

05 - 0091



2004 Legislative Report

# Table of Contents

## Report Summary

MCC Overview.....	3
Use of State Funds.....	4
2004 MCC Profile.....	7
Challenges of the Year.....	8
Development of Financial Management Systems.....	9
Guiding Values and Principles for the Future.....	10

## Appendix

MCC total program budget and financial statements.....	A
Survey of Accomplished Work (SAW) form.....	B
Distribution and use of natural resource funds by MCC district.....	C
Map of MCC crew locations and district offices.....	D
Comprehensive work accomplished.....	E
EideBailly LLP letter.....	F
MCC principles.....	G

The purpose of this report is to provide the information required by 2003 Minnesota Laws Chapter 128, Article 1, Section 35, Subdivision 1(b). *The expenditure of state funds by the Minnesota Conservation Corps is subject to audit by the legislative auditor and regular annual report to the legislature in general and specifically to the house of representatives and senate committees with jurisdiction over environment and natural resources policy and finance.*

**Mission Statement:**

*The Minnesota Conservation Corps provides hands-on environmental stewardship and service-learning opportunities to youth and young adults while accomplishing priority and cost-effective conservation, natural resource management projects and emergency response work.*

## **MCC OVERVIEW**

In 1981 the Minnesota Conservation Corps (MCC) was created by the Minnesota state legislature to engage youth and young adults in environmental work projects. During this time, MCC was administered by the Department of Natural Resources and operated solely on state resources. In response to the state budget cuts, on July 1, 2003, MCC moved out of state government to become an independent 501(c)(3) non-profit. Today MCC is recognized as a grant agency by the Minnesota legislature.

Since its entrepreneurial separation from the Department of Natural Resources in 2003, MCC has become a successful model of a cost-effective Public/Private Partnership. MCC sought new sources of program funding and reduced its revenue to only 1/3 from state government. Amidst these changes, MCC continued to produce high quality work at an affordable price. What's more, MCC participants left with tools for career and life success.

Now more than ever, MCC programs are a smart, cost-effective solution to the state's fiscal concerns. Corpsmembers are well-trained, service-driven individuals who are compensated with a living stipend and, for those who qualify, an AmeriCorps Education Award. As a result, youth corps labor provides substantially more output per dollar than other workforces. The greatest benefit of MCC, however, remains the personal growth gained by corpsmembers and enduring positive impact on the environment.



## USE OF STATE FUNDS

### Past and Present MCC Funding

The three pie charts on the following page reflect MCC's revenue under state operation, its first program year as a non-profit (2004), and the current funding sources (2005). The charts clearly show MCC's dramatically reduced reliance on state funding. MCC now uses state appropriated funds as a base for leveraging other available dollars.

The 2003 biennium budget, MCC was appropriated \$840,000 per year in state funds: \$350,000 in general funds and \$490,000 in dedicated natural resource funds. Appendix A contains MCC's total budget and financial statements for fiscal year 2004. MCC has proven fiscally responsible and accountable.

### Use of Natural Resource Funds

MCC has established a detailed accounting system to track the use of the annual \$490,000 from the natural resource fund. The Survey of Accomplished Work (SAW) system tracks individual project details - work accomplished, corpmembers' hours, natural resource account, crew, project location, and legislative district. Appendix B illustrates the form used to collect SAW data.

MCC's dedicated funds were designated from the water recreation, off-highway vehicle, snowmobile, and non-game wildlife accounts. The joint powers agreement between DNR and MCC allows MCC to utilize dedicated natural resource funds at a rate of \$20.00/hour/corpmember. The data below illustrates the distribution and use of monies by natural resource funds. Appendix C further shows the fund distribution and use by MCC district.

NR Fund	Original Balance	Total Hours Worked	Total \$ Used	Fund \$ Balance
Water Rec	200,000	5,381.50	107,630	92,370
ATV/OHV	150,000	6,379.25	127,585	22,415
Snowmobile	115,000	5,032.50	100,650	14,350
Non-Game	25,000	866.75	17,335	7,665
<b>Totals</b>	<b>\$490,000</b>	<b>\$17,660.00</b>	<b>\$353,200</b>	<b>\$136,800*</b>

2004 Natural Resource fund utilization

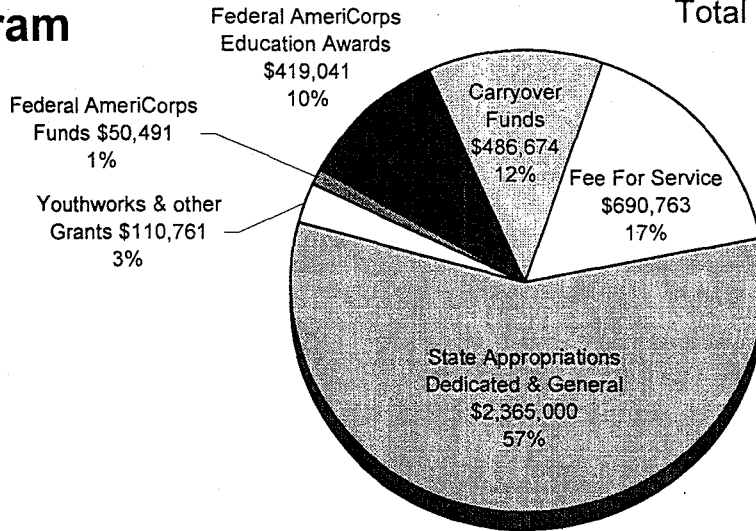
\*See Appendix C for an explanation of the fund balance

Examples of work accomplished in 2004 with natural resource funds:

- Water recreation: 2,000 fish spawned or stocked
- ATV/OHV: 3,960 miles of ATV trails mapped
- Snowmobile: 165 miles of snowmobile trail improved
- Non-Game Wildlife: 780 wildlife surveys

# MCC Operating as a State Program

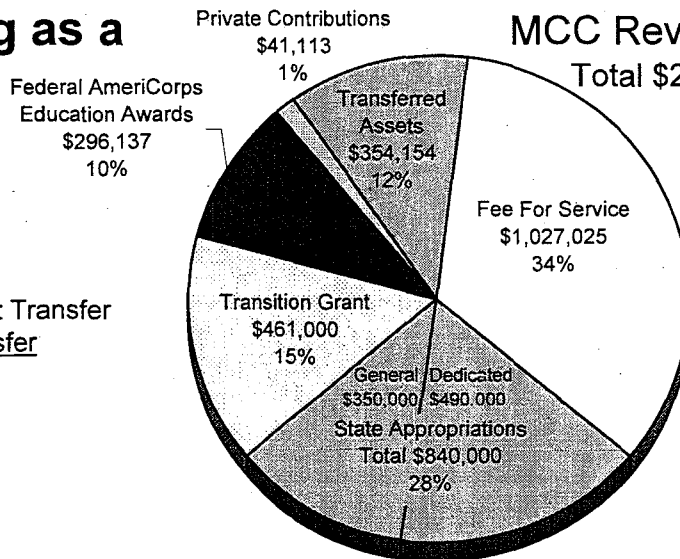
MCC Revenue FY'02  
Total \$3,713,032\*



Carryover funds are primarily fee for service

# MCC Operating as a Non-profit

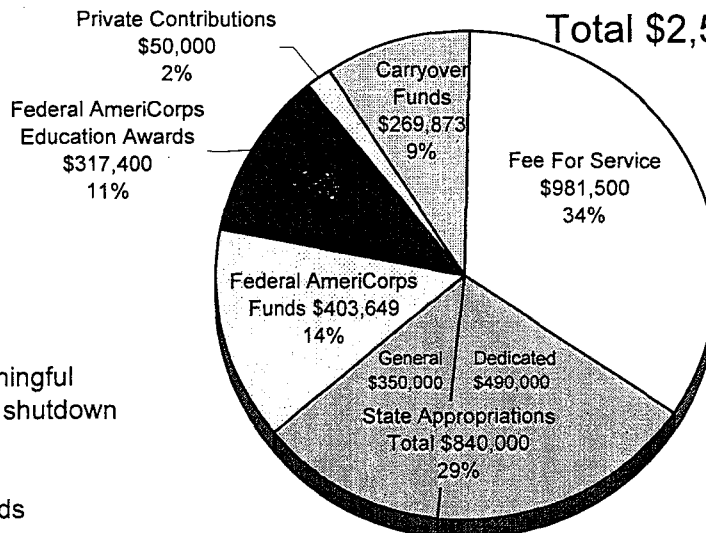
MCC Revenue FY'04  
Total \$2,723,292\*



Transferred assets include

\$235,648 Coop Agreement Transfer  
+\$118,506 Equipment Transfer  
\$354,154 Total

MCC Revenue Goals FY '05  
Total \$2,545,022\*



FY'03 does not provide meaningful comparison due to program shutdown

\*Totals do not reflect AmeriCorps Education Awards

Carryover funds are primarily fee for service

MCC's joint power agreement with the Department of Natural Resources requires an annual report highlighting accurate accounting of MCC expenditures from the natural resource fund and accomplishments with those funds. The report was submitted to and approved by the DNR in October 2004.

#### Use of General Funds

MCC was appropriated \$350,000 in general funds from the Minnesota legislature for each fiscal year 2004 and 2005. These dollars have been essential to MCC's continued operation. Using the general funds as a solid foundation, MCC was able to:

- Cover the front-end operational costs needed to run crews
- Operate a Summer Youth Program
- Engage in fee-for-service work
- Leverage federal operational dollars

**Front-end Operational Costs:** General funds have been used to cover the costs of personnel, equipment and supplies, fleet, office space, professional fees and other expenses. The general funds are the resource used to acquire these necessary components to adequately put MCC crews in the field. Without staff, fleet and the rest of the above-mentioned, MCC crews could not exist.

**Operate a Summer Youth Program:** The Summer Youth Program is MCC's mission brought to life. The transformation that occurs in its high school-aged participants is remarkable. Youth gain developmental assets and responsible decision making tools that last a lifetime. Operating the residential summer youth program requires the use of general funds.

**Engage in Fee-for-Service Work:** Similar to the general funds providing for MCC's front-end operational costs, MCC used general funds to partner on projects that were not covered by dedicated funds or not with state project hosts. Examples include the National Park Service, city and county parks, and other local non-profits. Fee-for-service work did not necessarily cover the costs of MCC operations.

**Leverage Federal Operation Dollars:** Federal money available for youth corps came as a reimbursement and required a non-federal match. The general funds were spent until time of reimbursement. Additionally, portions of the general funds were designated as a match to generate \$538,000 in non-state dollars for 2005.

*"We have increased needs for MCC's flexible, responsive workforce in order to complete high-priority, often technical projects. The corpsmembers that they recruit are hard-working, intelligent young adults that are the natural resource professionals of the future."*

*--Brian Watson, District Manager,  
Dakota Soil and Water Conservation District*

*These young men and women are leaders in conservation who will leave a lasting legacy upon the natural resources of Minnesota.*

*--Rick Shultz, Refuge Manager, Minnesota Valley*

## MCC CORPS PROFILE

In 2004, 150 corpsmembers enrolled in MCC's programs.

**MCC summer youth program** is based out of St. Croix State Park in Hinckley, MN. Corpsmembers are 15-18 year olds, and spend eight weeks in the summer working and camping at different statewide projects. In 2004 nearly half (41%) of the summer youth corpsmembers were racially diverse.

**MCC young adult program** is a year round experience for 18-25 year olds. Corpsmembers serve on crews in one of four districts in Minnesota. 2004 MCC employed fourteen active crews. Appendix D contains a map of district office and crew locations.

<u>Central:</u>	<u>Northwest:</u>	<u>Northeast:</u>	<u>Southern:</u>
Parks Crew*	Bemidji	Duluth	Lake Shetek
Central Roving*	Guthrie	Eveleth	Faribault
Metro Roving*	Norris Camp	Grand Rapids	Windom
3 Rivers Park District			Rochester

\*Crews based out of St. Paul

75 Summer youth corpsmembers (15-18 year olds)

75 Young adult corpsmembers (18-24 year olds)

55% Male

45% Female

587 Volunteers leveraged

1,966 Volunteer hours

### Project Spotlights

Summer youth crews constructed an 80-ft footbridge in Tettegouche State Park.

A stone staircase was set from stone originally quarried by the CCC. The staircase provides access to Lake Superior along the Split Rock River.

Northern district crews mapped 2,739 miles existing snowmobile trails using global positioning satellite (GPS) technology.

Southern district crews have been restoring the environment for the Timber Rattlesnake, a species known only to exist in the bluff regions of Minnesota and Wisconsin.



See Appendix E for a comprehensive list of work accomplishments.

*"It is a privilege to be involved with a program I believe  
deeply in...one that has absolutely proven its worth to the  
State of Minnesota"*

*--Karen Bowen, Board Member*

## **PROGRAM CHALLENGES**

Several challenges accompanied the transition out of state government to non-profit status. Despite these challenges, MCC continued to provide a quality experience to its corpsmembers and retain positive relationships with project partners.

**Program Shutdown/Program Planning** - Proposed elimination from the FY '04 state budget required staff to plan for complete state program shutdown, including termination of all DNR/MCC Corpsmembers as of May 31, 2003 and of all DNR/MCC staff as of June 30, 2003. This effort occurred simultaneously with the planning for the potential transfer of operations to the Friends of the Minnesota Conservation Corps (FMCC), which was not solidified by legislative action until early June 2003.

**Staff Turnover** - In 2002-2003, MCC lost 9 staff (75% attrition) due to the uncertainty of whether base funding from the State of Minnesota would be received. This resulted in the loss of about 75 years of MCC staff experience. Former staff members have continued their support of the program in a variety of ways, including volunteerism, board membership, donations, consulting, and serving as project hosts and trainers for current staff and corpsmembers. Only three staff members made the transition from state government to the non-profit MCC. Starting in July of 2003, new staff members were hired to rebuild the organization and restart operations.

**Young Adult Program** - The required program shutdown resulted in a 70% loss of Young Adult Program Corpsmembers, and a drastic reduction in workforce over the summer of 2003. Once state funding was secured, 18 corpsmembers continued through the summer of 2003 to "bridge" to the next program year, which began October 6, 2003.

**Summer Youth Program** - The required program shutdown resulted in a 2-4 month delay in the hiring of summer staff and corpsmembers and in project planning. However, the \$461,000 transition grant that was granted from DNR/MCC to FMCC on April 1, 2003 ensured the existence of a 2003 summer camp program.

**Financial Management** - When MCC transitioned to a non-profit, it had to develop its own financial management and human resources systems (which were formerly provided by the DNR). Business Office functions such as hiring new staff and corpsmembers, securing liability, property and health insurances, and developing accounting and payroll systems have laid the foundation for organizational growth and success.



## DEVELOPMENT of FINANCIAL MANAGEMENT SYSTEMS

To lay the foundation for its transfer to non-profit status, the Minnesota Conservation Corps (MCC) has taken a proactive stance in developing sound financial management systems and financial integrity. Financial system development has consisted of these items:

**Provided For Financial Integrity.** Financial integrity is of the utmost importance at MCC. Fiscal control policies assure this through clear lines of authority, separation of duties, multiple layers of approval for cash disbursements, and annual independent audits.

**Ensured Fund Integrity.** MCC has established a fund coding system to track multiple types of expenses, using multiple sources of funds. Staff is thoroughly trained to ensure fund integrity. Each invoice and each time sheet for each employee is detailed to ensure proper coding. This level of detail allows the MCC to be certain that funds with restrictions are properly utilized.

**Outsourced Payroll.** MCC completed payroll in-house with Peachtree software until the end of 2003. Beginning in 2004, for reporting and cost reasons, MCC switched to an outside vendor. This allowed for more reporting flexibility and less internal time to prepare payroll. The payroll service also handles all government tax reporting, and prepares W-2's at year-end.

**Established Strong Banking Relationships.** MCC established a strong relationship with Bremer Bank. Bremer has expertise with non-profits. They have been extremely helpful setting up appropriate accounts to maximize our returns and provide excellent service.

**Hired Full-Time Finance Director.** In June 2004, a full-time Finance Director was hired. This person will bring stability and expertise in both routine accounting and higher-level finance functions, and serves on MCC's management team.

**Changed Fiscal Year.** The fiscal year of the Friends of the Minnesota Conservation Corps (FMCC) was previously based on the calendar year. On July 1, 2004, MCC changed its fiscal year to July 1 - June 30 in order to more closely match state funding mechanisms. This resulted in a short, 6-month fiscal year from January 1, 2004 - June 30, 2004. Fiscal year 2005 will run from July 1, 2004 to June 30, 2005.

**Implemented Independent Audits.** After an extensive search, EideBailly LLP was hired as MCC's audit firm in the spring of 2003. EideBailly specializes in non-profit work, and has been extremely helpful in preparing MCC for the future. Audits are completed for calendar year 2003 and for the short period of January 1 - June 30, 2004. MCC received an "unqualified" opinion on both audits, which is the best opinion an audit firm can give. Appendix F contains a letter from EideBailly LLP stating MCC's clean audit status.

## GUIDING VALUES and PRINCIPLES

MCC will carry on its strong history of impacting youth and young adults through natural resource work for years to come. MCC's broad public and private support allow it to remain alive, vibrant, and forward facing.

A group of MCC stakeholders met in February 2004 to outline a strategic plan to direct MCC's future for fiscal years 2005-2007. The event was made possible by a grant from the Otto Bremer Foundation's Organizational Effectiveness Program. MCC's Strategic Plan outlines the values and principles that guide the program today and the decisions made for the future.

### Values

**Skills Development:** We provide youth and young adults with the technical and personal skills necessary to successfully complete hands-on conservation projects and community service.

**Positive Learning Experiences:** We provide service-learning experiences that result in personal responsibility, growth, and a strong service ethic.

**Social and Environmental Change:** We transform our environment, our communities and our corpsmembers through our work.

**Youth and Young Adults:** We maximize the enthusiasm, excitement and energy of youth and young adults to create positive outcomes.

### Key Principles

- Safety shall be the #1 priority of MCC programs.
- MCC programs shall provide long-term benefits (a legacy).
- MCC programs shall encourage community volunteerism.
- Providing outstanding corpsmember experiences shall be an instrumental factor in making MCC programmatic decisions.
- MCC will serve a diverse group of corpsmembers with respect to geographic location, gender, ethnic heritage, economic level, and physical ability.

The complete list of MCC Principles can be found in Appendix G.

# ***APPENDIX A***



**Minnesota Conservation Corps**  
Summarized from Audited Financial Statements  
7/01/03-6/30/04

	Actual for Year	Budget for Year
<b>Revenues</b>		
State General Fund Appropriations	350,000	350,000
State Dedicated Fund Appropriations	490,000	490,000
Fee-for-Service	1,027,025	677,319
Government Grants*	12,000	-
Transition Grant	461,000	461,000
Coop Agreement	235,648	238,000
Equipment Transfer*	118,506	-
Contributions	29,113	150,000
Other Income	38,917	-
<b>Total Revenues</b>	<b>2,762,209</b>	<b>2,366,319</b>
<b>Expenses</b>		
Personnel Costs	1,564,405	1,512,289
Equipment and Supplies	214,497	266,893
Fleet Expenses	244,624	147,000
Insurances & Space Costs	74,998	62,000
Office & Professional Fee	137,943	111,496
Other Expenses	64,056	72,937
<b>Total Expenses</b>	<b>2,300,523</b>	<b>2,172,615</b>
<b>Revenues less Expenses</b>	<b>461,686</b>	<b>193,704</b>

<b>Balance Sheet</b>		
Minnesota Conservation Corps		
6/30/2004		
<b>Assets</b>		
<b>Current Assets</b>		
Cash	554,034	
Accounts Receivable	145,531	
Grants Receivable	840,000	
Other Current Assets	6,594	
<b>Total Current Assets</b>		1,546,159
Property and Equipment	93,318	
<b>Total Assets</b>		<b>1,639,477</b>
<b>Liabilities and Capital</b>		
<b>Current Liabilities</b>		
Accounts Payable	98,215	
Accrued Wages/FICA	108,347	
Other Payables	20,088	
<b>Total Current Liabilities</b>		226,650
<b>Long Term Liabilities</b>		
Ed Award Funds	47,293	
Unearned Income	840,000	
<b>Total Long-Term Liabilities</b>		887,293
<b>Total Liabilities</b>		<b>1,113,943</b>
<b>Capital</b>		
Fund Balance	63,848	
Inc/Dec to Fund Balance	461,686	
<b>Total Capital</b>		<b>525,534</b>
<b>Total Liabilities and Capital</b>		<b>1,639,477</b>

# ***APPENDIX B***



# SAW



MCC SURVEY OF ACCOMPLISHED WORK

FISCAL YEAR 2004 - 2005

Project Name:		District:		Crew Name:	
Legislative District:			Project Code (4 digits):		
Date Project Started: / /			Date Project Completed: / /		
Project Category: Natural Resources		Community Service		Environmental Ed	
Administrative		PR/Media Relations		Training	
Project Type (see list):		Units Accomplished (see list):			
Total CM hours to complete project:			Number of corps members:		
DNR Project Host category: Eco   Enf   Fish   For   FOS   I&E   L&M   Parks   T&W   Wat   Wild					
Non-DNR Project Host category: NPS   NRCS   USFS   USFWS   Americorps   Other Federal					
City   County   SWCD   School   Other State   Private   Non-Profit   MCC					
Township:			Host Agency/Organization Name & Mailing Address:		
Contact Person & Title:					
Phone Number (office/cell):			E-mail:		
Number of volunteers supervised or organized:			Total number of volunteer hours:		
Number of students:			Total number of student hours:		

**Project Types**

- |  |   |  |
|--|---|--|
| Administrative (Hours)                     | Fish Spawning and Stocking (Fish)                 | River Cleanup (Miles)                      |
| Adopt-A-River Program (Hours)              | Forest Inventory - CSA (Acres)                    | Retaining Wall Construction (Feet)         |
| Bird Banding (Birds)                       | Forest Inventory - FIA (Plots)                    | Road Improvement (Miles)                   |
| Boardwalk/Step Construction (Feet)         | GIS/GPS Mapping (Miles)                           | Seed Collecting - Prairie (Pounds)         |
| Boundary Work (Feet)                       | Habitat Improvement - Fish (Acres)                | Seed Collecting - Forest (Bushels)         |
| Bridge Construction (Feet)                 | Habitat Improvement - Wildlife (Acres)            | Shelter Construction (Shelters)            |
| Construction / Carpentry (Hours)           | Historic Bldg & Landmark Restoration (Structures) | Snowmobile Trail Construction (Miles)      |
| CWD Testing (Number of Samples)            | Hunter Bag Checks (Hunters)                       | Snowmobile Trail Improvement (Miles)       |
| Debris Removal - Litter/Dump Site (Pounds) | Lakeshore Restoration (Feet)                      | Stream Bank Stabilization (Feet)           |
| Dike Improvement (Feet)                    | Nesting Structure Construction (Structures)       | Timber Stand Improvement & Bud Cap (Acres) |
| Disaster Damage Assessment (Structures)    | NR Area/Structure Improvement (Hours)             | Trail Construction (Miles)                 |
| Disaster/Storm Damage Cleanup (Pounds)     | Oak Savanna Restoration (Acres)                   | Trail Improvement (Miles)                  |
| Dock/Pier Construction (Feet)              | Plant & Animal Relocation (Animals/plants)        | Training - Technical Skills (Hours)        |
| Flood Sand Bagging (Bags)                  | Planting (Plants)                                 | Training - Personal Development (Hours)    |
| Exotic Species Removal (Acres)             | PR/Media Relations (Hours)                        | Tree & Plant Surveys (Hours)               |
| Environmental Education (Students)         | Prairie Restoration (Acres)                       | Tree Planting (Trees)                      |
| Fire Suppression - Direct (Acres)          | Prescribed Burning (Acres)                        | Water Quality Monitoring (Hours)           |
| Fire Suppression - Indirect (Hours)        | Public Access Maintenance (Accesses)              | Wetland Restoration (Acres)                |
|  |   | Wildlife Surveys (Surveys)                 |

Project description (use diagrams and illustrations if needed - use reverse side for space):
Was there any specialized training prior to the start of the project or any on-the-job training (explain)?
List other agencies/organizations/individuals that assisted with project completion:
Please describe any safety concerns related to the project:

Completed by: \_\_\_\_\_

# ***APPENDIX C***



Fund	Original Balance	Hours Worked by Location					Total Hours Worked	Total \$ Used	Fund \$ Balance
		NW	NE	Central	South	Summer			
<b>Water Rec</b>	<b>\$200,000</b>	343.50	556.50	1,875.00	2,606.50		<b>5,381.50</b>	<b>107,630</b>	<b>92,370</b>
<b>ATV/OHV</b>	<b>\$150,000</b>	1,628.50	4,319.75	314.00	117.00		<b>6,379.25</b>	<b>127,585</b>	<b>22,415</b>
<b>Snowmobile</b>	<b>\$115,000</b>	923.00	2,198.50	347.50	109.50	1,454	<b>5,032.50</b>	<b>100,650</b>	<b>14,350</b>
<b>Non-Game</b>	<b>\$ 25,000</b>	422.25	153.00	149.00	142.50		<b>866.75</b>	<b>17,335</b>	<b>7,665</b>
<b>Totals</b>	<b>\$490,000</b>	3,317.25	7,227.75	2,685.50	2,975.50	1,454	<b>17,660.00</b>	<b>353,200</b>	<b>136,800</b>

The remaining carryover funds from 2004 are a result of the late program start. Due to the program shut down in 2003, young adult crews were not actively completing projects until October. 18 corpsmembers continued through the summer of 2003 to "bridge" to the next program year, which began October 6, 2003. The late start greatly decreased the amount of active work time our crews.

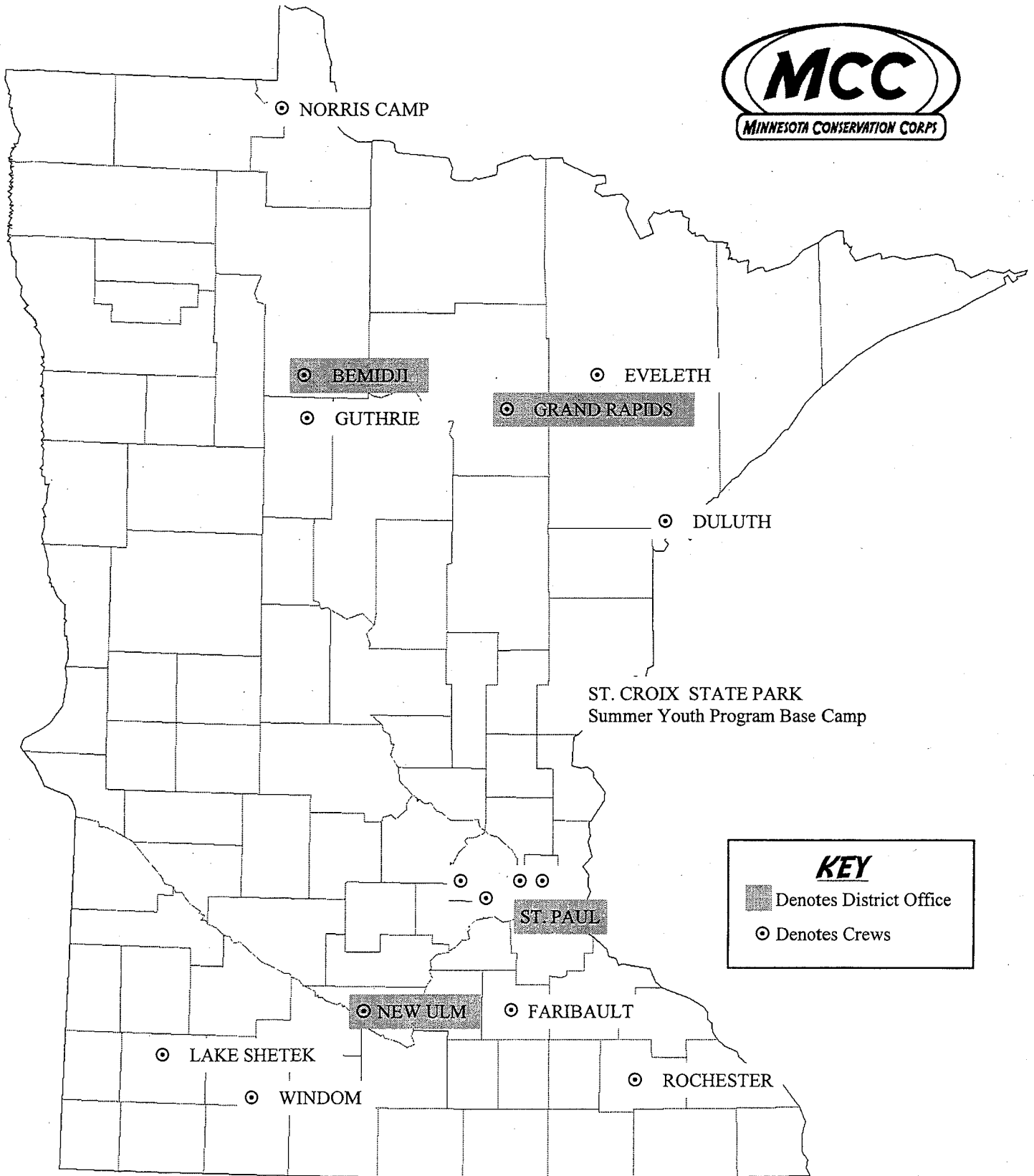


# ***APPENDIX D***



# MCC CREW LOCATIONS

## 2004



# ***APPENDIX E***





# Minnesota Conservation Corps

## Young Adult Accomplishments

### July 2003-June 2004

#### Trails

- Hiking Trail Construction—19 miles
- Hiking Trail Improvement—622 Miles
- Snowmobile Trail Improvement—95 miles
- Trail Shelter Construction—3 shelters
- ATV Trail GIS/GPS Mapping—2,739 Miles
- Boardwalk and Step Construction—961 Feet
- Bridge Construction—36 Feet

#### Lakes and Rivers

- Lakeshore Restoration—11,760 feet
- Dock/Pier Construction—36 Feet
- River Cleanup—6 Miles
- Streambank Stabilization—4,035 Feet
- Water Quality Monitoring—462 Hours
- Wetland Restoration—17 Acres

#### Wildland Fire Control

- Prescribed Burning—3,211 Acres
- Fire Suppression (Direct)—25,172 Acres
- Fire Suppression (Indirect)—4,725 Hours

#### Natural Lands

- Timber Stand Improvement—Bud Capping  
284 Acres
- Forest Inventory—175 Plots
- Oak Savanna Restoration—59 Acres
- Prairie Restoration—309 Acres
- Exotic Species Removal—943 Acres

#### Vegetation

- Prairie Seed Collection—751 Pounds
- Tree Planting—40,836 Trees
- Tree Surveys—606 Hours
- Forest Seed Collection—7 Bushels
- Plantings—2,000 Plants

#### Wildlife

- Bird Banding—1,400 Birds
- Nesting Structure Construction—63 Structures
- Fish Spawning and Stocking—2,000 Fish
- Fish Habitat Improvement—4 Acres
- Wildlife Habitat Improvement—3,314 Acres
- Wildlife Surveys—1,377 Surveys

#### Community Involvement

- Adopt-A-River—1,335 Hours
- Environmental Education—939 Students
- Hunter Bag Checks (CWD)—341 Hunters
- Community Service—460 Hours
- Debris Removal—173,330 Pounds

#### Construction

- Construction/Carpentry—2,613 Hours

#### Training

- Technical Skill Training—7,350 Hours
- Personal Development—1,300 Hours



MCC Corpsmembers Map ATV Trails



# MINNESOTA CONSERVATION CORPS SUMMER PROGRAM ACCOMPLISHMENTS 2004

MCC's Summer Youth Program is based out of St. Johns Landing group facility at St. Croix State Park. In 2004, 75 young people were hired from throughout the state. The summer's corps consisted of 41 males and 34 females, with 17% deaf or hard-of-hearing, and 41% people of color. Work projects were completed across the state including, but not limited to, three National Parks, seven State Parks, one State Forest, one State College, and numerous natural resource focused nonprofit organizations. Work accomplishments for the summer of 2004 are as follows:

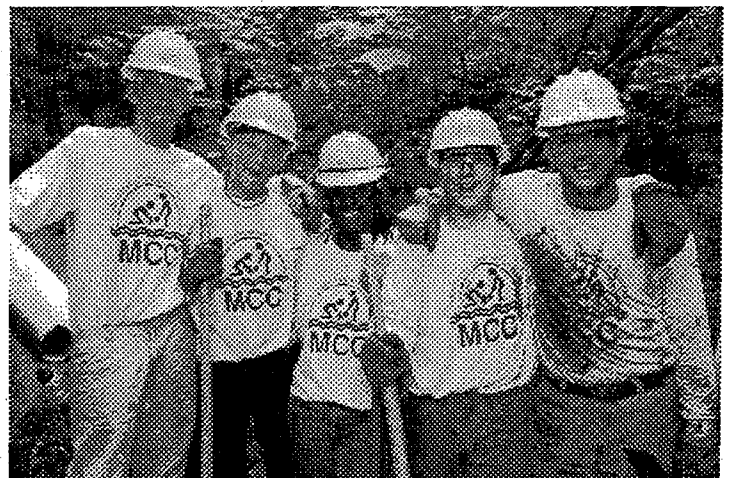
### Major Work Accomplished - 2004

- Boardwalk/Step Construction - 992 Ft
- Boundary Work - 9,750 Ft
- Bridge Construction - 132 Ft
- Construction/Carpentry - 2,824 Hrs
- Debris Removal - 117,900 Lbs
- Dock/Pier Construction - 32 Ft
- Exotic Species Removal - 13 Acres
- Wildlife Habitat Improvement - 1 Acre
- Historic Building and Landmark Restoration - 1 Structure
- Lakeshore Restoration - 950 Ft
- NR Area/Structure Improvement - 149 Hours
- Plant and Animal Relocation - 6387 Animals/Plants
- Prairie Restoration - 5 Acres
- Public Access Maintenance - 2 Accesses
- Retaining Wall Construction - 85 Ft
- River Cleanup - 66 Miles
- Road Improvement - 1 Mile
- Snowmobile Trail Improvement - 22 Miles
- Timberstand Improvement and Bud Capping - 12 Acres
- Trail Improvement - 58 Miles
- Tree Planting - 24 Trees
- Wetland Restoration - 4 Acres



*My grandfather was in the CCC in the 1930's and he worked here at St. Croix State Park. When I was 16 he told me about the MCC Summer Youth Program and I jumped at the opportunity to share this unique experience with him. Everyday I was just as excited about the work as the day before because I knew that I was taking part in something that was important to my grandfather, the experience of MCC.*

*MCC Corpsmember*



# ***APPENDIX F***





Consultants • Certified Public Accountants

October 1, 2004

Tom Donahue, Audit Manager  
Office of the Legislative Auditor  
Centennial Office Building, #140  
658 Cedar Street  
St. Paul, MN 55155

Dear Mr. Donahue:

EideBailly LLP has performed independent financial audits of the Friends of the Minnesota Conservation Corps (FMCC) for both January 1 – December 31, 2003 and for January 1 – June 30, 2004. The second period is only six months because the organization is changing its fiscal year to match that of the State of Minnesota, effective July 1, 2004.

Both audits resulted in unqualified opinions.

In addition, our staff found that FMCC staff members were very cooperative and helpful during the audits.

At FMCC's request, I am enclosing copies of both audits and will also provide copies to the following State of Minnesota representatives:

Marsha Battles-Jenks  
Executive Budget Officer  
Minnesota Department of Finance  
400 Centennial Building  
658 Cedar Street  
St. Paul, MN 55155  
(651) 296-8510

Joe Kurcinka  
Acting Administrator  
Office of Management & Budget  
Minnesota Department of Natural Resources  
500 Lafayette Road  
St. Paul, MN 55155  
(651) 296-4789

Please feel free to contact me directly at (952) 918-3506 if I can be of any further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Allen A. Heinen", with a long horizontal flourish extending to the right.

Allen A. Heinen, CPA  
Partner

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# ***APPENDIX G***





### Organizational Principles

- I. MCC shall operate as a non-profit 501(c)(3) organization, which shall be governed by a volunteer Board of Directors named the Friends of the Minnesota Conservation Corps (FMCC).
- II. An Executive Director, who shall be supervised by the Board, and who shall direct the staff and program operations, shall manage MCC.
- III. The staff of MCC, under the direction of the Executive Director, shall be responsible for implementing the work of this strategic plan.

### Program Principles

- I. MCC programs shall be consistent with the MCC mission and values.
- II. MCC programs shall focus on conservation/environmental work, emergency response and community service.
- III. MCC will function as a training organization for youth and young adults (ages 15-25) interested in environmental stewardship, emergency response and community service.
- IV. Safety shall be the number one priority of MCC programs.
- V. MCC programs shall provide long-term benefits (a legacy).
- VI. MCC Board members, staff and corpsmembers shall promote a positive public image of the organization.
- VII. MCC programs shall encourage community volunteerism.
- VIII. MCC shall focus organizational growth on the summer youth residential program.

### Corpsmember Principles

- I. MCC shall engage youth and young adults in quality, high-priority service to the environment and community that is educational in nature.
- II. Providing outstanding corpsmember experiences shall be an instrumental factor in making MCC programmatic decisions.
- III. MCC shall provide meaningful work and service opportunities to corpsmembers.
- IV. MCC will serve a diverse group of corpsmembers with respect to geographic location, gender, heritage, economic level, and physical ability.

### Project Host Principles

- I. MCC shall serve primarily governmental, educational and non-profit organizations for the common good, including Federal Agencies, State Agencies, Counties, Special Districts, Municipalities, Schools, Colleges, Universities, Public Utilities, Agricultural Programs and Non-Profit Organizations
- II. MCC shall seek to establish quality relationships with its project hosts

### Financial Management Principles

- I. MCC shall be a faithful steward of public funds entrusted to it
- II. MCC shall operate financially sound programs that can sustain organizational viability and growth
- III. MCC shall maintain relationships with current funders and shall explore new fund sources and entrepreneurial ventures