baseline\PHOTO_20120309_140411.jpg

Photo 3 ---

Photo Date: 5/9/2012	
Latitude: 45.5552344	Northing: 5,044,712
Longitude: -93.4031709	Easting: 468,532
Direction: 225	Bearing: SW
Altitude: 0	

Description: PIN: 059-090011900

Vegetative or Landtype - field

Example of page 1 of a portrait version of the photo packet for easement I03



Manually Update Photo Points from Geodatabase

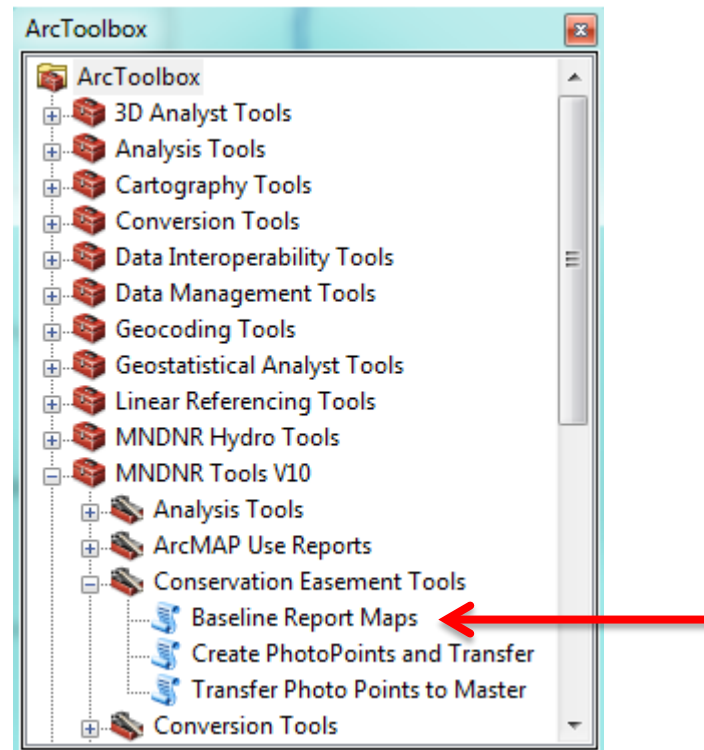
When the nightly run executes to transfer newly added photopoints to the master photopoints file, upon completion of the processing it copies the new master photopoint information from the ArcGIS files to the Access files where


they can be used in the above photo packets. Occasionally, you may need to manually ‘pull this data into Access from ArcGIS when instructed to do so from St. Paul staff. This function starts a Python script that tells ArcMap to push all the data it has into the Access database. **No other users can be in Access for this transfer to be successful.** That’s why it runs as part of the nightly job.

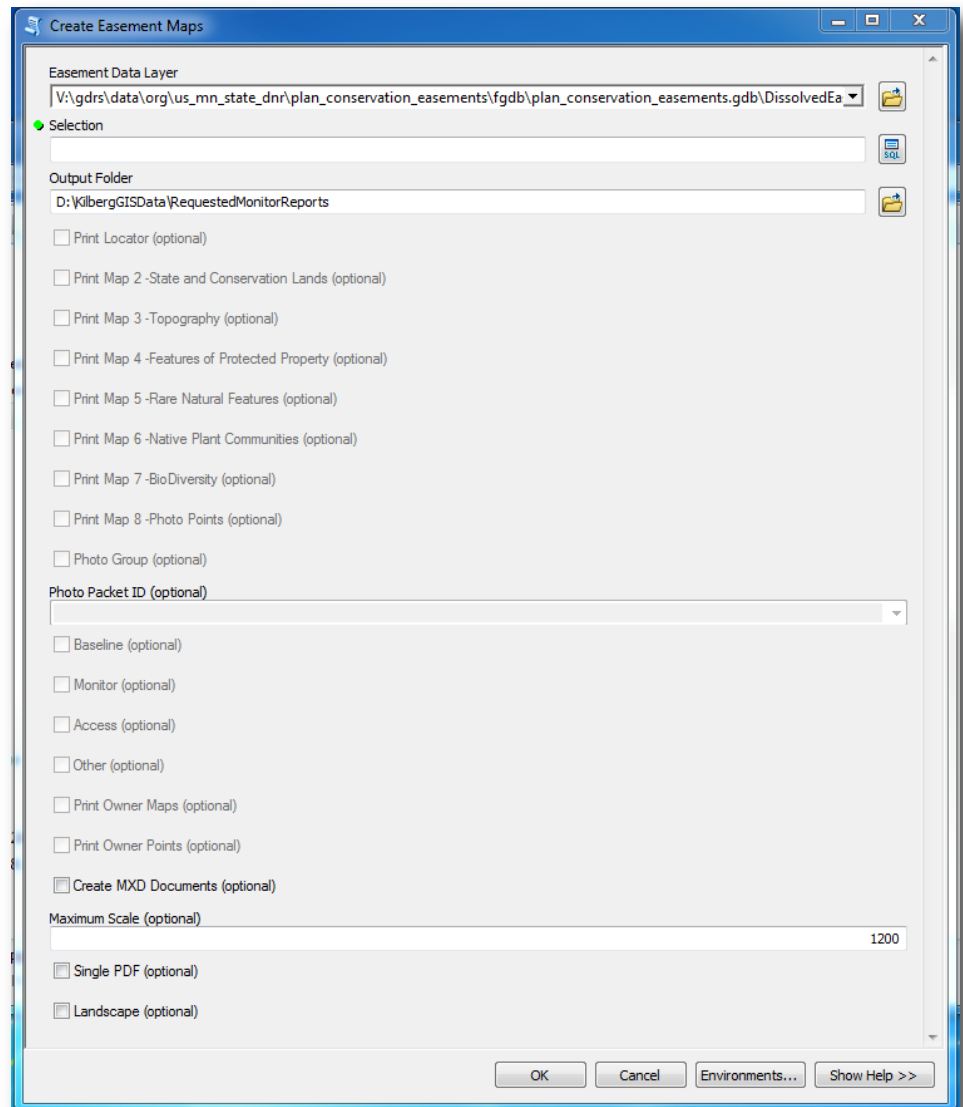
Create Additional Baseline Maps

Once the photopoints are created and transferred to the master it is time to create the final Baseline Maps. To do this:


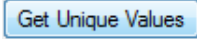
- Click on  in ArcMap to open your ArcToolbox., then click on  MNDNR Tools V10




- Then click  Baseline Report Maps




- The Easement Data Layer will default to the location of the conservation easement data in your local GDRS. This data is only as current as the latest time your GDRS has been updated. To print reports from the most current data (which will include photopoints you have recently added), browse to the current data at: I:\LAM\Conservation Easements\MonitoringResources\Geodatabases\CE_Shapes.gdb\DissolvedEasements. While this gives you the latest data, depending on your site's bandwidth to St. Paul, the reports may take 5 to 10 times longer to print!


- Under the  button, double click “Familiar Name”. Click “=”. Click  and select the easement familiar name for the desired maps. Click “OK.”
- Select Output Folder and navigate to the appropriate easement folder on your D:/ drive. Click “Add.”
- Check the boxes for which maps you would like to make. At this point not all of the maps are probably necessary so choose only the maps that you think would be helpful in the field. Map options are shown below:
 - Locator: Locator Map that gives the approximate relative location of property boundaries.
 - Map 2: Slightly larger scale of the locator map.
 - Map 3: Topography.
 - Map 4: Easement outline with aerial photo of the property.
 - Map 5: Rare and natural features of the easement area.
 - Map 6: Native plant communities.
 - Map 7: Biodiversity significance.
 - Map 8: Photo points of field photos once they are uploaded. If Map 8 is selected the following entries will be enabled:

Creating a MXD file for Map 4 will allow you to make edits to it later. This is a great way to add specific site characteristics such as fence lines, hay feeders, trails, roads, highline poles, etc.

 Photo Group will print only a single point when multiple photos were taken within 3 meters of each other. Usually this setting is used if the photo packet was created specifying Print Landscape Photo Clusters (If selected, you should also select landscape mode above)

 Photo Packet ID – this dropdown will show you the available photo packets which can be printed on the map as well as a choice to print All points on the map.

When choosing usage below, the choices are ‘OR’ logic and not ‘AND’ logic (you must select **at least one** of them):

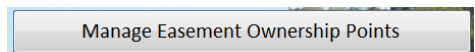
 Baseline – If checked, photos from the selected packet that have been coded Baseline=Y will print.

- ✚ Monitor – If checked, photos from the selected packet that have been coded Monitor=Y will print.
 - ✚ Access – If checked, photos from the selected packet that have been coded Access=Y will print.
 - ✚ Other – If checked, photos from the selected packet that have been coded Other=Y will print.
- Create Owner Maps: Creates names and addresses of landowners on the easement.
 - Print Owner Points is similar to the Ownership maps overview, but prints that OwnerPoint ID so it easily can be used to assist in ignoring points in the Access application.
 - Create MXD Documents will leave a copy of the MXD that was used to create each map selected. If desired, you can go into these in ArcMAP, make modifications and export the map to a PDF
 - Maximum Scale can generally be kept at its default setting of 1200. This limits the zoom in feature so base map photos will not get to blurry
 - Single PDF will place all maps into a single PDF file
 - Landscape prints a landscape version of all maps selected
- Click “OK.”

Enter Collected Field Data into the Database.

Once the photopoints have been created and the baseline maps made, the field notes recorded on the Monitor worksheets should be entered into the Access database.

Once in the Access Database click on



In the Manage Easement Ownership Points screen, select the desired easement from the drop down list. To enter or revise data entered for a visit, double click in the Point ID field of the row that contains the desired ownership point with the appropriate Visit By date. Note, you must have requested a visit on that point before entering data. If you attempt to update a row without a Visit By date, you will get an error indicating ‘this event has not yet been requested’. This

first time you enter data for the easement, a message will tell you that the record was inserted and is ready for data input. Subsequent times will tell you that the record was found and ready for updating. You can keep adding data until you manually close the record for data entry in a future step.

The manage Easement Ownership Points screen is a general dashboard for all activities on the easement points and can be somewhat confusing. If the easement has never been visited, the screen will show a row for each PointID in the easement with all rows showing a blank VisitBy date. As you request a visit, the visit by date will fill in with the appropriate date. At this time you can specify if this visit is going to a baseline visit by placing a Y in the BsLn column for this row. If you want to request a subsequent visit at some point in the future, you select the row, enter another Visit By Date and click on the request Monitor event for Row Selected in Table.. A new row will appear and you will see the easement shows multiple visits for a given Point ID. The newest visits will be sorted towards the top of the table.

When the easement screens open up for this visit you will see information such as:

Conservation Easement Baseline and Monitor Report

Monitor Visit Date: 6/21/2012

Return to Menu

GENERAL INFORMATION

Easement Type: WILD AND SCENIC RIVER

Familiar Name: P06

Project Name: KETTLE RIVER

Acquisition Number: Null

DNR Document No: E-638

City Document No: 254802

County: Pine

Date: 5/22/1978

BAC: Y

Access: 67.7

MONITOR INFORMATION

Monitor 1: Dagolner

Name: Dan Golner

Title: Conservation Easement Field Staff

Phone: 6512595599

eMail: daniel.golner@state.mn.us

Address: 500 Lafayette Rd

City: St. Paul

ST: MN

Zip: 55155

Monitor 2:

Name:

Title:

Phone:

eMail:

Address:

City:

ST:

Zip:

Landowner Segment P06.004

General Easement Questions | City/Parcel | DNR Parcel Info | Landowner 7s | Terms, Conditions, Rights | Monitor Observations/Summary | Attachments/Signatures

Easement Level Information

Baseline Report: ☐ Yes ☒ No Gen Date:

First Monitor Visit:

Prev Monitor Visit:

Monitor Interval: 0 (Months)

Parcel No:

Has the property been surveyed? ☐ Yes ☒ No

Management or other plan in place? ☐ Yes ☒ No

Easement boundaries marked by signs? ☐ Yes ☒ No

All easement land to be monitored? ☒ Yes ☐ No

Information on Initiation of Monitor Visit

Has Landowner/Representative been contacted? ☒ Yes ☐ No

Did representative accompany Monitor on site visit? ☒ Yes ☐ No

Directions to Property:

Hwy 48 east of Hinckley to Wildlife Rd south (gravel road). Entrance is a gated road on the west side of Wildlife Rd across from the intersection of Wildlife Rd and Township Crossing Rd. Owners have the combination for the lock and have given us that combination. This is the same access to get to parcels in P07

Location of Access:

Access Type: ☐ Legal ☒ Informal

Baseline Property Conditions

1. No topographic changes or alteration of the natural landscape within or upon said "Scenic Area" by excavation, drainage, filling, dumping, or any other means without written authorization from the Commissioner of Natural Resources.

Easement Term:

Current Condition:

Road on east side of easement

Supporting Photo Number(s):

Record: 1 of 8

Filtered Search

Form View

Num Lock

*Toggle through the
easement terms on
the Baseline
Property
Conditions section*

The tabs in the red highlighted area above generally contain the same information that was printed on your worksheet. The Tabs under the salmon colored bar are unique to this ownership point. The General Easement Questions tab will be the same for all ownership segments along the easement. Changing it while in one ownership segment will reflect the same changes in other segments when you bring them up.

Fill out the questions in the report from the information that you gathered in the field. Toggle through the Baseline Property Conditions on this General Easement Questions tab to give a general description of the current conditions for each easement term of the **ENTIRE** easement, regardless of individual parcel IDs. This information will be reflected on the baseline report. Be sure to enter in the appropriate Monitor Interval as specified in your division guideline document as this will automatically schedule the next visit to this easement segment. The guidelines document will also give you specific directions on what other entries are required in the General Easement Questions tab.

*Landowner
Segment color
coded Area*

The CtyParcel tab includes the current DNR data for contacting the landowner on this parcel. The parcel ID is located in the PID box at the top of the screen. All tabs under the Landowner Segment color coded area are related only the **INDIVIDUAL** parcel.

The DNR Parcel Info tab allows you to edit any contact information for the landowner on this particular parcel. Oftentimes, the addresses have changed and need to be updated. If the landowner contacts you by phone or email, enter the contact information in the correct box. **Be careful when thinking of entering a cell phone number as the landowners often times do not want this information shared.** If this is the case, make a note to “see SNA (or other) staff”. This tab is tricky to use and has its own section later in the manual. Refer to its operation there.

The LandOwner ?s tab allows you to enter in the responses of the landowner to the questions that were on the monitoring report. Not all divisions or programs use this tab; refer to your division guidelines for more information

The Terms, Conditions, Rights tab is where you document any easement concerns noted on the visit. Select the easement term that the concern applies to, and enter a description of the concern along with corresponding photo numbers from the photo packet you previously created for this visit date for this easement. (see Print Photo Packet using Access)

In order for the report to be approved, you must first lock the entries


The Monitor Observations/Summary tab is specific to the individual parcel you are documenting.

The Attachments/Signatures tab is the final step in completing your data entry. Click the **“Click here to lock entries and submit for approval”** button to automatically have your signature and the date printed on the report. The value you entered in the manage easement ownership points for the BsLn column will also be printed on this page right after the “Use this visit to create historical Baseline Property Report (Y/N)”. If you forget to set this field in that screen, you can change your entry here.

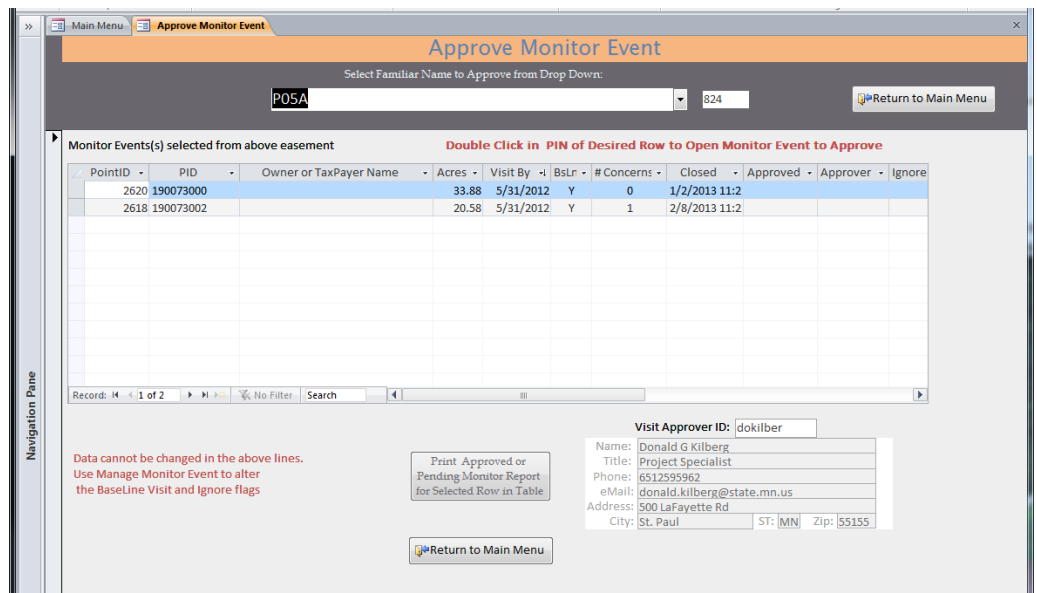
The form is complete and you can either close it or click the Return to Menu button.

Print an Entered (but unapproved) Monitor Report


Now that all of your gathered information is in the database you can go through the final steps of creating and printing the monitor report. Some division guideline documents will require additional information to be collated manually with this monitor form to create the baseline which is manually approved off system. For this purpose, you can print an unapproved version of the report. Other divisions may specify that the computer can generate the entire report. For those divisions, you would continue by having the report approved within the system so the computer can automatically generate the baseline report. This report is attached to the map set and photopackets and saved to a pdf version of everything so it can be incorporated into the easement baseline template to create the **FINISHED** Baseline product.

To print the monitor visit in its unapproved status, go the main menu and click on  the button.

The Approve Monitor Event screen will display.



PointID	PID	Owner or TaxPayer Name	Acres	Visit By	BSLn	#Concerns	Closed	Approved	Approver	Ignore
2620	190073000		33.88	5/31/2012	Y	0	1/2/2013 11:2			
2618	190073002		20.58	5/31/2012	Y	1	2/8/2013 11:2			

This form is similar to the manage ownership Point screen, but only those points which have closed monitor events will appear on it. In addition, the number of concerns the monitor had during the visit to this parcel and the approval status show for the monitor event. If you do not have approver status, you can do two actions at this point: 1) view the event by double clicking in the PID column of the row you desire or 2) print a pending monitor report by selecting the row and clicking on the  button. The resulting report can be printed or saved to a PDF file.

Print/Save Photo Packet

Print/Save Baseline Report

In the database, click on **Print Monitor Report**

Navigate to the site and visit you wish to print and click on **Print This Visit**

Incorporate Database Information into the NPB Baseline Template

Once all of the database information has been extracted, use the NPB Baseline Property Report Template to complete the baseline.

Approvals

Monitor Visits and Baselines Reports each have approval processes specified in your division guideline documents

The approval process differs not only among easement types but also will change depending on whether the visit being approved is to create a retroactive baseline document, a new baseline or a scheduled monitoring visit to an easement which already has a baseline. Be sure to refer to your appropriate guideline document for additional direction.

For clarity of information many approvers choose to have monitors present during the approval process, along with the visit photo packets and baseline reports, if available

Approve a Monitor Event

The Monitor Visit or Event approval function is used by the supervisor or other person designated in the appropriate division guideline document to review Monitor's findings, assess the severity of concerns noted during the visit and decide the subsequent actions to take with landowners who have concerns on their property. To approve a monitor event, go the main menu and click

Approve Monitor Event

The Approve Monitor Event screen will display. Select the easement from the drop down window. The only easement visits that are able to be viewed are the ones the monitor has closed using the Attachments/Signatures tab. If the "Submit for Approval" button has not been clicked by the monitor, the easement will not appear in the drop-down menu in subsequent steps. The number of monitor events which need to be approved for this easement also show in the drop down.

This form is similar to the manage ownership Point screen, but shows additional information like if the visit has been closed (entered) by the monitor. In addition, the number of concerns the monitor had during the visit to this parcel and the

approval status show for the visits. You can view and approve the closed events by double clicking in the PointID or PID column of the row you

desire. The screen on the left will appear.

This means the easement has been marked as closed and you will be looking at read only screens. There are some fields you have access to but if other data needs to be changed the monitor will have to reopen the visit, make the requested changes and close it before you can approve it.

Click **OK** to proceed

You will see the same data entry screen that the monitor used to fill in the information. Take note of the Photo Packet that was loaded for this monitor event in the area highlighted below. Most approvers will bring this photo packet pdf up on a second monitor screen for reference since many observations the monitor had will be tied to a given photo number.

The sections that are read only will be grayed out and you will notice there is a new Approval tab at the far right of the tab bars, circled in the sample below:

The screenshot displays the 'Conservation Easement Baseline and Monitor Report' application. The 'General Easement Information' tab is active, showing fields for Easement Type (PRAIRIE BANK), Project Name (BERNER), Acquisition Number (110460), DNR Document No (NP80000194), City Document No (333C8830), County (Blue Earth), Acres (13.3), Date (6/13/1990), and Monitor Information (Name: Carrie Graf, Title: Prairie Easement Field Staff, Phone: 507-835-1234, Address: 1241 East Bridge Street, City: Redwood Falls, ST: MN, Zip: 56238). A 'Photo Packet' dropdown menu is highlighted with a red box. Below the main form, there are tabs for 'General Easement Questions', 'Landowner Segment', 'Terms, Conditions, Rights', 'Monitor Observations/Summary', 'Attachments/Signatures', and 'Approval'. The 'Approval' tab is circled in red. The 'Baseline Property Conditions' section is also visible, showing a list of conditions and a 'Supporting Photo Number(s)' field.

Many of the fields on the General Easement Tab can be changed during approval.

Most of your time will be spent in the Approval tab. The sample screen below shows that tab contents for an event approved by a Native Prairie bank approver

The screenshot shows the 'Baseline and Monitor Form' interface. It is divided into several sections, with three key areas highlighted by blue circles and labeled with large blue text:

- Monitor's Concern(s):** This section is on the left, containing fields for 'Visit' (1434), 'Easement' (1059), 'City' (Duluth), 'PID' (075-25-5311-23850), and 'Visit Date' (12/31/2013). It includes a 'Term/Condition' field and a 'Severity Code' dropdown with options: Technical, Minor, Moderate, Major, and Not a violation.
- Your Overall Assessment of Visit:** This section is on the right, titled 'OVERALL COMPLIANCE ASSESSMENT'. It contains a question: 'Based on your knowledge of the easement and your observations from monitoring are the terms of the easement being met?' with radio button options: 'Easement is compliant', 'Easement is not compliant', 'Easement is accepted as compliant with easement', 'Landowner to be notified of non-compliance', and 'Pending - Issues still need to be resolved'. It also has a 'Date of Monitor Visit' field (9/12/2013) and buttons for 'Create Landscape Packet by Photo Clusters' and 'View Photo Packet'.
- Recommended Next Steps:** This section is at the bottom left, titled 'Required Next Actions(s) - check all that apply'. It includes checkboxes for: 'Send standard follow-up letter/routine monitoring at next regularly scheduled visit', 'Contact Landowner requesting issue resolution', 'Conduct followup site visit', 'Contact appropriate division supervisor(s) for review/resolution', 'Prepare corrective action plan', 'Other- Combine with letter to the same landowner', and 'No further action required'.

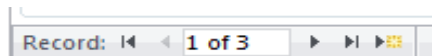
At the bottom of the form, there is an 'Approver's' section with fields for 'Approver's ID' (anvarian), 'Date' (4/17/2014 2:47:40 PM), 'Name' (Anna Varian), 'Title' (Asst Area Fisheries Supervisor), 'Phone' (2185250853), 'eMail' (Anna.Varian@state.mn.us), 'Address' (5351 North Shore Dr), 'City' (Duluth), 'ST' (MN), and 'Zip' (55804). There are also buttons for 'Click to Approve this Visit' and 'Send eMail to Approver'.

The screen is broken into several sections as indicated above.

Assessing Concerns Noted by Monitor

If there are no concerns showing in the section, the monitor did not observe any conditions that caused concern and you can proceed to the next sub-section, Overall Compliance Assessment.

Note that in the lower left portion of this section you will see an area that looks like this:



There will be a separate record showing for each concern that the monitor had listed. In this example, the screen is currently displaying the first of 3 concerns. **You must tab through all of the records** using the controls and assess each one before the system will let you approve the visit. Let's look at a closeup of concern #1

Concerns Noted by Monitor

Visit: Easement: Cty: PID: Visit Date:

Term/Condition:	Monitor's Concern:
2. J. No use of the area by motorized vehicles except as authorized in writing by the Commissioner of Natural Resources.	Gravel road cuts through protected property, was in place at time of acquisition (photos A1, B2-5)

Assessment of Concern

Severity Code:	Comments:
<input checked="" type="radio"/> Technical- There is no tangible physical impact <input type="radio"/> Minor- Concern has transitory (limited duration or extent) or minor impact not central to the conservation purposes of the easement <input type="radio"/> Moderate- Concern has moderate physical impact and is central to the conservation purposes of the easement <input type="radio"/> Major- Concern has serious and often long term (long duration or wide extent) impact on the conservation purposes of the easement <input type="radio"/> Not a violation of terms and conditions	Gravel road was onsite prior to easement closing therefore road is allowed to be present and maintained however dimensions and structural materials cannot be altered with written permission from the Commissioner.

Record: 14 1 of 3 No Filter Search

*Division
Guideline
documents have
extensive
sections to help
you objectively
assess a concern,
determine
overall
compliance and
an appropriate
next action*

The upper portion of this window [Concerns Noted by Monitor] will display the full text of the Term/Condition from the easement document along with exact information that the monitored entered in their comments on the 'Terms, Conditions, Rights' tab for this concern. In the lower portion [Assessment of Concern] the approver

- 1) must choose a single severity code for the concern and
- 2) may enter in a supporting comment

Click through all of the records until you have assessed all concerns.

Overall Compliance Assessment

The Overall Compliance is assessed for the entire visit and is **not done for each term** or condition noted by the monitor. The second choice listed should be used only when this monitor event is being used to establish conditions for a retroactive baseline report. In that case, checking this box means we are accepting any listed terms and conditions concerns as being grandfathered into the easement as if it were the time of acquisition and will be incorporated as a baseline condition.

Required Next Action(s)

This section is done only once per visit (not for each monitor concern) and multiple sections may be chosen. You may want to support the next action with further notes or comments in the Notes or Summary of Next Action Items or Enforcement text box. If any term was assessed as being of major severity, the

'Refer to Enforcement Panel' check box will automatically be clicked for you. You may also check this manually if desired. If checked, this monitor visit will be put on the agenda at the next monthly Conservation Easement Stewardship Enforcement Panel for review and recommendations.

Next Visit Date

The next visit date will be calculated to be the date of this monitoring visit plus however many months are listed in the Monitor Interval for this easement (this is displayed on the General Easement Questions tab under Easement Level Information). This recommended next visit date can be overridden by the approver if desired.

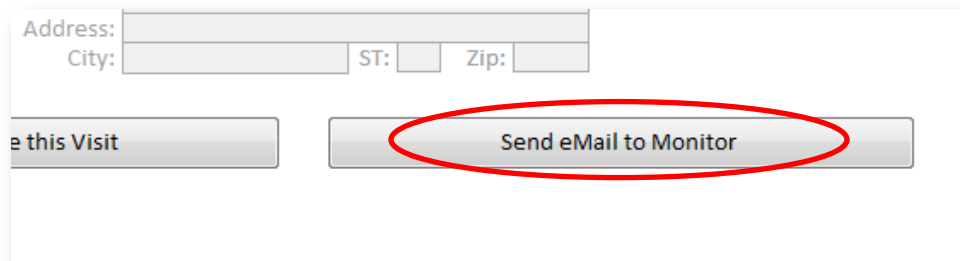
Reviewing a Photo Packet

If you want to review the photos that were taken for this easement, you can create a photo packet right from the lower portion of the Approval tab screen. If you would like to print a photo packet that is landscape in orientation and shows photo clusters, click the 'Create Landscape Packet by Photo Clusters' check box. Then click the View Photo Packet button. You will be asked for a location to print the packet and the pdf will be generated.

Note: It will print the photo packet ID that is specified at the top of the screen

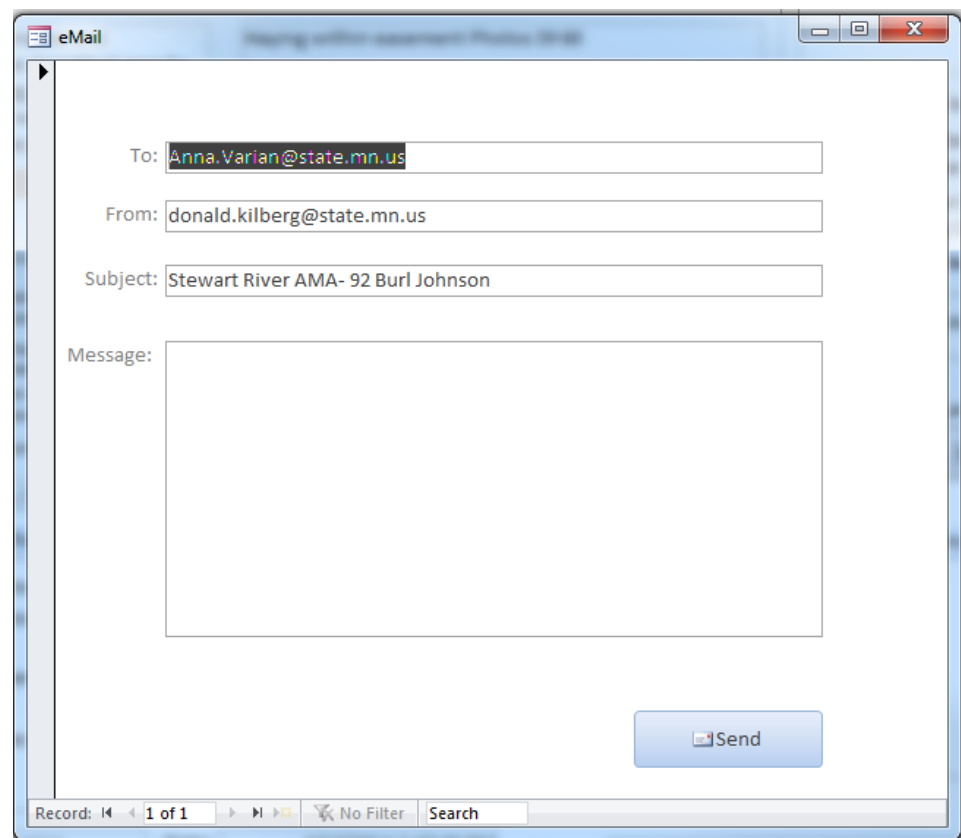
If you decide you don't want to approve the visit

For whatever reason you may decide you do not want to approve the visit as it currently stands. If this occurs, simply close the form and go on to the next visit to be reviewed. You may send a quick email to the monitor who entered the visit information by clicking on the button located at the bottom of the Approver tab.



Address:
City: ST: Zip:

An email pop up window will be displayed with the To filled in with the email address of the Monitor who entered the easement information as well as the familiar name of the easement. You can type a message to the monitor and click Send



eMail

To:

From:

Subject:

Message:

Record: 1 of 1 | No Filter | Search

Confirmation will display and the window will close.

Approve the visit

When all entries are complete, you can approve the visit by clicking on

At the bottom of the Approval tab screen. Your name, signature and date should appear in the appropriate areas. If the form had been approved earlier, your signature and comments will supersede that approval.

Approve a Baseline Report

A retroactive baseline report needs to be generated for an easement if no report is available. Baselines that are part of the acquisition process for new easements are automatically approved along with the easement itself utilizing the delegated authority of the commissioner imparted to Lands and Minerals senior managers. Retroactive baselines are generally approved by the appropriate division staff as specified in the guidelines documents. These positions require delegated authority as a separate step.

A baseline report can be created manually by staff incorporating various outputs of the system like maps and photo packets or it can be generated by the computer system once all ownership segments along an easement have been visited, assessed and approved. The baseline then merges all of the comments from all owner segment visits into a single document which can be joined to maps and photo packet PDFs to form the final baseline.

To approve a baseline property report, go into the main menu and select:

Approve Baseline Report

The Familiar Name drop down will by default include all easements ready for final approval in all regions. If you would like to limit the easement drop down to a single region, select it from the Region drop down above. In the drop down, the Familiar Name is listed along with the number of Owner points and the

DNR Document Number. Select an easement familiar name from the drop down list. In our sample we select Berner NPB. This screen shows that both PointID 1211, and 1212 have been closed, approved and received final approval. Both visits were baseline visits. Notice that point 1212 (the blue highlighted line) also has a new, normally scheduled monitor visit that has been scheduled to occur before 1/31/2013 that has not been entered yet –it is correctly not coded as a baseline visit.

Reviewing a Photo Packet

If you want to review the photos that were taken for this easement, you can create a photo packet right from the lower portion of the Approval tab screen. If you would like to print a photo packet that is landscape in orientation and shows photo clusters, click the 'Create Landscape Packet by Photo Clusters' check box. Then click the View Photo Packet button. You will be asked for a location to print the packet and the pdf will be generated.

Note: It will print the photo packet ID that is specified at the top of the screen

If these visits did not yet have final approval, the approver with delegated approval can simply approve all visits by clicking on the following button:

Any visit that was coded with BsLn= Y and has an Approved date listed will be coded as having received final approval. If all visits that are coded BsLn=Y have been approved in final form, then the system also updates the baseline information at the bottom of the window indicating that the baseline itself was approved:

Baseline Created: <input type="text"/>		Final Name: <input type="text"/> Title: <input type="text"/> Phone: <input type="text"/> eMail: <input type="text"/> Address: <input type="text"/> City: <input type="text"/>
Baseline PDF Path: <input type="text"/>		
Baseline Approved: <input type="text"/>	Baseline Approver ID: <input type="text"/>	

The approved baseline can now be printed and saved in a PDF version in the next step. Once it has been joined to the map and photo packet PDFs into a single document, staff can return to this screen and update the Baseline Created and Path fields to record where the document has been saved.

If you decide you don't want to approve the visit

For whatever reason you may decide you do not want to approve the easement as it currently stands. If this occurs, simply close the form and go on to the next visit to be reviewed. Prior to closing the form, you may send a quick email to the Approver who reviewed the visit information by clicking on the button located at the bottom of the approver tab.

City: <input type="text" value="Duluth"/>	ST: <input type="text" value="MN"/>	Zip: <input type="text" value="55804"/>
<input type="button" value="Approve this Visit"/> <input type="button" value="Send eMail to Approver"/>		

An email pop up window will be displayed with the 'To' filled in with the email address of the Approver as well as the familiar name of the easement. You can type a message to the Approver and click Send

eMail

To: Anna.Varian@state.mn.us

From: donald.kilberg@state.mn.us

Subject: Stewart River AMA- 92 Burl Johnson

Message:

Send

Record: 1 of 1 No Filter Search

Confirmation will display and the window will close.

Print an Approved Baseline Report

To print the approved baseline report, go to the main Access menu and click on:

Print Baseline Report

In the Select Easement for Baseline Report Generation, select the subject easement from the Familiar Name drop down. Our example will again be Berner NPB:

Select Easement for Baseline Report Generation

Select Familiar Name to Browse from Drop Down:

Berner NPB 78 58

Return to Main Menu

Monitor Events for this Easement

Double Click in PIN of a Row to Open Monitor Event

PointID	PID	Owner or TaxPayer Name	Acres	Visit By	BsLn	# Concerns	Closed	Appro
1212 013-R481314200003			9.47	1/31/2013		0		
1212 013-R481314200003			9.47	12/30/2012	Y	3	7/9/2013 3:20	7/
1211 013-R481313100007			3.33	12/30/2012	Y	1	9/11/2013 4:0	7/

Record: 1 of 3 No Filter Search

Create Baseline Report from Approved Baseline Visits Above

Click on

Create Baseline Report from Approved Baseline Visits Above

A diagnostic will be run to determine if all data has been found:

Record: 1 of 3 No Filter Search

Create Baseline Report from Approved Baseline Visits Above

Checking to see if all data is here to print a baseline report

- ☒ Initial Conditions of Easement Entered
- ☒ Monitor Concerns Assessed 1 Concern(s) Found
- ☒ Baseline Visit Flagged 2 Baseline Visit(s) Found
- ☒ All Parcels Visited
- ☒ Updated Generation Date in Easement Info

Success! Ready to print the Baseline Report

Data cannot be changed in the table above.
Use Manage Monitor Event to alter the Baseline Visit and Ignore flags

Print Baseline Report PDF

Return to Main Menu

Exit Access

Click on



to generate the baseline below:

Baseline Property Report

NPB0000194
PRAIRIE BANK

Today's Date: 2/12/2014
County: BLUE EARTH
Original Grantor: BERNER, ALFRED ET UX

Acquisition Nbr: 110460 Project Name: BERNER 84C: Y Monitor Interval (Months):
Acquisition Date: 6/13/1990 Easement Acreage: 13.3 Donated: 0 Purchased: 13.3 Parcel Nbr: 01
Cty Doc No: 313CR830 Easement Value: \$5,501.00 Value Determined By: Formula Amount Paid: \$5,501.00
County: Blue Earth Law Authorize Acq: MS 84.96
Funding Source: 314000 Law Approp Funding: Bonding

Directions to Property: ~10 miles South of Mankato Min 66 south for 6 miles, left onto 185th St, first right onto 561st Ln N. Stay right before the residence, gravel road continues through protected property.

Location of Access: Gravel road enters protected property at northern most point.

Other Easement Information:
Marked by Signs: ☒ Yes ☐ No
Monitor All Land? ☒ Yes ☐ No
Property Surveyed? ☐ Yes ☒ No
Management Plan? ☒ Yes ☐ No

Access Type: ☐ Legal ☒ Informal

Parcels Included in Easement

County	Parcel ID	Twn	Range	Sect	Frty	Glnt
7 BLUE EARTH	013-R481314200003	107 N	27 W	14	14 SENE	0
7 BLUE EARTH	013-R481313100007	107 N	27 W	13	23 SWNW	0

2 Properties

DNR Monitor ID: jcggraf

Name: Carrie Graf
Title: Prairie Easement Field Staff
Phone:
eMail: Carrie.Graf@state.mn.us
Address: 1241 East Bridge Street
City: Redwood Falls ST: MN Zip: 56238

Date of Baseline Visit: 12/30/2012
Date Entered: 9/11/2013 4:06:14 PM
Monitor Signature: *Carrie*

Notice how this report can either be printed or saved to a PDF to be incorporated with the map set and photopackets.

Save an Approved Baseline Report

Saving the finalized baseline report is a multi-step process:

- Refer to your division guidelines and determine which components need to be assembled for the baseline report. When creating a retroactive baseline, **typically** these are:
 - A PDF of the approved baseline report
 - A PDF of each approved monitoring report that went into the baseline.
 - A PDF of the Baseline Map set (at a minimum, this is Map 4, Map 8 and the Ownership summary as specified in the guideline document)
 - A PDF of the photo packet(s) that were taken during the monitoring visits to collect baseline information.
 - Using Adobe Acrobat Pro, assemble these into a single baseline report PDF document
- attach the final baseline report pdf to the easement acquisition transaction in the Land Records System.

- record that the easement baseline has been completed in the access system using the Maintain Easement Level Information menu choice'

You will need to have been given Land records system privileges to perform the first step.

Attach Baseline Report PDF to Land Records Acquisition Transaction

Double Click on the shortcut to run the Aumentum registry



The following login screen will appear

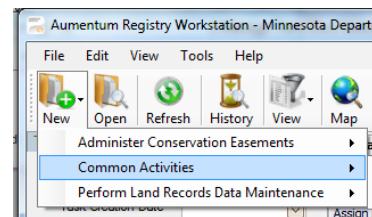
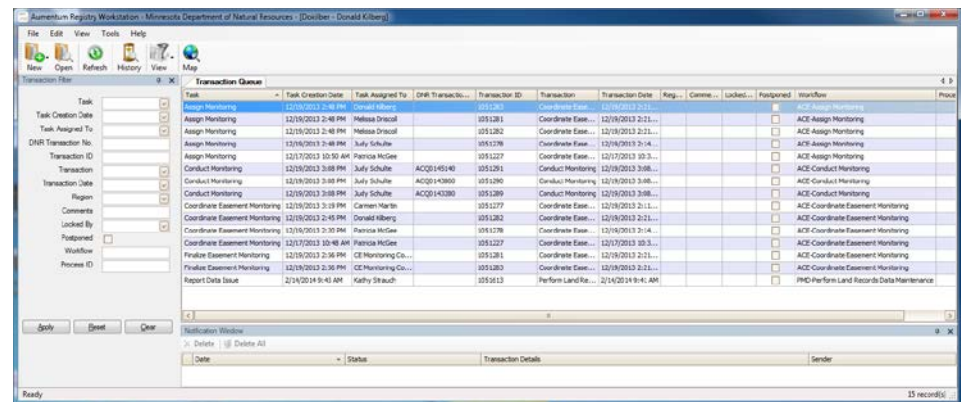
A screenshot of a Windows-style login window titled 'Aumentum Registry Login'. The window has a light blue header bar. Below the header, the text 'AUMENTUM REGISTRY WORKSTATION' is displayed in a large, bold, sans-serif font. To the right of this text is the Thomson Reuters logo, which consists of an orange circular icon and the text 'THOMSON REUTERS'. Below this, a dark green horizontal bar contains the text 'DNR Land Records System' in white. The main area of the window is light gray and contains three input fields: 'Server:' with a dropdown menu showing 'landrecords', 'User Name:' with a text box containing 'YourLogonID', and 'Password:' with an empty text box. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

Verify that you are using the 'landrecords' server (production)

Type your DNR login ID for User name.

Enter your usual Password and Click OK

You will be presented with your landrecords transaction queue screen:



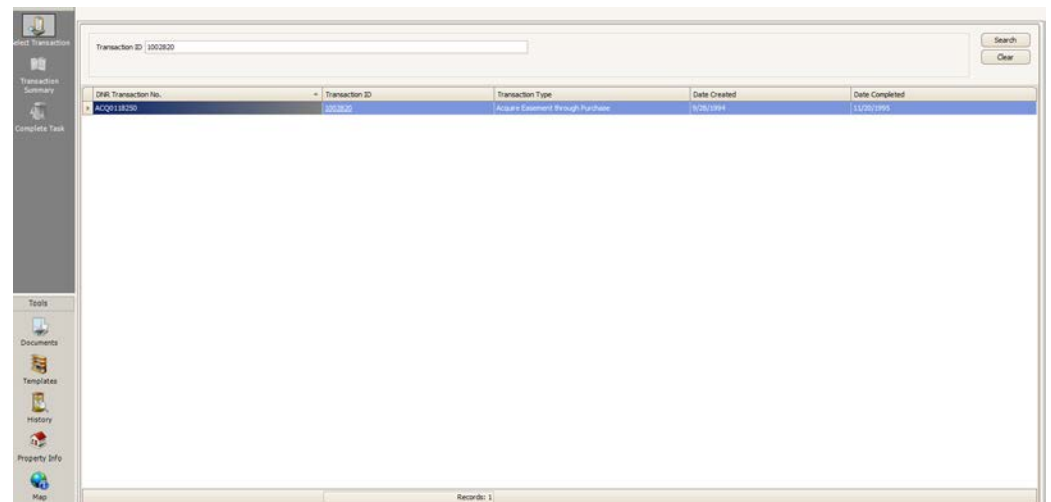
From the 'New+' drop down, choose

'Manage Transaction Documents' from the 'Common Activities' flyout menu

Enter into the Transaction ID field, the GRM transaction ID of the original transaction that was used to acquire this conservation easement interest.

Click

In the example below we searched on ID 1002820



Transaction ID: 1002020

Search
Clear

DMR Transaction No.	Transaction ID	Transaction Type	Date Created	Date Completed
NC01181259	1002020	Assign Statement through Purchase	3/26/1998	11/26/1998

Records: 1

Perform Land Records Data Maintenance # 10515668: None

New

Request Information

Complete Task

Tools

Documents

Templates

History

Property Info

Help

Enter Request Details

Request details

Transaction ID: 10515668 Date Created: 3/2/2014

Issue Remark Type: Issue

Issue Remark Subtype: Easement

Related DMR Transaction No. Description Link to Transaction ID

Resolution

Resolution Details

Comments (0) Documents (0)

ADL View/Edit Remove

Comments	Date/Time	User	Task	Type
----------	-----------	------	------	------

Suspend Download Next Cancel

Chilalfi Add Comment | Chilalfi's Document Comment | Chilalfi's View/Edit Comment |

Maintain Easement Level Information

Information stored about a conservation easement falls into two general categories; 1) information that is unique to each landowner segment along the easement, such as owner PID numbers, beginning and ending UTM coordinates and any easement violations and concerns and 2) information that pertains to the entire easement regardless of how many owners it may now have. This menu choice allows you to maintain the information that pertains to the entire easement.

From the main menu screen, click on the

Maintain Easement Level Information

The easement information screen will appear

Easement Information	Search For:	<input type="text"/>	Easement ID
	FamiliarName:	Anoka A	1
	DNRDocNo:	Null	
	AcquisitionNo:	Null	

From the 'Search For' drop down select the Familiar Name of the easement you wish to maintain: In the example below we pick Carson-5 Prairie Bank

Easement Information		Search For:	Easement ID
FamiliarName:	Carson-5 Prairie Bank		142
DNRDocNo:	NPB0000209		
AcquisitionNo:	129590		

Easement Level Info	Issues_BaselineStatus
Project Name: Carson 5 Native Prairie Bank	Monitoring Coordinator: Rocollet
Administered By: Eco Waters	Resource Manager: Juschult
Grantor:	Area Office:
Easement Value: \$34,213.91	Parcel No: 01
Total Acres: 40.5	First Monitor Visit: 10/10/2012
Value Determined By: Formula	Prev Monitor Visit:
Acres Donated: 0	Assoc Easements:
Amount Paid: \$34,213.91	
Acres Purchased: 40.5	
Law Authorizing Acquisition: MS 84.96	
Law Appropriating Funding: General (110)	
Funding Source: 110, 604, E77D, 1, 77	
Monitoring Funded By ENRTF <input type="checkbox"/>	
Baseline Report: <input type="text" value="Y"/>	Directions To Property:
Marked by Signs? <input checked="" type="radio"/> Yes <input type="radio"/> No	~12 miles northeast of Windom MN, 40 miles south of Redwood Falls Mn
Monitor All Land? <input checked="" type="radio"/> Yes <input type="radio"/> No	From Windom take Hwy 71 North ~8 miles. Turn right onto 340th St/Co Rd 50. Turn left onto 340th St/Co Rd 3. Take the first left onto 500th Ave. Property will be on the right (east). Park along road.
Property Surveyed? <input type="radio"/> Yes <input checked="" type="radio"/> No	From Redwood Falls, take US 71 South for ~33 miles. Turn left onto Mn-30 E/300th St, continue for 3 miles. Turn right onto 510th Ave/Co Rd2, continue for 2 miles. Turn right onto 320th St/Co Rd 51, continue for 1 mile. Take first left onto 500th Ave. Property will be on the left (east). Park along road.
Management Plan? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Monitor Interval: 36 Months	
Legal Access: 2	Access Location:
	Gate near center of west fenceline along 500th Ave

Notice that the baseline Report field is grayed out and preprinted with a Y indicating that and that all segments identified with BsLn = Y were approved and the Print Baseline menu choice has been run for this easement. A value of 2 for the Legal Access indicates this easement does have a legal access described. A value of 0 indicates no legal access described.

There are two tabs for this screen, Easement Level Info and Issues_Baseline Status. If we move to the second tab:

Easement Information		Search For:	Easement ID
FamiliarName:	Carson-5 Prairie Bank		142
DNRDocNo:	NPB0000209		
AcquisitionNo:	129590		

Easement level Info	Issues_BaselineStatus
Recommended Actions Required <ul style="list-style-type: none"> Legal Description Needs to be Reviewed: <input type="checkbox"/> Shape Needs to be Redrawn: <input type="checkbox"/> Portion of Shape is Missing: <input type="checkbox"/> Parcel Data Needs Updating: <input type="checkbox"/> County Parcel Shape Needs to be Redrawn: <input type="checkbox"/> Land Record Needs to be Updated: <input type="checkbox"/> 	Detailed Explanation: <div></div> Date Submitted: <input type="text"/> Submitted to: <input type="text"/> Date Resolved: <input type="text"/> Resolution Description: <div></div>
Date Baseline Printed: <input type="text" value="1/16/2014"/> Baseline PDF Path: <input type="text"/> Date Baseline Attached in Land Records: <input type="text" value="1/16/2014"/> Baseline Signed by DNR Management: <input type="text"/> BaselineApproverID: <input type="text"/> Baseline Meeting Requested with Landowner: <input type="text"/> Baseline Copies Sent To Owner for Signature: <input type="text"/> Baseline Signed by Owner: <input type="text"/>	

Additional information about the easement is displayed along with the location of the baseline document. After attaching a baseline to the land records acquisition record, the 'Date Baseline Attached in Land Records' field should be updated with the appropriate date. If you choose to keep a local copy in your file system of the baseline report, the location of the baseline can be stored in the field named Baseline PDF Path.

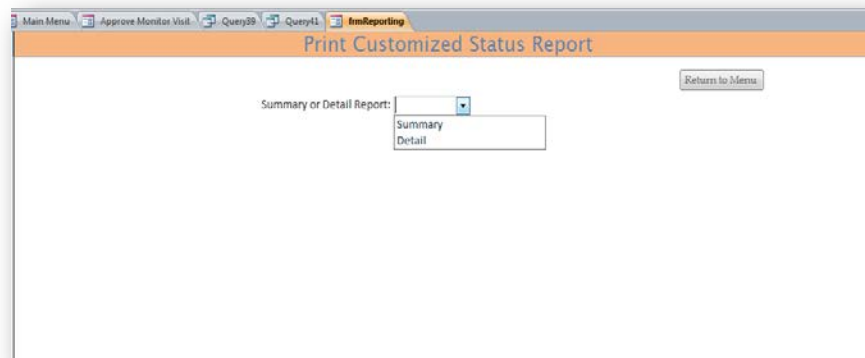
Notice there are other baseline fields to record various statuses that may be utilized in support of your specific guidelines documents, such as if the landowner is requested to sign baselines, etc.

Status Reports

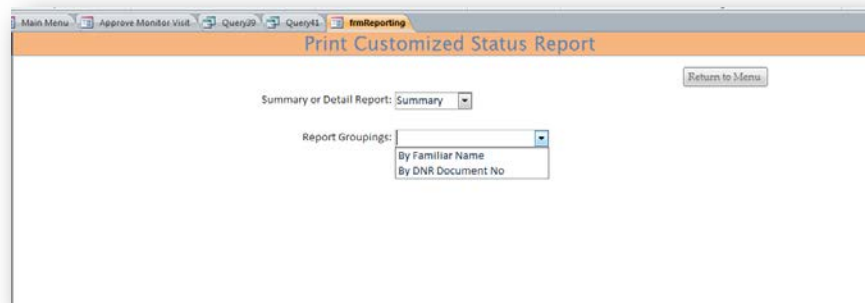
Reports are available to show the status of easement visits, approvals and baselines reports. These reports can be printed either by Familiar Name or by the actual easement documents. In many cases, these are a one to one relationship but in some divisions, multiple familiar names were acquired in a single easement (some counties manage tax forfeit lands this way) and in cases two easements have been part of the same familiar name at acquisition. To print a status report, at the main menu click

Status Reports

The following will display



Select Summary if you want to see information summarized to the easement level and don't care to see individual ownership points. Select Detail for all ownership points on the report. Once an entry is made the following will display



From the Report Groupings drop down select either:

- 'By Familiar Name' to print reports based on the number of familiar names in the database or
- 'By DNR Document No' to print reports based on the actual number of easement documents

The following drop down will be displayed:

Chose an 84C value to filter the report by. Normally you would want to filter using a value of Y. The following drop down menu will be displayed:

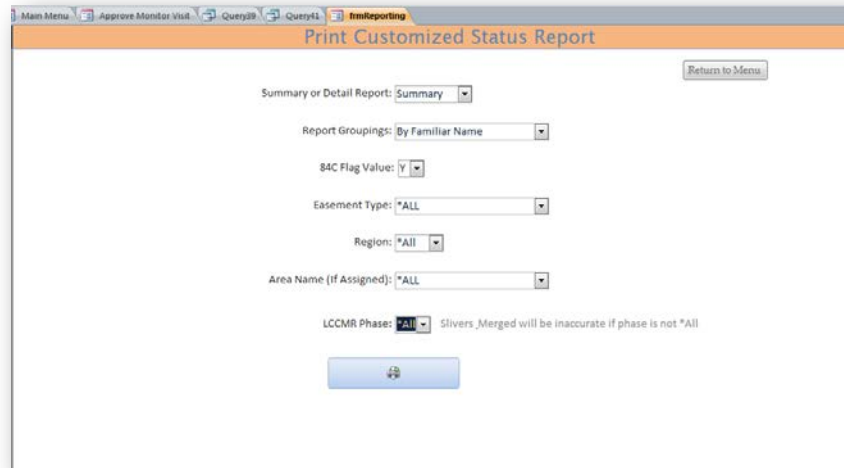
Click on the entry for the type of easement type you would like to include in your report. If you want all easements, click on the *ALL choice on the top of the list. This list automatically populates from the data and it may take a few moments for the drop down to be created from the data when you click on it.

The screenshot shows the 'Print Customized Status Report' window. The 'Region' dropdown menu is open, displaying the following options: *ALL, 1, 2, 3, and 4. The other fields in the form are: Summary or Detail Report: Summary, Report Groupings: By Familiar Name, 84C Flag Value: Y, and Easement Type: *ALL. A 'Return to Menu' button is located in the top right corner.

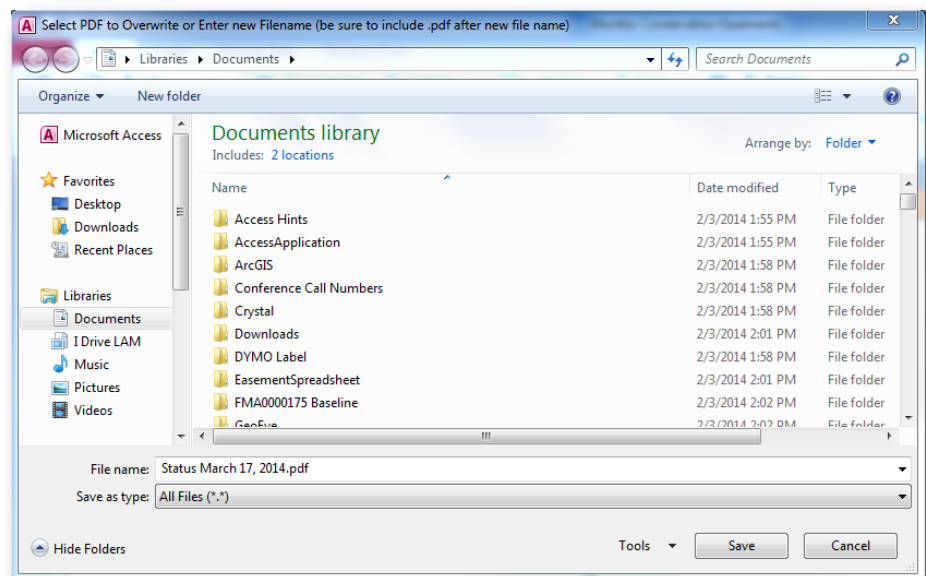
Click on the region you would like to include in your report. If you want all easements, click on the *ALL choice on the top of the list.

The screenshot shows the 'Print Customized Status Report' window. The 'Area Name (if Assigned)' dropdown menu is open, displaying a list of areas: *ALL, 2D, 3A, 3B, 3C, 4B, Aitkin Area, Bemidji Area, Brainerd Area, Duluth Area, Fergus Falls Area, Finland Area, Glenwood Area, Grand Marais Area, Grand Rapids Area, Hinckley Area, Hutchinson Area, International Falls Area, Lake City Area, Lanesboro Area, and Little Falls Area. The other fields in the form are: Summary or Detail Report: Summary, Report Groupings: By Familiar Name, 84C Flag Value: Y, and Easement Type: *ALL. A 'Return to Menu' button is located in the top right corner.

If you are interested in a specific area, select it here, otherwise select the *ALL choice to include all records in your report. Not all divisions assign areas to their easements. Note: This list automatically populates from the data and it may take a few moments for the drop down to be created from the data when you click on it.



The LCCMR Phase choice only shows up for certain users. If it appears, make an entry or otherwise you can directly go ahead and click on the printer icon to print your report.



The computer will assign a default path and name for your report which you can override if desired. Press Save to generate the report. A PDF will be printed:

CONSERVATION EASEMENT STEWARDSHIP TOOL GUIDE

Conservation Easements by Familiar Name

PTID	ParcelOID	EventID	BL	lg	MonitorID	Visitdate	Owner	Pts	Rqstd	Entered	Apprvd	Final	Concerns	Severe	Region	Acquisition #	Admin
Easement Type: ACUB																	
Area: Not Assigned																	
Evergreen Estates ACUB					MGW0000018			8		# Photos 0	MORRISON				3	136160	50
Mississippi ACUB					CUB0000001			10		# Photos 0	CROW WING				2	137660	35
Tailwater FPO					FPO0000001			8		# Photos 0	CASS				1	141220	35
WPO - Edberg					MGW0000017			2		# Photos 0	CROW WING				2	136151	30
WPO - Koenig					MGW0000011			13		# Photos 0	MORRISON				3	135680	30
WPO - Kohn					MGW0000019			21		# Photos 0	CROW WING				2	135450	30
FamiliarNames: 6								62		0	0	0	0	0	0		
ACUB Familiar Names:6								62		0	0	0	0	0	0		
Easement Type: AQUATIC MANAGEMENT																	
Area: Not Assigned																	
Bay Lake AMA					AMA0000161			3		# Photos 0	CROW WING				2	136290	35
Camp Miller AMA - Closed					ACQ0141440			1		# Photos 0	PINE				2	141440	35
Camp Miller AMA - Open					Null			2		# Photos 0	PINE				2	141440	35
Cedar Lake AMA					AMA0000059			1		# Photos 0	STEARNS				3	127750	35
Clearwater Forest AMA					AMA0000125			7		# Photos 0	CROW WING				2	134810	35
Cuyuna Scout Camp					AMA0000142			1		# Photos 0	CROW WING				2	134944	35
Cuyuna Scout Camp AMA					AMA0000261			13		# Photos 0	CROW WING				2	142670	35
Dead River-Walker Lake AMA					AMA0000180			1		# Photos 0	OTTERTAIL				1	139010	35
Eagle Creek AMA					AMA0000030			5		# Photos 0	SCOTT				3	119053	35
Little Knife AMA					ACQ0144490			2		# Photos 0	KANABEC				3	144490	35
Mud Hen Lake AMA					ACQ0146410			4		# Photos 0	SAINT LOUIS				2	146410	35
North Shore AMA					ACQ0146430			3		# Photos 0	SAINT LOUIS				2	146430	35
Otter Creek AMA					AMA0000214			3		# Photos 82	CARLTON				2	136520	35
3056	16619	1542	Y	dokilber	10/3/2013			1	1	0	0	0	0	0			
3057	16620	175	Y					1	0	0	0	0	0	0			
3059			Y					0	0	0	0	0	0	0			
								2	1	0	0	0	0	0			
Section 15 Creek AMA					AMA0000143			3		# Photos 0	COOK				2	135810	35
Two Island River AMA					AMA0000145			2		# Photos 41	COOK				2	135820	35
10004	18118	1465	Y		12/31/2013			1	0	0	0	0	0	0			

Below is a sample of a Summary Trout stream report for area 3:

	Fam Names	#Photos	#Owner Points	Visited	#Silvers Merged	#Net Points	Requested	Ready to Approve	Approved	#Final	Nmbr Cncrns	#Cncrns Addrdd	Baseline	Gener	Path
FMA00000200	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0
FMA00000206	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0
Total Montrose Area	16	16	0	33	0	33	0	0	0	0	0	0	0	0	0
Area:Not Assigned															
AMA0000232	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0
AMA0000235	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0
E-1058	1	0	4	0	0	4	0	0	0	0	0	0	0	0	0
E-1059	1	0	6	0	2	4	0	0	0	0	0	0	0	0	0
E-356	1	0	5	0	0	5	0	0	0	0	0	0	0	0	0
E-512	1	0	5	0	0	5	0	0	0	0	0	0	0	0	0
E-529	1	0	3	0	0	3	0	0	0	0	0	0	0	0	0
E-530	1	0	15	0	0	15	0	0	0	0	0	0	0	0	0
E-531	2	0	3	0	0	3	0	0	0	0	0	0	0	0	0
E-532	1	0	9	0	1	8	0	0	0	0	0	0	0	0	0
E-533	2	0	4	0	0	4	0	0	0	0	0	0	0	0	0
E-632	1	0	5	0	0	5	0	0	0	0	0	0	0	0	0
FMA0000041	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0
FMA0000110	1	0	3	0	0	3	0	0	0	0	0	0	0	0	0
FMA0000165	1	0	2	0	0	2	0	0	0	0	0	0	0	0	0
Total Not Assigned	15	17	0	67	3	64	0	0	0	0	0	0	0	0	0
Area:Waterville Area															
FMA0000042	1	0	6	0	2	4	0	0	0	0	0	0	0	0	0
FMA0000048	3	0	8	0	2	6	0	0	0	0	0	0	0	0	0
FMA0000149	1	0	4	0	0	4	0	0	0	0	0	0	0	0	0
Total Waterville Area	3	5	0	18	4	14	0	0	0	0	0	0	0	0	0
Area:West Metro Area															
E-739	1	0	4	0	0	4	0	0	0	0	0	0	0	0	0
Total West Metro Area	1	1	0	4	0	4	0	0	0	0	0	0	0	0	0
Total Region: 3	322	349	6405	1229	600	315	924	425	322	217	59	165	22	23	31
TROUT STREAM	322	349	6405	1229	600	315	924	425	322	217	59	165	22	23	31
Grand Total	322	349	6405	1229	600	315	924	425	322	217	59	165	22	23	31

Refer to your technical resources for more explanations of this report if you have questions.

Part IV

Appendices

Navigating the Access Database

It is important to know where the data source is located for the different functions in Access in order to problem solve. For instance, if you forget to upload the photos to the I:\ drive, the photo packet will not print correctly

A database is a structured set of organized data that can be accessed at any time by multiple users. In the case of conservation easement monitoring, monitors are able to enter field data and photos, and upload it to the shared DNR I:\ drive using Microsoft Access. Eventually this data will be stored in the Land Records System but the Access database is the current storage system for our field data.

The Access database can be found in the following location in the I:\ drive:

I:\LAM\Conservation Easements\MonitoringResources

There will be multiple versions of the database available in this folder, but you must drag the most recent version (largest number in the file name) to your desktop in order for the correct updates to be included.

Where does Access locate its data?

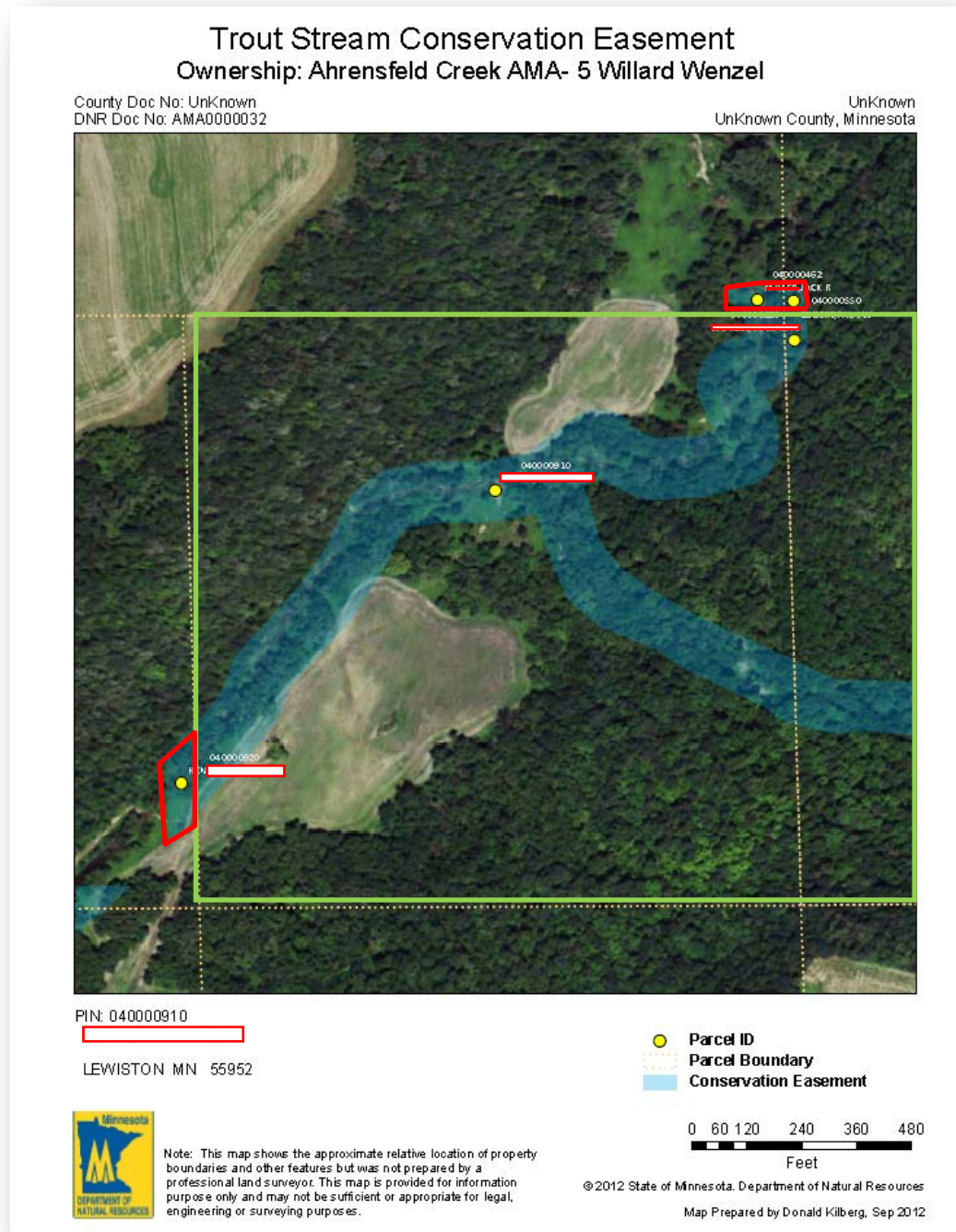
The Access database pulls data from multiple sources, and the majority of the data is located on the shared I:\ drive. The majority of the data that Access needs from the I:\ drive include:

- Dissolved Easement layer
- County Parcel layer
- Landowner data (addresses)
- Photos and comments (uploaded by you to the I:\ drive)

Access Options

The various buttons in Access allow for the user to view various easements and the landowners associated with those easements and input notes for baseline reports and monitoring visits. It also allows supervisors to verify the monitor's work and decide on enforcement actions if need be.

Needs header : Slivers in database?



The green square represents the parcels that need to be monitored. The red polygons represent parcels that Access says are included, but are actually an overlap of the dissolved easement layer and the county parcel layer.

Camp Creek AMA- 3 Robert Maust



\Photos\Camp Creek AMA- 3 Robert Maust\DC00590.JPG

Photo 22 ...

Photo Date: 7/25/2012	
Latitude: 43.6581910	Northing: 4,834,344
Longitude: -92.0541687	Easting: 576,266
Direction: 90	Bearing:
Altitude: 290	

Description:

Bike trail bridge



\Photos\Camp Creek AMA- 3 Robert Maust\DC00591.JPG

Photo 23 ..

Photo Date: 7/25/2012	
Latitude: 43.6580042	Northing: 4,834,323
Longitude: -92.0537724	Easting: 576,298
Direction: 318	Bearing:
Altitude: 292	

Description:

Corn within easement boundary



\Photos\Camp Creek AMA- 3 Robert Maust\DC00592.JPG

Photo 24 ..

Photo Date: 7/25/2012	
Latitude: 43.6579966	Northing: 4,834,323
Longitude: -92.0537549	Easting: 576,300
Direction: 125	Bearing:
Altitude: 292	

Description:

Need a stile over this fence. I was shocked.
Electric fence within easement corridor.

The photo number is referenced in the baseline and monitoring narratives in Access for easier reference during the approval process.

Frequent Errors and Solutions

I accidentally requested the incorrect parcel in the Access database. How do I delete it?

In the Manage Ownership Points screen, select the row you inadvertently added. The entire row should be highlighted in a gold color after selection. Press the Delete key on the keyboard. So long as you do not have any concerns linked to this line, the system will let you delete it. You may have to reselect the easement from the drop down box to refresh the screen with new data.

The photo points did not transfer to the master after running the ArcMap tool.

All photos in the batch must have imbedded GPS information stored within them or the job will stop with an error message. Look in your local photo file folder for a file that ends with .txt to see what information was extracted from photos. Sometimes, especially if it has been several days since it has been used, the GPS/camera may be slow in getting a fix. It may take several minutes before it is ready to take photos that have latitude and longitude stored within them.

A parcel ID number does not match on ArcMap/county websites/Access database.

This can happen if parcel ID numbers are combined during the sale of a parcel and the county has not forwarded their most recent records to the DNR county parcel layer in Arc. This is a rare occurrence, but not unheard of. Notify the database support staff of this change to fix the data in the DNR records.

Running the Update Photo Points from Geodatabase button in Access returns an error.

Nobody else can be in Access at the same time this tool is run. The best solution is to run this tool right away in the morning or when you know there is no other user in the Access database.

The photo packet that prints from Access is blank.

Access pulls the photos and the descriptions from the shared features file in the I:\ drive after the *Transfer to Master* tool has been run in ArcMap. If anything goes awry during this tool, Access will not be able to pull the photos from the shared folder and defaults as a blank page. Also, if you delete a photo from the I drive for this easement, the entry will still be in the database but when the photo packet prints it will not be able to find the photo and only print a space.

Excel cuts off leading zeros on property ID numbers.

Change the cell type to text instead of general under *Format Cell*.

The Photo Point map (Map 8) prints without photo points.

The transfer to master tool in ArcMap has not run correctly. Check to make sure the photo points are visible when you add the sharedpts file from the I:\ drive. The master file cannot have duplicate photo files, so if the tool does not work a second time, they need to be deleted from the master file manually. Contact your technical support and notify them of the issue.

ArcMap returns an invalid SQL statement for creating baseline maps.

The correct format for an SQL statement is 'Familiar Name' = 'Select Correct Familiar Name' from unique values box. Click 'verify' to make sure the statement is valid.

Trout Stream Appendix


Getting Organized

The number one skill that will help you succeed in monitoring trout stream easements is organization. This can be achieved by creating a few simple documents that will help you to organize all of the trout stream easements in your monitoring area.

Approximately 30% of the workload is preparing for the monitoring visit.


ArcMap Base Map

The layers you will need to add in ArcMap are all found either in the shared I:\ drive or in the DNR Quick Layers button.

To add a layer from the I:\ drive to your geodatabase in ArcMap, click  and navigate to this location:

I:\LAM\Conservation Easements\MonitoringResources\Geodatabases\

The layer you will need from the I:\ drive is the Dissolved Easement layer (CE_Shapes.gdb).

Other useful layers to add from the Quick Layers button can be accessed by clicking  and searching for the following layers:

- The most updated aerial imagery of the area

Example: 2011 DNR Southeastern and Central MN 50cm Resolution True Color and Color Infrared Imagery

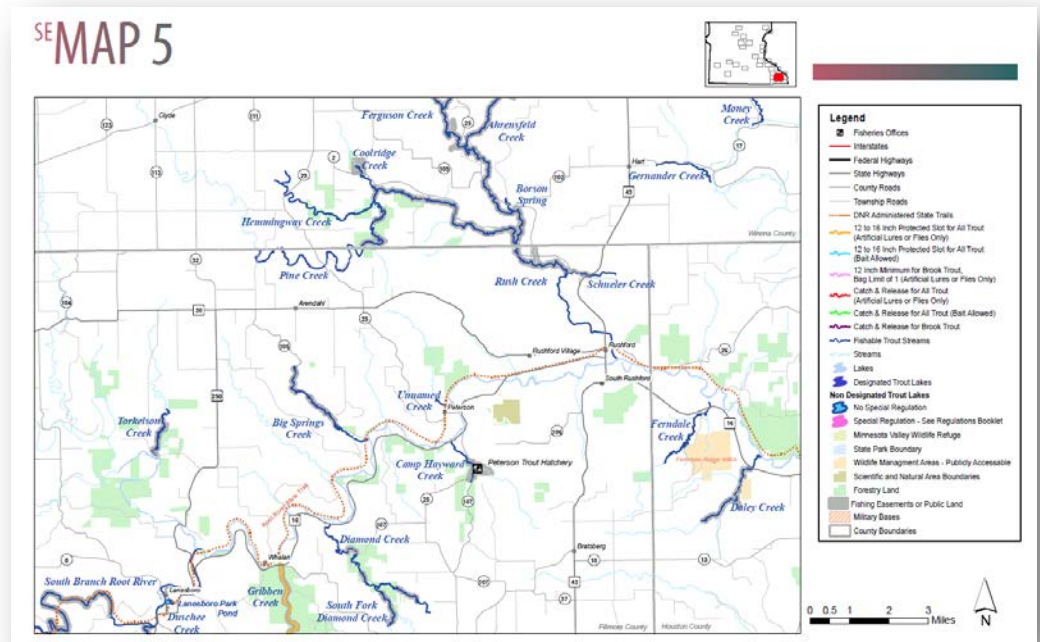
- Digital Elevation Model – 10m Resolution
- State AMA Acquisitions – Fisheries (Sub 40)
- Parcels in Minnesota
- DNR River and Stream Centerlines (Flow)
- Cities and Towns

Work Areas

In order to compartmentalize the trout streams that you will need to monitor, it is a good idea to divide the larger area into smaller sections that are labeled as Map 1, Map 2 and so on. This makes the upcoming steps in easement monitoring more manageable.

APPENDIX

Many of these maps can be found on the DNR website.

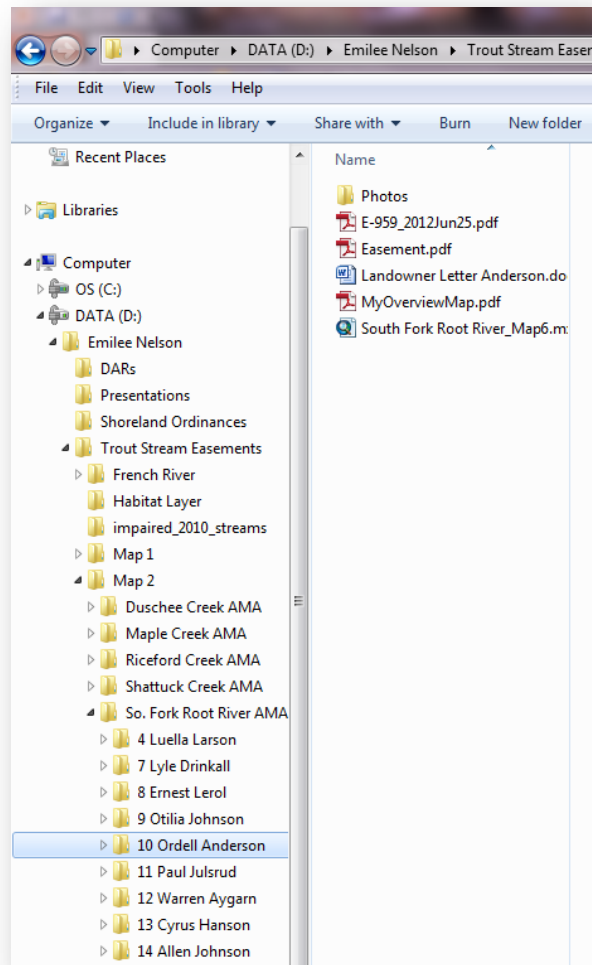


The approximate area that one map should comprise (between 30 and 50 easements).

Folders

The folders should be organized first by Map number, then by stream/river name, then by familiar name. Within the familiar name folder, include a photo folder, the landowner letter word document, the original easement document PDF, and the baseline map PDF.

APPENDIX



The file titled E-959_2012Jun25.pdf is the Baseline Map document. The MyOverviewMap.pdf and the .mxd document are outputs of the ArcMap tool, which we will cover later.

Excel Spreadsheet

Here are a few common scenarios:

Believe it or not, these situations happen more often than not.

- *You have just come back from a long weekend and are excited to get back to uploading your photos to the I:\ drive. You jump on your computer, only to realize that you have forgotten which easements you've already uploaded and which ones you have yet to complete.*
- *You were supposed to call a landowner today, but you cannot remember their phone number because the phone message slip was accidentally thrown away. What was his name again?*
- *Your supervisor inquires as to how many easements you are on track to do by then end of the month, but you cannot give them an exact number because you do not have a record of how many you have done up to this point.*

An example of an Excel spreadsheet used to organize trout stream easements can be found at the following location:

I:\LAM\Conservation Easements\MonitoringResources\SharedData\Monitoring Manual\Easement Data Template.xlsx

There are comments in the upper right-hand corner of cells to explain in further detail the formatting and equations within the spreadsheet. The spreadsheet should include the following information:

- Number of easements monitored per month
- Number of parcels monitored per month
- Landowner names and addresses
- Landowner contact events
- Data upload checklist

Suggested Equipment

- Computer
 - Windows 7 (earlier versions will not allow for photo tags and descriptions)
 - Garmin BaseCamp
 - ArcMap 10.1
 - Microsoft Office 2010
- GPS
 - Garmin Oregon 550t
 - Garmin Montana 650
- Rangefinder
 - Target distance between 5 to 600 yards
- Footwear/Waders
 - Cabela's Three Forks Stockingfoot Wader/ Hip boots
 - Cabela's Ultra Light 2 Lug Wading Boots

APPENDIX 7

The following pages contain an example of a Monitoring Visit Worksheet printed for a Trout Stream easement



FMA0000101

TROUT STREAM

Trout Stream Monitoring Form

Blackhoof River AMA- 11 Janice Wiechert

Point ID: 1557

Today's Date: 8/13/2014

Original Grantor: Janice Wiechert

Stream Name: Blackhoof River

Project Name: BLACKHOOF RIVER

County: Carlton

Cty Doc No: 352392

Acquisition Nmbr: 104450

Acquisition Date: 10/10/2001

Easement Acreage: 10.6

Parcel Nmbr: 11

Tributary Number: S-001-003

Stream Feet: 2060.0

Width from Centerline: 132.0

One Sided Feet: 0.0

Monitor's Observations:

Signs in Place? ☐ Yes ☐ NoPastured? ☐ Yes ☐ NoStiles? ☐ Yes ☐ NoLandowner/Representative present
on site visit? ☐ Yes ☐ No

Twp 47 N Sec 27 Rng 17 W Forty 12 NWNE GL 0

DNR Monitor ID:

COMPLIANCE ASSESSMENT

Based on your knowledge of the easement and
your observations from monitoring, are the
terms of the easement being met?

- ☐ Yes
- ☐ Pending (need additional information)
- ☐ No (possible violations observed)

Date of Monitor Visit:

Narrative Summary of Monitoring Visit:

Required Next Actions(s) - check all that apply

- ☐ Send standard follow-up letter/routine monitoring
at next regularly scheduled visit
- ☐ Schedule management review for pending/possible
violation
- ☐ Schedule management visit
- ☐ Contact area supervisor
- ☐ Prepare corrective action plan
- ☐ Other- Combine with letter to the same landowner

Notes or Summary of Next Action Items or Enforcement:

Monitor Signature:



Parcel ID: 017-45-058-4610

As of:

FMA0000101

Land Owner

Tax Payer

W ST PAUL MN 55118

New Data

☐ Primary Contact☐ Landowner☐ Tenant☐ Representative

UpStream Easting: 540484.1

UpStream Northing: 5153069.3

DownStream Easting: 540454.4

DownStream Northing: 5153070.3

1. Permit the development of fish habitat in the above-described area, including tree planting, fencing, erosion control, installation of in-stream structures, posting of signs and other improvements as are deemed necessary.

☐ Yes☐ No

2. Permit angling by the public in the above-described area.

☐ Yes☐ No

A. Shall not place or erect any structure or building in the easement area without prior written approval of the Grantee.

☐ Yes☐ No

B. 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 Grantee. A change in the stream course also requires a special permit issued by the Division of Waters of the Department of Natural Resources.

☐ Yes☐ No

C. Agree 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.

☐ Yes☐ No

The right to use the land in Tracts I-V, including the right of angling in said stream, the right to cross said stream and the right to use the water in said stream for domestic purposes, including watering cattle and other stock, consistent with the rights and privileges granted in this easement.

☐ Yes☐ No

Directions to Property:

Location of Access:

Access Type: ☐ Legal ☐ Informal

ID: 1557

EID: 89