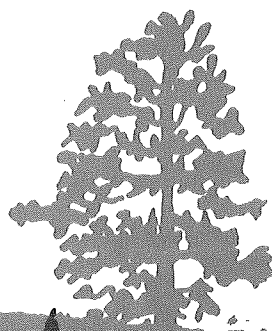
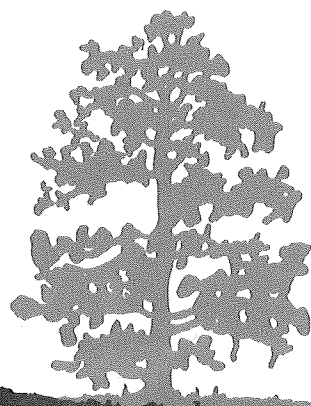


Phase 2: Administrative And  
Institutional Property

# Minnesota Public Lands Impact Study

Legislative Commission on  
Minnesota Resources in cooperation with the  
Tax Study Commission and  
Barton-Aschman Associates, Inc.







# Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

## TABLE OF CONTENTS

Statement of Purpose  
Participants  
Study Documentation

### SECTION A - WORK PROGRAMS

- A.1. Proposed Work Program for June 13-July 9
- A.2. Proposed Work Program for July 10-August 6
- A.3. Proposed Work Program for August 7-September 3
- A.4. Proposed Work Program for September 28-October 29

### SECTION B - PROGRESS REPORTS

- B.1. May 13 - June 11, 1977
- B.2. June 12 - July 9, 1977
- B.3. July 10 - August 6, 1977
- B.4. August 7 - September 3, 1977
- B.5. September 4 - October 1, 1977

### SECTION C - EXISTING CONDITIONS

- C.1. Department of Transportation, Division of Aeronautics
- C.2. Department of Military Affairs
- C.3. Department of Transportation, Division of Right-of-Way
- C.4. U.S. General Services Administration
- C.5. Existing State Payments for Lands Held for Other than Natural Resource Management Purposes
- C.6. Department of Public Welfare
- C.7. Board for Community Colleges
- C.8. State University Board
- C.9. Department of Administration
- C.10. Department of Corrections
- C.11. University of Minnesota
- C.12. Inventory of State Owned Land
- C.13. U.S. Postal Service
- C.14. Central Federal Records on Federally Held Lands in Minnesota

- C.15. Summary of State Lands Held for Other than Natural  
Resource Management Purposes

#### SECTION D - DATA SOURCES

- D.1. Minnesota Land Management Information System
- D.2. SHELTER Data Base and Related Systems
- D.3. Land Documents File, Department of Finance
- D.4. Miscellaneous Data Sources

#### SECTION E - PILOT STUDIES

- E.1. Alternative Methods for Analyzing the Cost/Revenue  
Impacts of State Facilities

#### SECTION F - PAYMENT PRINCIPLES





# Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

## MINNESOTA PUBLIC LANDS IMPACT STUDY - PHASE 2

### Statement of Purpose

The purposes of the Minnesota Public Lands Impact Study being undertaken by the Legislative Commission on Minnesota Resources in cooperation with the Tax Study Commission and Barton-Aschman Associates, Inc., can best be summarized by the legislative charge and work agreement assignment. The Laws of Minnesota for 1975 in LCMR legislation state that " . . . the commission shall report to the 70th session of the legislature its findings and recommendations regarding payments in lieu of taxes on State and Federally owned lands . . . ." Phase 1 of the study has been completed and addressed questions related to State and Federal lands held for natural resource management.

The work assignment for Phase 2 is to "conduct research, gather and analyze information and report findings to the LCMR concerning the effects on local units of government of land ownership by the State and Federal governments, which is held for other than natural resource management, excluding highways. Also submit recommendations, on a state-wide system of payments in lieu of taxes which address equity, fiscal impacts and administrative considerations."

This notebook is a compilation of " working papers," monthly "progress reports" and monthly "work programs" developed during Phase 2 of the Public Lands Impact Study.



## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### Legislative Commission on Minnesota Resources

Senator Jerald C. Anderson  
Senator John C. Chenoweth  
Senator William G. Kirchner  
Senator Roger Laufenburger  
Senator Roger D. Moe  
Senator Earl W. Renneke  
Senator Gerald L. Willet

Representative Irvin N. Anderson  
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Representative Gerald Knickerbocker  
Representative Willard M. Munger  
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Senator Gene Merriam  
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Suzette M. Olive  
Barbara J. Zabel



## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### Study Documentation

The Minnesota Public Lands Impact Study includes four different types of documentation which are described below:

1. *Working Papers.* The substantive findings of the study are detailed in "working papers" when a major work task is completed or nearing completion. As implied by the name, these technical memoranda are intended to organize and document all technical information in an evolving compilation of reference materials for those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not always be completely accurate or comprehensive. As new data become available, additional working papers are prepared or errata sheets are inserted into the study notebook. These papers will eventually form the data base from which a draft report will be prepared.
2. *Progress Reports.* A "progress report" is prepared every four weeks. These memoranda summarize the work completed during the previous four weeks on a "percent complete" basis and do not include substantive information. Important preliminary observations related to the work tasks being done are usually identified, and a summary of costs for the four-week period is presented. Occasionally, a "synopsis progress report" may be prepared which summarizes all work completed to date in the study.
3. *Work Programs.* Every four weeks a memorandum "work program" is prepared which outlines the work tasks proposed for the following four weeks.
4. *Draft Report.* When the data collection and research for the Public Lands Impact Study has been completed, a draft report will be prepared by staff for submission to the Legislative Commission on Minnesota Resources and the Tax Study Commission. This draft report will be an organized summary of the principal findings of Phase 2 of the Minnesota Public Lands Impact Study.





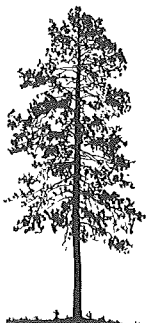
# Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

## WORK PROGRAM A.1 PROPOSED WORK PROGRAM FOR JUNE 13 - JULY 9

This work program is an outline of work tasks proposed for the four week work period of June 13 - July 19.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: June 17, 1977

SUBJECT: WORK PROGRAM FOR JUNE 13 - JULY 19  
Reference No. A.1

As indicated in the overall work program, Phase 2 of the Public Lands Impact Study will focus on State and Federal land managed for other than natural resource purposes, excluding highway rights-of-way. The major objective of the study will be to analyze the positive and negative impacts of public land ownership on local units of government. The first four week period of the study focused on: (1) a survey identifying State agencies responsible for land management in Minnesota, (2) identification of existing data sources regarding State and Federal lands in Minnesota, (3) interviews with primary State agencies responsible for public land management, (4) estimates of current Federal and State land ownership and related payments to local units of government, and (5) the continuing identification of general issues or policy questions upon which the study should focus. The purpose of this memorandum is to outline the work tasks to be undertaken during the next work period.

The major objectives which should be accomplished during the next work period include the following:

1. Tabulate the State agency survey results and contact non-responding agencies to achieve a 100 percent survey return.
2. Complete evaluation of centralized State and Federal land records.
3. Tabulate existing direct payments in lieu of taxes, taxation and other direct and indirect State and Federal aids related to the public lands under consideration.



4. Develop criteria for selecting pilot areas and select pilot evaluation areas.

Each of these tasks is outlined more fully below.

#### State Agency Survey

As indicated in Progress Report B.1 , a survey of all State departments and agencies has been undertaken to develop a comprehensive list of State agencies responsible for land management in Minnesota. One of the principal tasks to be undertaken in the next work period will be to complete tabulation of the survey. Agencies not responding to the questionnaire will be contacted again to achieve a 100 percent survey return. The intent of this survey is to compile a comprehensive list of all State agencies, both large and small, responsible for management of State owned lands in Minnesota. Initial tabulation and follow-up contacts will be started during the week of June 20 and should be completed by early July.

#### Evaluation of Land Records

Initial contacts have been with the major State and Federal agencies responsible for land management in Minnesota. In many cases, agencies were asked to contact regional offices, district offices, or individual land holding managers to obtain the information required to tabulate State and Federal land ownership throughout the State. The compilation of this data will be completed during the next work period as will the evaluation of centralized land record systems including major departmental central record systems and more generalized record systems such as MLMIS, the Energy Agency's SHELTER, and the Department of Administration's Lease Record System.

#### Existing Payments

As indicated in Progress Report B.1, efforts have been made during initial agency contacts to collect information regarding existing payments in lieu of taxes or other financial aids related to the lands under consideration in Phase 2. Upon completion of these interviews and contacts with additional agencies through the agency survey, a tabulation will be made of existing payments related to State and Federal land ownership. This tabulation will include the legislative authorization for such payments, factors related to payment policies, amount of payments by county and agency, etc. This preliminary tabulation should be completed within the next four week work period. It is anticipated that other aids may be identified as part of the pilot evaluations.

A key word legislative search has also been requested through the Revisor's Office to further aid in identifying payments related to public land ownership. This search will be completed during the week of June 20 and will be evaluated during the next four week work period.

### Pilot Area Selection

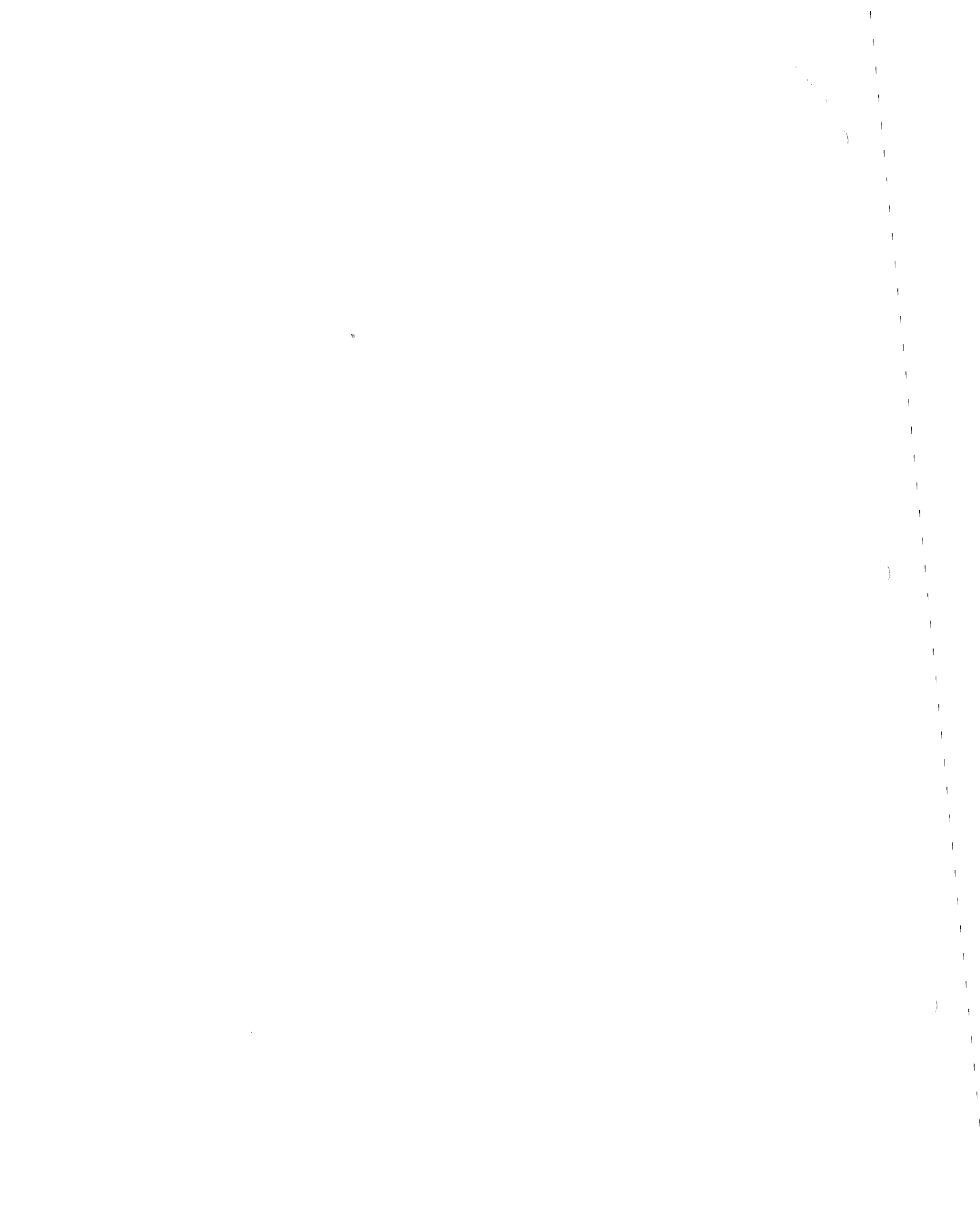
In coordination with the LCMR/TSC staff, pilot land areas will be selected based on a series of objective and, if necessary, subjective criteria. Suggested selection criteria might include: (1) size of the public land holding, (2) use and/or variety of uses of the public land, (3) extent of local, and State or Federal, services provided, (4) quality of land records available, (5) location in the State, (6) size of municipality, (7) other criteria as determined by the LCMR/TSC/BAA staff.

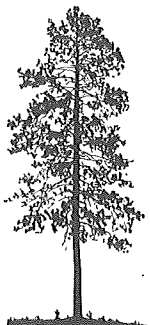
The selection criteria will be developed jointly by LCMR, TSC and BAA staff. A preliminary selection of pilot areas will be conducted by the LCMR/TSC/BAA staff to be presented for approval to the LCMR Executive Committee. Every effort should be made to select pilot areas for testing within the next four week work period since the early selection and approval of pilot areas will be an important factor in maintaining our Phase 2 work schedule. Issues which should be investigated will be defined and data required to evaluate those issues will also be identified as part of the selection process.

### Other Tasks

In addition to the above tasks, certain other tasks will be undertaken on a continuing basis throughout the study. These will include such items as: (1) developing work papers as research is completed, (2) continuing a literature review, (3) making contacts with regard to payments in lieu of taxes programs which are in effect in other states, and (4) following up on any questions raised by the LCMR, TSC or staff.

*Use*  
1 Admin  
2 residential  
3 institutional  
3 military  
4 educational  
5 highways - ex. tax holding - pvt. station  
2 municipalities  
w/ 6 or 4 of these  
not URM  
not Capital





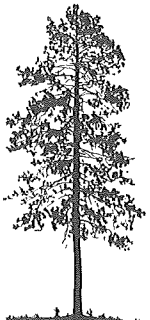
## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORK PROGRAM A.2 PROPOSED WORK PROGRAM FOR JULY 10 - AUGUST 6

This work program is an outline of work tasks proposed for the four week period of July 10 - August 6.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 8, 1977

SUBJECT: WORK PROGRAM FOR JULY 10 THROUGH AUGUST 6  
REFERENCE NO. A.2

The major objectives of the previous work period included:

1. Tabulate the State agency survey results, contact non-responding agencies to receive a 100 percent return, and determine State land ownership in Minnesota.
2. Continue contacts and data collection from key State and Federal agencies.
3. Continue the evaluation of centralized State land records.
4. Tabulate existing direct payments in lieu of taxes, taxation, and other State and Federal aids related to State and Federal lands.
5. Develop criteria for selecting pilot areas and select pilot evaluation areas.

Progress to date on each of these tasks is described in Memorandum B.2. The purpose of this memorandum is to outline the work tasks to be undertaken during the next work period.

The major objectives which should be accomplished during the next four week work period include the following:

1. Continue data collection with State and Federal agencies responsible for land management in Minnesota.
2. Complete evaluation of centralized State land record systems.
3. Select pilot areas and develop evaluation methodology for presentation to the Executive Committee.
4. Begin pilot area evaluations.

Each of these tasks is outlined more fully below.

### Complete Agency Contacts and Data Collection

All principal State and Federal agencies responsible for land management in Minnesota have been contacted one or more times during the preceding work periods to collect data with regard to land ownership, land records, payments, services, etc. As indicated in Progress Report B.2, a number of these agencies had to go to individual installations to collect the necessary data or, in the case of some Federal agencies, to national offices. As a result, in many cases some data are still missing which has delayed the preparation of working papers on these agencies. It is anticipated that most working papers on existing conditions will be completed relatively early within the next work period. Most of these work papers are currently in draft preparation stages. Existing conditions draft work papers must still be completed for the following agencies:

State:               Department of Administration  
                      Department of Corrections  
                      University of Minnesota  
                      State University Board

Federal:            U.S. Postal Service  
                      Veterans Affairs  
                      Department of Defense

Following the completion of these existing conditions working papers, a summary working paper regarding State and Federal land ownership and the amount of existing payments will also be prepared.

### Evaluation of Land Records

State land record systems designed for specific departmental purposes which have been identified to date include MLMIS, SHELTER, the Department of Administration's Lease Record System, the Department of Finance's Land Documents Division, and Department of Revenue data on valuations. Working papers are in the draft preparation stage for MLMIS, SHELTER and the Lease Record System. These will be completed early in the next work period, and contacts will be made with the Department of Finance and the Department of Revenue to more fully clarify their roles with regard to land records. It is anticipated that this data collection and appropriate draft working papers will be completed during the next work period.

### Pilot Area Selection

During staff meetings on July 7 and 8, pilot area selection criteria and potential pilot areas were discussed. It is anticipated that recommended pilot areas will be selected very early in the next work period in coordination with the LCMR/TSC staff and subject to approval by the LCMR Executive Committee. In addition, a methodology for conducting



the pilot area evaluations will be developed including a clarification of the primary purposes for conducting pilot evaluations. If these tasks can be completed and approved by the Executive Committee early enough in the next work period, contacts will be started in the pilot areas. Issues which should be investigated will be defined and data required to evaluate those issues will be identified as part of the evaluation methodology and pilot area selection process.

#### Other Tasks

In addition to the above tasks, certain other tasks will be undertaken on a continuing basis throughout the study. These include such items as: (1) developing work papers as research is completed, (2) continuing a literature review, (3) making contacts with regard to payments in lieu of taxes programs which are in effect in other states, and (4) following up on any questions raised by the LCMR, TSC or staff.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORK PROGRAM A.3 PROPOSED WORK PROGRAM FOR AUGUST 7 - SEPTEMBER 3

This work program is an outline of work tasks proposed for the four week work period of August 7 - September 3.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: August 3, 1977

SUBJECT: PROPOSED WORK PROGRAM FOR AUGUST 7-SEPTEMBER 3  
REFERENCE NO. A.3

The purpose of this memorandum is to outline the work tasks to be undertaken during the next four week work period. The major objectives which should be accomplished during this work period include the following:

1. Continue effort to tabulate all existing State payments in lieu of taxes, real estate taxes, and other payments related to State lands.
2. Evaluate the service demands of State land uses being studied in Phase 2.
3. Calculate the impacts of State land uses on local tax revenues.
4. Identify other impacts of State land uses on local units of government.
5. Test the relative significance of impacts among institutions and local communities.

Each of these tasks is outlined more fully below.

### Existing Payments

Several types of payments and taxes have been identified in data collection efforts to date. In most cases, individual institutions are responsible for these payments and, therefore, it has not been possible to determine the exact amount the State is spending for this purpose. During the next work period, an effort will be made to obtain this information from the statewide accounting system through the Department of Finance. If certain payments cannot be identified in this system due to coding conventions, individual institutions may have to be contacted for this information.

### Service Demands

The major effort of the next work period will be to evaluate the service demands of the various State facilities under consideration. The key questions on which this research should focus are:

1. What state institutional characteristics influence public service demands?
2. Are there variations in service demands among the different State land uses?
3. What public services does the State provide or pay for directly?
4. Does the size (or other characteristics) of a municipality influence the extent of local services provided to State facilities of the same type?

These issues are considered most important because they are factors which may need to be incorporated to assure equity in a system of in lieu payments, if such a system is determined to be desirable.

An attempt was made during the previous work period to select pilot areas which would be representative enough that the findings from indepth studies of these facilities could be applied to other communities and institutions (see Progress Report B.3). The materials developed for this purpose are appended to this memorandum for information. After considerable evaluation and reevaluation, it was concluded that a pilot area approach would be inappropriate in this Phase because too many land use types are involved, and there is too much variation among the State facilities as well as the local communities being considered. The single exception is the capitol complex which is a unique facility. It is therefore proposed that the capitol complex be evaluated separately on the basis of actual conditions existing in St. Paul. It is proposed that the service demands of the remaining State facilities be evaluated using the process outlined below.

1. Identify the public services required to operate various State facilities. For each type of institution being considered, the full range of services consumed will be identified through data already available, existing literature, and additional contacts with State agencies. The most common or most likely provider of the services will be identified (e.g., State, Federal, local, private, etc.) and developed in matrix form as shown in Table 1.
2. Identify variables affecting the service demands of State facilities. Several variables such as institution size, population and employment will be identified and analyzed based on existing literature and available data and displayed in matrix form as shown in Table 2. Variables will be tested in selected cases to determine their

TABLE 1  
EVALUATION MATRIX OF THE SERVICE DEMANDS OF STATE FACILITIES<sup>(1)</sup>

Services Consumed	Service Required		Service Provided By:			
	Yes	No	State	County	City	Other
Police						
Fire						
Roads						
Transit						
Parking						
Garbage Collection						
Utilities						
Health						
Education						
Welfare						
Parks						
General Government						

<sup>(1)</sup> Will be completed for each type of State facility being evaluated.



TABLE 2  
EVALUATION MATRIX OF VARIABLES AFFECTING THE SERVICE DEMANDS OF STATE FACILITIES<sup>(1)</sup>

Services Consumed	Variables								
	Resident/ Student Population	State Employees	Visitors	Land Area	Square Footage	Location	Use	Value	Other
Police									
Fire									
Roads									
Transit									
Parking									
Garbage Collection									
Utilities									
Health									
Education									
Welfare									
Parks									
General Government									

<sup>(1)</sup> Will be completed for each type of State facility being evaluated.

validity in predicting service demands. Service demand ratios (for example, police calls per 100 students) will then be developed utilizing existing information. This analysis will be conducted only for local services as determined in step 1, described above.

3. Determine number of sample institutions and communities needed to verify hypotheses. To assure that the ratios developed reflect the actual services being provided, they should be tested against existing conditions. The sample needed to obtain credible results will be determined using accepted sampling techniques taking into consideration number of institutions, variations in institutional and community characteristics, and any other appropriate factors.
4. Test ability of factors to predict service demands. The minimum data necessary to verify the ratios developed will be collected for the sample institutions and communities. Wherever possible, data available from central sources will be utilized. The predicted service demands will be compared to actual services delivered and, if appropriate, ratios will be revised to reflect actual conditions.

#### Tax Revenue Impacts

Using the same formulae as those utilized in Phase 1, the impacts on tax revenues and mill rates will be calculated. Base data for this task will be taken from the county assessors' reports on tax-exempt property provided by the Department of Revenue. The formulae used will be as follows:

$$\begin{array}{l}
 \text{Appraised Value of State Land} \times \text{Taxable Ratios} = \text{Theoretical Taxable Value of State Land} \\
 \\
 \text{Theoretical Taxable Value of State Land} \times \text{Average 1975 Mill Rate} = \text{Theoretical Estimated Taxes on State Land} \\
 \\
 \frac{\text{Total 1975 Taxes Levied} - \text{Taxes for 30 Mills}}{\text{Estimated Taxable Value of State Lands} + \text{1975 Taxable Value}} + 30 \text{ Mills}^{(1)} \\
 \\
 = \text{Theoretical Estimated New Mill Rate}
 \end{array}$$

Appropriate taxable ratios to be used will be determined in coordination with the LCMR/TSC staff.

---

(1) 30 mills of the mill rate are not impacted by increased tax revenues due to the school aid formula. See page 94 of Phase I Summary Report for explanation.

### Other Impacts

Other impacts, primarily offsetting service demands and tax revenue impacts, will be identified and evaluated based on available data. Examples of factors which may be included are:

1. State employment related to total employment in community.
2. Local expenditures made by employees, institutional residents, and visitors.
3. Existing State payments for services, taxes, assessments, etc.
4. Services provided by the State facility to the local community.

Where possible, the economic benefits and disbenefits of these factors will be quantified. Where data is not available, such factors will be considered on a more general, qualitative basis.

### Relative Significance of Impacts

Finally, all of the above information will be compared against community characteristics such as population, total employment, economy, tax base, etc., to assess the variations in significance of these impacts:

1. Among types of State facilities.
2. Among communities of different sizes and/or other characteristics.

If it appears appropriate at this time, a reevaluation will be made of those factors affecting natural resource land impacts which may be more readily quantified using the evaluation process and ratios described above. The results of these impact evaluations will form the basis for recommendations on the need for, and characteristics of, a system of payments in lieu of taxes. Therefore, the results of this research will be presented to the LCMR/TSC Executive Committees before recommendations are developed.

### Other Tasks

In addition to the above tasks, certain other tasks are being undertaken on a continuing basis throughout the study. These include such items as: (1) developing work papers as research is completed, (2) continuing a literature review, (3) making contacts with regard to payments in lieu of taxes programs which are in effect in other states, and (4) following up on any questions raised by the LCMR/TSC or staff.

## APPENDIX

### BACKGROUND DATA RELATED TO ALTERNATIVE PILOT AREAS

MATRIX 1  
COMPARISON OF POPULATION, STATE LAND USES, AND LOCAL SERVICES IN ALTERNATIVE PILOT AREAS.

Municipalities	1970 Popu- lation (1000s) (1)	(2)					DOT Head- quarters	Military	Aero- nautics	(3)				
		Educa- tion	Health Care	Correc- tions	Capitol Complex	General Govern- ment				Police	Fire	Roads	Sanita- tion	
<u>Cities of the First Class</u>														
Duluth	101	x	-	-	-	-	x	x	-	x	x	x	x	x
Minneapolis	434	x	-	-	-	-	-	x	-	x	x	x	x	x
St. Paul	310	x	-	-	-	x	-	x	-	x	x	x	x	x
<u>Over 20,000</u>														
Austin	25	x	-	-	-	-	-	x	-	x	x	x	x	x
Bloomington	82	x	-	-	-	-	-	-	-	x	x	x	x	x
Brooklyn Park	26	x	-	-	-	-	-	-	-	x	x	x	x	x
Coon Rapids	31	x	-	-	-	-	-	-	-	x	x	x	x	x
Mankato	31	x	-	-	-	-	x	x	-	x	x	x	x	x
Minnetonka	36	-	x	-	-	-	-	-	-	x	x	x	x	x
Moorhead	30	x	-	-	-	-	-	x	-	x	x	x	x	x
Rochester	54	x	x	-	-	-	x	x	-	x	x	x	x	x
St. Cloud	40	x	-	x	-	-	x	x	-	x	x	x	x	x
White Bear Lake	23	x	-	-	-	-	-	x	-	x	x	x	x	x
Winona	26	x	-	-	-	-	-	x	-	x	x	x	x	x
<u>10-20,000</u>														
Anoka	13	-	x	-	-	-	-	x	-	x	x	x	x	x
Bemidji	11	x	-	-	-	-	x	x	x	x	x	x	x	x
Brainerd	12	x	x	-	-	-	x	x	-	x	x	x	x	x
Faribault	16	-	x	-	-	-	-	x	-	x	x	x	x	x
Fergus Falls	12	x	x	-	-	-	-	x	-	x	x	x	x	x
Hastings	12	-	x	-	-	-	-	x	-	x	x	x	x	x
Hibbing	16	x	-	-	-	-	-	x	-	x	x	x	x	x
Inver Grove Heights	12	x	-	-	-	-	-	-	-	x	x	x	x	x
Marshall	10	x	-	-	-	-	x	x	-	x	x	x	x	x
Red Wing	10	-	-	x	-	-	-	x	-	x	x	x	x	x
Virginia	12	x	-	-	-	-	x	x	-	x	x	x	x	x
Willmar	13	x	x	-	-	-	x	x	-	x	x	x	x	x
Worthington	10	x	-	-	-	-	-	x	-	x	x	x	x	x
<u>Under 10,000</u>														
Ah-gwah-ching	NA	-	x	-	-	-	-	-	-	NA	NA	NA	NA	NA
Bayport	3	-	-	x	-	-	-	-	-	x	x	x	x	x
Cambridge	3	-	x	-	-	-	-	-	-	x	x	x	x	x
Crookston	8	x	-	-	-	-	x	-	-	x	x	x	x	x
Ely	5	x	-	-	-	-	-	-	-	x	x	x	x	x
Grand Rapids	7	x	-	-	-	-	-	x	-	x	x	x	x	x
International Falls	6	x	-	-	-	-	-	-	-	x	x	x	x	x
Lino Lakes	4	-	-	x	-	-	-	-	-	x	x	x	x	x
Moose Lake	1	-	x	-	-	-	-	-	-	x	(4)	(4)	x	x
Morris	5	x	-	-	-	-	x	-	-	x	x	x	x	x
Pinecreek	NA	-	-	-	-	-	-	-	x	NA	NA	NA	NA	NA
St. Peter	8	-	x	-	-	-	-	x	-	x	x	x	x	x
Sandstone	2	-	-	x	-	-	-	-	-	x	(4)	(4)	x	x
Sauk Centre	4	-	-	x	-	-	-	x	-	x	x	x	x	x
Shakopee	7	-	-	-	-	-	-	-	-	x	x	x	x	x
Thief River Falls	9	x	-	-	-	-	x	x	x	x	x	x	x	x
Togo	NA	-	-	x	-	-	-	-	-	NA	NA	NA	NA	NA
Willow River	0.3	-	-	x	-	-	-	-	-	x	(4)	(4)	x	x
Waseca	7	-	-	-	-	-	-	-	-	x	x	x	x	x
Camp Ripley (5)	NA	x	-	-	-	-	-	x	-	NA	NA	NA	NA	NA

(1) Source: 1970 Census of Population

(2) Data collected from individual agencies in June, 1977 (see Working Papers C.1 - C.12)

(3) Based on expenditures indicated in State Auditor's Report, 1974.

(4) Public safety expenditures are aggregated (cannot differentiate between police and fire).

(5) Located in rural portion of Morrison County.

NA = data not available

MATRIX 3  
COMPARISON OF LAND AREA, VALUATIONS AND TAX RATES FOR ALTERNATIVE PILOT AREAS

Municipality	1970 Population (1000s)(1)	Land Area (Sq. Mi.)(2)	1974 Taxable Value (\$1000s)(3)	Total 1974 Mill Rates(3,4)	Total Taxes Payable in 1974 (\$1000s)(3)	1974 Homestead Credit (\$1000s)(3)
<u>Cities of the First Class</u>						
Duluth	101	67.3	\$ 180,854	138.08	\$ 24,421	\$ 4,575
Minneapolis	434	55.1	1,332,003	121.35	161,565	20,802
St. Paul	310	52.2	752,471	127.33	95,812	13,684
<u>Over 20,000</u>						
Austin	25	7.3	50,294	123.40	6,206	1,464
Bloomington	82	37.2	346,592	103.33	35,538	5,213
Brooklyn Park	26	25.8	82,420	102.88	8,356	1,447
Coon Rapids	31	23.5	78,476	93.36	7,312	1,376
Mankato	31	9.8	71,888	113.49	8,148	1,182
Minnetonka	36	27.0	128,664	107.14	13,468	2,672
Moorhead	30	6.5	53,790	97.43	5,240	1,203
Rochester	54	13.4	181,160	106.52	19,284	2,946
St. Cloud	40	10.8	87,534	121.09	9,586	1,466
White Bear Lake	23	NA	44,967	134.10	5,995	1,489
Winona	26	13.0	53,644	108.62	5,827	1,102
<u>10-20,000</u>						
Anoka	13	NA	37,717	99.75	3,762	744
Beardji	11	NA	14,270	123.50	1,762	294
Brainerd	12	NA	21,641	79.00	1,710	346
Faribault	16	NA	26,324	127.32	3,350	727
Fergus Falls	12	NA	30,300	85.70	2,596	418
Hastings	12	NA	23,258	99.32	2,219	573
Hibbing	16	NA	26,936	160.94	4,335	1,488
Inver Grove Heights	12	NA	42,460	90.93	3,492	584
Marshall	10	NA	23,866	87.44	2,084	448
Red Wing	10	NA	106,370	70.22	6,940	500
Virginia	12	NA	30,432	146.06	4,440	1,051
Willmar	13	NA	26,990	103.62	2,793	624
Worthington	10	NA	18,570	99.23	1,811	412
<u>Under 10,000</u>						
Ah-gwah-ching	NA	NA	NA	NA	NA	NA
Bayport	3	NA	7,236	104.96	760	128
Cambridge	3	NA	5,925	88.22	523	113
Crookston	8	NA	5,955	127.76	1,756	328
Ely	5	NA	4,596	147.24	677	343
Grand Rapids	7	NA	19,816	102.01	2,021	437
International Falls	6	NA	16,948	111.83	1,895	246
Lino Lakes	4	NA	8,024	129.11	918	198
Moose Lake	1	NA	1,952	NA	NA	NA
Morris	5	NA	8,231	117.13	964	198
Pinecreek	NA	NA	NA	NA	NA	NA
St. Peter	8	NA	11,692	103.15	1,206	326
Sandstone	2	NA	1,363	NA	NA	NA
Sauk Centre	4	NA	5,781	106.25	614	138
Shakopee	7	NA	24,962	NA	NA	NA
Thief River Falls	9	NA	14,978	107.10	1,604	295
Togo	NA	NA	NA	NA	NA	NA
Waseca	7	NA	15,140	113.79	1,722	405
Willow River	0.3	NA	312	NA	NA	NA
Camp Ripley	NA	NA	NA	NA	NA	NA

(1) Source: Census of Population, 1970.

(2) Source: County-City Data Book, 1972 (available only for over 25,000 population).

(3) Source: Minnesota Municipalities, Vol. 61, No. 9, August, 1976 (data prepared by Department of Revenue).

(4) Includes all taxes. When more than one rate applies, highest rate is included in matrix.

NA = data not available

MATRIX 2  
COMPARISON OF EMPLOYMENT AND PATIENT, INMATE OR STUDENT POPULATION FOR ALTERNATIVE PILOT AREAS

Municipality	1970 Population (1000s)(1)	Total Employment(1)	State Employment (1976)(2)	Number of Patients (April, 1977)(3)	Number of Inmates(4)	Number of Students (1974 FTE)(5)
<u>Cities of the First Class</u>						
Duluth	101	38,452	1,465	-	-	5,036
Minneapolis	434	196,325	13,670	-	-	1,243 (Metro)
St. Paul	310	129,768	10,744	-	-	36,666 (U of M)
<u>Over 20,000</u>						
Austin	25	9,509	68	-	-	774
Bloomington	82	34,910	194	-	-	2,998
Brooklyn Park	26	11,020	59	-	-	2,089
Coon Rapids	31	10,468	43	-	-	1,604
Mankato	31	13,030	795	-	-	8,090
Minnetonka	36	13,789	332	339	-	-
Moorhead	30	12,016	246	-	-	4,591
Rochester	54	23,417	1,031	488	-	1,964
St. Cloud	40	14,835	656	-	480	8,017
White Bear Lake	23	8,409	59	-	-	1,770
Winona	26	10,415	267	-	-	3,621
<u>10-20,000</u>						
Anoka	13	5,179	387	340	-	-
Bemidji	11	4,229	540	-	-	4,139
Brainerd	12	4,313	1,006	649(6)	-	439
Faribault	16	6,064	1,273	886	-	-
Fergus Falls	12	4,821	610	533	-	504
Hastings	12	4,576	227	115	-	-
Hibbing	16	5,556	122	-	-	617
Inver Grove Heights	12	4,158	40	-	-	1,155
Marshall	10	4,476	297	-	-	1,787
Red Wing	10	4,159	182	-	160	-
Virginia	12	4,570	191	-	-	724
Willmar	13	5,222	782	587	-	699
Worthington	10	3,924	51	-	-	448
<u>Under 10,000</u>						
Ah-gwah-ching	NA	NA	308	366	-	-
Bayport	3	954	383	-	760	-
Cambridge	3	1,044	698	594	-	-
Crookston	8	3,285	208	-	-	761
Ely	5	1,534	26	-	-	326
Grand Rapids	7	2,458	127	-	-	459
International Falls	6	2,412	28	-	-	260
Lino Lakes	4	1,170	123	-	120	-
Moose Lake	1	NA	413	434	-	-
Morris	5	2,035	398	-	-	1,652
Pinecreek	NA	NA	NA	-	-	-
St Peter	8	3,089	615	578	-	-
Sandstone	2	NA	19	-	46 (?)	-
Sauk Center	4	1,250	126	-	120	-
Shakopee	7	2,623	49	-	48	-
Thief River Falls	9	3,433	91	-	-	263
Togo	NA	NA	29	-	48	-
Waseca	7	2,689	153	-	-	531
Willow River	0.3	NA	34	-	46	-
Camp Ripley	NA	NA	-	-	-	-

(1) Source: Census of Population, 1970.

(2) Source: Minnesota Department of Personnel and University of Minnesota (includes all full and part-time State employees in each city - does not include student employees).

(3) Source: Minnesota Department of Public Welfare, June, 1977.

(4) Source: Minnesota Legislative Manual, 1975-76.

(5) Source: State Planning Agency, 1975 Pocket Data Book.

(6) Does not include schools for the handicapped.

NA = data not available



# LOCATIONS OF STATE EDUCATIONAL INSTITUTIONS BY CITY SIZE

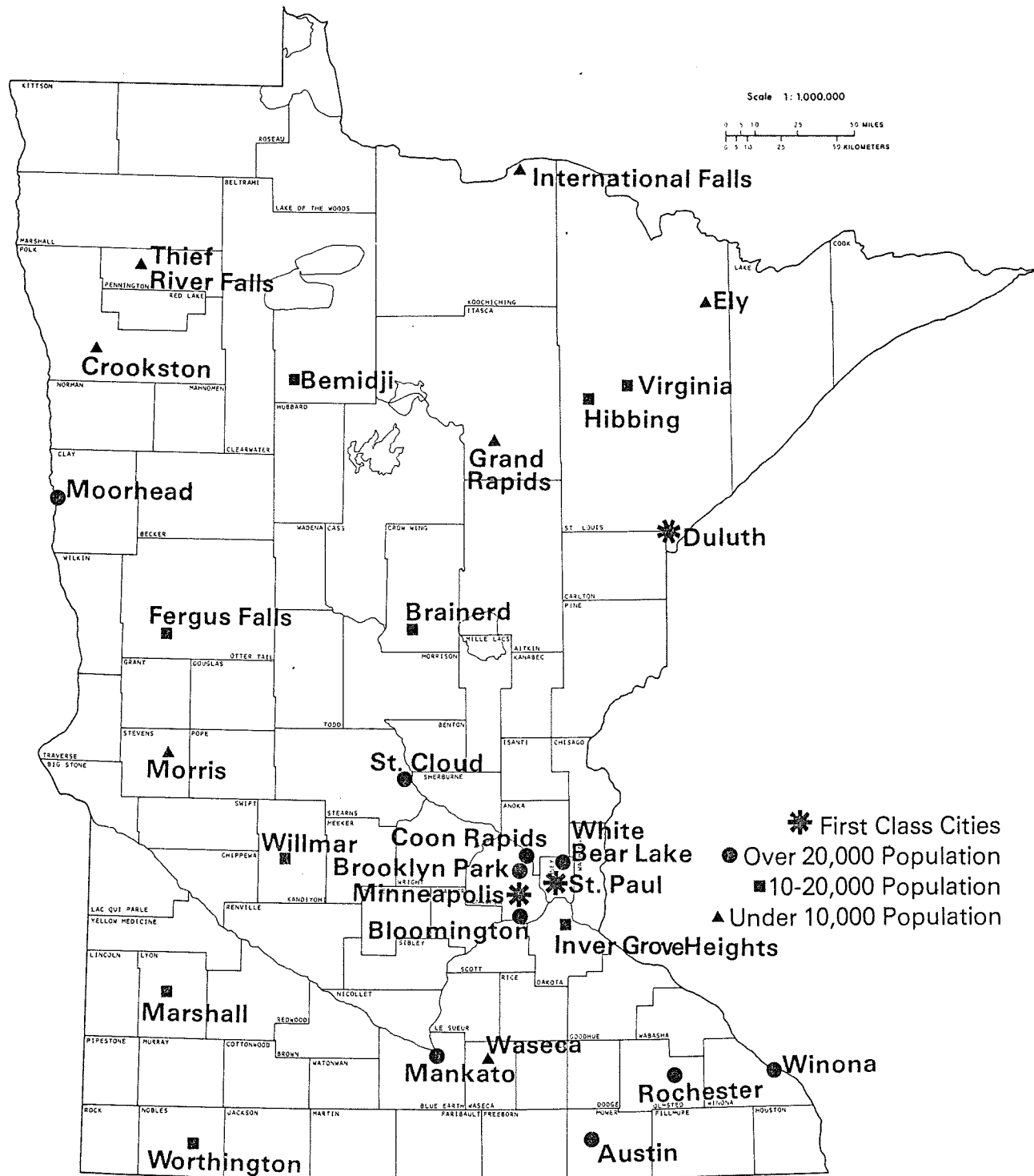


FIGURE E.1.1

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.



# LOCATIONS OF STATE HEALTH CARE INSTITUTIONS BY CITY SIZE

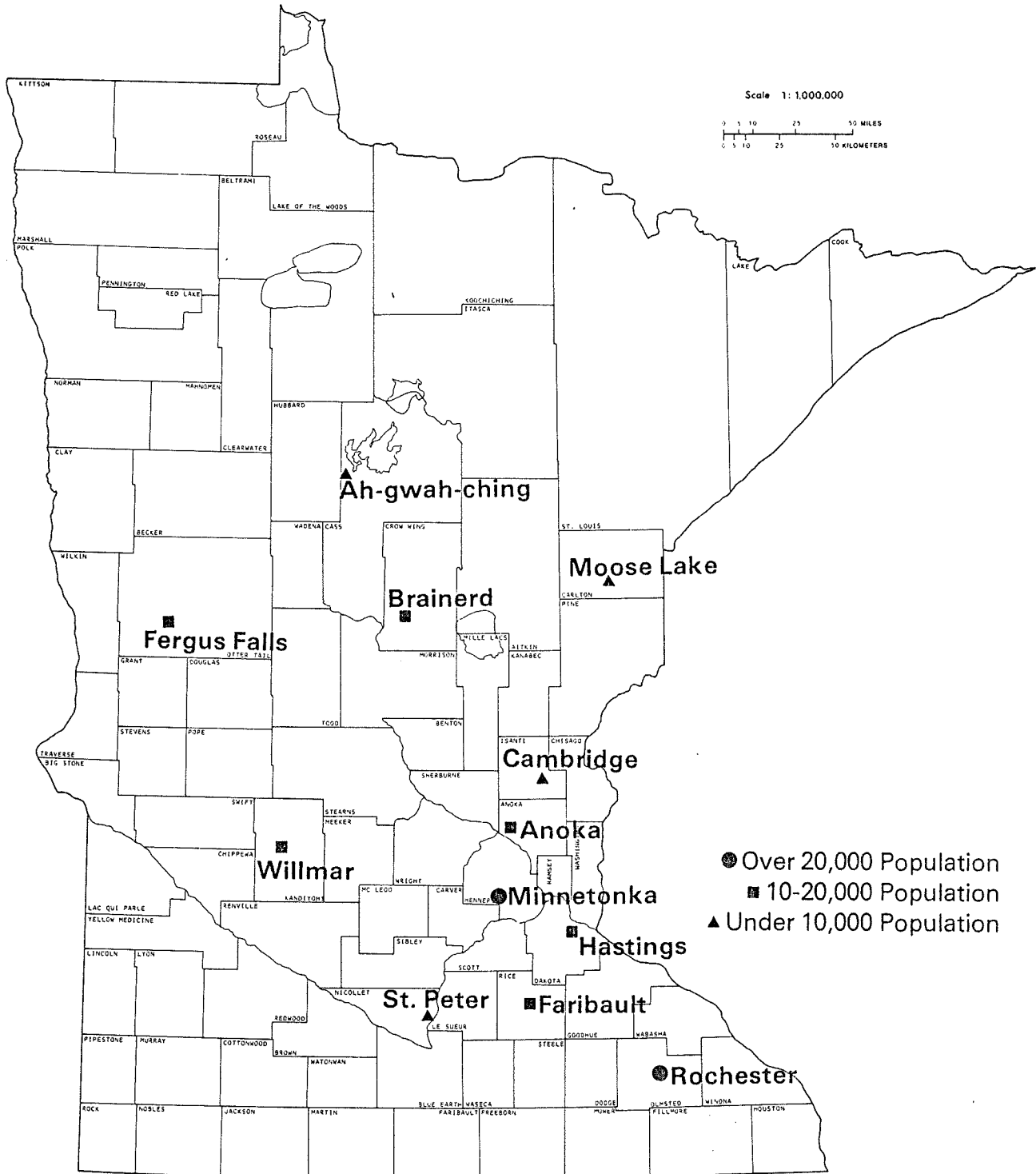


FIGURE E.1.2

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

# LOCATIONS OF STATE CORRECTIONS INSTITUTIONS BY CITY SIZE

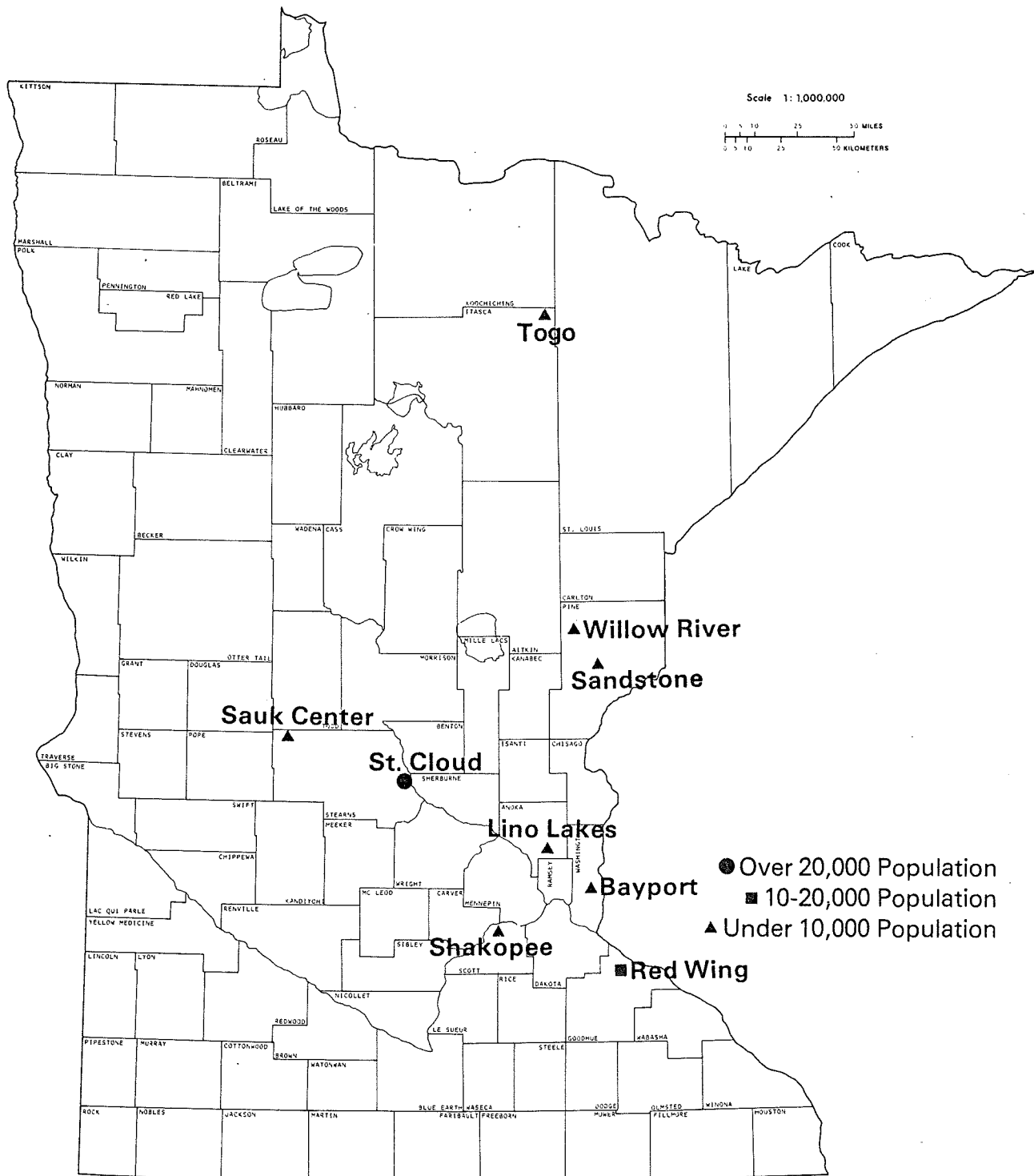


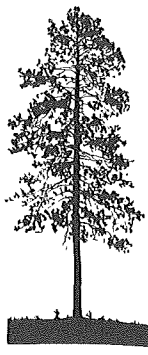
FIGURE E.1.3

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.







# Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

## WORK PROGRAM A.4 PROPOSED WORK PROGRAM FOR SEPTEMBER 28 - OCTOBER 29

This work program is an outline of work tasks proposed for the four week work period of September 28 - October 29.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: October 7, 1977

SUBJECT: WORK PROGRAM FOR SEPTEMBER 28 - OCTOBER 29  
REFERENCE NO. A.4

Based on decisions made by the joint LCMR/TSC sub-committee on September 28, the following tasks will be undertaken during the next four week work period.

1. Data will be collected for the initial case study areas as is indicated on Table 1. Initial case study areas selected by the joint committee are Bemidji, St. Cloud and Willmar.
2. An effort will be made to develop a more detailed methodology for measuring benefits not directly related to revenues generated by the State institution and its employees. This effort will focus especially on the areas of retail sales, secondary employment, adjacent property values, and services provided by the institution.
3. A joint committee meeting will be held shortly to complete decision-making with regard to the alternative evaluation methodologies.

If time permits and authorization is given by the joint committee, data analysis related to the case study areas will also be started in this work period.

TABLE 1  
DATA REQUIREMENTS FOR ANALYZING THE COST-BENEFIT IMPACTS OF STATE FACILITIES

---

Centrally Available

Service area population	Census or State Demographer
Service area expenditures	State Auditor
Service area assessed values	Department of Revenue
City/county demographic data	Census or State Demographer
State aid formulae	State agencies or departments
Pupil data	Department of Education
School district expenditures	Department of Education
Sales ratios	Department of Revenue
School district populations	Department of Education
Employee data	Department of Personnel
Mill rates	Department of Revenue
Area employment by industry type/ occupation	Department of Employment Services
Sales, etc. by industry type	Business Census/Sales Mgt. data
Financial records of institution	Dept. of Finance

Not Centrally Available

Employee data	State facility
Miles of public street frontage (or in feet)	State facility
Itemized police and fire budgets	City/county
Miles of public streets in service area	City/county
Vehicle miles, traffic counts, etc.	City/county
Transit revenues, expenditures, and ridership (if applicable)	City or transit authority
Public/private local parking spaces	City
Parking spaces on-site	State facility
Insurance coverage	State facility
Direct payments for services	State facility
Patients, visitors, inmates, students	State facility
Facility assessed value	County Assessor
Number of residential parcels in each service area	Assessor
Plat map	County Assessor
Land use/zoning map	Planning/Zoning office
Utilities provided	State facility
Purchase records	State facility
School children of employees, etc.	State facility
Services of institution to/for community	State facility
Assessment practices	Assessor
Efficiency studies/annual reports	Police/fire





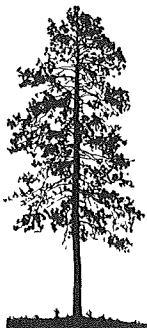
## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORK PROGRAM A.5 PROPOSED WORK PROGRAM FOR OCTOBER 31 THROUGH NOVEMBER 26

This work program is an outline of work tasks proposed for the four week work period of October 31 through November 26.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: November 4, 1977

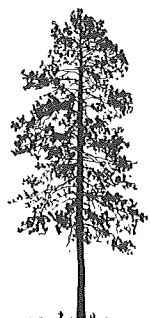
SUBJECT: WORK PROGRAM FOR OCTOBER 31 THROUGH  
NOVEMBER 26  
REFERENCE NO. A.5

Based on decisions made by the joint LCMR/TSC subcommittee on September 28, October 18 and October 25, the following tasks will be undertaken during the next four week work period.

1. Data collection will be continued for the initial case study areas. Initial case study areas selected by the joint committee are Bemidji, St. Cloud and Willmar.
2. Data for the initial case study areas will be used to apply the model equations in Work Paper E.1, as approved by the LCMR/TSC subcommittee, to the State institutions in the case study communities. Analytical techniques and model equations will be refined as appropriate based upon available data from the initial case study areas.
3. Impact analyzes will be conducted related to: (1) the impacts on governmental operations in the local communities, (2) impacts on the business economy of the community, and (3) impacts on individuals living within the community.
4. A meeting will be held with the LCMR ITSC Subcommittee to report on any data collection problems and any necessary alterations to the proposed methodology for assessing costs and benefits related to the test institutions.

If time permits and authorization is given by the joint committees, the process of developing preliminary observations and conclusions related to the impacts present in the initial case study areas will also begin in this work period.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORK PROGRAM A.6 PROPOSED WORK PROGRAM FOR NOVEMBER 27 - DECEMBER 24

This work program is an outline of work tasks proposed for the four week work period of November 27 through December 24.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: December 5, 1977

SUBJECT: WORK PROGRAM FOR NOVEMBER 27 THROUGH  
DECEMBER 24  
REFERENCE NUMBER A.6

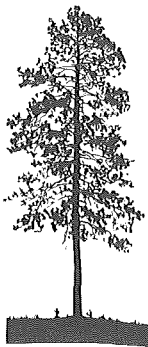
The following tasks will be undertaken during the next four-week work period as part of the Phase Two Public Lands Impact Study.

1. Data collection should be completed for the initial case study areas. Initial case study areas selected by the joint committees are Bemidji, St. Cloud and Willmar.
2. These data will be applied using the model equations developed to estimate the benefits and costs of public lands in the case study areas.
3. The results of this analysis will be reviewed to identify: (1) weaknesses in the data, (2) shortcomings of the evaluation methodologies, and (3) preliminary observations regarding the significance of various impacts.
4. A meeting will be held with the joint committee to report the results of the initial analysis.

If time permits and authorization is given by the joint committee, the process of developing preliminary conclusions and recommendations related to the impacts present in the initial case study areas will also begin in this work period.







## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORK PROGRAM A.7 PROPOSED WORK PROGRAM FOR DECEMBER 25 - JANUARY 21

This work program is an outline of work tasks proposed for the four week work period of December 25 through January 21, 1978.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: December 14, 1977

SUBJECT: WORK PROGRAM FOR DECEMBER 25 THROUGH  
JANUARY 21  
REFERENCE NO. A.7

The following tasks will be undertaken during the next four week work period as part of the Phase 2 Public Lands Impact Study.

1. Preliminary conclusions and recommendations will be developed related to the impacts present in the initial case study areas of Bemidji, St. Cloud and Willmar related to state institutions located in those areas.
2. A draft report summarizing the research undertaken in Phase 2 of the Public Lands Impact Study and the above preliminary conclusions and recommendations will be prepared by approximately January 15, 1978.
3. A meeting will be held with the joint committee to review the draft report and recommendations.

If time permits, during this work period the draft report will be revised based on comments by the joint committee and a final report will be submitted for printing.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORK PROGRAM A.8 PROPOSED WORK PROGRAM FOR JANUARY 22 - FEBRUARY 18

This work program is an outline of work tasks proposed for the four week work period of January 22 through February 18, 1978





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: January 21, 1978

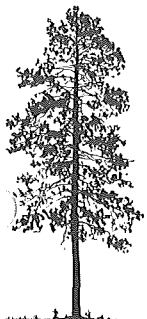
SUBJECT: WORK PROGRAM FOR JANUARY 22-FEBRUARY 18, 1978  
REFERENCE NO. A.8

The following tasks will be undertaken during the next four week work period as part of the Phase 2 Public Lands Impact Study:

1. A draft report summarizing the research undertaken in Phase 2 of the Public Lands Impact Study will be submitted by approximately February 3, 1978.
2. A draft report of the conclusions and recommendations for Phases 1 and 2 will be submitted by approximately February 9, 1978.
3. A meeting will be held with the LCMR/TSC joint subcommittee on February 9 to review the Phase 2 research draft report.
4. A meeting will be held with the LCMR/TSC joint subcommittee on approximately February 16, 1978, to review the draft report on recommendations.
5. The Phase 2 research draft report will be revised based on comments by the joint subcommittee and the revised report will be submitted for printing.







## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORK PROGRAM A.9 PROPOSED WORK PROGRAM FOR FEBRUARY 18 - MARCH 18

This work program is an outline of work tasks proposed for the four week work period of February 18 March 18.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: February 20, 1978

SUBJECT: WORK PROGRAM FOR FEBRUARY 18, 1978 THROUGH  
MARCH 18, 1978  
REFERENCE NO. A.9

The following tasks will be undertaken during the next four-week work period as part of the Phase 2 Public Lands Impact Study.

1. A meeting will be held with the LCMR/TSC joint subcommittee on February 20, 1978 to review the draft report on recommendations.
2. If the Phase 2 research draft report is approved, it will be revised based on comments by the joint subcommittee and a final report will be printed.
3. If the summary recommendations report is approved, it will be revised based on comments by the joint subcommittee and a final report will be printed.
4. A joint meeting of the full Legislative Commission on Minnesota Resources and Tax Study Commission may be held to report on the findings and recommendations of the Public Lands Impact Study, if the draft reports are approved by the joint subcommittee.

It is anticipated that all work on the Public Lands Impact Study can be completed during the next four-week work period if appropriate and timely approvals are received.





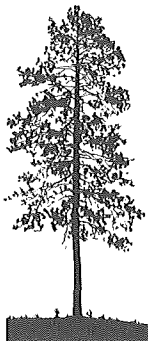
## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORK PROGRAM A.10 PROPOSED WORK PROGRAM FOR MARCH 18 - APRIL 15, 1978

This work program is an outline of work tasks proposed for the four week work period of March 18 - April 15.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates

DATE: March 17, 1978

SUBJECT: PROPOSED WORK PROGRAM FOR MARCH 18 -  
APRIL 15, 1978  
REFERENCE NO. A.10

A meeting of the LCMR/TSC joint subcommittee was tentatively scheduled for March 30, 1978 to determine the appropriate manner in which to proceed to complete the Public Lands Impact Study. No work will be undertaken on the project prior to that time at the direction of staff.

Should appropriate approvals be received, the two draft reports would be revised and prepared for publication during the next joint subcommittee meeting, two weeks following approval and authorization to publish.

BAA:jt







## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORK PROGRAM A.11 PROPOSED WORK PROGRAM FOR MAY 14 - JUNE 10

This work program is an outline of work tasks proposed for the four week work period of May 14 to June 10, 1978.



MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: May 19, 1978

SUBJECT: PROPOSED WORK PROGRAM FOR MAY 14 THROUGH  
JUNE 10, 1978  
REFERENCE NUMBER A.11

The work tasks which are proposed during the next four-week period as part of the Public Lands Impacts Study include the following:

1. Revise the Phase 2 Background Report for submittal to the LCMR/TSC in final draft form.
2. Prepare an Issues Chapter for the Summary Report based on the proposed Conclusions and Recommendations Chapter in the Draft Summary Report previously submitted. It is anticipated that this material would be reviewed by the LCMR/TSC subcommittee and revisions could be made during the next four week work period.
3. If approved by the LCMR/TSC Joint Subcommittee, the Summary Report could be revised based on comments received in previous committee meetings. Given appropriate approval, this report would also be prepared for presentation to the LCMR/TSC in final draft form.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORK PROGRAM A.12 PROPOSED WORK PROGRAM FOR JUNE 12 - JULY 7, 1978

This work program is an outline of work tasks proposed for the four week work period of June 12 to July 7, 1978.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: June 16, 1978

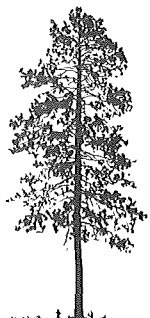
SUBJECT: PROPOSED WORK PROGRAM FOR JUNE 12 -  
JULY 7, 1978  
REFERENCE NO. A.12

The work tasks which are proposed during the next four week work period as part of the Public Lands Impact Study include the following:

1. If necessary, meet with the LCMR/TSC subcommittee chairmen or staff to discuss revisions to the draft Issues chapter of the Summary Report.
2. Revise the Summary Report for submittal to the LCMR/TSC in final draft form.
3. If approved by the LCMR/TSC joint subcommittee chairmen, produce the Phase 2 Background Report and Summary Report for presentation to the LCMR/TSC in final draft form.







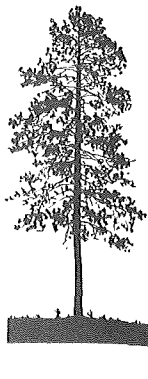
## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORK PROGRAM A.13 PROPOSED WORK PROGRAM FOR JULY 8 - AUGUST 4, 1978

This work program is an outline of work tasks proposed for the four week work period of July 8 to August 4, 1978.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

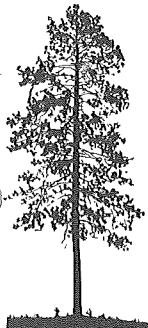
DATE: July 7, 1978

SUBJECT: PROPOSED WORK PROGRAM FOR JULY 8  
THROUGH AUGUST 4, 1978  
REFERENCE NO. A.13

The work tasks which are proposed during the next four week work period as part of the Public Lands Impact Study include the following:

1. If necessary, meet with the LCMR/TSC subcommittee chairman or staff to discuss revisions to the draft Issues chapter of the Summary Report.
2. Produce the Summary Report in final draft form for submittal to the LCMR/TSC.
3. Present the Phase II Background Report and Summary Report to the LCMR/TSC for final approval.





# Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

*draft  
6/12/77*

## PROGRESS REPORT B.1 MAY 13 - JUNE 11, 1977

This progress report summarizes the work completed during the four week period of May 13 through June 11 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: June 17, 1977\*

SUBJECT: PHASE 2 PROGRESS REPORT MAY 13 - JUNE 11, 1977  
Reference No. B.1

The principal work tasks for Phase 2 of the Minnesota Public Lands Impact Study were outlined in the work agreement as follows:

1. The identification and evaluation of State and selected county/local land record systems related to State and Federal lands not managed for natural resource purposes, excluding highway rights-of-way.
2. The identification of existing direct, indirect and categorical State and Federal aids related to these lands in Minnesota.
3. The analysis by major use types (e.g., hospitals, education, etc.) of service demands, property tax revenues, and other potential impacts of State and Federal lands on local units of government on a selective basis.
4. The evaluation of alternative methods of compensation to local governments, if appropriate, for all State owned lands in Minnesota.
5. The development of recommendations regarding a statewide system of payments in lieu of taxes for State owned lands.
6. Preparation of a final report.

This memo summarizes progress to date on these tasks. The primary objectives of the first four week work period were as follows:

1. Begin data collection and analysis regarding State and Federal land ownership in Minnesota.

2. Conduct a comprehensive survey of State agencies to determine land management responsibilities.
3. Conduct interviews with the principal State and Federal agencies managing public lands.
4. Begin a literature search and related research efforts regarding payments in lieu of taxes in Minnesota and other states.
5. Refine the work program and complete administrative tasks related to scheduling, staffing, reporting, etc.

Progress in each work task is detailed below.

#### Land Ownership/Land Records

The first task of Phase 2 has been to determine available data related to State and Federal land ownership (except highway rights-of-way) which are not held for natural resource land management. This work task has focused on: (1) identifying the various types of public lands, (2) determining the amount of each type of land in Minnesota, (3) identifying agencies responsible for managing these lands, (4) identifying and evaluating centralized State land record systems related to these lands, and (5) identifying and evaluating selected local land records related to these lands. Key agencies which have been contacted with regard to land ownership include the following:

1. Department of Transportation (Division of Highways and Aeronautics)
2. Department of Military Affairs
3. Department of Administration
4. University of Minnesota
5. Department of Corrections
6. Department of Public Welfare
7. Community Colleges Board
8. State University Board
9. General Services Administration
10. Minnesota Land Management Information System

After contacting several of the above key agencies, it was determined that no single source of data regarding land ownership exists, which is known to include all State owned real property and/or State agencies responsible for land management. The same conclusion was reached with regard to Federally owned properties. After discussion with the LCMR/TSC staff, it was agreed that a simple survey should be conducted including all State departments and independent agencies for the purposes of developing a comprehensive list of State owned property in Minnesota and agencies responsible for managing these properties. It was agreed that a similar survey should not be undertaken for Federal agencies, but that all Federal agencies which could be identified as landowners



through the General Services Administration should be contacted for basic land ownership information. A questionnaire was prepared and submitted to all identified State departments and agencies except those key agencies listed above which were known to manage properties and have been contacted in person. A copy of this questionnaire is attached to this progress report. All agencies were requested to submit information by June 17, and will be contacted in person following that date if no response has been made.

Initial contacts and data analysis with regard to this task were approximately 40 percent complete on June 11. An effort will be made to complete research with regard to land ownership and centralized land records by early July.

Preliminary observations with regard to land ownership include the following:

1. There is no centralized record source regarding State and Federal lands managed for other than natural resource purposes. Even the Minnesota Land Management Information System apparently does not include a comprehensive agency by agency tabulation of State and Federal lands other than natural resource lands.
2. An emphasis appears to be placed on occupiable square footage rather than acreage in the land record systems reviewed to date.
3. Because there are no centralized land records, it has not yet been possible to determine exactly how much property State or Federal governments own in Minnesota or who is responsible for managing those properties.
4. There are some interesting new efforts underway with regard to land management record systems. Most notably there are two systems in which the Department of Administration is involved: (a) a lease management system which theoretically includes all properties leased by the State of Minnesota, and (b) the SHELTER system jointly sponsored by the Energy Agency and the Department of Administration. The latter is a new system implemented just six months ago which currently includes only properties within the Capitol Complex. Eventually, this system is designed to include all buildings owned or leased by the State. Its primary purposes are to monitor energy use and allocate space in State owned and leased buildings.

#### Existing Payments

The purpose of this work task is to compile a comprehensive list of existing direct and indirect State and Federal aids related to State and Federal lands (except highway rights-of-way) not held for natural resource management purposes. As part of the initial contacts described

above, an effort is being made to identify existing payments in lieu of taxes, other types of direct State and Federal aid, and indirect aid or categorical grants directly related to the existence of State and/or Federal properties within local communities. It is estimated that this task was approximately 30 percent complete on June 11.

The preliminary findings with regard to this task include the following:

1. There are no known Federal payments (other than service contracts) related to Federal properties managed for other than natural resource purposes.
2. State payments, taxes or other financial aid related to State properties managed for other than natural resource purposes include the following: (a) real estate taxes must be paid on any State properties which are used for residential purposes by State employees. This tax does not apply if the property is occupied by students or individuals not employed by a State agency. (b) State agency properties are subject to special assessments for improvements provided to the property. Payment of these assessments is at the discretion of the State agency and is based upon the estimated benefit of the improvement to the State owned property. In most cases identified to date, full special assessments have been paid. (c) 30 percent of property rental fees received for State owned property must be returned to the taxing districts.

All State agencies appear to be subject to the above payments. It is anticipated that some additional information may arise as a result of pilot evaluations planned for later in the Phase 2 work program. In those cases where properties are managed individually in the field, this type of information has not been readily available through central offices.

In addition to the above, a key word search of legislation for other authorized payments has been requested through the Revisor's Office.

#### Service Demands and Revenue Impacts

This work task focuses on: (1) identifying and evaluating the service demands of State and Federal lands held for other than natural resource management (except highway rights-of-way), (2) analyzing the potential effects of these lands on local property tax revenues, and (3) identifying and evaluating other factors which may offset these impacts on local units of government. This evaluation will be carried out primarily as part of the pilot area evaluations to be conducted later in Phase 2. However, as part of the initial contacts described above, questions have been asked with regard to service demands in general for different types of State and Federal properties and any payments, service contracts or agreements utilized in coordination with local units of government providing such services. This task is estimated to be approximately 10 percent complete.

The preliminary findings with regard to service demands include the following:

1. The level of services required from local units of government appears to vary significantly with the locality and the agency under consideration. In particular, small facilities are more likely to involve local services than larger facilities with the larger facilities (such as a university campus) providing a larger share of services themselves. In addition, smaller facilities appear to involve local services without compensation more frequently than larger facilities.
2. Services are provided in various ways including the following:  
(a) services may be provided by the agency in question; (b) services may be provided through formal contracts with the local unit of government (in this case, a level of compensation is usually specified in the contract); (c) services may be provided jointly by the agency and the local unit of government through cooperative agreement (this may involve coordination of services at the facility or it may involve an exchange of services between the agency and the local unit of government); (d) services may be provided to the facility without agreement, contract or compensation.
3. In most cases, the level of services demanded and the means of compensation appears to be left to the discretion of the managers of the individual land holdings.
4. It appears that State agencies are more likely to provide compensation for services rendered than Federal agencies. Both State and Federal agencies appear to prefer to provide their own services whenever possible.

#### Alternative Compensation Methods

This work task is intended to include a review of approaches and principles with regard to alternative types of payments in lieu of taxes. With this in mind, a literature search including analysis and evaluation of methodologies utilized in other states is being undertaken. Work on this task was estimated to be approximately 5 percent complete on June 11.

#### Meetings

Meetings have been held approximately weekly with the LCMR/TSC/BAA staff. In addition, a verbal progress report was made to the LCMR Executive Committee on June 10, 1977.

#### Work Objectives During the Next Month

During the next four week work period, an effort will be made to complete analysis on: (1) State and Federal land ownership in Minnesota, (2) centralized land record systems, and (3) State and Federal payments and other aids related to land ownership in Minnesota. In addition, pilot areas will be selected for the detailed evaluation of service demands and local impacts of various State and Federal land holdings. The work program for the next four week period is detailed in memo A.1.



# Minnesota Public Lands Impact Study

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

## INVENTORY OF STATE OWNED LAND

The Legislative Commission on Minnesota Resources in association with the Tax Study Commission is conducting a study of the impacts of public land ownership on local units of government. An inventory of State owned property and agencies responsible for managing these lands is being undertaken as a part of this effort. Please take the time now to answer the following questions. Every agency's participation is needed and necessary!

1. Name of Department/Agency \_\_\_\_\_  
\_\_\_\_\_
2. Does your agency manage any real property (land and/or buildings) owned by the State?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_
3. If yes, how much real property?  
\_\_\_\_\_ acres of land  
\_\_\_\_\_ square feet of buildings
4. Where is this property located?  
City/Township \_\_\_\_\_  
County \_\_\_\_\_
5. Who should be contacted for additional information?  
Name \_\_\_\_\_  
Telephone \_\_\_\_\_

Thank you for your cooperation. Please return this questionnaire by Friday, June 17, 1977 to:

Legislative Commission on Minnesota Resources  
B-46 State Capitol

A self-addressed return envelope has been provided for your convenience.

COST SUMMARY FOR PERIOD THROUGH JUNE 11, 1977

MINNESOTA PUBLIC LANDS IMPACT STUDY  
Barton-Aschman Associates Professional Services

COST SUMMARY  
Through June 11, 1977

Classification	Previous		Current		Actual Total	
	Hours	Costs	Hours	Costs	Hours	Costs
Principal Associate	0	0	25.5	\$1,198.50	25.5	\$1,198.50
Senior Associate	0	0	31.5	\$1,039.50	31.5	\$1,039.50
Associate	0	0	134.5	\$3,311.00	134.5	\$3,311.00
Technical/ Clerical	0	0	39.5	\$ 584.50	39.5	\$ 584.50
Expenses		0		\$ 156.50		\$ 156.50
TOTAL	0	0	231.0	\$6,290.00	231.0	\$6,290.00



## Minnesota Public Lands Impact Study — Phase 2

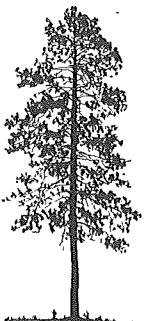
Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### PROGRESS REPORT B.2 JUNE 12 - JULY 9, 1977

This progress report summarizes the work completed during the four week period of June 12 - July 9 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.







## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 8, 1977

SUBJECT: PHASE 2 PROGRESS REPORT  
JUNE 12 THROUGH JULY 9, 1977  
REFERENCE NO. B.2

The primary objectives of the last four week work period were as follows:

1. Tabulate the State agency survey results, contact non-responding agencies to achieve a 100 percent survey return, and determine State land ownership in Minnesota.
2. Continue contacts and data collection with key State and Federal agencies.
3. Continue evaluation of centralized State land records.
4. Tabulate existing direct payments in lieu of taxes, taxation, and other State and Federal aids related to State and Federal lands.
5. Develop criteria for selecting pilot areas and select pilot evaluation areas.

The purpose of this memorandum is to summarize the progress to date on these tasks and summarize any appropriate preliminary observations.

### State Agency Survey

Available data related to State land ownership clearly identified nine departments as being key agencies having responsibility for land management in Minnesota. These State agencies include the following:

1. Department of Transportation (Divisions of Right-of-Way and Aeronautics)
2. Department of Military Affairs
3. Department of Administration
4. Department of Corrections
5. Department of Public Welfare
6. University of Minnesota
7. Community Colleges Board

8. State University Board
9. Department of Natural Resources

However, there was no data available to clearly indicate that only these State agencies were responsible for land management. After discussion with the LCMR/TSC staff, it was agreed that a simple survey should be conducted including all State departments and independent agencies for the purposes of developing a comprehensive list of State owned property in Minnesota and agencies responsible for managing those properties. A questionnaire was prepared and submitted to approximately 90 State departments, agencies and commissions excluding those key agencies listed above which were known to manage properties and have been contacted in person. Agencies were requested to submit information by June 17. During the week of June 20, all agencies which had not submitted questionnaires were contacted by phone. Information was collected for the majority of these agencies in these telephone conversations. Approximately 10 agencies were sent second questionnaires. By the end of June, all agencies, departments and commissions contacted had responded to the questionnaire. As a result of this survey, it was determined that the following six additional agencies currently manage real property owned by the State of Minnesota.

1. Minnesota State Agricultural Society (Minnesota State Fair)
2. Minnesota Zoological Garden
3. Department of Agriculture
4. Department of Veterans Affairs
5. Iron Range Resources and Rehabilitation Board
6. Department of Education (responsible for management of schools for the handicapped in Faribault as of July 1, 1977 which were previously operated by the Department of Public Welfare)

In addition to the above agencies, several agencies gave responses which appear to overlap responsibilities of other agencies such as the Department of Administration or reflect misinterpretations of the survey. These responses are currently being double checked to eliminate any overlaps or misinterpretations. These agencies include the following:

1. Minnesota Supreme Court
2. Department of Employment Services
3. Department of Health
4. Minnesota Higher Education Facilities Authority
5. Metropolitan Transit Commission

It is anticipated that these discrepancies will be resolved by the end of this reporting period and a draft working paper on the State agency survey is currently being prepared. Work on this task is estimated to be 80 percent complete as of July 9.

### Contacts with Key State and Federal Agencies

The major work task undertaken since the beginning of Phase 2 has been the collection of available data related to State and Federal ownership (except highway rights-of-way) which are not held for natural resource land management. This work task has focused: (1) identifying the various types of State and Federal land, (2) determining the amount of each type of land in Minnesota, (3) identifying agencies responsible for managing these lands, (4) identifying and evaluating centralized State land records systems related to these lands, and (5) identifying payments being made. It is estimated that data collection from these agencies is approximately 80 percent complete. Draft working papers on existing conditions within each agency are currently being prepared.

State Agencies. The following State agencies have been contacted in person one or more times to collect data and discuss issues related to public land ownership.

1. Department of Transportation (Divisions of Right-of-Way and Aeronautics)
2. Department of Military Affairs
3. Department of Administration
4. Department of Corrections
5. Department of Public Welfare
6. University of Minnesota
7. Community Colleges Board
8. State University Board

Federal Agencies Contacted. The following Federal agencies have been contacted one or more times:

1. General Services Administration
2. Veterans Administration
3. Department of Defense (Army, Navy and Air Force)
4. U.S. Postal Service

It should be noted that, following discussion with the LCMR/TSC staff, it was agreed that primary focus in this phase would be given to State agencies. All Federal agencies which could be identified as landowners through the General Services Administration would be contacted for basic land ownership information and existing payment data. Beyond that, no detailed information would be collected from Federal agencies other than the General Services Administration.

Data Collection Problems. There are no central data sources which can provide all of the data being requested for this study. In the case of State agencies, many of the agencies were required to go to individual installations to collect the requested data (or requested that we do so). As a result, there have been delays in obtaining data from these

agencies caused, not by a lack of agency cooperation, but a lack of readily available data. In addition, it has typically been necessary to contact more than one office within each department to obtain the desired information. Data collection problems have also arisen with Federal agencies, primarily because we are dealing with field offices. In most cases, the information requested, if available at all, is maintained by central offices in Washington D.C. and it is taking several weeks to obtain the requested data.

It should be noted that most agencies have been cooperative in providing available data. The key problems have been related to the lack of available data and inconsistencies in its format, content, and currency.

Working Papers. Working papers on existing conditions have been completed for the Division of Right-of-Way (Department of Transportation), the Division of Aeronautics (Department of Transportation), the Department of Military Affairs, and the General Services Administration. Draft working papers have been completed for the Department of Public Welfare and the Community Colleges Board. Draft working papers are in the preparation stages for the remaining State agencies and the U.S. Postal Service. Data has not yet been received for the remaining Federal agencies.

#### Central State Land Records

Five departmental data bases or systems designed for specific purposes have been identified related to State owned real property including:

1. The Minnesota Land Management Information System (MLMIS)
2. The SHELTER Data Base
3. The Land Documents division of the Department of Finance
4. The Department of Revenue
5. The Lease Record System (Department of Transportation)

Data have been collected for the Lease Record System, MLMIS, and SHELTER and draft working papers are being prepared for each. The Department of Finance was contacted in Phase 1 and will be contacted again in the next work period. The Department of Revenue maintains some data on public land valuations and will also be contacted during the next work period.

#### Existing Payments

The purpose of this work task is to compile a comprehensive list of existing direct and indirect State and Federal aids related to State and Federal lands (except highway rights-of-way) not held for natural resource management purposes. As part of the initial contacts with agencies identified above, an effort has been made to identify existing payments in lieu of taxes as well as other types of State and Federal aid related to State and Federal real properties in local communities.

In addition to the State agency contacts described above, a key word search of the Minnesota Statutes was requested through the Revisor's Office. The key word search of legislation has been completed and has been summarized along with other identified tax related payments by State agencies in a draft working paper. As a result of this research, seven separate tax related payments (including payments made by leasees, not the State) have been identified. In almost all cases, these statutes apply to all State agencies. This task is estimated to be approximately 80 percent complete.

#### Service Demands and Revenue Impacts

This evaluation will be carried out primarily as part of the pilot area evaluations to be conducted later in Phase 2. This task is estimated to be approximately 15 percent complete.

#### Alternative Compensation Methods

This work task is intended to include a review of approaches and principles with regard to alternative types of payments in lieu of taxes. With this in mind, a literature search including analysis and evaluation of methodologies utilized in other states is being undertaken. Two surveys of other state agency activity in draft form have recently been obtained and are currently under review. Work on this task is estimated to be approximately 15 percent complete.

#### Pilot Area Selection

Initial discussions regarding pilot area selection criteria were held in-house on July 7 and with the LCMR/TSC staff on July 8. It is anticipated that selection criteria will be finalized early in the next work program and selection of the pilot areas will be completed as quickly as possible so that we can proceed on to the pilot area evaluations. These recommendations will be subject to approval by the Executive Committee.

#### Preliminary Observations

There is no single source of data which can provide all of the information needed for this study.

1. Several of the major State agencies responsible for land management do not maintain departmental central record systems. These property record systems are the responsibility of the individual installations under the jurisdiction of the respective departments. Most notably, these agencies include the Department of Corrections, the Department of Public Welfare, the Community Colleges Board and the State University Board. In addition, certain types of information regarding land ownership in the Department of Transportation also had to be collected from the district offices and were not available from the central record system in the Department of Transportation.

2. Most of the field offices of the federal agencies contacted in this phase apparently do not maintain records on real property.
3. The Minnesota Land Management Information System includes all land in the State of Minnesota. However, it does not reflect small parcels and does not include all State agencies in its tabulation. Federal land is only included in the Minnesota Land Management Information System. While MLMIS includes these Federal properties, only natural resource properties are tabulated by agency in this information system.
4. SHELTER is a "data base" which may be used for a variety of systems. It includes the gross square footage of all State owned structures. While the data base is still being verified through individual agencies, it is a comprehensive list of structures. No land other than the gross square footage of structures is currently included in this data base. In addition, no Federal properties are included.
5. The SHELTER Data Base offers some very interesting potential with regard to necessary data records for any system of payments in lieu of taxes. It is accessible through the Systems 2000 operated by the University of Minnesota on a time sharing basis. It is a "distributed processing data base management system." This means that the data base remains intact regardless of the system usage of the data base. The data base may be used by several systems simultaneously and may be used by remote terminals through telephone connection. By this fall, "intelligent" (programmable) terminals will be available. It may be used with at least three computer languages, is compatible with other existing systems, and may be used in combination with one or more other data bases. The SHELTER Data Base is currently being used for at least two systems: (1) a system sponsored by the Energy Agency which monitors energy use in State buildings throughout the State, and (2) a system used by the Department of Administration to allocate space in State buildings.
6. There are currently no known Federal payments (other than service contracts) related to Federal properties managed for other than natural resource purposes.
7. Payments related to State properties managed for other than natural resource purposes which have been identified include the following:
  - a. Real estate taxes must be paid on any State properties which are used for residential purposes by State employees or officers.
  - b. State agencies are subject to special assessments for improvements to the property, payable at the discretion of the State agency.
  - c. Under two separate statutes identifying separate circumstances, 30 percent of property rental fees must be returned to the taxing districts by State agencies.

- d. State agencies must pay full Ditch Bond assessments.
  - e. Under two separate statutes, leasees of State properties may be found liable for full taxation of the properties as if the leasee were the owner of the property.
8. Three principles appear to be common in the above State payments:  
(1) sharing of revenue generated by the land, (2) payments directly related to taxes or assessments by in local units of government, and (3) uniform application to all State agencies.

#### Work Objectives During the Next Month

During the next four week work period, an effort will be made to complete analysis on: (1) State and Federal land ownership in Minnesota, (2) State centralized land record systems, and (3) State and Federal payments and other aids related to public land ownership in Minnesota. Pilot areas will be selected for the detailed evaluation of service demands and local impacts in coordination with the LCMR, TSC and staff and subject to approval by the Executive Committee. A methodology for evaluating the pilot areas will also be developed. It is also anticipated that initial contacts within pilot areas will begin during the next four week period following adoption and approval by the Executive Committee. The work program for the next four week period is detailed in Memorandum A.2.

COST SUMMARY FOR PERIOD OF JUNE 12 THROUGH JUNE 30, 1977

MINNESOTA PUBLIC LANDS IMPACT STUDY  
Barton-Aschman Associates Professional Services

COST SUMMARY  
June 12 Through June 30, 1977

Classification	Previous		Current		Actual Total	
	Hours	Costs	Hours	Costs	Hours	Costs
Principal Associate	25.5	\$1,198.50	51.5	\$2,420.50	77.0	\$ 3,619.00
Senior Associate	31.5	\$1,039.50	62.5	\$2,062.50	94.0	\$ 3,102.00
Associate	134.5	\$3,311.00	124.0	\$2,647.00	258.5	\$ 5,958.00
Technical/ Clerical	39.5	\$ 584.50	149.5	\$2,366.75	189.0	\$ 2,951.25
Expenses		\$ 156.50		\$ 400.00		\$ 556.50
TOTAL	231.0	\$6,290.00	387.5	\$9,896.75	618.5	\$16,186.75





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### PROGRESS REPORT B.3 JULY 10 - AUGUST 6, 1977

This progress report summarizes the work completed during the four week period of July 10 - August 6 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: August 10, 1977

SUBJECT: PROGRESS REPORT FOR WORK PERIOD JULY 10 - AUGUST 6  
REFERENCE NO. B.3

The major objectives for the previous work period included the following:

1. Continue data collection with State and Federal agencies responsible for land management in Minnesota.
2. Continue evaluation of State land record systems.
3. Develop proposed evaluation methodology and test areas for presentation to the Executive Committee.

The purpose of this memorandum is to summarize progress to date on these tasks.

### General Data Collection

This activity is now estimated to be approximately 90 percent complete. It has focused on collecting information from the central offices of principal State agencies regarding: (1) land ownership and land management, (2) land records, (3) acquisition and disposition policies, (4) leasing activities, (5) existing payments, and (6) required services. In addition, all State agencies were surveyed regarding land ownership and land management responsibilities. Work papers have been prepared on each principal agency responsible for land management as well as a work paper reporting on the survey results (see Work Papers C.1 - C.13). Two work papers (University of Minnesota and Department of Corrections) are still being held in draft form pending receipt of requested data.

### State Land Records

Three data sources on State land holdings have been identified outside departmental records: MLMIS, SHELTER and Land Documents. These systems

are described in Work Papers D.1 - D.3. Work Paper D. 2 on SHELTER is being held in draft form pending receipt and analysis of data being prepared from the system especially for this study. Other central data sources related to the Public Lands Impact Study which have been identified are described in Work Paper D.4 and include:

- Department of Revenue has all county assessors' reports on tax-exempt land (except tax-forfeited property). However, all State land cannot be identified separately due to the appraisal categories utilized in these reports.
- Department of Finance's statewide accounting system should include all State payments (except U of M) if the appropriate codes can be identified to separate out the necessary information.
- Department of Personnel maintains records on all State employees except the U of M.

#### Impact Evaluation Methodology

A suggested methodology has been developed for evaluating the service demands, tax revenue impacts and other impacts of State administrative and institutional lands. This proposed methodology is outlined in Work Program A.3 and will be presented to the LCMR Executive Committee on August 12, 1977. It is suggested that the methodology be tested in at least three communities: St. Cloud (university and corrections institution), Bemidji (university), and Fergus Falls (college and health care facility). This would allow a comparison among institutions of the same size (about 500 residents each) but of different uses (education, corrections, and health care); and among institutions of the same type (schools) but of different sizes (8,000; 4,000; 500 students). In addition, it is suggested that the capitol complex in St. Paul be evaluated separately because it is a unique situation. The final decision with regard to evaluation methodology and test areas will be made by the Executive Committee.

COST SUMMARY FOR PERIOD OF JULY 1 THROUGH AUGUST 5, 1977

MINNESOTA PUBLIC LANDS IMPACT STUDY  
Barton-Aschman Associates Professional Services

COST SUMMARY  
July 1 Through August 5, 1977

Classification	Previous		Current		Actual Total	
	Hours	Costs	Hours	Costs	Hours	Costs
Principal Associate	77.0	\$ 3,619.00	10.0	\$ 470.00	87.0	\$ 4,089.00
Senior Associate	94.0	3,102.00	2.5	87.50	96.5	3,189.50
Associate	258.5	5,958.00	225.5	4,905.70	484.0	10,863.70
Technical/ Clerical	189.0	2,951.25	241.5	3,682.41	430.5	6,633.66
Expenses		556.50		316.57		873.07
TOTAL	618.5	\$16,186.75	479.5	\$9,462.18	1,098.0	\$25,648.93





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

PROGRESS REPORT B.4  
AUGUST 7 - SEPTEMBER 3, 1977

This progress report summarizes the work completed during the four week period of August 7 through September 3, 1977 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.







## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission On Minnesota Resources  
Tax Study Committee

FROM: Barton-Aschman Associates, Inc.

DATE: September 9, 1977

SUBJECT: PROGRESS REPORT FOR WORK PERIOD  
AUGUST 7 - SEPTEMBER 3, 1977  
REFERENCE NO. B.4

The major objectives of the work period of August 7 - September 3 were to:

1. Continue data collection from central State offices responsible for land management and related record keeping in Minnesota.
2. Continue detailing alternative methodologies for evaluating the impacts of public land ownership on local units of government.

The purpose of this memorandum is to summarize progress to date on these tasks.

### General Data Collection

All data collection except that related to the impacts evaluation has been completed. Work papers have been prepared on: (1) the University of Minnesota, (2) the Department of Corrections, (3) the SHELTER data base and related systems, and (4) Federal land ownership in Minnesota. Work is continuing with the Departments of Finance, Revenue, Personnel and the State Auditor's office to collect data needed for the impacts evaluation.

### Impacts Evaluation Methodology

Based on decisions reached during the Executive Committee meeting held on August 12, 1977, the work program for this period was altered to place an emphasis on detailing the evaluation methodology. This work is continuing and has taken the form of:

1. Specifying in detail alternative approaches to assessing and, where possible, quantifying the full range of costs and benefits of various State land holdings.

2. Determining the availability of data to carry out alternative approaches by contacting central State agencies and, for representative purposes, selected local agencies in St. Paul.
3. Specifying the assumptions, advantages and disadvantages associated with each alternative approach.
4. Presenting alternative approaches for each impact (e.g., individual services, benefits, revenues, etc.) in a format which can be easily understood.

#### Objectives of Next Work Period

The principal objective of the next work period will be to complete the development of the alternative impact evaluation methodologies. The alternatives will be presented at a joint committee meeting on September 28, 1977. The final decision with regard to evaluation methodology will be made by the joint committees.

A presentation on Phase I and progress to date on Phase II will also be made on September 13 to the Tax-Exempt Sub-committee of the Tax Study Commission.

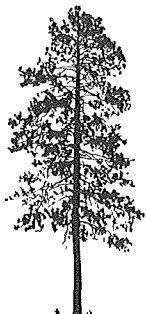
COST SUMMARY FOR PERIOD OF AUGUST 6 THROUGH AUGUST 31, 1977

MINNESOTA PUBLIC LANDS IMPACT STUDY  
Barton-Aschman Associates Professional Services

COST SUMMARY  
August 6 Through August 31, 1977

Classification	Previous		Current		Actual Total	
	Hours	Costs	Hours	Costs	Hours	Costs
Principal Associate	87.0	\$ 4,089.00	36.5	\$1,726.00	123.5	\$ 5,815.00
Senior Associate	96.5	\$ 3,189.50	0	\$0	96.5	\$ 3,189.50
Associate	484.0	\$10,863.70	78.0	\$1,989.50	562.0	\$12,853.20
Technical/ Clerical	430.5	\$ 6,633.66	83.0	\$1,407.00	513.5	\$ 8,040.66
Expenses		\$ 873.07		\$ 974.14		\$ 1,847.21
TOTAL	1098.0	\$25,648.93	197.5	\$6,096.64	1295.5	\$31,745.57



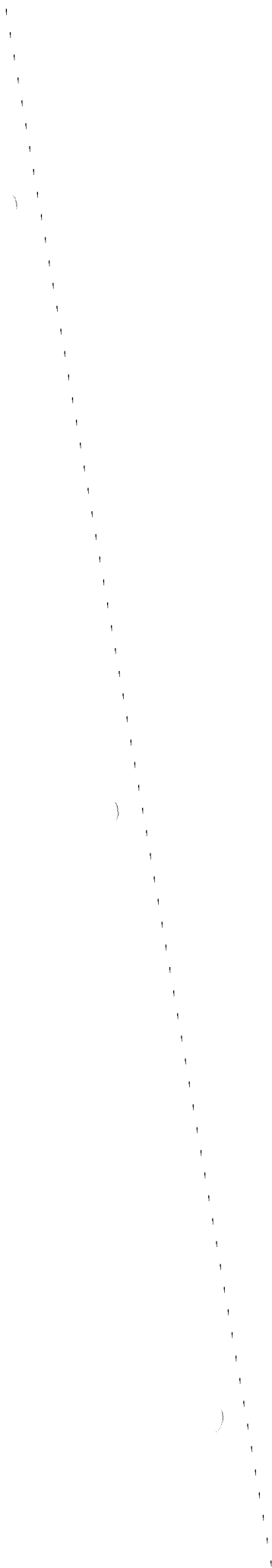


## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### PROGRESS REPORT B.5 SEPTEMBER 4 - OCTOBER 1

This progress report summarizes the work completed during the four week period of September 4 through October 1 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: October 7, 1977

SUBJECT: PROGRESS REPORT FOR SEPTEMBER 4 - OCTOBER 1  
REFERENCE NO. B.5

This memorandum reports on progress to date on Phase 2 of the Public Lands Impact Study. The primary focus of the work period from September 4 - October 1 was to develop in detail alternative methodologies for analyzing the benefits and costs of State lands. The results of this effort are described in Work Paper E.1. These alternatives were presented to the joint LCMR/TSC sub-committee on September 28. Preliminary decisions reached during that meeting include the following:

1. Initial case study areas will be Willmar, Bemidji, and St. Cloud. State land uses which will be included are educational, health care, corrections, and administrative (i.e., DOT headquarters) located in those areas. Any study of the capitol complex will be delayed until later in the project. Additional areas and/or land uses may be added by the committee at a later date.
2. Both primary and secondary benefits and costs will be addressed as outlined in Work Paper E.1.
3. Benefits and costs will be measured on an average year basis.
4. Impacts will be analyzed only within the municipality, school district and county where the State facility is located except where it is clear from available data that a significant portion of the facility's employees live in another taxing district. In those cases, secondary impacts in these areas will also be considered.
5. Services involving fees will be included in the analysis as both a cost (service cost) and a benefit (fees paid for the service).

No decisions were made on the methodologies to be used or the spectrum of potential impacts to be analyzed. Another meeting of the joint committee will be scheduled shortly to address these questions. In the meantime, basic data collection in the above case study areas has been authorized.

#### Objectives of the Next Work Period

Three tasks are scheduled for the next four week work period as follows:

1. Collect data for the case study areas.
2. Attempt to further develop methodologies for measuring benefits other than those related to revenues generated by the institution and its employees.
3. Meet with the joint LCMR/TSC sub-committee to select methodologies for conducting the cost/benefit impact analysis in the case study areas.

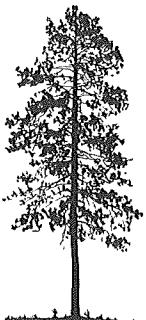


COST SUMMARY FOR PERIOD OF  
SEPTEMBER 1 through SEPTEMBER 30, 1977

Minnesota Public Lands Impact Study  
Barton-Aschman Associates, Inc.

Classification	Previous		Current		Actual Costs	
	Hours	Costs	Hours	Costs	Hours	Costs
Principal Associate	123.5	\$ 5,815.00	27.5	\$1,395.75	151.0	\$ 7,210.75
Senior Associate	96.5	3,189.50	0	0	96.5	3,189.50
Associate	562.0	12,853.20	104.5	2,698.40	666.5	15,551.60
Technical/ Clerical	513.5	8,040.66	175.0	2,884.01	688.5	10,924.67
Expenses		1,847.21		292.84		2,140.05
TOTAL	1,295.5	\$31,745.57	307.0	\$7,271.00	1,602.50	\$39,016.57





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### PROGRESS REPORT B.6 OCTOBER 2 - OCTOBER 29

This progress report summarizes the work completed during the four week period of October 2 thorough October 29 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: November 4, 1977

SUBJECT: PROGRESS REPORT FOR OCTOBER 2 THROUGH  
OCTOBER 29  
REFERENCE NO. B.6

This memorandum reports on progress to date on Phase 2 of the Public Lands Impact Study. The primary focus of the work period from October 2 through October 29 was to collect data for the case study areas and to select the methodologies to be used in assessing the impacts of the case study institutions. Meetings were held with the LCMR/TSC joint committee on October 18 and October 25 to complete review of the alternative methodologies outlined in Work Paper E.1 and select the alternatives which would be utilized initially in evaluating the case study area institutions. It was agreed at these meetings that the basic approach should be as comprehensive as possible in the inclusion of costs and benefits related to local governmental operations, the local business economy, and individual costs and benefits. Wherever possible, using existing models and the methodologies outlined in Work Paper E.1, these costs and benefits would be quantified. If available data is inadequate or there are no existing models to measure some of the impacts, the impact would be listed and described, its relative significance would be considered, and its potential impact on the local community would be qualitatively described. As the proposed methodologies are tested in the key study areas, it may be necessary to make some adjustments to accommodate for the limitations of available data or to include items not previously identified as potential impacts.

Field trips have been made to each of the case study areas (Willmar, St. Cloud and Bemidji) to collect and request the data necessary to complete the case study area analyses. The model equations in the proposed methodology are being refined, and data calculations have been started. All necessary data is not yet available, although it has been requested. In some instances, state and/or local agencies have been asked to assemble data which is not available in the necessary format.

### Objectives of the Next Work Period

At least the following tasks are scheduled for the next four week work period.

1. Continue collecting data for the case study areas.
2. Apply the model equations to the data available for the case study areas to measure costs and benefits for each State institution.
3. Meet with the LCMR/TSC Subcommittee to identify any problems which have arisen in data collection or in the application of proposed methodologies.

If time permits and the data is made available, efforts will be undertaken in the next four week work period to begin developing preliminary observations and conclusions with regard to the impacts of the institutions located within the case study areas.

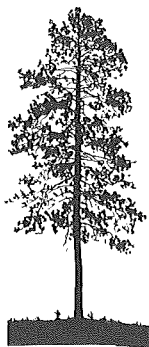
COST SUMMARY FOR PERIOD OF  
OCTOBER 1 THROUGH OCTOBER 31, 1977

Minnesota Public Lands Impact Study  
Barton-Aschman Associates, Inc.

Classification	Previous		Current		Actual Costs	
	Hours	Costs	Hours	Costs	Hours	Costs
Principal Associate	151.0	\$ 7,210.75	14.5	\$ 812.00	165.5	\$ 8,022.75
Senior Associate	96.5	\$ 3,189.50	35.0	\$1,522.50	131.5	\$ 4,712.00
Associate	666.5	\$15,551.60	91.0	\$2,081.50	757.5	\$17,633.10
Technical/ Clerical	688.5	\$10,924.67	159.0	\$2,723.50	847.5	\$13,648.17
Expenses		\$ 2,140.05		\$ 403.17		\$ 2,543.22
TOTAL	1,602.5	\$39,016.57	299.5	\$7,542.67	1,902.0	\$46,559.24







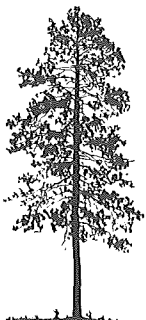
## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### PROGRESS REPORT B.7 OCTOBER 30 - NOVEMBER 26, 1977

This progress report summarizes the work completed during the four week period of October 30 through November 26 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: December 5, 1977

SUBJECT: PROGRESS REPORT 4  
OCTOBER 30 - NOVEMBER 26  
REFERENCE NUMBER B.7

This memorandum reports the progress to date on Phase Two of the Public Lands Impact Study. The primary focus of the work period from October 30 through November 26 was to: (1) continue collection of data for the case study areas, and (2) refine and apply the methodologies used to assess the impacts of the case study institutions in their respective communities. Most work has been completed on the initial data analysis for assessing service costs related to these institutions. Work has begun, but has been delayed by the lack of data, in determining revenues and other economic benefits related to the institutions. Additional data has been requested from the local communities and work is progressing on completing this portion of the analysis. If the necessary data is received, it is anticipated that the initial analysis in the three case study areas will be completed during the next work period.

A presentation was also made to the Senate Tax Subcommittee on Tax Exempt Property on November 22, 1977. The purpose of this presentation was to describe the study items undertaken in Phase One of the Public Lands Impact Study and present a progress report on Phase Two.

The primary problems which have arisen in the Phase Two Impacts Analysis are related to the quality and quantity of data available to apply the previously defined methodologies. Specifically, problems have resulted with regard to: (1) centrally available employee data, (2) lack of any data regarding visitors for most of the land uses being studied, (3) lack of detailed data regarding police and fire activities, (4) lack of adequate data regarding expenditures by the institutions in local communities, and (5) lack of data to fully verify the locally estimated market or assessed values of the institutions being evaluated. Efforts have therefore been undertaken to request additional raw data from the institutions and local communities and/or to develop methods for estimating these factors using national standards, existing models, selected assumptions, etc.

It should be noted that in most cases there has been considerable interest in the study, willingness to cooperate in assembling and providing the necessary data, and patience with the extensive amount of information being requested to accomplish the objectives of the public lands impact analysis.

A meeting with the joint committee has been tentatively scheduled for December 21. The purpose of this meeting will be to report on the results of the impact analysis in the case study areas.

A one month time extension for completing the draft report is requested to January 15, 1978. The lack of readily available data, as described earlier in this progress report, is the primary reason for this request.

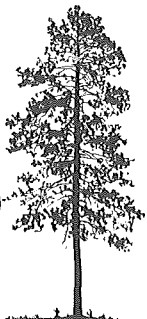
COST SUMMARY FOR PERIOD OF  
 NOVEMBER 1 THROUGH NOVEMBER 26, 1977  
 MINNESOTA PUBLIC LANDS IMPACT STUDY  
 Barton-Aschman Associates, Inc.

Classification	Previous		Current		Actual Costs	
	Hours	Costs	Hours	Costs	Hours	Costs
Principal Associate	165.5	\$ 8,022.75	16.5	\$ 1,020.00	182.00	\$ 9,042.75
Senior Associate	131.5	\$ 4,712.00	77.5	\$ 2,479.50	209.0	\$ 7,191.50
Associate	757.5	\$17,633.10	68.0	\$ 1,439.50	825.5	\$19,072.60
Technical/ Clerical	847.5	\$13,648.17	169.5	\$ 2,981.50	1017.0	\$16,629.67
Expenses		\$ 2,543.22		\$ 341.60		\$ 2,884.82
TOTAL	1902.0	\$46,559.24	331.5	\$ 8,262.10	2233.5	\$54,821.34

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## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### PROGRESS REPORT B.8 NOVEMBER 27 - DECEMBER 24, 1977

This progress report summarizes the work completed during the four week period of November 27 through December 24 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.

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## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: January 18, 1978

SUBJECT: PROGRESS REPORT FOR NOVEMBER 27 -  
DECEMBER 24, 1977  
REFERENCE NO. B.8

The primary focus of the work period from November 27 through December 24 was to: (1) continue collection of data for the case study areas, (2) refine and apply the methodologies used to assess the impacts of the case study institutions on their respective communities, and (3) analyze the results of the impacts analysis in the case study areas. All data collection was completed during this work period. A substantial share of the data analysis necessary to assess impacts was completed. The results of the initial data analysis was presented to the LCMR/TSC joint subcommittee, and appropriate refinements were made to the methodologies as a result of this meeting and subsequent discussions with LCMR/TSC staff.

COST SUMMARY FOR PERIOD OF  
 NOVEMBER 27 THROUGH DECEMBER 24, 1977  
 MINNESOTA PUBLIC LANDS IMPACT STUDY  
 Barton-Aschman Associates, Inc.

Classification	Previous		Current		Actual Costs	
	Hours	Costs	Hours	Costs	Hours	Costs
Principal Associate	182.0	\$ 9,042.75	12.5	\$ 687.50	194.5	\$ 9,730.25
Senior Associate	209.0	7,191.50	69.0	2,553.00	278.0	9,744.50
Associate	825.5	19,072.60	198.5	4,569.5	1024.0	23,642.10
Technical/ Clerical	1017.0	16,629.67	205.5	3,611.00	1222.5	20,240.67
Expenses		2,884.82		232.17		3,116.99
TOTAL	2233.5	\$54,821.34	485.5	\$11,653.17	2719.0	\$66,474.51



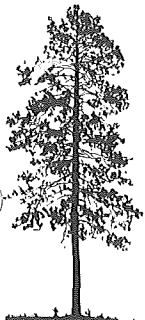
## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### PROGRESS REPORT B.9 DECEMBER 25 - JANUARY 21, 1978

This progress report summarizes the work completed during the four week period of December 25 through January 21 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: January 21, 1977

SUBJECT: PROGRESS REPORT FOR DECEMBER 25 -  
JANUARY 21, 1978  
REFERENCE NO. B.9

This memorandum reports the progress to date on Phase 2 on the public lands impact study. The primary focus on the work period from December 24 - January 21 was to: (1) complete data analysis in the case study areas, and (2) prepare a draft report for Phase 2. Data analysis for the case study areas has been completed and the methodologies used for the impact analysis have been documented. Work on the draft report is approximately one-third complete. It is anticipated that the draft report will be completed by approximately January 31, 1978.

COST SUMMARY FOR PERIOD OF  
 DECEMBER 25 THROUGH JANUARY 21, 1978  
 MINNESOTA PUBLIC LANDS IMPACT STUDY  
 Barton-Aschman Associates, Inc.

Classification	Previous		Current		Actual Costs	
	Hours	Costs	Hours	Costs	Hours	Costs
Principal Associate	194.5	\$ 9,730.25	20.0	\$1,098.72	214.5	\$10,828.97
Senior Associate	278.0	9,744.50	11.0	404.30	289.0	10,148.80
Associate	1,024.0	23,642.10	190.5	4,422.17	1,214.5	28,064.27
Technical/ Clerical	1,222.5	20,240.67	50.0	826.71	1,272.5	21,067.38
Expenses		3,116.99		65.10		3,182.09
TOTAL	2,719.0	\$66,474.51	271.5	\$6,817.00	2,990.5	\$73,291.51

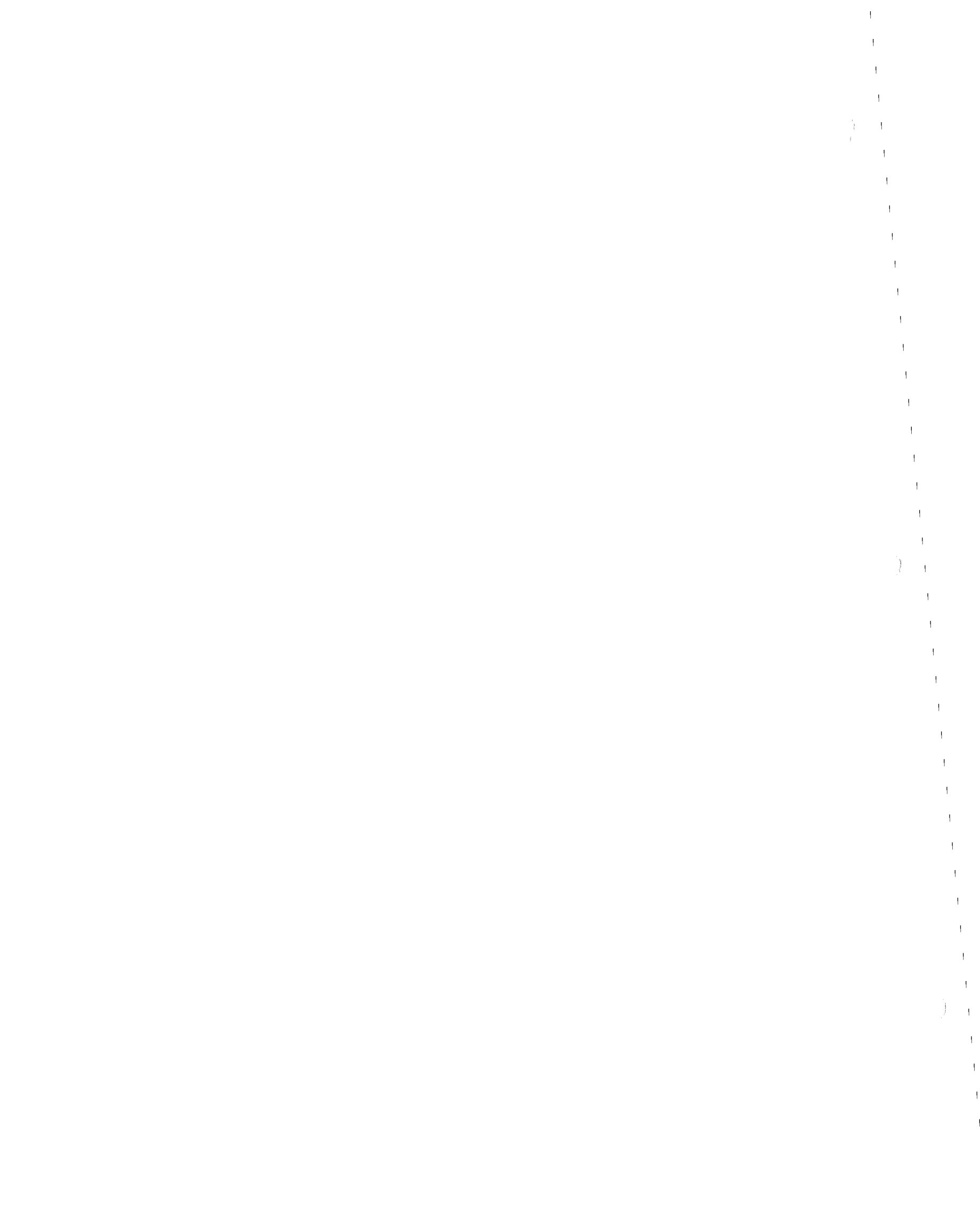


## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### PROGRESS REPORT B.10 JANUARY 22 - FEBRUARY 17, 1978

This progress report summarizes the work completed during the four week period of January 22 through February 17 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.







## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: February 20, 1978

SUBJECT: PROGRESS REPORT - JANUARY 22, 1978 THROUGH  
FEBRUARY 17, 1978  
REFERENCE NO. B.10

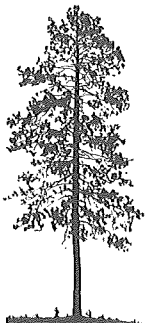
This memorandum reports the progress to date on Phase 2 of the Public Lands Impact Study. The primary focus of the work period from January 21 through February 17 was to:

1. Prepare a draft report summarizing the research undertaken in Phase 2.
2. Prepare a draft report of the conclusions and recommendations for Phases 1 and 2.
3. Meet with the LCMR/TSC joint subcommittee to review the two draft reports.

Both draft reports have been completed and submitted to the LCMR/TSC joint subcommittee. A meeting was held on February 16 to review the draft report summarizing the research for Phase 2. A meeting is scheduled for February 20 to review the summary recommendations report.

COST SUMMARY FOR PERIOD OF  
JANUARY 22 THROUGH FEBRUARY 18, 1978  
MINNESOTA PUBLIC LANDS IMPACT STUDY  
Barton-Aschman Associates, Inc.

Classification	Previous		Current		Actual Costs	
	Hours	Costs	Hours	Costs	Hours	Costs
Principal Associate	214.5	\$10,828.97	61.5	\$ 3,690.00	276.0	\$14,518.97
Senior Associate	289.0	10,148.80	4.0	148.00	293.0	10,296.80
Associate	1,214.5	28,064.27	334.5	8,144.00	1,549.0	36,208.27
Technical/ Clerical	1,272.5	21,067.38	285.5	4,910.00	1,558.0	25,977.38
Expenses		3,182.09		235.89		3,417.98
TOTAL	2,990.5	\$73,291.51	685.5	\$17,127.89	3,676.0	\$90,419.40



## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### PROGRESS REPORT B.11.1 MARCH 18 - APRIL 15, 1978

This progress report summarizes the work completed during the four week period of March 18 through April 15 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates

DATE: March 17, 1978

SUBJECT: PROGRESS REPORT FOR FEBRUARY 18 -  
MARCH 17, 1978  
REFERENCE NO. B.11

This memorandum reports the progress to date on Phase 2 of the Public Lands Impact Study. The primary focus of the work period from February 18 through March 17 was to:

1. Meet with the LCMR/TSC joint subcommittee and staff to review the two draft reports.
2. Review the two draft reports and make editorial changes as necessary to clarify and correct information and reflect committee and staff comments.

These tasks were completed prior to March 3, 1978. At the direction of staff, all work on the project was stopped on March 3, pending a decision to proceed by the joint subcommittee. A meeting for this purpose will be scheduled in April, 1978.

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COST SUMMARY FOR PERIOD OF  
February 19 through March 18, 1978  
MINNESOTA PUBLIC LANDS IMPACT STUDY  
Barton-Aschman Associates, Inc.

Classification	Previous		Current		Actual Costs	
	Hours	Costs	Hours	Costs	Hours	Costs
Principal Associate	276.0	\$14,518.97	16.0	\$ 960.00	292.0	\$15,478.97
Senior Associate	293.0	10,296.80	-	-	293.0	10,296.80
Associate	1,549.0	36,208.27	77.0	1,959.00	1,626.0	38,167.27
Technical/ Clerical	1,558.0	25,977.38	79.5	1,283.00	1,637.5	27,260.38
Expenses		3,417.98		1,956.71		5,374.69
TOTAL	3,676.0	\$90,419.40	172.5	\$6,158.71	3,848.50	\$96,578.11



## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### PROGRESS REPORT B.12 APRIL 16 - MAY 13, 1978

This progress report summarizes the work completed during the four week period of April 16 through May 13 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.





MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: May 19, 1978

SUBJECT: PROGRESS REPORT FOR APRIL 16 THROUGH MAY 13,  
1978  
REFERENCE NUMBER B.12

This memorandum reports the progress to date on Phase 2 of the Public Lands Impacts Study. The primary focus of the work period from April 16 through May 13 was to discuss study conclusions and recommendations with the LCMR/TSC joint subcommittee. Two meetings were held with the subcommittee for this purpose on April 27 and May 12. In addition, a staff meeting with LCMR, TSC, House Research and the chairmen of the LCMR and TSC was held on April 19. Following these multiple discussions a decision was made during the May 12 meeting to proceed with production of the Phase 2 Background Report and revise the conclusions and recommendations chapter in the draft summary report into a discussion of principal issues to be considered in making decisions regarding public land impacts.

Work during the next four-week work period will focus on the tasks of revising and producing the Phase 2 Background Report and preparing the Issues chapter of the summary report.

COST SUMMARY FOR PERIOD OF  
 April 16 through May 13, 1978  
 MINNESOTA PUBLIC LANDS IMPACT STUDY  
 Barton-Aschman Associates, Inc.

	Previous		Current		Actual Costs	
Classification	Hours	Costs	Hours	Costs	Hours	Costs
Principal Associate	302.0	\$16,078.97	28.5	\$1,710.00	330.5	\$ 17,788.97
Senior Associate	293.0	10,296.80	-	-	293.0	10,296.80
Associate	1,652.5	38,884.27	58.5	1,542.50	1,711.0	40,426.77
Technical/ Clerical	1,654.5	27,552.88	15.5	265.00	1,670.00	27,817.88
Expenses		5,511.69		104.12		5,615.81
TOTAL	3,902.0	\$98,324.61	102.5	\$3,621.62	4,004.5	\$101,946.23



## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### PROGRESS REPORT B.13 MAY 14 - JUNE 9, 1978

This progress report summarizes the work completed during the four week period of May 14 through June 9 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: June 16, 1978

SUBJECT: PROGRESS REPORT FOR MAY 14 - JUNE 9, 1978  
REFERENCE NO. B.13

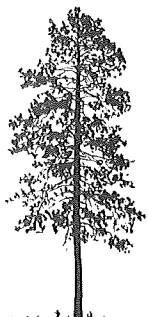
This memorandum reports the progress to date on Phase 2 of the Public Lands Impact Study. The primary focus of the work period from May 14 through June 9 was to revise the Phase 2 Background Report and prepare the Issues chapter of the Summary Report. The revised draft Issues chapter has been prepared and submitted for review to the chairmen of the LCMR/TSC joint subcommittee and staff. Revisions have been made to the Phase 2 Background Report and it is now ready for production in final draft form.

Work during the next four week work period will focus on the tasks of revising the draft Summary Report based on staff and committee comments and producing both the Phase 2 Background Report and the Summary Report in final draft form for presentation to the LCMR and TSC.

COST SUMMARY FOR PERIOD OF  
May 14 through June 10, 1978  
MINNESOTA PUBLIC LANDS IMPACT STUDY  
Barton-Aschman Associates, Inc.

	Previous		Current		Actual Costs	
Classification	Hrs.	Costs	Hrs.	Costs	Hrs.	Costs
Principal Associate	330.5	17,788.97	11.0	660.00	341.5	18,448.97
Senior Associate	293.0	10,296.80	18.5	536.50	311.5	10,833.30
Associate	1711.0	40,426.77	11.5	322.00	1722.5	40,748.77
Technical/Clerical	1670.0	27,817.88	33.5	577.50	1703.5	28,395.38
Expenses		5,615.81		367.11		5,982.92
TOTAL	4004.5	101,946.23	74.5	2,463.11	4079.0	104,409.34





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### PROGRESS REPORT B.14 JUNE 10 - JULY 7, 1978

This progress report summarizes the work completed during the four week period of June 10 through July 7 on a percent complete basis and does not include substantive information. See the working papers for technical documentation.







## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 7, 1978

SUBJECT: PROGRESS REPORT FOR JUNE 10 THROUGH  
JULY 7, 1978  
REFERENCE NO. B.14

This memorandum reports the progress to date on Phase II of the Public Lands Impact Study. The primary focus of the work period from June 10 through July 7 was to produce the Phase II Background Report in final draft form and revise the Summary Report. The Phase II Background Report has been produced in final draft form and is ready for distribution to the full membership of the LCMR and TSC. The revised draft Issues chapter "Chapter 5" of the Summary Report has been prepared and submitted for review to members of the LCMR/TSC joint subcommittee. The remaining chapters of the Summary Report have been revised and are ready for production in final draft form.

Work during the next four week work period will focus on producing the Summary Report based on subcommittee comments for Chapter 5. It is anticipated that both the Phase II Background Report and the Summary Report will be presented to the full membership of the LCMR and TSC for approval during the next work period.

COST SUMMARY FOR PERIOD OF  
June 11 through July 8, 1978

MINNESOTA PUBLIC LANDS IMPACT STUDY  
Barton-Aschman Associates, Inc.

Classification	Previous		Current		Actual Costs	
	Hrs.	Costs	Hrs.	Costs	Hrs.	Costs
Principal Associate	341.5	18,448.97	6.0	360.00	347.5	18,808.97
Senior Associate	311.5	10,833.30	19.5	565.50	331.0	11,398.80
Associate	1722.5	40,748.77	9.5	266.00	1732.0	41,014.77
Technical/ Clerical	1703.5	28,395.38	81.0	1335.00	1784.5	29,730.38
Expenses		5,982.92		953.91		6,936.83
TOTAL	4079.0	104,409.34	116.0	3480.41	4195.0	107,889.75





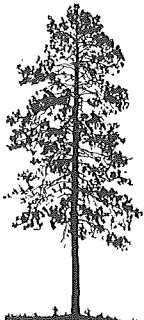
## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER C.1 LAND HOLDINGS, PAYMENTS AND LAND RECORDS OF THE DEPARTMENT OF TRANSPORTATION, DIVISION OF AERONAUTICS

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: June 29, 1977

SUBJECT: LAND HOLDINGS, PAYMENTS, AND LAND RECORDS OF THE  
DIVISION OF AERONAUTICS, DEPARTMENT OF TRANSPORTATION  
REFERENCE NO. C.1

### Land Ownership

The Division of Aeronautics of the Minnesota Department of Transportation owns three parcels of land. The Pine Creek Airport parcel in Roseau County is 50.5 acres. The Division of Aeronautics maintains this airport due to its convenience for custom inspection and since the surrounding communities cannot afford to maintain and operate the airport.

The other two sites are used for navigational aids and are both approximately two acres in size. These are located at the Bemidji (Beltrami County) and Thief River Falls (Pennington County) airports.

### Acquisition

The Division of Aeronautics purchases additional land only to locate navigational equipment when an airport upgrades to precision instrument approach technology. In the near future the Division will acquire the following properties in the following communities:

- 5 acre site in Grand Rapids (Itasca County)
- 2 acre site in Grand Rapids
- 2 acre site in Park Rapids (Hubbard County)
- 5 acre site between Faribault and Owatonna (Rice and Steel County)
- 7 other sites of approximately 2 acres scattered throughout the State

These sites are located in the approaches to the airports.

### Disposition

In some instances the FAA may take over the operations and maintenance of these navigational sites. This does not happen frequently but this has been done occasionally in the past.

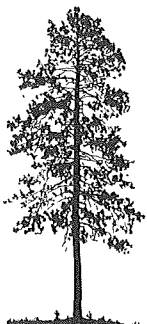
### Payments

No payments are made to local governments by the Division of Aeronautics.

### Records

Due to the small number of parcels owned by the Division, only a manual system of records is maintained.





# Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton Aschman Associates, Inc.

## WORKING PAPER C.2 LAND HOLDINGS, PAYMENTS AND LAND RECORDS OF THE MINNESOTA DEPARTMENT OF MILITARY AFFAIRS

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: June 29, 1977

SUBJECT: LAND HOLDINGS, PAYMENTS AND LAND RECORDS OF THE MINNESOTA  
DEPARTMENT OF MILITARY AFFAIRS  
REFERENCE NO. C.2

### Land Ownership

The State of Minnesota lands under the jurisdiction of the Department of Military Affairs (DMA), are utilized for Army National Guard (ARNG) and Air National Guard (ANG) installations and facilities as follows:

67 ARNG Armory Facilities	131.77 acres
5 ARNG Organizational Maintenance Shop Facilities	17.55 acres
3 ARNG Motor Vehicle Storage Building Facilities	2.65 acres
1 ARNG Motor Vehicle Compound Facilities	0.67 acres
1 ARNG Field Training Facility at Camp Ripley, Minnesota	52,535.70 acres
1 ANG installation at the International Airport, Duluth, Minnesota	152.00 acres
	<u>52,840.34 acres</u>

The locations of these facilities are recorded in Table 1.

The Camp Ripley site, under the jurisdiction of the Department of Military Affairs, includes 52,535.70 acres of State owned land. In addition, Northern States Power Company owns 257.73 acres of land within the Camp Ripley reservation which can be used by the Department of Military Affairs.

The data requested for the purposes of the Public Lands Impact Study were:

1. Acreage of each site,
2. Square footage of each building and
3. Value of property

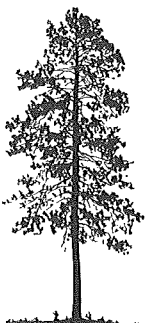
The only material readily available was the acreage of the sites.

TABLE 1  
LOCATION AND AMOUNT OF LAND OWNED BY THE MINNESOTA DEPARTMENT OF MILITARY AFFAIRS<sup>(1)</sup>

Location	County	Acreage	Location	County	Acreage
ARMY NATIONAL GUARD ARMORIES					
Aitkin	Aitkin	1.2	Montevideo	Chippewa	0.66
Albert Lea	Freeborne	0.55	Moorhead	Clay	0.77
Alexandria	Douglas	0.41	Morris	Stevens	5.02
Anoka	Anoka	0.75	New Ulm	Brown	0.38
Appleton	Swift	0.4	Northfield	Rice	0.34
Austin	Mower	4.78	Olivia	Renville	0.34
Bemidji	Beltrami	5.0	Ortonville	Big Stone	0.25
Brainerd	Crow Wing	0.57	Owatonna	Steele	0.2
Chisholm	Polk	5.83	Park Rapids	Hubbard	0.43
Cloquet	St. Louis	1.53	Pine City	Pine	5.0
Crookston	Polk	5.83	Pipestone	Pipestone	1.09
Dawson	Lac Qui Parle	0.64	Princeton	Millie Lac	0.45
Detroit Lakes	Becker	2.37	Red Wing	Goodhue	5.0
Duluth	St. Louis	1.18	Redwood Falls	Redwood	0.22
Duluth (new site)	St. Louis	6.89	Rochester	Olmsted	2.02
Eveleth	St. Louis	1.51	St. Cloud	Stearns	6.45
Fairmont	Martin	5.0	St. James	Watonwan	0.92
Faribault	Rice	0.25	St. Paul (downtown airport)	Ramsey	2.4
Faribault (new site)	Rice	5.0			
Fergus Falls	Otter Tail	1.48	St. Paul	Ramsey	1.82
Grand Rapids	Itasca	1.29	St. Paul	Ramsey	4.04
Hastings	Dakota	-	West St. Paul	Dakota	1.1
Hibbing	St. Louis	3.37	St. Peter	Nicollet	0.27
Hutchinson	McLeod	-	Sauk Centre	Stearns	0.39
Jackson	Jackson	0.38	Stillwater	Washington	0.65
Jackson (new site)	Jackson	5.0	Thief River Falls	Pennington	1.95
Litchfield	Meeker	1.28	Tracy	Lyon	0.55
Long Prairie	Todd	0.5	Virginia	St. Louis	2.78
Luverne	Rock	0.66	Wadena	Wadena	1.95
Madison	Lac Qui Parle	0.57	White Bear Lake	Ramsey	0.28
Mankato	Blue Earth	0.48	Willmar	Kandiyohi	1.64
Marshall	Lyon	1.85	Windom	Cottonwood	0.62
Milaca	Millie Lac	0.45	Winona	Winona	4.5
Minneapolis	Hennepin	2.5	Worthington	Nobles	0.46
			Zumbrota	Goodhue	0.18
				SUBTOTAL:	131.77
ARMY NATIONAL GUARD (ARNG) ORGANIZATIONAL MAINTENANCE SHOP FACILITIES					
Appleton	Swift	1.03	Tracy	Lyon	4.10
New Brighton	Ramsey	10.23	White Bear Lake	Ramsey	0.86
New Ulm	Brown	1.33			
				SUBTOTAL:	17.55
ARNG MOTOR VEHICLE STORAGE BUILDINGS					
Duluth	St. Louis	0.96	St. James	Watonwan	0.92
Olivia	Renville	0.77			
				SUBTOTAL:	2.65
ARNG MOTOR VEHICLE COMPOUND					
Dawson	Lac Qui Parle	0.67			
				SUBTOTAL:	0.67
AIR NATIONAL GUARD INSTALLATION					
Duluth	St. Louis	152.00			
				SUBTOTAL:	152.00
ARNG FIELD TRAINING FACILITY					
Camp Ripley	Morrison	52,535.70			
				SUBTOTAL:	52,535.70
				TOTAL:	52,840.34

<sup>(1)</sup>Source: Minnesota Department of Military Affairs, June, 1977.





## Minnesota Public Lands Impact Study — Phase 2

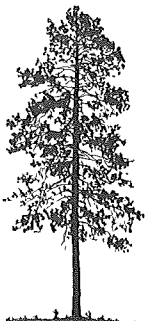
Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER C.3 LAND HOLDINGS, PAYMENTS AND LAND RECORDS OF THE DEPARTMENT OF TRANSPORTATION, DIVISION OF RIGHT-OF-WAY

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.







## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: June 29, 1977

SUBJECT: LAND HOLDINGS, PAYMENTS AND LAND RECORDS OF THE DEPARTMENT OF TRANSPORTATION, DIVISION OF RIGHT-OF-WAY  
REFERENCE NO. C.3

### Land Ownership

These are a variety of types of lands owned and managed by DOT. Recorded below are the various classifications and the acreage managed in each county:

Right-of-way is the largest category of land controlled by DOT. Analysis of such lands is not within the scope of this study. Therefore, no tabulations of this data was requested from DOT.

Sites of truck stations, headquarters, and storage areas are generally of limited size and are distributed throughout the State (see Table 1). There are 116 truck station sites, 20 headquarters complexes (which usually have more than one building), the main office on the grounds of the State Capitol, and 6 driver examination and licensing facilities. DOT also owns 17 sites which are being held for expansion of existing facilities or new facilities.

These sites total 1,130 acres which contain 186 buildings. The total square footage of buildings is 1,757,845. The depreciated value of these buildings excluding the Central Office at present is \$20,216,312.<sup>(1)</sup> The Central Office MnDOT Building contains 299,326 gross square feet, is located on 5.55 acres of land and represents a total investment of \$9,161,000. (This has not been depreciated.)

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<sup>(1)</sup> Property Value records are maintained for cost accounting purposes on the basis of "depreciated value." The acquisition price is depreciated evenly over a specified number of years. Major buildings are depreciated over 50 years. Small structures are depreciated over a 20 year period.

Gravel pits were purchased in the 1930's because contractors had control of the gravel at that time, and therefore, controlled prices of road construction. As the gravel supply is depleted, these are sold. In some cases these may be considered surplus land. In many cases, DNR buys these lands. These are distributed throughout the State to be available whenever road construction may take place (Table 2). DOT owns 5,302 acres of land classified as gravel pits.

Rest areas are acquired in conjunction with right-of-way. These also are distributed throughout the State. Most rest areas are of limited size. Those along the interstate system are generally larger due to the extensive facilities provided and the larger capacity required. There are 344 rest areas owned by DOT which comprise 2,210 acres.

Land acquired as excess property is recorded in Table 3. (These lands are more fully discussed below.) As of June, 1977, DOT owned 262.72 acres of excess land in 19 counties.

Surplus land is recorded by the type of acquisition: easement or fee. (This is discussed in more detail below.) As of June 1977, DOT controlled 1,770 acres of surplus right-of-way originally acquired through easements and 1,570 acres acquired in fee.

DOT owns in easement or fee approximately 12,000 acres as recorded above. This land is distributed throughout the State. The major land holding not included is the right-of-way for State highways. DOT also owns some land for stock piling of material such as sand. Those sites associated with truck stations are included but free standing areas have not been inventoried. The only records of these lands are maintained by the District Offices.

### Acquisition Policies

Prior to 1960 all highway right-of-way was acquired by easement through condemnation. Land for buildings was bought in fee because no permanent building could be put on highway right-of-way land acquired through easement. In 1960 the acquisition policy changed. All land acquired for the interstate system had to be in fee. Any right-of-way acquired for a new highway was acquired in fee. In those cases where the existing highway was to be improved or widened and the original acquisition was made by an easement, an easement was obtained, if possible. Since about 1969 all land acquired by MHD/DOT has been fee title.

### Disposition Policies

There are three categories of land held by DOT which can be disposed of:

1. Excess land. This land is acquired by DOT on the request of the owner. When DOT acquires land for right-of-way, it may divide a piece of property in such a manner that it becomes an "uneconomic remnant." If DOT decides this is the case they can buy the land.

Disposal of excess land is regulated by Minn. Statute 161.23 (see Attached Statute). Within one year after completion of construction, the Commissioner must notify the Governor that the excess land may be sold. The sale of the property is made to the highest bidder following appropriate notification of sale. In many cases, no one bids on the land.

2. Surplus land owned by easement. Surplus land is acquired for a specific purpose but for some reason, it is no longer needed. This could be right-of-way acquired for a new road or a widening of a road or a gravel pit. In any case, it is no longer needed due to changes in DOT plans or conditions of the land.

Disposal of surplus land acquired by easement is governed by Minn. Statute 161.43 (attached). The State can only sell this land to the original title holder (usually for the original purchase price) or to a governmental agency or political body. If this land is to be transferred to another State agency this is done by a "Transfer of Custodial Control." If the land will go to a city or county, an agreement or deed must be prepared.

While the State Statutes require that the State must be reimbursed for the cost of these lands, in some cases, they can be "sold" to a city or county for a lesser amount if this can be justified. One manner used to justify such action is to compare the maintenance cost to the value of the property. In many cases, DOT feels maintenance costs for one year are higher than the value.

3. Surplus land owned in fee. The disposal of surplus land owned in fee is regulated by Minn. Statute 161.44 (attached). The surplus land must first be offered to the original owner, surviving spouse or adjacent owners. DOT waits 90 days after notice to original owner before it is offered to anyone else.

In 1973 the Loaned Executive Program (LEAP) studied the possible disposal of surplus or excess land held by DOT. At present, DOT does sell such land on a continuous basis. Due to a number of problems with the individual parcels, some land is not purchased. A frequent problem with excess property is that it is land locked. The abutting property owner is the only one who can get to the property. He probably uses the land if he wishes and has no reason to purchase it from the State.

Disposition of excess or surplus property may also be an expensive operation. In a memo written by a Right-of-Way Division employee the cost of disposing of property and the steps that are required of DOT were

outlined. It was the employee's opinion that in some cases it may cost more to dispose of the property than the price it will bring. The issue of administrative cost to hold, maintain and keep track of this land on an annual basis was not considered in this memorandum.

### Leasing Policies

There does not appear to be a set policy to encourage or discourage leasing of property owned by DOT. Minn. Statute 161.23 Subdivision 3 regulates the leasing of DOT owned land.

Subd. 3. Leasing. The commissioner may lease for the term between the acquisition and sale thereof and for a fair rental rate and upon such terms and conditions as he deems proper, and any real estate acquired in fee for trunk highway purposes and not presently needed therefor. All rents received from the leases shall be paid into the state treasury. Seventy percent of the rents shall be credited to the trunk highway fund. The remaining thirty percent shall be paid to the county treasurer where the real estate is located, and shall be distributed in the same manner as real estate taxes.

Only lands held in fee title can be leased. Easements do not allow for a use other than that specified in the easement.

The largest number of leases of DOT land appear to be properties which have been acquired for right-of-way. Many of these properties appear to be homes and businesses purchased and leased back to the original owners. When the roadways are constructed these structures would be moved or demolished.

As stated in MSA 161.23, subd. 3, 70 percent of the revenues is credited to the trunk highway fund and 30 percent is paid to the county in which the property is located. The six month revenue from July 1, 1976 to December 31, 1976 was \$300,189.96. The counties received \$89,344.58 from these funds. These funds are redistributing to the taxing districts as if they were real estate taxes.

### Payments

DOT makes payment to local or county government in three specific situations.

1. DOT is subject to pay County Ditch Assessments similar to any private property owner (Minn. Statutes 106).
2. DOT can be assessed for water, sewer, curb, gutter and street improvements similar to any private property owner (Minn. Statute 435.19). Once the assessments have been determined by local government, DOT makes an evaluation to determine the benefit they derive

from the improvement. The local governmental body making the assessment may challenge this determination in the District Court which can decide the amount to be paid.

3. DOT returns 30 percent of lease fees to the taxing districts as described in the preceding section. (See discussion of leases for specific information.)

These payments are recorded in the individual budgets of the District offices.

### Records

A variety of records are kept by the various divisions within DOT. Recorded below is a brief summary of the records utilized in the collection of data for this work paper.

1. The Right-of-Way Division maintains a computerized record system of all DOT lands acquired since 1960. No comprehensive computerized record exists of land acquired prior to 1960. One person is working on expanding this system to include lands acquired prior to 1960.

The data for this record is based on property acquisition records for various DOT projects. This is a very reliable source of data. The records are updated monthly. There are no summaries prepared regularly of DOT owned land although this can be accomplished on request.

This record system includes the following data:

- a. DOT reference number
  - b. Function of land, i.e., maintenance, right-of-way. (The validity of this is questionable since a parcel acquired for right-of-way may be used for maintenance.)
  - c. Trunk Highway number
  - d. Federal Highway number
  - e. Owner of property prior to DOT
  - f. Acreage
  - g. Excess acreage
  - h. Date of appraisal
  - i. Date of public hearing
  - j. Value
  - k. Payment (if purchased)
  - l. Date of payment
  - m. Type of payment (fee, condemnation)
  - n. Total paid
2. The Right-of-Way Division also maintains individual records on various types of land. Since the majority of gravel pits were purchased in the 1930's, these are not on the computerized system.

Rest areas are maintained under a separate manually maintained system which records the location and size of the area. Part of these records are duplicated on the computerized system.

3. The Maintenance Division maintains a manual record on each building owned by DOT. This includes:
  - a. Location of building
  - b. Square footage
  - c. Function
4. The Finance Division maintains a manual record system on the value of DOT buildings. These records include:
  - a. Year of construction or purchase
  - b. Construction or purchase price
  - c. Depreciated value

TABLE 1  
DOT BUILDINGS AND BUILDING SITES BY COUNTY

County	Description	Depreciated Value	No. of Bldgs.	Sq. Ft.	Acres
Aitkin	Truck Station (1)	795	1	1,320	19.6
Anoka	Truck Station (4)	401,319	4	20,573	17.0 *
Becker	Headquarters (1)	907,442	6	72,008	17.0
Beltrami	Headquarters (1)	472,110	3	44,062	9.4
Benton	Truck Station (1)	38,965	1	2,698	2.1
Blue Earth	Headquarters (1)	979,023	5	77,078	18.5
Brown	Truck Station (1) Future Building Site (1)	901	1	1,800	17.5
Carlton	Truck Station (1)	181,217	2	11,318	7.0
Carver	Truck Station (1)	38,932	1	5,238	4.8
Cass	Truck Station (2) Future Building Site (1)	92,744	2	9,342	10.6
Chippewa	Truck Station (2)	111,575	2	9,840	2.0
Chisago	Truck Station (2)	114,340	2	10,698	9.4
Clay	Truck Station (2) Future Building Site (1)	219,452	2	16,000	16.4
Clearwater	Truck Station (1)	118,596	1	4,368	4.0
Cook	Truck Station (1)	22,180	1	2,860	3.4
Cottonwood	Headquarters (1)	980,180	4	49,824	20.6
Crow Wing	Headquarters (1) Truck Station (1) Storage Yard (1)	500,145	8	59,760	24.7
Dakota	Truck Station (3) Driver's Examination (1)	436,120*	3*	22,846*	35.4
Douglas	Truck Station (2)	169,796	2	17,044	25.9
Faribault	Truck Station (2)	355,409	2	10,752	11.1
Fillmore	Truck Station (2)	42,377	2	5,720	5.3
Freeborn	Truck Station (1)	183,156	1	*	5.5
Goodhue	Truck Station (2) Future Building Site (1)	30,002	2	6,056	13.4
Hennepin	Truck Station (5) Patrol (1) Driver's Examination (1) Headquarters (1)	2,078,587	11	181,898	109.8
Houston	Truck Station (2)	129,264	2	5,903	8.7
Hubbard	Truck Station (1)	6,094	1	1,500	0.4
Isanti	Truck Station (1)	14,927	1	2,698	2.1
Itasca	Truck Station (3) Future Building Site (1)	8,620	3	6,360	13.0
Jackson	Truck Station (1)	218,422	1	8,000	10.3
Kanabec	Truck Station (1)	18,824	1	2,860	1.7
Kandiyohi	Headquarters (1) Future Headquarters Site (1) Storage Site (1)	116,779	5	20,754	54.4
Kittson	Truck Station (1)	135,319	2	6,052	5.0
Koochiching	Truck Station (2)	176,281	2	8,356	20.5
Lac Qui Parle	Truck Station (1)	181,682	1	5,208	5.8

TABLE 1  
DOT BUILDINGS AND BUILDING SITES BY COUNTY - continued

County	Description	Depreciated Value	No. of Bldgs.	Sq. Ft.	Acres
Lake	Truck Station (1)	221,194	2	11,520	32.0
Lake of the Woods	Truck Station (1)	22,057	1	2,860	3.4
Le Sueur	Truck Station (1)	19,063	1	2,698	1.9
Lincoln	Truck Station (1)	58,985	2	4,698	2.9
Lyon	Headquarters (1) Future Headquarters Site (1) Truck Station (1)	42,704	3	9,710	23.8
Mahnomen	Future Building Site (1)	-	-	-	-
Marshall	Truck Station (2)	44,277	2	2,860*	7.7
Martin	Truck Station (1)	178,266	1	6,384	11.7
McLeod	Truck Station (2)	40,145	2	3,756	0.9
Meeker	Truck Station (1)	23,003	1	2,060	0.5
Mille Lacs	Truck Station (2) Future Building Site (1)	26,834	2	4,318	10.2
Mower	Truck Station (1)	47,318	2	7,234	9.0
Murray	Future Building Site (1)	-	-	-	8.0
Nicollet	Truck Station (1)	149,200	1	4,368	5.1
Nobles	Truck Station (2)	149,710	2	10,240	9.1
Norman	Truck Station (1)	33,655	1	2,860	2.0
Olmsted	Headquarters (1) Truck Station (1)	1,100,435	5	100,034	30.6
Otter Tail	Truck Station (2) Future Building Site (2)	174,888	2	6,774	19.5
Pennington	Truck Station (1)	94,121	1	*	2.4
Pine	Equipment Storage (1) Truck Station (2)	171,162	4	19,672	8.0
Pipestone	Truck Station (1)	24,642	1	1,280	0.8
Polk	Headquarters (1) Truck Station (1) Storage Yard (1)	237,084	3	13,858	14.2
Pope	Truck Station (1)	13,845	1	2,860	2.4
Ramsey	Truck Station (2) Training Center (1) Driver's License (1)	310,347*	2*	29,768*	49.7
Redwood	Truck Station (1)	13,278	1	1,560	0.4
Renville	Truck Station (3)	104,066	3	6,722	5.45
Rice	Truck Station (3)	146,470	3	15,234	12.2
Roseau	Truck Station (1)	19,618	1	2,860	0.8
St. Louis	Headquarters (2) Truck Station (5) Future Driver Examination Station (1)	2,161,595	17	167,455	129.5
Scott	Truck Station (2)	32,385	2	8,118	8.8
Sherburne	Truck Station (1)	135,182	1	-	6.1
Sibley	Truck Station (1)	27,939	1	1,800	0.8
Stearns	Headquarters (1) Truck Station (3)	1,089,627	8	68,382	41.4
Steele	Headquarters (1)	1,083,363	5	54,400	18.5



TABLE 1  
DOT BUILDINGS AND BUILDING SITES BY COUNTY - continued

County	Description	Depreciated Value	No. of Bldgs.	Sq. Ft.	Acres
Stevens	Headquarters (1) Future Building Site (1)	33,117	2	8,750	20.0
Stone	Truck Station (1)	109,042	1	4,368	4.1
Swift	Truck Station (2)	45,076	2	4,378	2.2
Todd	Truck Station (2)	38,033	2	5,558	7.6
Wabasha	Truck Station (1) Future Building Site (1)	330	1	2,000	9.3
Wadena	Truck Station (1)	2,806	1	3,540	0.5
Waseca	Future Building Site (1)	-	-	-	5.2
Washington	Headquarters (1) Truck Station (2)	2,016,548	6	111,060*	35.7
Watsonwan	Truck Station (1)	23,177	1	3,200	4.3
Wilkin	Truck Station (1)	27,040	1	2,698	2.3
Winona	Truck Station (3)	233,923	3	12,800*	14.7
Wright	Truck Station (2)	256,174	2	10,174	8.5
Yellow Medicine	Truck Station (1)	1,817	1	1,856	0.3
<hr/>					
TOTALS	Truck Stations 116 Headquarters 20 Future Building Sites 17 Driver's Examination and Licensing 5	\$20,216,312	185	1,458,519	1,131.35

\* Lack of some data for this county.

Note: The Central Office facilities are not included in this table.

Source: Minnesota Department of Transportation, June, 1977.

TABLE 2  
GRAVEL PITS OWNED IN FEE BY MINNESOTA DEPARTMENT OF TRANSPORTATION

County	Acreage	County	Acreage
Aitkin	135.99	Marshall	126.50
Anoka	7.87	Martin	4.34
Becker	45.29	Meeker	None
Beltrami	110.98	Mille Lacs	21.83
Benton	14.12	Morrison	35.33
Big Stone	33.73	Mower	None
Blue Earth	None	Murray	None
Brown	17.00	Nicollet	8.90
Carlton	147.22	Nobles	None
Carver	None	Norman	56.81
Cass	130.24	Olmsted	None
Chippewa	48.64	Otter Tail	109.09
Chisago	None	Pennington	34.31
Clay	30.89	Pine	116.42
Clearwater	23.21	Pipestone	7.18
Cook	641.58	Polk	45.62
Cotton Wood	23.26	Pope	75.74
Crow Wing	83.74	Ramsey	None
Dakota	29.55	Red Lake	30.95
Dodge	None	Redwood	None
Douglas	5.14	Renville	6.11
Faribault	None	Rice	18.06
Fillmore	2.00	Rock	28.02
Freeborn	30.00	Roseau	82.38
Goodhue	22.83	St. Louis	608.56
Grant	37.03	Scott	62.98
Hennepin	45.67	Sherburne	22.84
Houston	25.56	Sibley	15.96
Hubbard	65.44	Stearns	133.38
Isanti	None	Steele	16.40
Itasca	156.99	Stevens	51.31
Jackson	6.00	Swift	145.52
Kanabec	46.97	Todd	58.82
Kandiyohi	39.24	Traverse	28.59
Kittson	29.60	Wabasha	34.69
Koochiching	778.16	Wadena	10.00
Lac Qui Parle	24.50	Waseca	None
Lake	197.77	Washington	39.72
Lake of the Woods	70.73	Watonwan	None
Le Sueur	18.05	Wilkin	None
Lincoln	4.88	Winona	22.05
Lyon	32.29	Wright	20.72
McLeod	14.32	Yellow Medicine	39.87
Mahnomen	6.88	TOTAL	5,302.36 Acres

Source: Minnesota Department of Transportation, June, 1977.

TABLE 3  
REST AREAS OWNED BY MINNESOTA DEPARTMENT OF TRANSPORTATION

County	Number of Rest Areas	Acreage	County	Number of Rest Areas	Acreage
Aitkin	7	59.9	Marshall	0	0
Anoka	1	15.0	Martin	2	2.8
Becker	5	9.9	Meeker	1	.1
Beltrami	2	1.0	Mille Lacs	6	14.2
Benton	0	0	Morrison	1	1.4
Big Stone	4	18.7	Mower	2	21.0
Blue Earth	3	3.5	Murray	1	.5
Brown	2	1.0	Nicollet	2	2.0
Carlton	5	148.2	Nobles	3	17.0
Carver	1	.2	Norman	0	0
Cass	7	47.9	Olmsted	2	22.5
Chippewa	2	.2	Otter Tail	14	88.5
Chisago	3	80.7	Pennington	1	4.0
Clay	1	24.0	Pine	9	68.4
Clearwater	0	0	Pipestone	2	1.0
Cook	11	114.2	Polk	4	11.0
Cootnwood	1	.2	Pope	2	3.6
Crow Wing	7	39.4	Ramsey	2	19.0
Dakota	6	10.4	Red Lake	0	0
Dodge	1	.3	Redwood	2	1.7
Douglas	5	63.4	Renville	4	1.8
Faribault	7	139.7	Rice	3	84.7
Fillmore	11	22.4	Rock	2	28.5
Freeborn	3	35.2	Roseau	2	.6
Goodhue	8	38.4	St. Louis	28	61.1
Grant	0	0	Scott	3	31.2
Hennepin	10	56.1	Sherburne	6	19.5
Houston	8	8.0	Sibley	2	3.6
Hubbard	3	3.0	Stearns	10	116.7
Isanti	0	0	Steele	2	95.0
Itasca	15	21.0	Stevens	0	0
Jackson	3	76.5	Swift	2	57.8
Kanabec	2	9.3	Todd	2	4.0
Kandiyohi	4	7.0	Traverse	1	.2
Kittson	0	0	Wabasha	8	7.9
Koochiching	8	14.0	Wadena	0	0
Lac Qui Parle	1	6.0	Waseca	0	0
Lake	12	14.5	Washington	11	81.4
Lake of the Woods	3	36.3	Watsonwan	3	11.0
Le Sueur	2	2.0	Wilkin	2	1.5
Lincoln	1	3.0	Winona	5	94.5
Lyon	3	6.5	Wright	4	74.0
McLeod	2	1.0	Yellow Medicine	4	2.6
Mahnomen	2	16.0			
			TOTAL	344	2,209.6

TABLE 4  
 LAND ACQUIRED AS EXCESS (M.S. 161.23) BY MINNESOTA DEPARTMENT OF TRANSPORTATION (UNSOLD AREAS BY COUNTY)

County	Acreage
Anoka	.47
Blue Earth	.96
Chippewa	3.93
Chisago	.74
Dakota	36.11
Goodhue	.31
Hennepin	35.18
Itasca	1.84
Lyon	1.81
Mille Lacs	.78
Otter Tail	.52
Ramsey	63.60
St. Louis	3.86
Stearns	.08
Washington	1.56
Watonwan	13.53
Winona	96.18
Yellow Medicine	1.26
TOTAL	262.72

Source: Minnesota Department of Transportation, June, 1977.

TABLE 5  
INVENTORY OF SURPLUS RIGHT-OF-WAY LISTED BY COUNTY

County	Easement Acres	Fee Acres	County	Easement Acres	Fee Acres
Aitkin	142.0	2.0	Marshall	0	0
Anoka	66.5	81.2	Martin	2.9	2.0
Becker	92.1	52.4	Meeker	8.6	0
Beltrami	0	0	Mille Lacs	14.0	0
Benton	1.4	0	Morrison	3.0	0
Big Stone	0	0	Mower	0	4.5
Blue Earth	20.5	0	Murray	3.8	0
Brown	22.4	0	Nicollet	19.6	0
Carlton	4.0	0	Nobles	7.8	0
Carver	43.4	6.2	Norman	0	0
Cass	24.6	0	Olmsted	0	4.1
Chippewa	16.3	0	Otter Tail	28.3	4.0
Chisago	95.6	31.9	Pennington	0	0
Clay	14.0	0	Pine	3.9	0
Clearwater	0	0	Pipestone	4.8	0
Cook	0	506.0	Polk	2.3	0
Cottonwood	7.2	0	Pope	3.1	0
Crow Wing	34.0	8.5	Ramsey	193.8	3.4
Dakota	13.0	69.5	Red Lake	0	0
Dodge	0	0	Redwood	0	0
Douglas	0	1.6	Renville	5.16	0
Faribault	6.2	0	Rice	0	0
Fillmore	0	0	Rock	2.9	1.1
Freeborn	0	0	Roseau	0	0
Goodhue	0	25.9	St. Louis	26.0	0
Grant	12.2	0	Scott	110.2	6.7
Hennepin	77.3	432.9	Sherburne	11.0	5.2
Houston	0	0	Sibley	14.4	23.5
Hubbard	3.8	0	Stearns	92.0	90.0
Isanti	0	0	Steele	0	0
Itasca	14.0	0	Stevens	2.2	0
Jackson	3.0	0	Swift	5.4	0
Kanabec	84.0	4.0	Todd	5.0	1.4
Kandiyohi	19.1	0	Traverse	0	0
Kittson	0	0	Wabasha	0	0
Koochiching	0	0	Wadena	0	.4
La Qui Parle	3.8	0	Waseca	15.7	0
Lake	5.0	0	Washington	186.8	36.8
Lake of the Woods	0	0	Watsonwan	3.2	0
Le Sueur	83.0	0	Wilkin	17.5	0
Lincoln	15.2	0	Winona	0	19.9
Lyon	14.1	11.0	Wright	4.0	0
McLeod	1.3	.8	Yellow Medicine	13.4	0
Mahnomen	20.1	0			
			TOTAL	1,770.2	1,570.1

Source: Minnesota Department of Transportation (from L.E.A.P. #16 District Inventories as of 6/6/77).

APPENDIX  
MINNESOTA STATUTES 161.23  
161.43  
161.44

**161.23 EXCESS ACQUISITION.** Subdivision 1. Acquisition of entire tract. Whenever the commissioner of highways determines that it is necessary to acquire any interest in a part of a tract or parcel of real estate for trunk highway purposes, he may acquire in fee, with the written consent of the owner or owners thereof, by purchase, gift, or condemnation the whole or such additional parts of such tract or parcel as he deems to be in the best interests of the state. Any owner or owners consenting to such excess acquisition may withdraw his or their consent at any time prior to the award of commissioners in the case of condemnation proceedings, or at any time prior to payment in the case of purchase. In the event of withdrawal the commissioner shall dismiss from the condemnation proceedings the portion of the tract in excess of what is needed for highway purposes.

Subd. 2. Conveyance of excess. If the commissioner of highways acquires real estate in excess of what is needed for trunk highway purposes as authorized in subdivision 1 hereof, he shall, within one year after the completion of the construction, reconstruction, or improvement of the highway for which a portion of the real estate was needed and required, notify the governor that such excess real estate may be sold. The governor, in behalf of the state, after such notification shall convey and quitclaim such excess real estate to the highest responsible bidder, after receipt of sealed bids following published notice of the sale for three successive weeks in a newspaper or trade journal of general circulation in the territory from which bids are likely to be received. The deed may contain restrictive clauses limiting the use of such real estate in the interests of safety and convenient public travel when the commissioner finds that such restrictions are reasonably necessary.

Subd. 3. Leasing. The commissioner may lease for the term between the acquisition and sale thereof and for a fair rental rate and upon such terms and conditions as he deems proper, any excess real estate acquired under the provisions of this section, and any real estate acquired in fee for trunk highway purposes and not presently needed therefor. All rents received from the leases shall be paid into the state treasury. Seventy percent of the rents shall be credited to the trunk highway fund. The remaining thirty percent shall be paid to the county treasurer where the real estate is located, and shall be distributed in the same manner as real estate taxes.

Subd. 4. Limitation on construction of section. Nothing contained in this section shall be construed to prevent the commissioner from acquiring lands, real estate, or interests in lands or real estate necessary for trunk highway purposes, without the consent of the owner or owners thereof.

[1959 c 500 art 2 s 23; 1973 c 544 s 1]

NOTE: See section 16.02, subdivision 14.

See section 272.68.

**16L43 RELINQUISHMENT OF HIGHWAY EASEMENTS.** The governor, in behalf of the state and upon recommendation of the commissioner of highways, may relinquish and quitclaim to the fee owner or, if the fee owner refuses or cannot be located, to another agency or political subdivision of the state any easement or portion thereof owned but no longer needed by the state highway department for trunk highway purposes, upon payment to the state highway department of at least the amount of money paid for the acquisition thereof. Whenever less than the easement as originally acquired is to be relinquished and quitclaimed, the amount of moneys to be paid to the state highway department shall not be a less proportion of the consideration paid therefor by the state highway department than the portion to be relinquished and quitclaimed bears to the easement as originally acquired. In determining the amount to be paid upon reconveyance to the fee holder, the estimated amount of money paid by the state highway department for any improvement acquired in the original easement and not included in the reconveyance, and the estimated amount of money paid by reason of damages to remaining portions of the tract, if any, not mitigated by the reconveyance, shall first be subtracted from the total consideration paid by the state highway department for the original easement. Before any such easement may be relinquished and quitclaimed to another governmental agency or political subdivision of the state, the governor must first publish for three successive weeks in a newspaper of general circulation in the county in which the easement is located notice of his intent to so relinquish and quitclaim such easement to another governmental agency or political subdivision of the state.

[1959 c 500 art 2 s 43; 1971 c 276 s 1]



**161.44 RELINQUISHMENT OF LANDS OWNED IN FEE.** Subdivision 1. **Conveyance.** The governor, in behalf of the state and upon recommendation of the commissioner, may convey and quitclaim any lands, including any improvements thereon, owned in fee by the state for trunk highway purposes but no longer needed therefor. Notwithstanding any provisions in this section or in section 161.23 to the contrary, fee title to or an easement in all or part of such lands and lands previously acquired in fee for trunk highways or acquired pursuant to Minnesota Statutes 1965, Section 161.23, in excess of what is needed for highway purposes may be conveyed and quitclaimed for public purposes to any political subdivision or agency of the state upon such terms and conditions as may be agreed upon between the commissioner and the political subdivision or agency.

Subd. 2. **Reconveyance when remainder of tract owned by vendor or surviving spouse.** If the lands were part of a larger tract and the remainder of the tract is still owned by the person or his surviving spouse from whom the lands were acquired, or if the lands constituted an entire tract, the lands shall first be offered for reconveyance to such previous owner or his surviving spouse. If the lands constitute an entire tract, the amount of money to be repaid therefor shall not be less than the amount paid by the state for such tract less the estimated value of any improvements acquired by the state not included in the reconveyance. If less lands than originally acquired are offered for reconveyance the amount of money to be repaid therefor shall not be a less proportion of the consideration paid by the state than the proportion of the part so to be reconveyed bears to the entire property as originally acquired. In determining the amount to be repaid the estimated amount of money paid by the state for any improvements acquired in the original acquisition and not included in the reconveyance, and the estimated amount of money paid by reason of damages to remaining portions of the tract, if any, not mitigated by the reconveyance shall first be subtracted from the total consideration paid by the state for the original acquisition. The offer shall be made by registered mail addressed to such person at his last known address. Such person or his surviving spouse shall have 60 days from the date of mailing said offer to accept and to tender to the commissioner the required sum of money.

Subd. 3. **Conveyance when remainder of tract no longer owned by vendor or surviving spouse.** If the lands were part of a larger tract and the remainder of the tract is no longer owned by the person or his surviving spouse from whom the lands were acquired, the lands shall be offered for conveyance to the person owning the remaining tract in the same manner and on the same terms as provided in subdivision 2.

Subd. 4. **Conveyance when remainder of tract has been divided into smaller tracts.** If the lands were part of a larger tract and if the tract has been platted or divided into smaller tracts and sold, the commissioner may offer the lands to the owners of the smaller tracts or lots abutting upon the lands in the same manner and on the same terms as provided in subdivision 2, or he may proceed to sell the lands to the highest responsible bidder as provided in subdivisions 5 and 6.

Subd. 5. **Conveyance to highest bidder in certain cases.** If the larger tract has been platted into lots or divided into smaller tracts and the commissioner elects to proceed under this subdivision, or if the lands constituted an entire tract and the person from whom the lands were acquired and his spouse are deceased, or if the offers as provided for are not accepted and the amount of money not tendered within the time prescribed, the lands may be sold and conveyed to the highest responsible bidder upon three weeks published notice of such sale in a newspaper or other periodical of general circulation in the general area where the lands are located. All bids may be rejected and new bids received upon like advertisement.

Subd. 6. **Public auction.** In lieu of the advertisement for sale and conveyance to the highest responsible bidder, such lands may be offered for sale and sold at public auction to the highest responsible bidder. Such sale shall be made after publication of notice thereof in a newspaper of general circulation in the area where the property is located for at least two successive weeks and such other advertising as the commissioner may direct. If the sale is made at public auction a duly licensed auctioneer may be retained to conduct such sale, his fees for such service to be paid from the proceeds, and there is appropriated from such proceeds an amount sufficient to pay such fees.

Subd. 7. **Gravel or borrow pits; amount of repayment.** In all cases as hereinbefore specified, if the lands to be reconveyed were acquired for gravel or borrow pit purposes and the commissioner has determined that all materials suitable or needed for trunk highway purposes have been removed from such pit, the amount to be repaid therefor need not be at least the amount paid for such pit by the state, but in no event shall the amount to be so repaid to the state therefor be less than the estimated market value thereof. In all other respects the procedures for the reconveyance of gravel or borrow pits shall be the same as the procedures for the reconveyance of other lands as provided in this section.

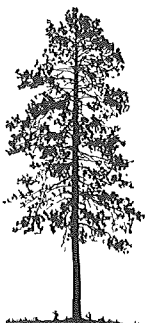
Subd. 8. **Restrictive clauses in deed.** The deed may contain restrictive clauses limiting the use of the lands or the estate conveyed when the commissioner determines that such restrictions are reasonably necessary in the interest of safety and convenient public travel.

Subd. 9. **Receipts paid into trunk highway fund.** All moneys received from the sale of such lands and properties shall be paid into the trunk highway fund.

Subd. 10. [Repealed, 1967 c 214 s 6]

Subd. 11. **Air space above and subsurface area.** Nothing contained in this section shall apply to the lease or other agreement for the use of air space above and the subsurface area below the right of way of any trunk highway or the surface of any trunk highway right of way as provided in section 161.433, subdivision 1.

[1959 c 500 art 2 s 44; 1961 c 263 s 1; 1961 c 567 s 3 subd 1; 1963 c 467 s 2; 1967 c 214 s 3; 1967 c 790 s 1-3]



## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER C.4 LAND HOLDINGS, PAYMENTS AND LAND RECORDS OF THE GENERAL SERVICES ADMINISTRATION

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 5, 1977

SUBJECT: LAND HOLDINGS, PAYMENTS AND LAND RECORD OF THE U.S.  
GENERAL SERVICES ADMINISTRATION  
REFERENCE NO. C.4

This working paper summarizes existing land ownership and related policies of the U.S. General Services Administration (GSA) including the following items:

- Lands owned and operated by GSA
- GSA land records
- Acquisition policies
- Disposition policies
- Local services provided to GSA properties
- Existing payments

Data used in the memorandum were obtained from the local field office of the General Services Administration.

### Land Ownership

The rules and regulations of the U.S. General Services Administration specifically exclude lands from GSA management when the primary use is one of the following:

1. Hospital properties
2. Post office properties
3. Military installations
4. Public domain lands
5. Indian lands
6. Agricultural, recreational and preservation lands
7. River, harbor and flood control properties

Almost all lands owned and operated by the General Services Administration is used for multi-purpose office space (for example, "Federal Buildings" typically house several Federal agencies). The GSA also has operational responsibility for Federal court facilities, warehouses associated with Federal buildings, and two border stations within the State of Minnesota. The buildings managed by the General Services Administration in Minnesota are listed in Table 1, and their locations are identified in Figure 1. As can be seen in this table and figure, nine of the buildings operated by the GSA are located in the Twin Cities Area with the remaining eight buildings scattered throughout the State. Available data indicates that the GSA manages approximately 1.2 million square feet of occupiable space in Minnesota (see Table 1). GSA estimates that it owns and operates approximately 2 million square feet of gross space of which about 90 percent is used for offices. Acreage data is not available.

### Leased Properties

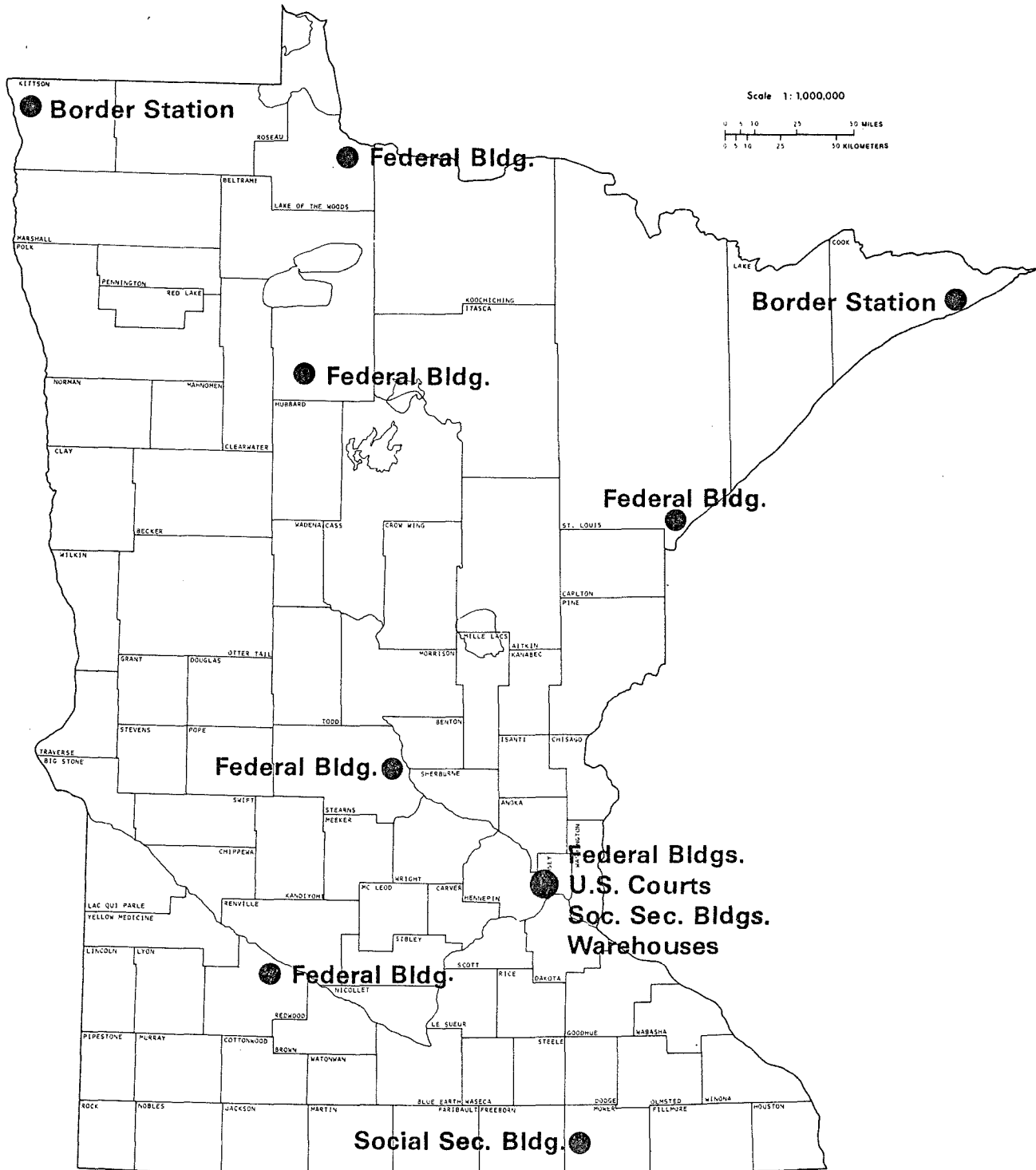
In addition to the above properties owned and operated by the GSA, the GSA leases approximately 600,000 square feet of space in Minnesota of which about half is located in the Twin Cities. The General Services Administration handles leasing of private space for Federal use with two principal exceptions: (1) the Department of Agriculture handles all of its own leasing requirements outside the metropolitan area, and (2) the Corps of Engineers handles most military leasing but transmits the leasing information to GSA for record keeping and management.

The average lease fee paid by the GSA is approximately \$7 per square foot in the Twin Cities area and \$5-5.50 per square foot in outlying areas. A 3 to 5 year lease with no escalator clause is typically negotiated. While the field office maintains, records and manages leased property; lease negotiations, property appraisals, fee determinations, etc., are handled by the regional office and/or the national office. No GSA space is leased out to private occupants. Federal agencies lease space from GSA in both GSA owned and operated buildings and GSA leased and operated buildings. These agencies pay a square footage lease fee based on the market rate for office space in the area. The Federal agency pays a lease fee for both GSA owned and GSA leased space.

### Land Records

An individual file folder is maintained by GSA for each building under its management (both leased and owned). These records include the date built or acquired, the tenants in the building, the square footage of the building, leasing information, rental fees, and other information needed to operate the building. Files on leased space include a special form which identifies the conditions of the lease, limitations on use of the space, rental fees, effective dates, leasing information, service contracts and any other special conditions related to the lease.

LOCATION OF BUILDINGS OWNED AND OPERATED  
BY THE U.S. GENERAL SERVICES ADMINISTRATION



Source: GSA  
Field Office

FIGURE: C . 4 . 1

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

TABLE 1  
BUILDINGS OWNED AND OPERATED IN MINNESOTA BY THE U.S. GENERAL SERVICES  
ADMINISTRATION<sup>(1)</sup>

County (City)	Number of Buildings	Use of Buildings	Occupiable Square Feet
Beltrami (Bemidji)	1	office	29,065
Cook (Grand Portage)	1	border station	8,150
Hennepin (Fort Snelling)	5	office, warehouse	496,215
Hennepin (Minneapolis)	3	office, courts	235,200
Kittson (Noyes)	1	border station	9,953
Lake of the Woods (Baudette)	1	office	6,750
Mower (Austin)	1	office	2,400
Ramsey (St. Paul)	1	office, courts	265,742
Redwood (Redwood Falls)	1	office	10,774
St. Louis (Duluth)	1	office	79,155
Stearns (St. Cloud)	1	office	18,227
TOTAL	17	--	1,162,171

<sup>(1)</sup>Source: GSA Field Office, June, 1977.



Only limited summary information is readily available and appears to be tabulated manually. A computerized file is apparently operational but still has several bugs in it. This file includes information primarily necessary for lease management and the operation of individual buildings. Since this system is designed to aid in space allocation (part of building operation), data on square footage, lease rates, etc., should be available if the proper requests for data output were made to the GSA regional office.

All available records are maintained in terms of occupiable square footage. Since most GSA owned and operated buildings are located within municipalities, very little acreage beyond the gross square footage of buildings is under GSA management. The primary exception is the Fort Snelling complex located in the Twin Cities which involves a larger acreage. The local GSA field office does not maintain records on acreage or gross square footage. It is possible that the regional or national office would have more detailed information.

#### Acquisition Policies

In most cases, the General Services Administration will construct a building if it needs additional facilities. Where possible, this building will be constructed on land already owned by the Federal government. In some cases, however, it is necessary to acquire land for the specific purpose of building new GSA structures. In general, the GSA attempts to avoid new land acquisitions since they require congressional approval and special funding. All GSA land acquisitions are handled through the Property Management and Disposal branch of the national office in D.C. and the regional office in Chicago.

#### Disposition Policies

The General Services Administration handles the disposition of most Federal land. Land disposition is handled by the regional and national offices with some assistance from the field offices. Typically, if a piece of property is to be disposed of, a GSA team from the Property Management and Disposal branch of the national office will investigate and appraise the property. All property is sold through a closed bid process with the GSA field office assisting in the advertisement of the property. If the highest bid is within 15 percent of the appraised value, GSA will usually sell the property. If it is not within 15 percent of the appraised value, an announcement is usually issued requesting new bids on the property.

Under some circumstances, Federal agencies have given land to State or local agencies or exchanged land with these agencies. The GSA is not involved in land exchanges involving agencies other than GSA. These are typically handled by the agency owning the property to be exchanged. GSA handles exchanges of GSA owned property.

### Local Services Provided to GSA Properties

In most cases, local services are provided to GSA properties without contract or compensation. Since most GSA properties are located within municipalities, they receive a full range of municipal services including fire protection, police protection, waste disposal, road construction and maintenance, etc. In some special circumstances, the GSA will contract with a municipality for specific services. For example, the Fort Snelling Federal building complex is not located within a municipality. The GSA has, therefore, contracted with the City of Minneapolis to provide fire protection services.

Recently, the GSA has implemented its own police protection services for buildings they own or lease. However, since the powers of these security personnel are limited, they must cooperate extensively with local police departments.

The General Services Administration will not pay special assessments for improvements to property. They will pay hookup costs for utility improvements which provide service directly to GSA managed buildings if they need the service. In addition, GSA pays standard fee rates for utility services.

### Existing Payments

There are no known payments in lieu of taxes being made by the General Services Administration to local units of government. There are also no known circumstances where GSA managed facilities are subject to local taxation or are related to the provision of special grants or aids to local communities.



# Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

## WORKING PAPER C.5 EXISTING STATE PAYMENTS FOR LANDS HELD FOR OTHER THAN NATURAL RESOURCE MANAGEMENT PURPOSES

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.

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## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 6, 1977

SUBJECT: EXISTING STATE PAYMENTS FOR LANDS HELD FOR OTHER THAN  
NATURAL RESOURCE MANAGEMENT PURPOSES  
REFERENCE NO. C.5

The purpose of this memorandum is to identify existing payments related to State properties held for other than natural resource management purposes. The data sources for this information included:

1. A key word search of the Minnesota statutes conducted by the Revisor's Office in June, 1977.
2. Contacts with State agencies by Barton-Aschman Associates, Inc., in May and June, 1977.
3. Research undertaken by Barton-Aschman Associates, Inc., during Phase 1 of the Public Lands Impact Study and during May and June, 1977.

### Key Word Statute Search

Four computerized searches of the Minnesota Statutes were conducted by the Revisor's Office using a wide variety of key words before a list of usable size was obtained. This final search list included 169 statutes and was based on the following key word combinations:

1. State and State owned property(ies) land(s), and building(s)
2. University and university owned property(ies), land(s), and buildings(s)
3. Public and publically owned property(ies), land(s) and building(s)
4. Pay, payable, payment(s), paid
5. Reimburse, reimbursed, transfer, transferred
6. County, municipality(ies), government, governmental

Because of the complexity of the question asked in the search; the common appearance of such words as tax-exempt, taxation, taxes; and the lack of appropriate phrases (such as payments in lieu of taxes) in the key word list, it was difficult to obtain a key word search which was small enough to be usable and yet large enough to be comprehensive. No previously unknown payments were identified through the key word search. The key word list is available for review upon request. An example of the key word printout is attached at the end of this work paper.

### Existing Payments

As a result of the previously described research, seven statutes have been identified as authorizing tax related payments to local units of government. These payment authorizations are summarized in Table 1 and are described in the remaining portions of this memorandum. They may be generally categorized as follows:

1. Authorizations for the payment of special assessments for improvements to property.
2. Authorizations for the return of a percentage of rental fees to local units of government.
3. Taxation of properties used to house State officers or employees.
4. Conditions under which leasees are subject to taxation.

Each of these statutes are described below.

Ditch Bond Assessments (MSA 106.381). Minnesota Statute 106.381, quoted below, provides the legal authorization for assessing State agencies for county provided drainage systems.

**106.381 ENFORCEMENT OF ASSESSMENTS; PUBLIC AND CORPORATE.** Assessments filed for benefits to any municipal corporation shall thereupon become a liability of such corporation and shall be due and payable with interest in instalments on November 1 of each year as provided in section 106.371. If such instalments and interest are not paid on or before November 1, the amount thereof, with interest added as provided in section 106.371, shall be extended by the county auditor against all the property in such municipal corporation liable to taxation, a levy thereof made thereon, and the same shall become due, to be paid and collected in the same manner and at the same time as other taxes.

When any public road found to be benefited is a county or state aid road, the assessment filed thereon shall be against the county and paid out of the road and bridge fund of the county.

In case of assessment against the state for benefits to trunk highways, the same shall be chargeable to and payable out of the trunk highway fund. Upon presentation of a certified copy of the assessment against the state for benefits to any trunk highway, the commissioner of highways shall cause the same to be paid out of the trunk highway fund.

TABLE 1  
SUMMARY OF LEGISLATION AUTHORIZING TAX RELATED PAYMENTS TO LOCAL UNITS OF GOVERNMENT FOR STATE LANDS<sup>(1)</sup>

Statute	Eligible State Land	Basis for Payment	Allocation Formula
106.381 <sup>(2)</sup>	All improved property.	Assessments for county drainage systems ("ditch bonds").	Payment to county from county road and bridge fund for county and CSAH roads, from trunk highway fund for trunk highways, from appropriated funds for other State agencies.
161.23 Subd. 3	Excess highway property or real estate acquired for trunk highways but not presently needed.	30% of lease (rental) fees paid to county.	Distributed by county in same manner as real estate taxes.
272.01 Subd. 2	Land leased to certain businesses conducted for profit (note: some State lands excluded in Subd. 3.)	Leasee (not State) pays taxes as if owned the property.	Assessed, collected and distributed in the same manner as personal property taxes.
272.011	Property used for housing officers or employees.	Assessment and taxation as private property.	Assessed and distributed in the same manner as personal property taxes.
272.68 Subd. 3	All acquired lands leased to the previous owner except those acquired by Dept. of Transportation.	30% of rental fees paid to county.	Distributed in same manner as property taxes.
273.19	Leased property exempted in 272.01, Subd. 3, (described above) when lease term is 3 or more years.	Leasee (not State) pays taxes as if owned the property.	Assessed, collected and distributed in the same manner as personal property taxes.
435.19 Subd. 2	All improved property.	Assessments for improvements.	Amount paid is at the discretion of the State agency based on benefit received from the improvement.

(1) Source: Compilation by Barton-Aschman Associates, Inc., June, 1977.

(2) No known payments are currently being made under this legislation.

All state lands and properties, including rural credit lands, shall be assessable for benefits received and such assessment shall be paid by the state from any funds appropriated and available therefor upon certification thereof by the state officer having jurisdiction over the state lands and property assessed to the commissioner of finance.

Under this legislation, all State agencies are required to pay assessments for county drainage systems (more commonly called ditch bond assessments). If the improvement is made to a county road or County State Aid Highway, the assessment is paid out of the road and bridge funds of the county. If a Trunk Highway is benefited, the assessment is paid out of the Trunk Highway fund. For all other State lands or properties which are benefited by the improvement, assessments are paid from appropriations. Payments are made directly to the counties for improvements provided by the county. No known payments are currently being made under this authorizing legislation. It should be noted that these assessments are also included under MSA 435.19, described below.

Assessments for Special Improvements (MSA 435.19, Subd. 2). Minnesota Statute 435.19, Subd. 2, quoted below, provides the legal authorization for assessing State agencies for special improvements.

Subd. 2. In the case of property owned by the state or any instrumentality thereof, the governing body of the city or town may determine the amount that would have been assessed had the land been privately owned. Such determination shall be made only after the governing body has held a hearing on the proposed assessment after at least two weeks notice of the hearing has been given by registered or certified mail to the head of the instrumentality, department or agency having jurisdiction over the property. The amount thus determined may be paid by the instrumentality, department or agency from available funds. If no funds are available and such instrumentality, department or agency is supported in whole or in part by appropriations from the general fund, then it shall include in its next budget request the amount thus determined. No instrumentality, department or agency shall be bound by the determination of the governing body and may pay from available funds or recommend payment in such lesser amount as it determines is the measure of the benefit received by the land from the improvement.

The local unit of government determines the amount to be assessed. Notice in advance of assessment must be given to the administering State department or agency by the local unit of government. Assessments may be paid from any available funds. The amount of the assessment paid is at the discretion of the State agency. The State agency determines the amount of benefit received from the improvement and bases its payment upon that decision.



Return of Rental Fees (MSA 161.23, Subd. 3). Minnesota Statute 161.23, Subd. 3, quoted below, authorizes the Department of Transportation to return 30 percent of certain rental fees to local units of government.

Subd. 3. **Leasing.** The commissioner may lease for the term between the acquisition and sale thereof and for a fair rental rate and upon such terms and conditions as he deems proper, any excess real estate acquired under the provisions of this section, and any real estate acquired in fee for trunk highway purposes and not presently needed therefor. All rents received from the leases shall be paid into the state treasury. Seventy percent of the rents shall be credited to the trunk highway fund. The remaining thirty percent shall be paid to the county treasurer where the real estate is located, and shall be distributed in the same manner as real estate taxes.

Excess real estate property or real estate property acquired for Trunk Highways but not presently needed for that purpose may be leased to private individuals by the Department of Transportation. In these cases, 30 percent of the rental fees are paid to the county and redistributed by the county in the same manner as real estate taxes.

Return of Rental Fees (MSA 272.68, Subd. 3). Minnesota Statute 272.68, Subd. 3, quoted below, requires the return of 30 percent of rental fees by all agencies except the Department of Transportation (which is covered in the statute described in the preceding paragraph).

Subd. 3. If the acquiring authority permits a person to occupy the property after the acquiring authority has become entitled to actual possession, the authority shall charge a reasonable rental therefor and shall pay to the county treasurer to be distributed in the same manner as property taxes 30 percent of the rental received, or such percentage as may be otherwise provided by law.

Under this legislation, all lands which are acquired by State agencies and are leased to the previous owner must involve a "reasonable" rental fee. Thirty percent of these rental fees is paid to the county in which the property is located. These payments are redistributed by the county in the same manner as if they were property taxes.

The wording of subdivision 3 is not completely clear with regard to properties leased to other than the previous owner. It appears that some agencies may interpret this law as requiring agencies to return 30 percent of all rental fees unless covered by another statute such as 273.19 and 272.01, described below. Most agencies appear to make some payments under this legislation. (See work papers on existing conditions for respective State agencies.)

Property Used for State Employee Housing (MSA 272.011). Minnesota Statute 272.011, quoted below, is the legal basis for paying real estate taxes on residences provided as housing for State officers or employees.

**272.011 STATE OWNED PROPERTY USED FOR HOUSING OFFICERS OR EMPLOYEES.** Notwithstanding the provisions of section 272.02 or any other law to the contrary, any real property or portion thereof owned by the state and under the control of the state or any department, agency or institution thereof and regularly utilized as living accommodations for any officer or employee of the state or any department, agency or institution thereof shall be subject to assessment and taxation on the same basis as privately owned property of a like nature.

All State agencies are affected by this legislation which permits taxation of State owned residences inhabited by State employees or officers. Taxes are assessed as if the residences were privately owned. The amount of land included in the assessment is at the discretion of the State agency. These structures may be located on any State land, and most State agencies which are landowners are subject to some payments under this legislation.

The County Auditor must determine taxes due and bill the appropriate State agency. Each State agency has different policies with regard to verification of taxation and the reasonableness of the tax assessed. In many cases, this may involve negotiation with the County Auditor to reach a sum acceptable to both. Revenues from these taxes are distributed by the county to the taxing districts in the same manner as personal property taxes.

Leased Properties (MSA 272.01, Subd. 2). Minnesota Statute 272.01, Subd. 2 and 3, quoted below, provides that land leased to certain types of businesses conducted for profit may be subject to taxes. In this case, the lessee (not the State) is taxed as if he owns the property.

Subd. 2. When any real or personal property which for any reason is exempt from ad valorem taxes, and taxes in lieu thereof, is leased, loaned, or otherwise made available and used by a private individual, association or corporation ~~in~~ connection with a business conducted for profit; except where such use is by way of a concession in or relative to the use in whole or part of a public park, market, fair grounds, airport, port authority, municipal auditorium, municipal museum or municipal stadium there shall be imposed a tax, for the privilege of so ~~using~~ or possessing such real or personal property, in the same amount and to the same extent as though the lessee or user was the owner of such property. Taxes imposed by this subdivision shall be due and payable as in the case of personal property taxes and such taxes shall be assessed to such lessees or users of real or personal property in the same manner as taxes assessed to owners of real or personal property, except that such taxes shall not become a lien against the property. When due, such taxes shall constitute a debt due from the lessee or user to the state, township, city, county and school district for which the taxes were assessed and shall be collected in the same manner as personal property taxes.

Subd. 3. The provisions of subdivision 2 shall not apply to:

(a) Federal property for which payments are made in lieu of taxes in amounts equivalent to taxes which might otherwise be lawfully assessed;

(b) Real estate exempt from ad valorem taxes and taxes in lieu thereof which is leased, loaned, or otherwise made available to telephone companies or electric, light and power companies upon which personal property consisting of transmission and distribution lines is situated and assessed pursuant to sections 273.37, 273.38, 273.40 and 273.41, or upon which are situated the communication lines of express, railway, telephone or telegraph companies, and pipelines used for the transmission and distribution of petroleum products;

(c) Property presently owned by any educational institution chartered by the territorial legislature;

(d) Inventories of raw materials, work in process and finished goods and machinery and equipment owned by the federal government and leased, loaned or otherwise made available and used by private individuals, associations or corporations in connection with the production of goods for sale to the federal government;

(e) Indian lands;

(f) Property of any corporation organized as a tribal corporation under the Indian Reorganization Act of June 18, 1934, (48 Stat. 984);

(g) Real property owned by the state and leased pursuant to section 161.23 and acts amendatory thereto;

(h) Real property owned by a seaway port authority on June 1, 1967 upon which there has been constructed docks, warehouses, tank farms, administrative and maintenance buildings, railroad and ship terminal facilities and other maritime and transportation facilities or those directly related thereto, together with facilities for the handling of passengers and baggage and for the handling of freight and bulk liquids, and personal property owned by a seaway port authority used or usable in connection therewith, when said property is leased to a private individual, association or corporation, but only when such lease provides that the said facilities are available to the public for the loading and unloading of passengers and their baggage and the handling, storage, care, shipment and delivery of merchandise, freight and baggage and other maritime and transportation activities and functions directly related thereto, but not including property used for grain elevator facilities; it being the declared policy of this state that such property when so leased is public property used exclusively for a public purpose, notwithstanding the three year limitation in the provisions of section 273.19.

(i) Notwithstanding the provisions of clause (h), when the annual rental received by a seaway port authority in any calendar year for such leased property exceeds an amount reasonably required for administrative expense of the authority per year, plus promotional expense for the authority not to exceed the sum of \$100,000 per year, to be expended when and in the manner decided upon by the commissioners, plus an amount sufficient to pay all installments of principal and interest due, or to become due, during such calendar year and the next succeeding year on any revenue bonds issued by the authority, plus 25 percent of the gross annual rental to be retained by the authority for improvement, development or other contingencies, the authority shall make a payment in lieu of real and personal property taxes of a reasonable portion of the remaining annual rental to the county treasurer of the county in which such seaway port authority is principally located. Any such payments to the county treasurer shall be disbursed by him on the same basis as real estate taxes are divided among the various governmental units, but if such port authority shall have received funds from the state of Minnesota and funds from any city and county pursuant to Laws 1957, Chapters 648, 831 and 849 and acts amendatory thereof, then such disbursement by the county treasurer shall be on the same basis as real estate taxes are divided among the various governmental units, except that the portion of such payments which would otherwise go to other taxing units shall be divided equally among the state of Minnesota and said county and city.

Typically, there is no State participation in the implementation of this law. Revenues are usually collected directly from the leasee by the county and the taxing districts. As indicated in the above quotation, properties which are excluded from this provision include: (a) Federal properties for which payments in lieu of taxes are made, (b) real estate leased to utility companies, (c) property owned by the University of Minnesota, (d) Indian lands, (e) property organized as a tribal corporation, (f) highway land subject to MSA 161.23 described above, and (g) real property owned by a seaway port authority upon which facilities have been constructed. Subsection (i), quoted above, provides for certain payments in lieu of taxes in the case of port authorities when the annual rental received from leased property exceeds a reasonable amount required for administrative expenses. These payments in lieu of taxes are dispersed by the county as if the monies were real estate taxes.

Leased Properties (MSA 273.19). Minnesota Statute 273.19, quoted below, provides that leasees must pay property taxes on those properties exempted in the above described 272.01, Subd. 3, when the lease term is three or more years.

**273.19 LESSEES AND EQUITABLE OWNERS.** Subdivision 1. Property held under a lease for a term of three or more years, and not taxable under section 272.01, subdivision 2, or under a contract for the purchase thereof, when the property belongs to the state, or to any religious, scientific, or benevolent society or institution, incorporated or unincorporated, or to any railroad company or other corporation whose property is not taxed in the same manner as other property, or when the property is school or other state lands, shall be considered, for all purposes of taxation, as the property of the person so holding the same.

Subd. 2. The provisions of subdivision 1 shall not apply to any property owned by a seaway port authority exempt from taxation under the provisions of section 272.01, subdivision 3.

This provision does not apply to property owned by a seaway port authority. In most instances, there is no state participation in the implementation of this law. Revenues are collected directly from the leasee by the county and taxing districts and distributed in the same manner as personal property taxes.

School Aid (MSA 124.25). Until June 30, 1977, Minnesota Statute 124.25, quoted below, required the University of Minnesota to make payments in lieu of taxes for elementary or secondary students living on certain tax exempt property. This law is no longer in effect. It is included here for informational and reference purposes only.

124.25 Aid to districts educating persons resident on nontaxable land.

When elementary or secondary pupils living on land owned by the university of Minnesota as a research center or as a housing project located outside a city of the first class attend school in a district in which such research center or housing project is located, the state shall pay state aid to such district at the same rate per pupil unit in average daily membership exclusive of transportation as is paid by a district for the education of its residents in another district on a non-resident basis.

The state aid referred to in this section shall be paid from the special state aid fund based upon an annual application submitted to the commissioner. In fiscal year 1976, the state shall pay to the district  $66 \frac{2}{3}$  percent of the amount which it would otherwise be entitled to receive pursuant to this section and in fiscal year 1977,  $33 \frac{1}{3}$  percent of such amount. This section shall expire on June 30, 1977.

### Amount of Payments

The amount of payments and the processes utilized to make payments by each agency are identified in the existing conditions working papers being prepared on each individual agency.

### Payment Principles and Preliminary Observations

The following preliminary observations have been made with regard to the above described payments:

1. These laws apply to all State agencies in most instances. However, there are numerous special exceptions related to types of lands, types of land uses, certain agencies, etc.
2. Two principles are utilized: (a) revenue sharing, and (b) the direct payment of local taxes and assessments.
3. Tax-exempt leasees (for example, other State agencies and non-profit organizations) are not liable for taxes as are businesses conducted for profit.
4. Finally, it should be noted that the categorical grant concepts described in Phase 1 (for example, Foundation School Aid) also apply to the State lands being covered in Phase 2.



APPENDIX  
EXAMPLE OF KEY WORD  
SEARCH PRINTOUT

SEARCH FOR L C M R

DOCUMENT NUMBER: 322 LIST19, LIST16, LIST13, LIST7

CITE: M . S . P I, S . 3.736 - Statute section Tort claims

DOCUMENT NUMBER: 830 LIST19, LIST7

CITE: M . S . P I, S . 15.50 - Capital use

DOCUMENT NUMBER: 977 LIST19, LIST16, LIST13, LIST10, LIST7

CITE: M . S . P I, S . 16.75 - Motor Pool facilities

DOCUMENT NUMBER: 1261 LIST19, LIST7

CITE: M . S . P I, S . 18.022 (Plant diseases)

DOCUMENT NUMBER: 4219 LIST19, LIST7

CITE: M . S . P I, S . 66A.00 - (Mutual insurance companies)

DOCUMENT NUMBER: 5086 LIST19, LIST7

CITE: M . S . P I, S . 84.027 DNR Commissioner

DOCUMENT NUMBER: 5177 LIST19, LIST16, LIST13, LIST7

CITE: M . S . P I, S . 84A.32 - Conservation

DOCUMENT NUMBER: 5196 LIST19, LIST7

CITE: M . S . P I, S . 84B.03 - (how cert?) - Voyageurs National Park

DOCUMENT NUMBER: 5685 LIST19, LIST10, LIST7

CITE: M . S . P I, S . 93.20 - Mineral lands - royalties, lease etc

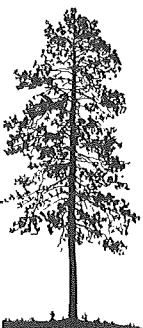
DOCUMENT NUMBER: 5767 LIST19, LIST7

CITE: M . S . P I, S . 94.344

DOCUMENT NUMBER: 5851 LIST19, LIST7

CITE:





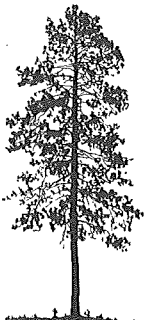
## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER C.6 LAND HOLDINGS, LAND RECORDS AND RELATED PAYMENTS MADE BY THE MINNESOTA DEPARTMENT OF PUBLIC WELFARE

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county or local governmental agencies. Due to the short time frame of the study and the lack of the readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 9, 1977

SUBJECT: LAND HOLDINGS, LAND RECORDS AND RELATED PAYMENTS MADE  
BY THE MINNESOTA DEPARTMENT OF PUBLIC WELFARE  
REFERENCE NO. C.6

### Land Ownership

There are currently three types of lands managed by the Department of Public Welfare for the State. These land holdings are recorded below and tabulated in Table 1. A map indicating institution location is also included. The information outlined in this working paper is a compilation of readily available data provided by the Residential Services Bureau of the Department of Public Welfare.

State Hospitals. The Department of Public Welfare currently manages ten State hospitals located in ten different counties throughout the middle and southern portions of the State. These land holdings total 3,170 acres. There are 324 structures located on this acreage totaling 6,367,161 gross square feet; 5,932,796 square feet of this total footage is occupiable space. These buildings were appraised at \$48,778,477 in 1976. (Appraisals are made annually to maintain eligibility for Federal funds.) State hospitals treat mentally retarded, mentally ill and chemically dependent patients.

On May 1, 1978, Hastings State Hospital will close. The Veteran Affairs Department may establish a veterans home on that campus upon approval of the 1978 legislature (Minnesota Law 1977, Chapter 453, Section 17).

State Nursing Homes. Two nursing homes, covering 315 acres, are managed by the Department of Public Welfare. These institutions maintain 42 buildings totaling 638,094 gross square feet; 578,769 square feet being occupiable space. In 1976, these structures had an appraised valuation of \$2,035,734. The two nursing homes receive mentally retarded and mentally ill geriatric patients from the entire State.

TABLE 1  
LOCATION, ACREAGE AND SQUARE FOOTAGE OF FACILITIES OPERATED BY THE DEPARTMENT OF PUBLIC WELFARE

Facility	County	Acreage	Gross Area Sq. Footage	Occupiable Sq. Footage (Floor Area)	Number of Buildings	Building Valuation
<u>State Hospitals</u>						
Anoka	Anoka	254	508,375	472,751	23	\$ 3,792,381.54
Brainerd	Crow Wing	198	696,066	649,697	16	7,956,772.54
Cambridge	Isanti	245	665,558	617,421	27	4,969,853.36
Faribault	Rice	760	983,096	912,733	53	6,301,128.26
Fergus Falls	Otter Tail	320	876,932	761,678	43	3,994,849.75
Hastings*	Datota	271	287,932	266,268	29	1,423,579.79
Moose Lake	Carlton	175	358,856	477,642	28	2,496,968.11
Rochester	Olmsted	169	760,247	661,202	35	7,234,710.41
St. Peter	Nicollet	620	732,699	687,624	32	7,335,442.73
Willmar	Kandiyohi	<u>158</u>	<u>497,400</u>	<u>425,860</u>	<u>38</u>	<u>3,272,794.32</u>
SUBTOTAL		3,170	6,367,161	5,932,876	324	\$48,778,477.00
<u>Nursing Homes</u>						
Oak Terrace	Hennepin	75	382,996	347,486	14	\$ 1,221,019.49
Ah-Gwah-Ching	Cass	<u>240</u>	<u>255,098</u>	<u>231,310</u>	<u>28</u>	<u>814,721.47</u>
SUBTOTAL		315	638,094	578,796	42	\$ 2,035,734.00
<u>Residential Schools**</u>						
Minnesota School for the Deaf	Rice	50	296,806	N/A	11	N/A
Minnesota Braille and Sight Saving School	Rice	<u>42</u>	<u>126,410</u>	<u>N/A</u>	<u>11</u>	<u>N/A</u>
SUBTOTAL		92	423,216		22	
TOTAL		<u>3,577</u>	<u>7,428,471</u>		<u>388</u>	

\*Hastings State Hospital will close on May 1, 1978.

\*\*Both residential schools will be managed by Division of Special and Compensatory Education, Department of Education after July 1, 1977.

SOURCE: Barton-Aschman compilation of data obtained from Dept. of Public Welfare, Residential Services Bureau and the American Appraisal Company

# STATE LAND HOLDINGS OPERATED BY THE MINNESOTA DEPARTMENT OF PUBLIC WELFARE

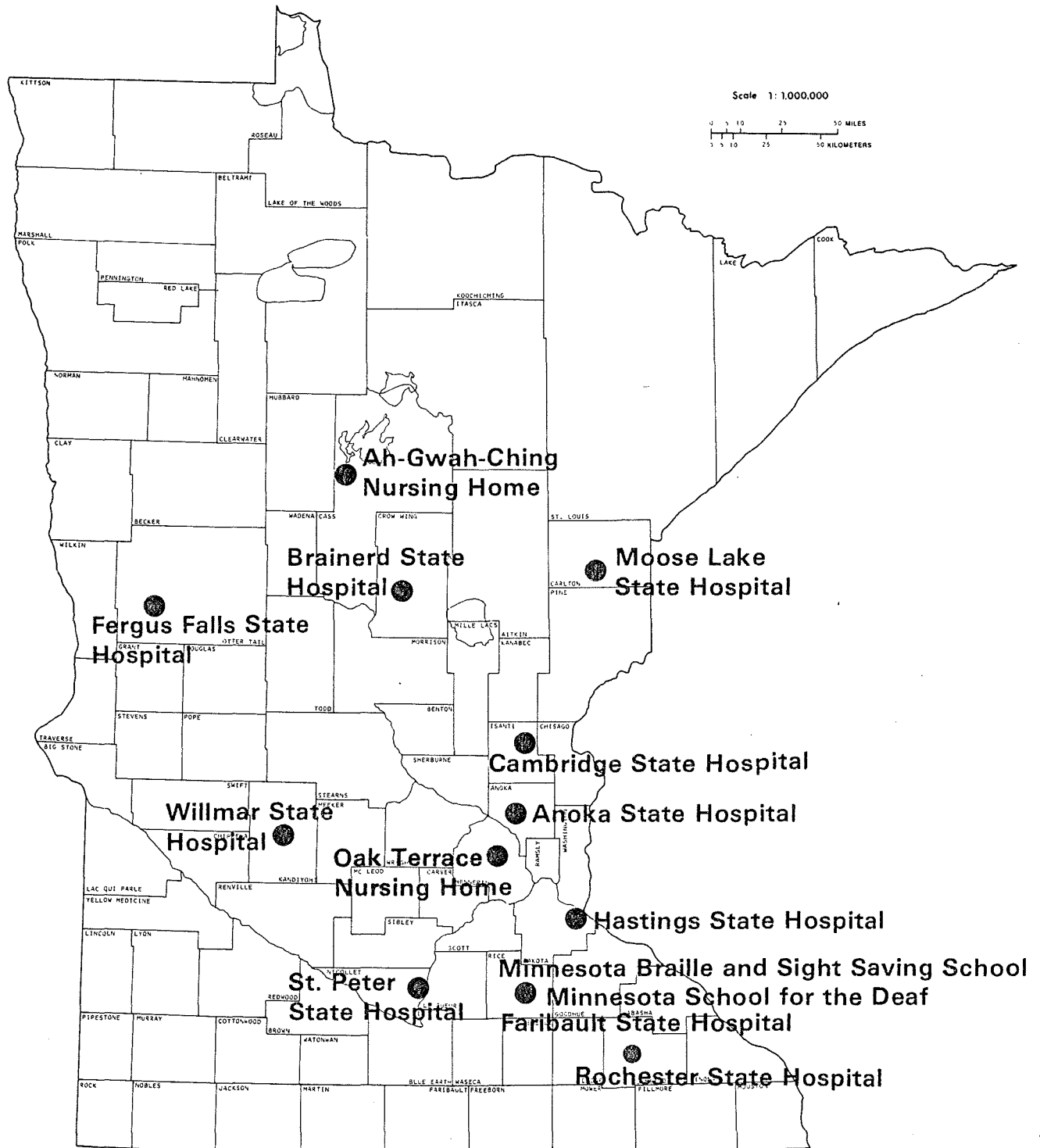


FIGURE C . 6 . 1

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

Source: Real  
Estate Services  
Bureau,  
Dept. of Public  
Welfare



Residential Schools. Currently there are two schools under management by the Department of Public Welfare. However, the Minnesota School for the Deaf and the Minnesota Braille and Sight Saving School, by legislative order, will be managed by the Division of Special and Compensatory Education, Minnesota Department of Education after July 1, 1977. Because the Department of Public Welfare has the data on these two schools readily available, they have been included in this working paper.

These institutions cover 92 acres in Rice County. Twenty-two structures are maintained containing 432,216 gross square feet. There is no available data on the value of these structures. Residential schools do not qualify for Federal medicaid funding and thus are not included in the Department's annual property appraisal report, prepared for the Federal government.

#### Land Records

The Bureau of Residential Services has administrative responsibility for the overall management and direction of care, treatment programs, and services offered in State hospitals, geriatric facilities and residential schools under the jurisdiction of the Department. As such, Residential Services acts as a central liaison for each institution. However, each institutional manager maintains the records for that facility.

Residential Services annually contracts with the American Appraisal Company to prepare a report on the analysis of accounts and records for each State hospital and nursing home to ascertain property additions and deductions, mine surplus property, and thus to record the property changes. Building valuations, square footage floor area, and number of structures can be ascertained from this report. This report must be prepared annually for the Department of Public Welfare to retain eligibility for Federal funding (medicare, etc.).

In addition to the above records, the OSHA inspector, within Residential Services Bureau, annually appraises and records safety and fire protection services at each facility.

The Residential Services Bureau also compiles a listing of all property leased to other agencies or private individuals by the Department of Public Welfare. This compilation is prepared for the Department of Administration, Real Estate Management Division, who handles the administrative leasing procedures for these lands.

Each institutional manager maintains records on acreage plus contracts and services received from local communities. In addition, each institution keeps track of payments made to local governments.

### Disposition Policies

As mentioned earlier, the American Appraisal Company annually computes the amount of vacant space in each facility. However, it appears that this report is used only to fulfill requirements for Federal funding.

It is the responsibility of each individual institution to declare surplus property to the Residential Services Bureau which then submits a request for disposition to the Senate Finance and Senate Appropriations Committees. If they have not received a negative response within 30 days after their request, the Bureau asks Real Estate Management, Department of Administration to dispose of the property.

### Acquisition Policies

If an institution is in need of a new or improved building, the Capital Improvement Committee within the Residential Services Bureau assesses and prioritizes these needs and includes the request within the budget which must be approved by the Legislature. It appears that there has been no requests for acquisition of property for some time so there was no further data on acquisition procedures.

### Leasing Policies

The Residential Services Bureau collects leasing data from each institutional manager and compiles this list for Real Estate Management, Department of Administration. Real Estate Management has administrative responsibility for leasing of property. Attached to this working paper is a listing of Public Welfare leased lands dated June, 1977, which outlines the property leased, to whom it was leased, and the rental fee. Three buildings at Oak Terrace are occupied by the Cooperative School (Suburban Hennepin County Vocational Rehabilitation School 287). The Cooperative School has occupied this space for 10-12 years without a formal lease agreement. The Cooperative School reimbursed Oak Terrace for utilities in the amount of \$25,000 in 1976.

### Services

Each institution provided Residential Services Bureau information on local services and contracts for the purposes of this study. Table 2 provides a preliminary tabulation of local services provided to each facility. This is only a partial listing based on reported data for each institution.

The services reported included police, fire, private security, sewage, water, electricity, land fill dumping, tree trimming, rubbish collection and fire hydrant usage. No facilities reported payment for local police protection, however, one facility contracts with Midwest Patrol for security checks. Some facilities pay for local fire protection and some facilities have their own in-house fire services but pay the city

TABLE 2  
REPORTED LOCAL SERVICES PROVIDED TO PUBLIC WELFARE INSTITUTIONS

Facility	Reported Services Provided
<u>State Hospitals</u>	
Anoka	Police - no payment Fire - no payment Sewage - payment to city Water - payment to city
Brainerd	Police - no payment Fire - \$100 annually plus hourly cost of fireman reporting Sewage - payment to city at double the rates Water - payment to city at standard rates Electricity - payment to city at large industrial user rates
Cambridge	Police - no payment Fire - \$330 annually to city
Faribault	Police - no payment Fire - no payment Sewage - payment to city Rubbish Collection - payment to county Water Hydrant - payment to city
Fergus Falls	Police - no payment Fire - no payment (training service provided) Sewage - payment to city Water - payment to city Landfill - payment to city
Hastings	Police - no payment Fire - no payment (training and drill assistance provided)
Moose Lake	Police - no payment Fire - \$50 annual payment to Moose Lake Township
Rochester	Police - no payment Fire - no payment Security - assistance upon request - no payment mentioned - Midwest Patrol
St. Peter	Police - no payment Fire - \$1,000 annual payment Security - \$3.69/hr. for 8 hrs. per nite to Midwest Patrol
Willmar	Fire - no payment
<u>Nursing Homes</u>	
Aw-Gwah-Ching	Fire - reciprocal agreement with City of Walker - no payment  Sewer - use city sewers in exchange for their use of state land
Oak Terrace	Fire - \$50 annual payment to city
<u>Residential Schools</u>	
School for Deaf	Police - no payment Fire - no payment Sewage - payment to city Water - payment to city Water Hydrant - \$85 annual payment to city
Braille School	Police - no payment Fire - no payment Sewage - payment to city Water - payment to city Water Hydrant - \$85 annual payment to city

SOURCE: Available data collected from individual institutions by the Residential Services Bureau (data may not be complete)



for use of fire hydrants. Several facilities made no report on the usage and payment of utilities.

#### Payments

In addition to the payments listed in Table 2, the Department of Public Welfare can be assessed for water, sewer, curb, gutter and street improvements similar to any private property owner (Minnesota Statute 435.19). Once assessments have been determined by local governments, Public Welfare (each institution) makes an evaluation to determine the benefit they derive from the improvement. The local government may challenge this determination in District Court. The Minnesota School for the Deaf reported paying a special assessment in 1976 in the amount of \$1,279.07 for street improvements. No other such payments were reported.

The Department of Public Welfare is also required to pay real estate taxes for residences they own which are inhabited by State employees (Minnesota Statute 272.011). Taxes are assessed as if the residence were privately owned but only the structure and a small piece of land contiguous to the structure is taxable. Six institutions reported real estate property tax payments totaling \$29,317.08 (see Table 3).

TABLE 3  
REAL ESTATE PROPERTY TAX PAYMENTS BY DEPARTMENT OF PUBLIC WELFARE IN  
FISCAL 1975

Facility	Number of Taxable Buildings	Amount
Fergus Falls	2	\$ 5,357.58
Moose Lake	4*	\$15,421.10
Rochester	2	\$ 4,998.34
Willmar	1	\$ 735.70
School for Deaf**	1	\$ 1,407.18
Braille School**	1	<u>\$ 1,407.18</u>
TOTAL		<u>\$29,317.08</u>

\*Includes one staff dormitory and 3 houses.

\*\*Reported 1976 payments instead of 1975.

SOURCE: Barton-Aschman compilation from data obtained by Residential  
Service Bureau, Department of Public Welfare.

APPENDIX

SUMMARY OF PROPERTY LEASED OUT  
BY THE DEPARTMENT OF PUBLIC WELFARE

DEPARTMENT OF PUBLIC WELFARE  
STATE INSTITUTIONAL PROPERTY LEASED  
JUNE, 1977

<u>Lease No.</u>	<u>Period of Lease</u>	<u>To Whom Leased</u>	<u>Type of Property and Use</u>	<u>Rental Fee</u>
<u>Ah-Gwah-Ching Nursing Home</u>				
I-4871	7/1/76 - 7/1/77	Northern Cass County Day Activity Center	Staff for D.A.C. Program	\$250 per mo.
None	Indefinite (30 day cancellation)	U.S. Post Office	Post Office	\$50 qtr.
<u>Anoka State Hospital</u>				
I-4131	8/1/76 - 9/30/77	Anoka-Hennepin Independent School District II	Bldgs. D, E, and F on North end of campus. Bldgs. used for storage	\$100 per yr.
(in process)	5-year contract contingent on item 8	" " "	74 acres of land located within Sec. 31 & 36, Twsp. 32 N, Range 24 W in Anoka Co. To operate Landscape Career Center	\$100 per yr.
I-3205	2 years renewable	City of Anoka	Land for playground for small children	\$1.00 for life of lease
5104	4/29/76 -	Dept. of Highways	Transfer of Custodial Control - 10 acres for maintenance storage site	
<u>Cambridge State Hospital</u>				
M-2526	9/5/75 - 9/7/77	Cambridge-Isanti Ind. School District #911	Unused space in buildings (formerly used as MR residences) used for TMR classroom space	None

<u>Lease No.</u>	<u>Period of Lease</u>	<u>To Whom Leased</u>	<u>Type of Property and Use</u>	<u>Rental Fee</u>
<u>Faribault State Hospital</u>				
I-5109	1/1/77 - 12/31/77	Jerome H. Bauernfeind, Rr #5, Box 121	185 acres farm land for farming	\$11,100/yr. plus taxes
I-4517	6/1/74 - 6/30/79	Independent School District #656	Dakota Bldg. & classrooms, gyms, auditoriums, & other rooms design- ated by FSH in Rogers Bldg., & other buildings mutually agreed upon for Special Educ. Programs for the trainable retarded.	\$10,000/ annually
<u>Fergus Falls State Hospital</u>				
I-4579	11/1/76 - 10/31/78	Health Department	Bldg. 42 - 3465 sq. ft. Used as office quarters	\$5,266.80/yr. Pd./ \$438.90/mo
I-4549	5/1/74 - 4/30/84 10 year period	Lake Reg. Rehab. Industries, Inc.	Approx. 128 acres farm. Used for agricultural training prg.	\$576/annual paid \$48/mo.
I-5048	11/16/76 - 11/15/77	Alano Corporation	Cottage D. Used for drop-in train- ing program for Alcoholics Anonymous for hosp. and community.	\$540/yr. \$45/per mo.
I-4160	1/1/73 - 12/31/73 * (option to renew)	Lake Reg. Rehab. Industries, Inc.	Bldg. 7, 2-story house. Used for housing Rehab. Acres, farm manager and sheltered workers.	\$780/yr.
I-4425	8/27/73 - 5/31/74 Special agreement between Education, Welfare and Administration.	Ind. Sch. Dist. #544	Bldgs, 21, 39, 40, and 43. Used for blassrooms for hospital MR's.	None
	7/1/75 - 6/30/76 *	Mn. Special Educ. Dept. School Dist. #544	692 sq. ft. Office space for special education regional con- sultant and staff.	\$1,052.22/yr.

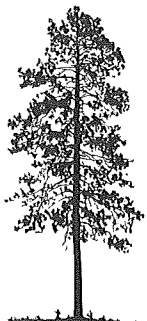
\* No copies of formal leases after these dates.

<u>Lease No.</u>	<u>Period of Lease</u>	<u>To Whom Leased</u>	<u>Type of Property and Use</u>	<u>Rental Fee</u>
<u>Hastings State Hospital</u>				
	6-1-76 - 6-30-77	Dakota County Receiving Center (detoxification unit)	2nd floor, Bldg. 1, used as detoxification center	\$
	4-1-77 -	Mn. Dept. of Veterans Affairs: Minnesota Veterans Home	Entire Building - Bldg. 4 (3 floors and basement) To be domiciliary	
I-4977	1-1-77 - 12/31/78	Allen & Keith Carlson	96.2 acres farm land	\$10,678.20/term of agreement (or) \$5,339.10/yr.
<u>Oak Terrace Nursing Home</u>				
In Process	2 yrs. - sublease 3/1/77 - 2/28/79	Nexus, Inc.	Bldg. No. - Nurses Home 3 stories, plus basement. Rehab. program for resident client population	\$2,400/per year \$200/mo. in advance
Sublease I-5089	3/1/77 - 2/28/79	West Suburban Alano Society, Inc.	Staff House No. 4 in its entirety, incl. yard area of approx. 1 acre, for purpose of operating its program.	\$1,200/per yr. \$100/per mo. in advance to Admin.
<u>Rochester State Hospital</u>				
I-4877	1/1/76 - 12/31/77	City of Rochester Parks & Recreation Dept.	Land for operating recreational area.	None
I-4802	10/1/75 - 9/30/77	Probationed Offenders Rehabilitation & Training (PORT)	3-story brick bldg. (formerly Nurses Home West) 30,244 sq. ft. Used as residential/treatment home.	\$4,600/yr. payable quarterly at \$1,150
I-5052	1/1/77 - 12/31/77	Zumbro Valley Mental Health Center, Inc.	2,465 sq. ft. of 2nd floor of CCC Bldg. Used for Detoxification Unit.	\$3,451/yr. payable qtrly. at \$862.75
I-5051	1/1/77 - 12/31/77	Zumbro Valley Mental Health Center, Inc.	6,500 sq. ft. of 1st floor of CCC Bldg. Used for operating programs	\$9,100/yr. \$2,275 qtrly. in advance

<u>Lease No.</u>	<u>Period of Lease</u>	<u>To Whom Leased</u>	<u>Type of Property and Use</u>	<u>Rental Fee</u>
I-4938 (Lease renewable until 7/30/77 on same basis)	9/1/76 - 6/30/77	University of Minnesota Continuing Education & Extension Division	5,213 sq. ft. of 1st floor, Bldg. 4, used as office quarters for program.	\$1,850.61/3 mos. payable monthly at \$616.87
I-5110	8 mos. 11/1/76 - 6/30/77	Council 6, Local 593, AFSCME, Rochester	97 sq. ft. usable space on first floor of East Wing of Bldg. P.S. #4. Used as office space.	\$258.67/yr. payable in advance
I-4349		Zumbro Valley Halfway House, Inc.	Six staff houses used to conduct programs. 6B7-1604 E. Center - 1,233 sq. ft. 6C8-1608 E. Center - 940 sq. ft. 6C9-1610 E. Center - 940 sq. ft. 6B4-1612 E. Center - 1,189 sq. ft. 6B5-1614 E. Center - 1,189 sq. ft. 6B6-1616 E. Center - 1,189 sq. ft.	\$600/yr. payable qtrly. at \$150  for all six or \$100/each
<u>St. Peter State Hospital</u>				
I-4700	1/15/75 - 1/14/77	Div. of Vocational Rehabilitation	6,314 sq. ft. office/training/ storage space	None
I-4897	7/1/76 - 6/30/77	Brown/Nicollet/Sibley Human Services Board	389 sq. ft. office space	\$105.35/mo.
I-4917	1/1/77 - 12/31/78	Robert Meyer	299.4 acres farmland	\$13,000/yr.
In process	5/4/77 - 6/30/78	Independent School District #508	Approx. 4,762 sq. ft. floor space on SPSH campus. Provide special educational services on Hosp. campus to trainable MR children/residents of MVSAC.	None

<u>Lease No.</u>	<u>Period of Lease</u>	<u>To Whom Leased</u>	<u>Type of Property and Use</u>	<u>Rental Fee</u>
<u>Willmar State Hospital</u>				
I-4915		Ronald Mages, Rt. 2, Paynesville, Mn. 56362	13.83 acres farm land	\$525.54/yr.
4641	7/1/75 - 6/30/77	Mn. Dept. of Labor & Industry	320 sq. ft. Office Space, Admin. Bldg.	\$80/mo.
	5/1/72 - Continuous until cancelled	Dept. of Public Safety	14 x 18 Office Space, Mainte- nance Storage Bldg. Used for Dist. Headquarters for Minn. State Highway Patrol.	None
<u>Braille &amp; Sight Saving School</u>				
	1 year 9/1/76 - 6/30/77	Y.M.C.A. Inc., Faribault, Minn.	56 x 80 ft. gymnasium for general physical improvement activities	\$2.00/hr. 3 times per week for 20 weeks for 1 year.





# Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

## WORKING PAPER C.7 LAND HOLDINGS, LAND RECORDS AND RELATED PAYMENTS OF THE BOARD FOR COMMUNITY COLLEGES

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.

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## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislation Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 8, 1977

SUBJECT: LAND HOLDINGS, LAND RECORDS AND RELATED PAYMENTS OF  
THE COMMUNITY COLLEGES BOARD  
REFERENCE C.7

This working paper summarizes available data regarding the land holdings, land records and related payments of the Minnesota Board for Community Colleges (previously the State Junior College Board). Data used in the memorandum were obtained from the Facility Planning and Management Office of the Community Colleges Board.

The State Community College System (previously called the State Junior College System) has been in existence since 1964. Junior colleges were managed by the school districts prior to that time and were given the choice of becoming part of the State system in the 1963 law creating the system. All of the existing junior colleges chose to become a part of the State system. Eight new schools have been added to the system since 1964.

### Community College Land Holdings

The Community College System includes 1,391.7 acres of land located in 14 counties on 18 campuses throughout the State. The acreage of each community college is listed in Table 1. Campuses range in size from Metropolitan Community College's 4.0 acres to Rochester Community College's 171.7 acres while the number of acres in each county ranges from 38.5 acres in Itasca County to 171.7 acres in Olmsted County. Only two counties have more than one community college within their boundaries. They are St. Louis and Hennepin Counties, each with three schools.

Figure 1 shows the location of the State's 18 community colleges. The largest concentration of schools is in the metropolitan area, where six of the State's community colleges are located. Five schools are

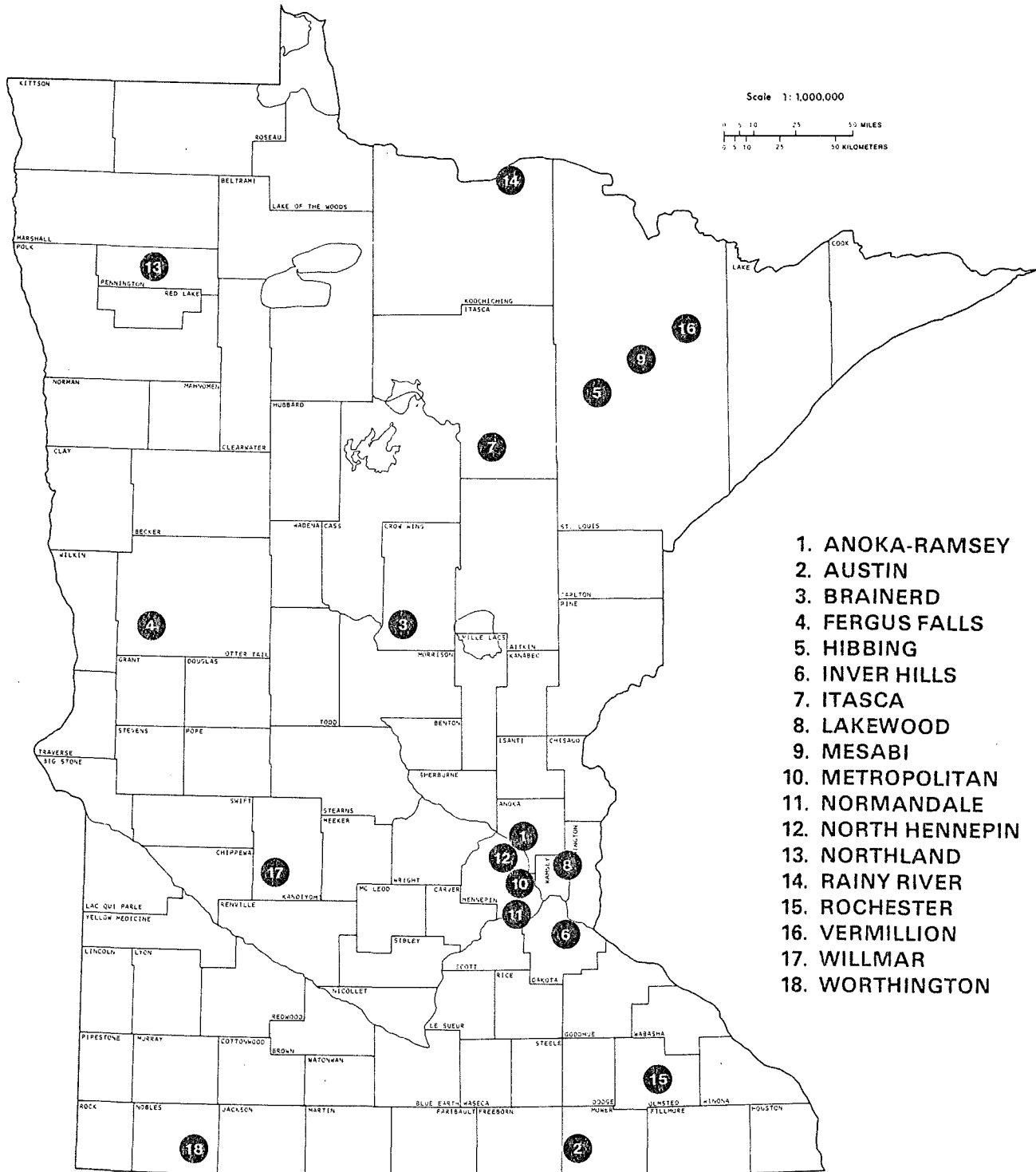
TABLE 1  
LAND HOLDINGS OF THE COMMUNITY COLLEGES BOARD<sup>(1)</sup>

County	College	Acreage by College	Undeveloped Acreage	Total Acreage by County
Anoka	Anoka Ramsey	91.9	24.5	91.9
Crow Wing	Brainerd	100.7	80.1	100.7
Dakota	Inver Hills	94.3	47.8	94.3
Hennepin	Metropolitan	4.0	0.0	171.0
	Normandale	79.0	14.2	
	North Hennepin	88.0	61.6	
Itasca	Itasca	38.5*	20.5*	38.5*
Kandiyohi	Willmar	80.0	24.9	80.0
Koochiching	Rainy River	81.7	60.2	81.7
Mower	Austin	61.4	39.7	61.4
Nobles	Worthington	67.0	0.0	67.0
Olmsted	Rochester	171.7	113.9	171.7
Otter Tail	Fergus Falls	148.0	109.7	148.0
Pennington	Northland	66.1	51.4	66.1
Ramsey	Lakewood	80.0	33.3	80.0
St. Louis	Hibbing	61.5	36.9	139.4
	Mesabi	34.8	9.2	
	Vermillion	43.1	24.9	
TOTAL	18 Community Colleges	1,391.7	752.8 (54%)	1,391.7

(1) Source: Facility Planning and Management Office,  
Community Colleges Board, June, 1977

\*Leased from University of Minnesota.

# LOCATIONS OF COMMUNITY COLLEGES



Source:  
Community  
Colleges  
Board

FIGURE C . 7 . 1

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.



located in the northeastern area of the State. The seven remaining schools are scattered throughout the rest of the State.

Over 50 percent of the land in the State Community College System is land which is undeveloped. Often as much as 70 or 80 percent of a school's land has been left unaltered. In some cases, this land has been minimally developed with trails and is used for educational purposes. In other cases, due to flood plains, wetland, topography or other environmental reasons the land has been left in its natural state.

The State Community Colleges Board classifies the developed portions of campuses as school buildings, parking areas and roads, athletic facilities, pedestrian walkways, and sodded areas. Typically, athletic facilities or sodded areas occupy the largest portion of a campus's developed land. Buildings occupy a small portion of most campuses.

#### Community College Facilities

Table 2 indicates the total gross square footage of buildings at each school by county. The gross square footage of building space on individual campuses varies a great deal as does the total land acreage. However, there is not a direct relationship between total square footage of building space and total land acreage on a campus. A good example is Itasca Community College in Itasca County and Willmar Community College in Kandiyohi County. Itasca has 119,627 gross square feet of buildings on a 38.5 acre site while Willmar has 101,830 gross square feet of buildings on an 80.0 acre site.

The largest schools based on square feet of building tend to be located in the metropolitan area. Normandale Community College located in Hennepin County is the largest with 266,724 square feet of building space. The schools with the least square footage of building space are the northern Minnesota schools: Rainy River Community College in Koochiching County, Vermillion Community College in St. Louis County and Northland Community College in Pennington County. Each of these schools has approximately 50,000 gross square feet of building space.

#### Value of Community College Property

No formal records on the value of community college property and buildings are kept. A crude estimate of property cost was made in 1976 for inhouse informational purposes. The cost of the system's land holdings was estimated to be about \$5.6 million. The land costs for individual schools which were used to arrive at the total system value estimate are old (1968 estimates or original purchase price) and from more than one year further limiting the accuracy and meaningfulness of the site cost figures. Nearly half of the \$5.6 million total community college system property value is represented by the Metropolitan Community College site which was estimated to have cost \$2.6 million. The least costly site was Vermillion Community College. It is estimated to have cost \$8,725 in 1968. Table 3 lists the estimated site cost of each of the community colleges.

TABLE 2  
FACILITIES OF THE COMMUNITY COLLEGES BOARD<sup>(1)</sup>

County	College	Gross Building Sq. Ft. by College	Total Building Sq. Ft. by County
Anoka	Anoka Ramsey	212,449	212,449
Crow Wing	Brainerd	88,547	88,547
Dakota	Inver Hills	143,547	143,959
Hennepin	Metropolitan	123,257	620,963
	Normandale	226,764	
	North Hennepin	230,942	
Itasca	Itasca	119,627*	119,627*
Kandiyohi	Willmar	101,830	101,830
Koochiching	Rainy River	50,619	50,619
Mower	Austin	126,290	126,290
Nobles	Worthington	106,707	106,707
Olmsted	Rochester	226,725	226,725
Otter Tail	Fergus Falls	101,583	101,583
Pennington	Northland	52,383	52,383
Ramsey	Lakewood	184,972	184,972
St. Louis	Hibbing	111,586	272,978
	Mesabi	110,388	
	Vermillion	51,004	
TOTAL	18 Colleges	2,409,632	2,409,632

<sup>(1)</sup> Source: Facility Planning and Management Office,  
Community Colleges Board, June, 1977.

\*Leased from University of Minnesota.

TABLE 3  
ESTIMATED COST OF COMMUNITY COLLEGE SITE<sup>(1)</sup>

County	School	Estimated Site Cost	Cost of Utilities to Site
Anoka	Anoka Ramsey	\$ 416,050	\$ 92,998
Crow Wing	Brainerd	20,652	--
Dakota	Inver Hills	130,220	--
Hennepin	Metropolitan	2,654,497	
	Normandale	370,000	34,936
	North Hennepin	141,000	132,000
Itasca	Itasca	*	--
Kandiyohi	Willmar	480,000	--
Koochiching	Rainy River	81,700	--
Mower	Austin	61,481	--
Nobles	Worthington	33,500	--
Olmsted	Rochester	326,100	166,087
Otter Tail	Fergus Falls	771,000	67,734
Pennington	Northland	46,334	--
Ramsey	Lakewood	28,000	--
St. Louis	Hibbing	20,000	15,000
	Mesabi	52,230	34,158
	Vermillion	8,725	--
TOTAL		\$5,641,489	\$542,913

(1) Source: Facility Planning and Management Office, Community Colleges Board, June, 1977 (estimated using 1968 cost estimates and original purchase prices).

\*leased from University of Minnesota.



### Acquisition and Disposal Policies

Acquisition and disposal of land is handled by the Real Estate Management Division of the Department of Administration. Most community college land has been donated by local communities. The exception to this is Metropolitan Community College where some of the land was purchased by the Community Colleges Board. The amount of land acquired for each community college is based on an acreage to student ratio. The ratio states that 40 acres are needed for the first 500 F.T.E. (full time equivalent enrollment). An additional 2 acres of land is required for each additional 100 F.T.E. Based on anticipated maximum enrollments, several schools have considerably more acreage than the standard ratio. Some of this land is swamp land or other unusable land. According to the Facility Planning and Management Office of the Community Colleges Board, there are no plans to dispose of any of this land.

### Leasing Policies and Records

The Community Colleges Board owns all of the land on its campuses except Itasca Community College. The Itasca site is leased from the University of Minnesota for a negligible amount. Some leasing of community college building space to outside organizations does occur. Records of each individual lease are kept but no compilation is made. Lease fees tend to be for amounts equal to operating and maintenance costs. In the past, centralized records of such leasing arrangements were kept, however, at the present time they are not. Each individual college handles its own land leasing. There is no standard lease or leasing process.

Land is currently leased out at two colleges. Fergus Falls leases 57 acres to the Lake Region Shelter Workshop (for retarded individuals). Worthington leases out 12 acres for community gardens. In addition, three acres of the Worthington campus is used as a public community park.

### Local Services and Related Payments

According to the Community Colleges Board, police and fire services are provided by the local communities without compensation. No other information on local services provided to community colleges was available centrally.

Community colleges pay some special assessments for public utilities and roads assessed against community college property as stipulated in Minnesota Statute 435.19. A total of \$535,100.02 has been assessed against community colleges during their existence. However, only \$272,180.86, or 51 percent of that amount, was paid to local jurisdictions (see Table 4). Assessments were not paid when the improvement was made prior to acquisition of the land by the Community Colleges Board. The Board has always asked for clear title when land is acquired whether acquisition is by gift or purchase. Most of these payments were made for metro area schools. Assessments of nearly \$240,000 have been paid in the metro area.

TABLE 4  
COMMUNITY COLLEGE ASSESSMENTS<sup>(1)</sup>

County	School	Year of Assessment	Amount of Assessment	Assessments Paid
Anoka	Anoka Ramsey	1974	\$252,341.55	\$ 55,641.61
Dakota	Inver Hills	1970	60,079.50	0.00
Hennepin	Normandale	1973	108,696.95	102,557.23
	North Hennepin	1974	80,462.28	80,462.28
Kandiyohi	Willmar	1974	31,431.00	31,431.00
Nobles	Worthington	1974	2,088.74	2,088.74
TOTAL			\$535,100.02	\$272,180.86

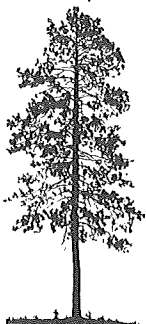
(1)Source: Facility Planning and Management Board,  
Community Colleges Board, June, 1977.

### Land Records

The Community Colleges Board maintains central records on school site characteristics, building square footage, and building usage. The primary purpose of this information is to facilitate space allocation decisions relating to program and curriculum requirements of individual schools. Records indicating the amount of space used for various school functions such as athletics, general classrooms and administration are kept centrally and are updated yearly. No central records of building values or property values are maintained on a regular basis.

At present, the Facility Planning and Management Office is in the process of updating and revising its site information records. Maps of each campus are being prepared along with tabulations of the acreage of site occupied by buildings, athletic facilities, bituminous pavement, concrete sidewalks, and sod.





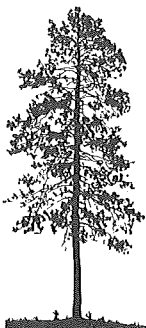
## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER C.8 LAND HOLDINGS, LAND RECORDS AND RELATED PAYMENTS MADE BY THE STATE UNIVERSITY BOARD

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 21, 1977

SUBJECT: LAND HOLDINGS, LAND RECORDS AND RELATED PAYMENTS MADE  
BY THE STATE UNIVERSITY BOARD  
REFERENCE NO. C.8

This memorandum summarizes the land holdings, records and payments related to the State University System including:

- lands and facilities
- acquisition and disposal policies
- leasing policies and records
- local services
- payments
- land records

The data in this memorandum were provided by the Facilities Management Division of the State University Board.

### Land Holdings

The State University System consists of seven State universities: Bemidji State in Beltrami County, Mankato State in Blue Earth County, Moorhead State in Clay County, Southwest State in Lyon County, Metropolitan State in Ramsey County, St. Cloud State in Stearns County, and Winona State in Winona County (see Figure 1). All of the universities own land and buildings except Metropolitan State which leases facilities as needed. The six campuses which own land occupy a combined acreage of 1,724.31 acres (see Table 1). The largest campuses are the 390 acre Mankato campus and the 890 acre St. Cloud campus. The smallest campus is Winona's 38 acre site.

Nearly half of the State University System's land holdings (805 acres) are part of St. Cloud State University's campus. This is land acquired from the State reformatory nearby. This land is used for campus fa-

TABLE 1  
STATE UNIVERSITY SYSTEM LAND HOLDINGS BY COUNTY<sup>(5)</sup>

County	School	Acreage of Land	Academic Buildings		Revenue Buildings		Total Buildings	
			#	Gross Sq. Ft.	#	Gross Sq. Ft.	#	Gross Sq. Ft.
Beltrami	Bemidji	89	16	705,754	9	693,593	25	1,399,347
Blue Earth	Mankato	390.33 <sup>(4)</sup>	15	1,490,172 <sup>(1)</sup>	7	1,155,272 <sup>(2)</sup>	22	2,605,444 <sup>(3)</sup>
Clay	Moorhead	104	15	808,684	11	609,144	26	1,417,828
Lyon	Southwest	216	9	693,587	8	393,379	17	1,086,966
Ramsey	Metropolitan	-		-		-		-
Stearns	St. Cloud	82.4	19	1,283,420	11	814,210	30	2,097,630
Sherburne	St. Cloud	804.58						
Winona	Winona	38	12	692,369	9	411,961	21	1,104,330
TOTAL	7 schools	1,724.31	86	5,673,986	55	4,037,559	141	9,711,545

(1) Includes 10 bldgs.-976,941 sq. ft. for the Highland campus and 5 bldgs.-513,231 sq. ft. for the Valley campus. The Valley campus is being discontinued.

(2) Includes 5 bldgs.-892,836 sq. ft. for the Highland Campus and 2 bldgs.-222,436 sq. ft. for the Valley campus.

(3) Includes 15 bldgs.-1,869,777 sq. ft. for the Highland campus and 7 bldgs.-735,667 sq. ft. for the Valley campus.

(4) Highland campus is 358.53 acres and the Valley campus is 31.8 acres.

(5) Source: Facilities Management Division, State University Board.



# LOCATION OF STATE UNIVERSITIES

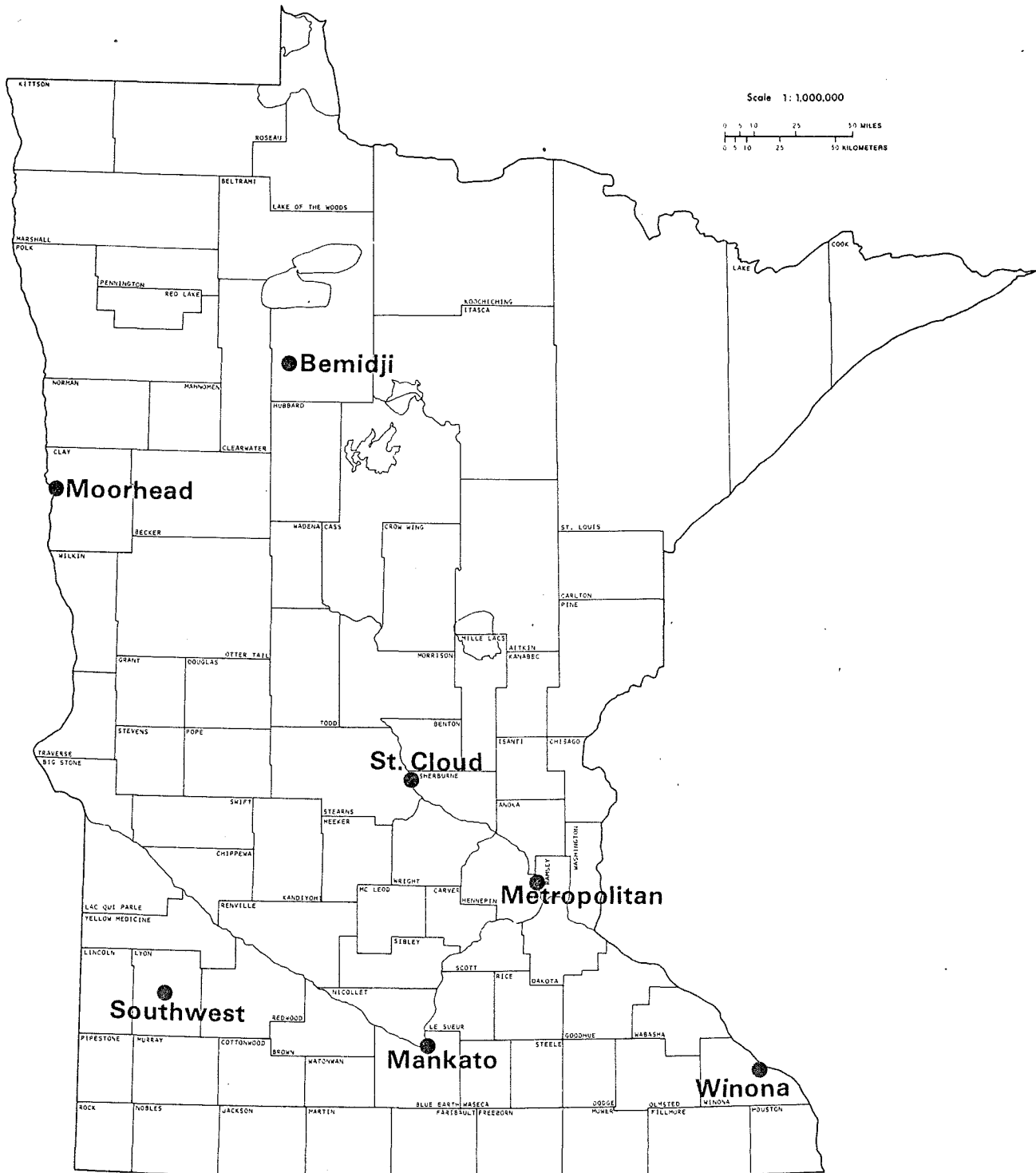


FIGURE C.8.1

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

cilities, recreational purposes, experimental farming by the university, and leased farmland.

#### State University System Facilities

The State University System's buildings are classified into two categories:

1. Academic and support buildings
2. Revenue buildings

These two categories relate to the means of funding. Academic and support buildings are funded by the legislature and constructed under the jurisdiction of the Department of Administration. Revenue buildings are funded from the State University fund which is controlled by the State University Board. The legislature gave the Board the right to sell \$100 million in bonds to create the fund. These funds are used to build revenue generating buildings such as residence halls, food service buildings and student unions. Except in the case of student unions, the State provides 25 percent and the University Board provides 75 percent of the funds for revenue buildings. Student unions are 100 percent funded by the State University fund. The revenue fund is a revolving fund from which revenue buildings are constructed and maintained. All revenues from these buildings return to the revenue fund.

The six State universities with permanent facilities have a total of 141 buildings providing 9,711,545 gross square feet of space. About two-thirds of these buildings (86 buildings) are academic and support buildings; the remaining 55 buildings are revenue buildings (see Table 1).

The St. Cloud campus has the most buildings, 30, while Mankato has the most gross square feet of building space with 2,605,444 square feet. The smallest school with regard to square feet of building space and number of buildings is Southwest State University in Marshall. Southwest has 17 buildings and 1,086,966 square feet of space.

#### Acquisition and Disposal Policies

Acquisition and disposal of State University land is handled by the Department of Administration, Real Estate Division. The only property being considered for disposal at this time is the Valley Campus of Mankato State University.

#### Leasing Policies

The university system does lease space to private groups and other State agencies, however, central records are not kept. The specific school in question would need to be contacted to find out how much space is rented to whom for what price. The State University Board indicated

that only St. Cloud State University leases out significant amounts of land. 175 acres of farmland are leased for \$1,144. This lease was handled by the Real Estate Division of the Department of Administration which negotiated the lease and collects the rental fee. The leasee pays taxes on the property as part of the lease agreement.

Each campus owns the land and buildings it uses with the exception of Metropolitan State University. As a matter of policy, Metropolitan State leases all its facilities from various sources throughout the metropolitan area.

#### Services Provided by Local Governments

Individual schools would need to be contacted to find out if any special service contracts with local communities exist.

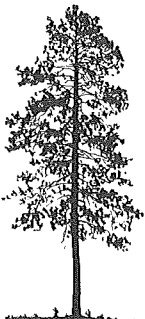
#### Existing Payments

No known payments in lieu of taxes are made by the State Universities at the present time. However, assessments for roads and utilities are paid under MSA 435.19 and some schools may be subject to tax payments for State owned employee residences under MSA 272.011. Individual schools would have to be contacted to verify payments and determine amounts paid.

#### Land Records

The only land records available centrally for State Universities are single page summaries for each university which include buildings by name and type, gross square footage for each building, year each building was constructed, and a contact person. Contacts with each university would be required to obtain additional information.





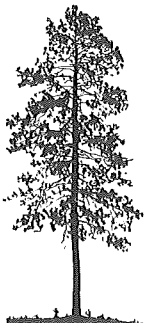
## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER C.9 LAND HOLDINGS, LAND RECORDS AND RELATED PAYMENTS OF THE DEPARTMENT OF ADMINISTRATION

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebooks. These papers in total will eventually form the data base from which a draft report will be prepared.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 30, 1977

SUBJECT: LAND HOLDINGS, LAND RECORDS AND RELATED PAYMENTS OF  
THE DEPARTMENT OF ADMINISTRATION  
REFERENCE NO. C.9

This working paper summarizes existing land ownership and related policies of the Minnesota Department of Administration including the following items:

- Land owned and operated by the Department of Administration.
- Department of Administration land and lease records.  
Acquisition policies.
- Disposition policies.
- Local services provided to Administration properties.
- Existing payments related to land under the custodial control of the Department of Administration.

Data used in this memorandum were obtained from the Real Estate Management Division of the Department of Administration.

### Land Ownership

The Department of Administration is responsible for the management of all State properties within the Capitol Complex (also called the Campus) as well as two office buildings in the Twin Cities and the ceremonial mansion. In addition, the Department of Administration leases approximately 330,000 square feet of space. Real property under custodial control of the Department of Administration is tabulated in Table 1 and the Capitol Complex area is illustrated in Figure 1. All lands owned and operated by the Department of Administration are used to house State offices or support activities for those facilities. The Department of Administration manages approximately 2 million square feet of gross area in the Capitol Complex which is located on approximately 40 acres of land. Buildings under the Department of Administration's

TABLE 1  
FACILITIES OWNED AND OPERATED BY THE DEPARTMENT OF ADMINISTRATION<sup>(1)</sup>

Building	Year of Purchase or Construction	Gross Area (square feet)
<u>Capitol Complex</u>		
Capitol Building	1905	185,000
Administration Building	1967	80,000
Administration Ramp	1967	100,000
Centennial Building	1960	323,000
Centennial Ramp	1976	427,351 <sup>(2)</sup>
Transportation Building	1958	369,000
State Office Building	1932	215,500
Veterans Service Building (floors 2-5)	1955 (1972)	75,300
Historical Building	1918	80,000
Capitol Square	1970	215,180
Central Shops (Calendar Building)	1972	29,000
Power Plant	1904	12,200
117 University Avenue (Ford)	1953	56,400
127 University Avenue (Governor's Annex)	1971	3,631
500 Rice Street (Osborne)	1972	4,392
504 Rice Street (Shoe)	1972	1,780
506 Rice Street (Liquor)	1972	3,250
505 Park Avenue (Service)	1972	1,850
610 North Robert Street (Champion)	1971	40,350
625 North Robert Street (Creative Arts)	1965	5,200
635 North Robert Street (Motor Pool)	1966	7,800
671 North Robert Street (S & H)	1969	10,200
136 East 13th Street (Ombudsman)	1972	2,467
143 East 13th Street (Haglund)	1972	3,395
150 East 13th Street (Dey)	1972	13,200
Subtotal - Capitol Complex		2,265,446
Governors Ceremonial Mansion and carriage house		20,436 <sup>(3)</sup>
Old Highway Building (1246 University Avenue)		55,711
Health Building (U of M Campus)		143,602
Subtotal - Outside Capitol Complex		219,749
TOTAL		2,485,195

(1) SOURCE: Real Estate Management, Department of Administration, June, 1977.

(2) Parking area, not gross area.

(3) Estimated from usable area data and ground floor area.



# CAPITAL COMPLEX FACILITIES OWNED AND OPERATED BY DEPARTMENT OF ADMINISTRATION

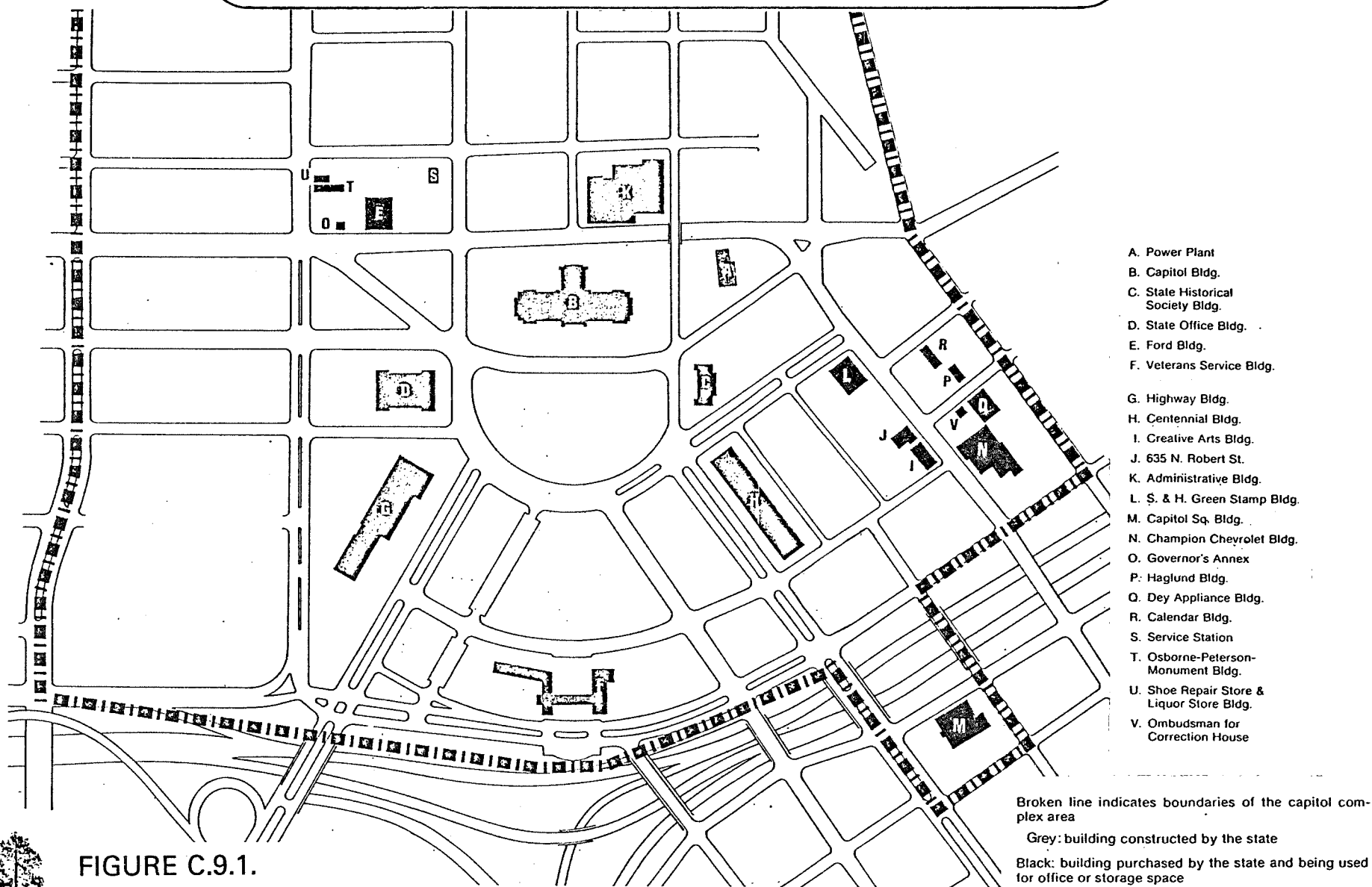


FIGURE C.9.1.

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.



responsibility outside the Capitol Complex total approximately 220,000 gross square feet on 5.41 acres of land, and include the old highway building on University Avenue in St. Paul, the Department of Health building on the University of Minnesota campus, and the ceremonial mansion on Summit Avenue in St. Paul.

### Acquisition Policies

The Real Estate Management Division of the Department of Administration is responsible for the acquisition of property for all State departments except the Department of Transportation and except as otherwise specifically provided by statutes. By interagency agreement, the Department of Natural Resources and the Department of Transportation handle their own land acquisitions. The University of Minnesota also handles its own property acquisition and disposition. Variations in available land records suggest that other agencies may also handle acquisition without participation by the Department of Administration.

The general steps which are followed in the acquisition of properties by the Real Estate Management Division include the following:

1. Assistance to the acquiring department in matters of acquisition procedures, valuation, and securing of legislative authorization and appropriation.
2. Upon receipt of a written request, examination to insure propriety of legislation and funding and development of an "acquisition parcel file."
3. Detailed review of the property and associated ramifications including a check of title, taxes, assessments, etc. In some cases the property is surveyed and local officials are contacted.
4. The property is appraised by qualified division personnel, contract appraisers, or qualified personnel of other State departments by means of an agreement. Two appraisals are secured for parcels over \$50,000 value.
5. Appraisals are reviewed in accordance with accepted appraisal standards and one appraisal is selected for certification.
6. A purchase offer is submitted in writing to the property owner.
7. When the offer has been accepted, payment is authorized and possession is secured within 120 days after conveyance of property to the State.
8. When acquisition by purchase is not possible, and acquisition by condemnation is authorized by the legislature, the Department will assist the Attorney General in preparing and filing the petition and will provide further assistance, if necessary, to acquire the parcel through eminent domain proceedings.

Throughout the acquisition procedure, the department provides assistance as necessary to attorneys and the acquiring departments regarding all aspects of land acquisition including title examination and the recording of instruments.

Following acquisition of the property, the original legal document is submitted to the Land Documents Division of the Department of Finance which acts as the legal repository of such documents for the State of Minnesota. Custodial control is the responsibility of the department which acquires the property.

Property acquisition procedures involving the Department of Administration vary with the Department of Transportation and the Department of Natural Resources. The Department's policy statement regarding acquisition by the Real Estate Management Division is appended to this memorandum.

### Disposition Policies

The disposition of surplus real property is accomplished by the Real Estate Management Division of the Department of Administration for all Departments except the Department of Transportation, the Department of Natural Resources (by agreement), the University of Minnesota, and except as otherwise specifically provided by statute. Sale of surplus buildings (i.e., no land is involved) is handled by the Materials Management Division of the Department of Administration. Demolition falls under the jurisdiction of the State Architect's office. Most sales are by public auction and when the sale is estimated to generate more than \$50,000, a closed bid process is utilized. Bids are not accepted for an amount less than the certified appraisal value plus survey and appraisal costs.

The Department of Administration also handles the transfer of custodial control between State departments.

The following steps are utilized when the State disposes of real estate as surplus land. The department having custodial control over the property must declare the land surplus, and maintains control until the lands have been sold, exchanged or transferred. The Department of Administration reviews the surplus declaration and notifies other State agencies that it is available for transfer of custodial control. If such a request is received, the Department of Administration arranges a "transfer of custodial control" of the property to another agency. If no request is received, the Department of Administration must determine if the land is actually surplus and make recommendations on disposition of the land to the Executive Council. The Executive Council approves or disapproves the Department of Administration's determination. If the land is to be sold, the following steps are utilized.

1. The land is appraised by the Department of Administration.
2. After appraisals are complete, reviewed and certified, the land is made available to any public body, corporate or politic, in which the lands are situated. Where more than one public body desires the land, the Department of Administration determines which body receives the property.
3. When no public body claims the land, the Department offers the land for sale to the public. As a matter of policy, these sales have been by public auction. The property must be sold for not less than the appraised value plus the cost of surveying and appraisal.
4. Specific terms of payments are utilized when the property is purchased in installments (see appendix). When the purchaser elects to pay installments, the Department utilizes a contract for deed which is prepared by the Attorney General.

The policies and procedures regarding the disposition of surplus land and surplus personal properties are detailed in the appendix to this memorandum.

#### Leasing Policies

Lease of Private Property. The Department of Administration leases approximately 330,000 square feet of privately owned space in addition to the State owned properties that it manages. The total annual rent paid is approximately \$9.5 million. These leased properties are utilized for office space for a variety of State agencies. All of these properties continue to be subject to property taxes regardless of the fact that the leasee is the State. The Department of Administration has been increasing its reliance on the use of leased properties over the past several years rather than acquiring or constructing new State buildings. No capital outlay or special bonding programs are necessary to lease property. Therefore, it is usually easier to lease than to acquire or construct new facilities.

The Department of Administration is also attempting to consolidate as many State offices as possible into single buildings whether leased or owned structures. In Bemidji, for example, a building is being constructed for this purpose by a private developer who has agreed to lease the property to the State for a multiple use office facility. The Department of Administration believes that the consolidation of agencies into multi-purpose facilities will save the State considerable money by making it possible to share facilities (such as Xerox machines and other office equipment). There are no records or estimates available, however, on how much money consolidation might save the State.

Lease of State Property. The Department of Administration assists other State agencies (except DOT, DNR, UM) in leasing out surplus facilities and land. This assistance is provided on a request basis and through informal agreements. No data was available to determine the extent of this participation.

Inter-Agency Leases. The Department of Administration also assists in inter-agency lease agreements where one State agency rents space in a facility managed by another State agency. For example, a State agency might rent office space in a State university or a State hospital. The current rental rate for space in the college systems is approximately \$3 per square foot. This rate is based on operational costs for the facility and is revised annually. In State hospitals, the rental rate varies considerably based on the operational costs, location and quality of the facility. The average rental rate for State owned property in the metropolitan area is \$6-7 per square foot.

Current Leases. A complete listing of leased space was not obtained for this study. However, such information is available through the Real Estate Management Division of the Department of Administration utilizing its lease records system which is described in a later section of this work paper.

#### Local Services Provided

The Plant Management Division of the Department of Administration is responsible for the actual management of facilities under the jurisdiction of Department of Administration. This division provides, or arranges for the provision of, all services to the Capitol Complex and other Department of Administration facilities. Service contracts are in effect with the City of St. Paul for the provision of fire and police services on the capitol complex. The City of St. Paul also assists in monitoring parking violations in both State contract lots and on-street parking areas. All revenues from parking tickets including those issued in State contract lots go to the City of St. Paul.

Additional information on services will be obtained during the pilot area evaluation stage of the study.

#### Payments

The only known payment related to local taxes which is being made by the Department of Administration is payment of real estate taxes for the governor's ceremonial mansion as authorized by MSA 272.011. A payment of \$7,389 was made in 1976 for 1975 taxes. Taxes payable in 1977 equal \$8,560. The Department of Administration is also subject to the payment of special assessments under MSA 435.19 but no known payments have been made in recent years under this statute.

## Land Records

The Real Estate Management Division of the Department of Administration has at least four principal responsibilities including: (1) assisting in the acquisition and disposition of State real properties (principally land), (2) the allocation of space in State facilities, (3) the leasing of space as necessary for State activities, and (4) the custodial control and management of State facilities within the Capitol Complex and other specific facilities in the Twin Cities. Two record systems are being used or developed to aid the Department of Administration in carrying out responsibilities related to leasing and space management. When the Department of Administration assists in acquiring property, the legal documents and records related to acquisition and disposition are transmitted to the Land Documents Division of the Department of Finance. The Department of Administration does not maintain copies of records on these activities and does not maintain land ownership information for agencies other than for facilities under the direct management of the Department of Administration. A space allocation system utilizing the SHELTER data base is currently being developed which will include both owned and leased facilities (see Work Paper D.2). All other records are manual records developed for in-house administration purposes. Most of the direct land management is handled through the Plant Management Division rather than the Real Estate Management Division.

## Lease Record System

The Lease Record System has been in effect for approximately two years and is a computerized master file of all properties leased by the Department of Administration. The primary purpose of this system is to maintain a record of all leasing activities to provide an audit trail for lease updating, space allocation, etc. File outputs which are readily available include: (1) the master lease listing file, (2) geographic location file, (3) departmental file, (4) lease notification follow-up file, (5) lease management report, and (6) lease file audit list.

Master Lease List. The master lease listing file lists all current leases and includes the following information: (1) location (building, leasor, etc.), (2) address (room number), (3) county (code no.), (4) services (building services provided in the lease), (5) department (code number), (6) city (code number), (7) building number (no entries), (8) type of space (e.g., warehouse, office, etc.), (9) floor (no entries), (10) square footage or acreage (acres indicated by an "A" following the number - most entries are in square footage), (11) lease notification date (12) lease expiration date, (13) annual rental fee, (14) date the building was occupied. The master lease file provides the basic data utilized in the following summary reports.

Summary Reports. The following summary reports are readily available:

1. Geographic Location. This printout is organized first by county, then by city within each county.
2. Department. This printout is organized first by department, then by county and city for each department.
3. Lease Notification. This printout is organized by notification date and is used to keep track of lease renewals, terminations, etc.
4. Lease Management. This printout is organized by county and is used to monitor the use of space within specific facilities.

Summary reports are prepared on a monthly basis from the lease master file. The lease master file is updated on a daily basis. Different tabulations may be made upon request utilizing the basic data available in the master lease file. The lease record file is currently being merged into the SHELTER data base which will be used by the Department of Administration primarily for space allocation decision-making (see Work Paper D.2).





• APPENDIX

ACQUISITION AND DISPOSITION POLICIES  
OF THE DEPARTMENT OF ADMINISTRATION

Policy and Procedure  
Real Estate Management  
Property Acquisition and Disposition  
Division Policy (Acquisition)

- I. Acquisition of property is accomplished by this Division of the Department of Administration for all State Departments except Highways and except as otherwise specifically provided by statute.
- II. Appraisals shall be made by qualified employees of the State, where practicable, or by qualified fee appraisers under contract to the State: appraisals shall be reviewed by Division review personnel, certification of value shall be by the Division Director upon recommendation of review staff.
- III. An affected landowner will be advised that the State will reimburse the property owner for the actual reasonable costs (to a maximum of \$300.00) of having an appraisal made when and if the parcel is acquired by the State. The State shall not be obligated either to consider or ignore the landowner's appraisal in arriving at or in adjusting the certified appraisal.
- IV. Appraisals shall be required to be of professional quality, fully supported by relevant data. Form and context of the appraisals will, of course, depend on the property under appraisal and the nature of the appraisal task.

However, it is a requirement of the Division that all appraisals shall provide sufficient documentation to provide a reviewer, personally unfamiliar with the property, to pass informed judgement on the adequacy of the appraisal and the reasonableness of the conclusions drawn. As a minimum standard of acceptability, each appraisal should provide coverage of the following:

- Purpose of appraisal
- Description of property
- Date of appraisal
- Statement of disinterest
- Personal inspection information
- Highest and Best use
- Description of area, neighborhood, land, and improvements.
- Three approaches to value (where applicable, including reasons for not using them where appropriate).
- Correlation of methods
- Photographs
- Maps and sketches
- Statement by appraiser that landowner was given opportunity to accompany appraiser.

- V. Where Property is being acquired by the Division for the State (except DNR), at least two (2) acceptable appraisals will be made, whether by

State appraisers or by fee appraisers, whereupon the appraisals will be reviewed by Division staff, then certified by the Director. When deemed applicable by review staff, a third appraisal may be secured.

- VI. Where Property is being acquired for DNR (under LCMR and Resource 2000) the entire acquisition shall be performed by DNR personnel except that review and certification of appraisals shall be the responsibility of this Division. In these instances, only one appraisal is required where the consideration is under \$50,000.00, except that the Division review staff may require a second appraisal when it is deemed prudent.
- VII. Where Division acquisition requires it, relocation assistance shall be provided by Highway Department personnel under terms of Agreement No. 384, except that for DNR acquisitions arrangements for relocation will be made by DNR personnel.
- VIII. For purposes of determining compliance with Chapter 144 (Laws 1975), the date of completion of a series of appraisals shall be deemed to be the date of certification by the Director. New appraisals shall not be reviewed where there is evidence that the appraisal was assigned, or that any appraisal work was performed before six months has transpired from the date of certification of the earlier appraisal.
- IX. Division appraisal personnel shall accept as a duty making themselves available for consultations to other State Departments when requested to do so.
- X. Division appraisal personnel shall endeavor to remain informed on matters relating to acquisition of lands, such matters to include changes in property values, appraisal techniques, and acquisition functions, and will endeavor further to appear at legislative hearings to testify on matters relating to acquisition of lands by the State.
- XI. Acquisition shall be accomplished by direct purchase wherever and whenever possible. Purchase negotiations shall be carried out under supervision of Division Director, but actual purchase activities may, where practicable, be performed by Highway personnel under agreement No. 384, except that DNR acquisitions will be performed by DNR personnel.
- XII. In acquisition by direct purchase, the State may take possession of unimproved properties or vacant improved properties on the date the instrument of conveyance is delivered by the grantor; such early possession presupposes that the land is not in use and that early possession will not result in further damages to be paid to the owner.
- XIII. Where improved occupied properties are to be acquired, the State shall assume possession of the property no sooner than 120 days after the date the instrument of conveyance is delivered by the grantor, except in such cases wherein the grantor requests (in writing) earlier possession by the State. Continued occupancy of the property (beyond the 120 period) may be the subject of negotiations during the acquisition process. Continued occupancy beyond the agreed upon date (after acquisition has been completed) shall be by means of a lease between the State and the occupant.

- XIV. Purchasing agents acting in behalf of the Division shall be required to submit purchase offers in writing in the amount of the certified appraisal. Any deviation from this policy must have prior written approval of the Director, except that purchasing agents acting for the DNR shall adhere to DNR policy pronouncements on this subject.

Property Acquisition Procedures  
(Except DNR)

This is a general outline of the steps to be followed in the acquisition of property by the Real Estate Management Division for all State Departments (except Highways and DNR Resource 2000 and LCMR projects).

- Step 1. This is very often a step which is preliminary to the actual acquisition process. It is the very important period during which the respective State Departments seek the Division's advice and assistance in securing legislative authorization and appropriation for the acquisition of property. This Division's role is to act as consultant in advising the acquiring Department in matters of acquisition procedure and valuation.
- Step 2. When a written request to acquire is received from a State Department or Agency, the request is examined to insure propriety of legislation and funding. When all is deemed in order, an acquisition parcel file is created. From that point, all material concerning the acquisition from that one owner is maintained in the file.
- Step 3. The property and the ramifications involved in its acquisition are considered in detail. This may entail an actual viewing of the property and a visit to the county courthouse to check title, taxes, assessments, etc, with various officials. If deemed necessary at this point, the property is surveyed to insure that a usable description and the correct area can be afforded to the appraiser.
- Step 4. The parcel is assigned for appraisal. The appraisal may be performed by qualified Division personnel, qualified personnel of other State Departments (by means of agreement), or by contract (fee) appraisers. For parcels having a value of \$50,000.00 or more, at least two appraisals will be secured. For parcels having a value under \$50,000.00 one appraisal will suffice except as deemed necessary by the Director or the Assistant Director.
- Step 5. When the appraisals are received, they are reviewed in accordance with accepted appraisal standards. Where necessary, they are discussed with the appraiser. When and if it is deemed representative of value, one of the appraisals is selected for certification by the Director.

- Step 6. A purchase offer is submitted in writing (delivered in person whenever possible) to the property owner. This is done by or under supervision of Division personnel. By practical necessity, the offer is usually submitted by Highway personnel, who are paid by agreement between the Departments. The same is true of relocation, replacement housing, and building removal (when applicable).
- Step 7. Where the offer is accepted by the owner, payment is authorized, and possession is secured by the State 120 days (subject to negotiation) after the owner conveys the property to the State.
- Step 8. To insure optimum efficiency and propriety throughout the acquisition procedure, close liaison is maintained between the Division and the Department for whom the property is being acquired.
- Step 9. Department personnel will render such assistance as is possible and required to the attorney who has the responsibility for examining title and recording of instruments.
- Step 10. When acquisition by purchase is for any reason not possible, and acquisition by condemnation is authorized by the legislature and is deemed desirable and necessary by the Commissioner of Administration, Division personnel will assist the Attorney General in preparing and filing a petition, and such further assistance as is needed to acquire the parcel in eminent domain proceedings.

Property Acquisition Procedures  
(DNR - Resource 2000 and LCMR Funding)

By dint of a Memorandum of Understanding and a subsequent Governor's Executive Order, the actual acquisition procedures for property being acquired for the DNR (Resource 2000 and LCMR Funding) will be performed by DNR personnel, except that this Division will retain the responsibility for assignment, review, and certification of appraisals. In making such reviews and certifications, the Division will maintain the same standards of quality and professionalism in the appraisals as are maintained for acquisition for other acquisitions. The procedure for these parcels follows:

- Step 1. The appraisal assignments to DNR staff appraisers will be subject to approval by the Director, while as a practical matter such assignments will be made by the DNR supervisor of appraisers and negotiators. Assignments to all contract (fee) appraisers will be made by the Assistant Director (except for Surcharge funded parcels).
- Step 2. When the appraisals are received, they will be reviewed, and when deemed representative of value and damages, one appraisal will be certified. This Division reserves the right to reject appraisals (for cause), or to contract for additional appraisal when needed.

Step 3.

Certified appraisals will be promptly forwarded to DNR for submission of purchase offer to the owner.

Step 4.

If acquisition does not occur as a result of the certified appraisal, a new series of appraisals may be made. The new appraisals may not be assigned, nor may any appraisal work be done thereon, until at least six (6) months after the date the earlier appraisal was certified.

## Division Policy (Disposition)

- I. Disposition of surplus real property is accomplished by this Division for all State Departments except Highways and except as otherwise specifically provided by statute.
- II. Disposition of surplus buildings will be monitored by this Division for all State Departments except Highways. Sale of surplus buildings will be accomplished by the Materials Management Division after legislature approval has been secured by this Division. Demolition will be accomplished under jurisdiction of the State Architect's Office after legislative approval has been secured by this Division. Legislative approval will be sought in accordance with M.S. 16.82.
- III. Unless otherwise provided by law, all surplus real property will be disposed of in accordance with the provisions of M.S. 94.09, ET. SEQ.
- IV. Whenever practicable, sale of surplus real estate shall be by public auction. Where the sale is estimated to generate more than \$50,000.00 the Division will seek sealed proposals from all auctioneers known to be competent and interested.
- V. Surplus real property will be sold on an "as is" basis. No bids will be accepted for an amount less than the certified appraisal plus survey and appraisal costs. Conveyance will be by Quit Claim Deed. The State will not be liable to furnish an abstract of title to a buyer. Should the title prove unmerchantable, the State will assume no responsibility for quieting title. This policy shall be clearly and widely advertised by the Division in all public pronouncements prior to the sale.
- VI. Subject to the statutory limits, the interest to be charged to a Contract for Deed Vendee shall be determined by the Director on the basis of the current real estate market. Any Contract for Deed shall be in accord with the provisions of M.S. 94.09, ET. SEQ.
- VII. Except as otherwise provided by law, monies collected by this Division for surplus real property shall be promptly transmitted to the Fiscal Services Division for deposit into the General Revenue fund. In those instances where monies are received by the Division but are not yet ready for official deposit (down payments, etc.), such monies shall immediately be transmitted to the Fiscal Services Division for safekeeping.
- VIII. Payment for purchases of surplus real estate will be required to make payment in the form of cash, a cashier's check, a money order, or a certified check. Personal checks shall not be acceptable, except that a successful bidder at public auction may make his bid deposit (10% of bid) by personal check, provided that such personal check must eventually be replaced with an acceptable remittance.
- IX. Disposition of armory properties shall be in accordance with M.S. 193.36, except that the Director of this Division will appoint a qualified person to act in behalf of the Commissioner of Finance, and a second qualified person to act in behalf of the Commissioner of Administration. Appraisals in connection with armory disposition will be made and signed by all three (3) persons making the appraisal, i.e., a representative for the Adjutant General,

a representative for the Commissioner of Finance, and a representative for the Commissioner of Administration.

- X. Transfer of custodial control (between State departments) of state-owned lands will be monitored by this Division. In addition, this Division will seek the recommendation of the Chairmen of the House Appropriations and Senate Finance Committees. As provided in M.S. 15.16, the recommendation is advisory only, and the failure to receive a prompt response to a request for such recommendation shall be deemed a negative recommendation. In those instances wherein a negative recommendation is indicated by the legislative committees, the transfer will be closely scrutinized as to advisability and desirability.
- XI. Where disposition of property which was used to house State employees is involved, the property shall be subject to real estate taxes as provided in M.S. 272.011. The State shall pay the real estate taxes attributable to the time during which the State had possession of the property. Example: A surplus State-owned house is sold on August 1, 1976, with possession surrendered to the purchaser on September 15, 1976. The State will pay all taxes due and payable on and before September 14, 1976.

Surplus Property Disposition Procedures  
(Land with or without Buildings)  
M.S. 94.09 (1975)

The following is an outline of the procedures to be followed in those instances wherein the State wishes to dispose of real estate which has been declared surplus to the needs of the Department having custodial control of the same. It is important to note that these procedures apply to surplus land (with improvements, if any). Where buildings only are declared surplus, they are deemed personal property, and are disposed of under the provisions of M.S. 16.82.

- Step 1. Land is declared surplus by Department head to the Commissioner of Administration. While this may be done at any time that circumstances render property to be surplus, the law states that each Department head having property which is surplus to the needs of the Department shall report such property as surplus on or before July 1 of each year.
- Step 2. On or before October 1 of each year, the Commissioner of Administration shall review the surplus declarations. He will send written notice to all State Departments. Any Department head desiring custody shall notify the Commissioner of Administration. If all is deemed in order, a transfer of custodial control is processed whereby the land is transferred from one Department to another. In the absence of a request for transfer of custodial control, the Commissioner of Administration will determine if such lands are actually surplus; if so, he will notify State Executive Council of determination.
- Step 3. Within 60 days, Executive Council approves or disapproves the Commissioner's determination. If approved, the land is sold as outlined in succeeding steps. An important point to remember



here is that the Department having custodial control shall maintain control until such lands are sold, or otherwise disposed of.

Step 4.

The Commissioner of Administration may survey and, where the value is over \$5,000.00, shall have the lands appraised by not less than three appraisers, at least two of whom must be residents of the county in which the lands are situate.

Step 5.

After appraisals are completed, reviewed, and certified, the lands are made available to the city, county, town, school district, any other public body corporate or politic in which the lands are situate. The offer of availability shall be published at least two weeks in a newspaper of general circulation in the county in which the lands are situate. The Commissioner shall also give written notice to each public body. Where more than one public body desires the land, the Commissioner shall determine which body receives the property, and he shall submit written findings of his decision. Public bodies may have two years to commence payment.

Step 6.

Where no public body claims the land, the Commissioner shall offer same for sale to the public. He shall advertise such sale at least once a week for four weeks in a newspaper having general circulation in the county in which the land is situate. Each tract must be sold separately for not less than the appraised value thereof. The cost of any survey or appraisal shall be made a part of the appraised value of the land, whether sold to another State Department or to a private purchaser. As a matter of policy in recent sales, public sales have been by public auction.

Step 7.

Terms of payment are as follows:

- a) 10% down at time of purchasing;
- b) Where sale price is less than \$5,000.00, the remainder shall be paid within 90 days of sale.
- c) Where price is over \$5,000.00, balance shall be paid in equal installments for not to exceed 5 years, with principal and interest payable annually in advance on the unpaid balance. Payments are to be made on or before June 1 of each year. At the present time, as a matter of policy, we are using 8% interest.

Step 8.

Where the purchaser elects to pay in installments, the Commissioner of Administration shall enter into a Contract for Deed (prepared by the Attorney General).

Surplus Property Disposition Procedures  
(Buildings and other Appurtenances Only)

The disposition of surplus buildings and similar appurtenances will be accomplished by use of the following procedure:

- Step 1. The State Department having custodial control of the land on which the surplus improvement is located will formally declare as surplus such item to the Commissioner of Administration.
- Step 2. This Division will seek (by letter) approval of the Chairmen of the Senate Finance and the House Appropriations Committees for the removal of the improvement. No action will be taken until such approval has been granted. (See M.S. 16.82)
- Step 3. After legislative approval has been received, recommendation is forwarded to Materials Management Division to attempt public sale of the improvement.
- Step 4. If no sale is possible, a recommendation to demolish the building is made to the State Architect's office.

Transfer of Custodial Control Procedure

- Step 1. Request for transfer of control of lands is received from requesting Departments.
- Step 2. This Division will seek (by letter) the recommendation of the Chairmen of the Senate Finance and the House Appropriations Committees concerning the transfer. The recommendation shall be advisory only. Failure to receive a prompt recommendation will be deemed a negative recommendation.
- Step 3. If a negative recommendation is received, or if there is no agreement between Department Heads as to terms of transfer, the transfer may be forwarded to the Executive Council for determination of terms and conditions of transfer. (See M.S. 15.16)
- Step 4. When transfer is approved, proper Transfer of Custodial Control instrument is drawn and submitted to respective Department heads for signature. Upon execution by all concerned, the instruments will be numbered in sequence order by Division Leasing Unit.
- Step 5. The numbered transfer instrument will be submitted to Finance Department for encumbrance approval.
- Step 6. Upon encumbrance approval, the original is retained for Department of Finance files. Three copies of approved instrument are returned to this office for distribution as follows:
  - a) One copy to Grantor Department
  - b) One copy to Grantee Department
  - c) One copy to Division file.

## Armory Disposition Procedure

The disposition of armory buildings is governed by M.S. 193.36. The procedure to implement the provisions of the statute is here outlined:

- Step One           The Adjutant General's office requests this Division to assist in the appraisal of the armory property.
- Step Two           The Director designates two (2) qualified Division persons to participate in the appraisal process, one to act for the Commissioner of Administration, one to act for the Commissioner of Finance. This latter designation is made within this Division at the request of the Commissioner of Finance.
- Step Three        The two qualified appraisal personnel join with a representative of the Adjutant General's office in making an appraisal of the armory property. The appraisal is then assembled in this office and submitted to the three appraisers for signature.
- Step Four        The finished appraisal is forwarded to the Adjutant General's office with an offer to assist in the additional work of disposition if such assistance is needed or desired.

TRANSFER OF CUSTODIAL CONTROL PROCEDURE

- 1) TCC instruments received from requested departments.
- 2) We request legislative approval through the Commissioners office.
- 3) When approval received we assign TCC number.
- 4) We secure incumbrance approval from Harland Olson in Finance-101 Admin.
- 5) Harland Olson retains original and sends it to Bob Hughes in Finance-309 Admin.
- 6) We destribute remaining 3 copies as follows:
  - a) One copy to Grantor Dept.
  - b) One copy to Grantee Dept.
  - c) One copy to Real Estate Management Division.
  - d) R.E.M. copy filed in Leasing Sections TCC files.

NOTE: TCC procedure is subject to change.



## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER C.10 LAND HOLDINGS, LAND RECORDS, AND RELATED PAYMENTS MADE BY THE MINNESOTA DEPARTMENT OF CORRECTIONS

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: August 22, 1977

SUBJECT: LAND HOLDINGS, LAND RECORDS, AND RELATED PAYMENTS  
MAKE BY THE MINNESOTA DEPARTMENT OF CORRECTIONS  
REFERENCE NO. C.10

### Land Ownership

The Department of Corrections (DOC) manages eight correctional institutions in the State of Minnesota. These institutions receive adult and juvenile offenders committed to the Commissioner of Corrections. Institutional settings include maximum and minimum security facilities; diagnostic and treatment facilities; and locational rehabilitation units.

These eight correctional institutions cover 1,800 acres. There are 179 structures located on this acreage totaling 2,704,732 gross square feet. Land holdings are recorded below by institution and tabulated in Table 1. A map indicating institutional location is also included. The information outlined in this working paper is a compilation of readily available data provided by the business managers at each individual correctional facility. No data regarding land holdings was available from the central office of the Department of Corrections.

Minnesota State Prison. The State Prison, located in Washington County, is a maximum security walled prison established for males convicted of a felony, 21 years of age and older. Major programs are industry, vocational training, education, counseling and recreation. The average daily inmate population is 760.

The State Prison is located in the City of Bayport covering 90 acres of land. Forty-nine structures are located on this acreage covering 1,239,049 gross square feet. No data was available on the value of the property.

TABLE 1  
LOCATION, ACREAGE AND SQUARE FOOTAGE OF FACILITIES OPERATED BY THE DEPARTMENT OF CORRECTIONS IN 1977

Facility	Location	Acreage	Gross Sq. Footage	# of Buildings
Minnesota State Prison	Bayport Washington County	90	1,239,049	49
Minnesota State Reformatory for Men	St. Cloud Sherburne County	427	634,000	17
Minnesota Metropolitan Training Center	Lino Lakes Anoka County	648	256,125	16
Minnesota Correctional Institution for Women	Shakopee Scott County	33	24,200	12
Minnesota Home School	Sauk Center Stearns County	265	190,000	25
State Training School	Redwing Goodhue County	243 <sup>(1)</sup>	285,773	38
Thistledew Forestry Camp	Togo Itasca County (George Washington State Forest)	80 <sup>(2)</sup>	47,247	14
Willow River Forestry Camp	Willow River Pine County (General C.C. Andrews State Forest)	14 <sup>(2)</sup>	28,338	8
TOTAL		1,800	2,704,732	179

(1) In 1976, State Training School managed 544 acres but sold 301 acres of farm land in 1977.

(2) Leased from DNR.

Source: Barton-Aschman Associates compilation of data obtained from each correctional facility, Department of Corrections, July-August, 1977.



# CORRECTIONAL INSTITUTIONS IN MINNESOTA

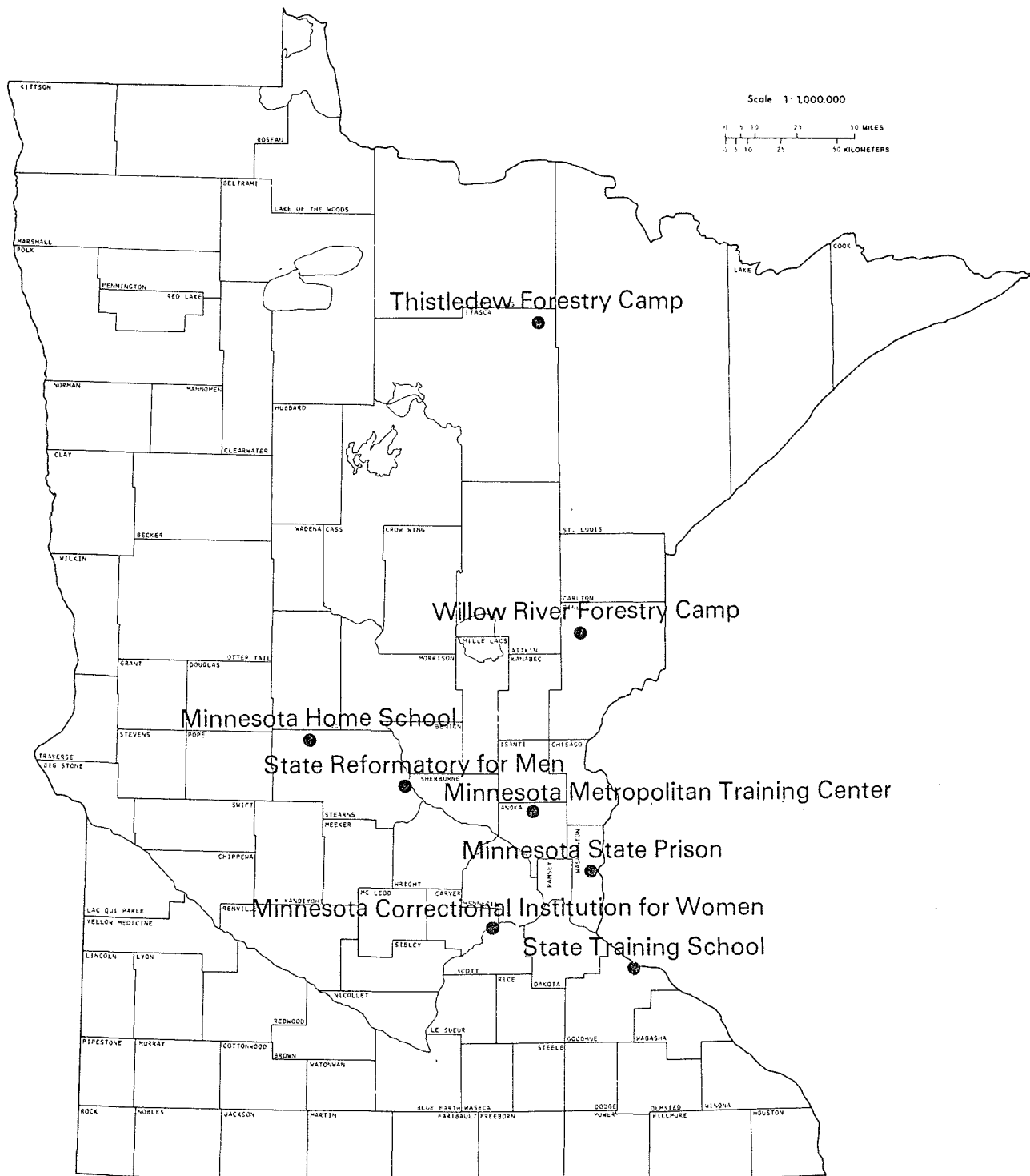


FIGURE C.10.1

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.



State Reformatory for Men. The Reformatory for Men, located in Sherburne County, is a walled institution of maximum security for males convicted of a felony under 21 years of age. Institution programs emphasize vocational training through a wide variety of shops and small industrial operations and academic education through high school as well as counseling and recreation. Average daily inmate population is 480.

The State Reformatory is located in the City of St. Cloud. Seventeen buildings totaling 634,000 gross square feet are located on 427 acres at the reformatory.

The Minnesota Metropolitan Training Center. The Metropolitan Training Center in Anoka County serves metro area juveniles (Anoka, Hennepin, Ramsey Counties) who are committed to the Commissioner of Corrections. Adult women property offenders are also retained at the Training Center under the Property Offenders Program. In addition, the Metropolitan Training Center also houses the pre-release center for adult male felons who are temporarily paroled to that program. It is anticipated that as the Community Corrections Act is implemented, fewer juvenile programs will be required at the State level and this institution will convert to a totally adult medium security facility. Average daily population is 120.

The Metropolitan Training Center, located in Lino Lakes, covers 648 acres and the institution maintains 16 buildings totaling 256,125 gross square feet.

Minnesota Correctional Institution for Women. This institution, located in Scott County, is a medium security institution for women 18 years and older convicted of a felony. By law, selected misdemeanors may also be transferred to this institution from county jails. Opportunities for vocational and educational training, as well as individual group counseling and recreational services are provided. Residents are encouraged to become involved in community activities as much as possible. Board and room payment is made by inmates who are making a minimum wage. Average daily inmate population is 48.

The Correctional Institution for Women is located in the City of Shakopee and covers 33 acres. The institution maintains 12 buildings totaling 24,200 square feet.

Minnesota Home School. The Home School, located in Stearns County, is a diagnostic and treatment facility for boys and girls from the western region of the State who have been committed through the courts to the Commissioner of Corrections. The overall goal of the program is to prepare youngsters to return to normal living situations in the community upon release of the institution. The average daily population is 120.

The Home School, located in Sauk Center, covers 265 acres and the institution maintains 25 buildings totaling 190,000 gross square feet.

The State Training School. The Training School, located in Goodhue County, serves as a diagnostic and treatment center for boys and girls from the eastern region of the State who are committed through the courts to the Commissioner of Corrections. A variety of educational and prevocational programs are offered. The average daily population is 160.

The State Training School, in the City of Red Wing, covers 243 acres. In 1976, the Training School managed 544 acres but sold 301 acres as farmland. The institution maintains 38 buildings totaling 285,773 gross square feet. The institution was appraised in 1975 at a value of \$3,272,000 including both acreage and buildings.

The Willow River Camp. The Willow River Camp is located in General C.C. Andrews State Forest in Pine County. The clientele are adult offenders coming from the Minnesota State Prison or the St. Cloud Reformatory. The program offers intensive vocational training in connection with the Community Vocational School in the town of Finlandson with related and remedial education as a component. Average daily population is 46.

The Willow River Camp is located on 14 acres in General Andrews State Forest owned by the Department of Natural Resources. The Willow River Camp manages eight buildings totaling 28,338 square feet.

Thistledeew Forestry Camp. Located inside George Washington State Forest in Itasca County, Thistledeew has operated as a juvenile treatment facility that contracts with other agencies for services since 1973. Although the State of Minnesota owns the buildings and is in charge of all capital expenditures to the buildings, any agency or individual wishing to enroll a boy in the three-month long outward bound type program pays the camp a per diem rate for the use and participation in the program. The Thistledeew Camp then bills the county in which the individual resides. The camp has received no direct legislatively appropriated funds since July of 1975. The average daily population is 48.

Thistledeew Camp, located near Togo, Minnesota, leases 80 acres of land from the Department of Natural Resources in the George Washington State Forest. The Thistledeew Camp operates out of 14 buildings with 47,247 square feet.

#### Acquisition and Disposal Policies

Each correctional institution manager assesses the property needs at their facilities. These needs are recommended to the DOC Deputy Commissioner of Management, who, in the case of surplus property, determines

if there is any foreseeable use for the property or if property ownership by an outside party would hinder the operation of the correctional facility. If disposal of the property appears appropriate, the Division of Real Estate Management, Department of Administration will handle the administrative details of transferring or selling the property.

If new buildings are desired on existing property owned by the Department, requests are made in annual budget projections which are approved by the Legislature.

No correctional facilities reported any recent acquisitions of property.

#### Leasing Policies and Records

The DOC owns all of the land at its facilities except the land being utilized by the Thistledew and Willow River Camps. DOC leases 80 acres in the George Washington State Forest from the DNR for its Thistledew facility. DOC also leases 14 acres in General C.C. Andrews State Forest from the DNR for its Willow River Forestry Camp. In addition, one building in the City of Finlandson is leased from a private party for the Willow River Vocational Center. No data was available from DOC on the rental agreements with DNR or on the lease agreement in Finlandson.

Five correctional institutions lease property to other agencies and private individuals. Table 2 summarizes the lease data obtained from each institution. The Department of Administration processes these leases for the institutions.

#### Local Services

Each correctional institution was contacted regarding local services provided to the facility. Table 3 summarizes these findings. Only one facility is known to make a payment for police service and three facilities are known to provide payments for fire service. All institutions pay for utilities at industrial user rates.

#### Payments

Other than the payments related to local services (Table 3) DOC is required to pay real property taxes on residences occupied by State employees. The DOC policy on State employees living at facilities is stated in Minnesota Law 1977, Chapter 453, Section 15: "The Commissioner of Corrections shall reduce staff housing as soon as possible." State employees reside on State property only at Thistledew and Willow River Camps due to their remote locations.

In 1976, Willow River paid real property tax on one residence in the amount of \$952 for State employees living at the facility.

Thistledeew Camp in 1976 paid \$9,015.66 in real property tax for one house and six apartment units occupied by State employees. Approximately 38 percent went to the county, 19 percent to the unorganized township and 41 percent to School District 318 (employees living on the property have four school age children). DOC is also required to pay special assessments - however, no known payments were made for special assessments in 1975-1976.

#### Records

The Department of Corrections does not maintain a central record system on land and property status, local services provided, or payments being made related to corrections institutions.

Each institutional business manager maintains a manual file on acreage, leases, building data, services provided and payments made. This data is utilized in preparing annual budgets and is updated each year.

TABLE 2  
SUMMARY OF PROPERTY LEASED BY THE DEPARTMENT OF CORRECTIONS

Correctional Facility	Type of Property Leased	To Whom Leased	Rental Agreement
Minnesota State Reformatory for for Men	1 building	Tri-County Action Programs	
	1 building	St. Cloud Area Women's Center/ Central Mn. Seniors Federation	\$1/year - Shared Facilities Act formal contract
	2 buildings	Tri-County Court Services	
	123 acres	Donald Emholt (private party)	\$1,450 every 2 years formal agreement
Minnesota Metropolitan Training Center	20,000 square feet	Anoka County	Agreement terms not yet defined - lease will begin September, 1977
Minnesota Correctional Institution for Women	2 barns	Boy Scouts of America	No fee - formal agreement
	1 classroom	Head Start Program	\$25/month for utilities; rental only for winter months - formal agreement
	Agricultural land around and including greenhouse	Department of Agriculture	Formal agreement - details un- known by DOC
Minnesota Home School	80 acres farm land	Private party	In exchange for use of land, the leasee harvests 40% of grain crop for feeding horses owned by the Home School - formal agreement
State Training School	62 acres of farm land	Private party	\$5,000/year formal agreement

Source: Barton-Aschman compilation from individual institutions, July-August, 1977.

TABLE 3  
LOCAL SERVICES PROVIDED TO CORRECTIONAL FACILITIES

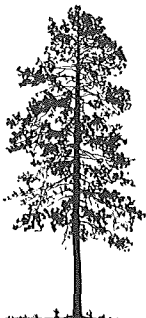
Facility	Services		
	Police	Fire	Other
Minnesota State Prison	No payment	Formal contract with the City of Bayport; approximately \$150 per call + hourly rate x the number of firefighters serving (actual \$ not readily available)	DOC helped City of Bayport upgrade sewer plant due to prison usage (one time payment). Utilities at industrial user rate (have own water wells - no water payment)
Minnesota State Reformatory for Men	No payment	No payment	Utilities at industrial user rate (\$12,703.97 in 1975 for sewer and water)
Minnesota Metropolitan Training Center	Township of Lino Lakes bills MMTC for services - approximately \$1,200/year.	Formal contract with Lino Lakes; \$600/year + fee per call (formula not readily available)	Contract with Lino Lakes for water testing and water tower maintenance - \$1,200/year; utilities at industrial user rate (have own water well - no water payment)
Minnesota Correctional Institution for Women	No payment	No payment	Utilities at industrial user rate
Minnesota Home School	No payment; City police serve on land located inside city limits; otherwise County Sheriff aids	No payment	Utilities at industrial user rate
State Training School	No payment	No payment	Utilities at industrial user rate; DOC paid for water main hook-up to fire sprinkling system and water hydrants (one time payment); will be billed for water used - have own water well for regular usage
Thistledew Forestry Camp	No payment; County Sheriff protection	No payment	Utilities at industrial user rate; \$50/year to county for dumping; county provides road maintenance and bills Thistledew on a monthly basis; (Thistledew includes these payments in their per diem rates billed back to the county); DOC made a one-time payment for installation of a fire hydrant - \$50,000 in 1975

TABLE 3 - continued  
LOCAL SERVICES PROVIDED TO CORRECTIONAL FACILITIES

Facility	Services		
	Police	Fire	Other
Willow River Forestry Camp	No payment; County Sheriff protection	Formal agreement with City on a per call basis (formula not readily available)	Industrial user rate

Source: Barton-Aschman Associates compilation from individual institutions, July-August, 1977.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton Aschman Associates, Inc.

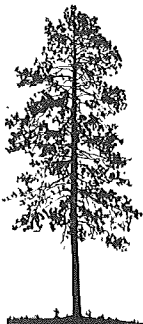
### WORKING PAPER C.11 LAND HOLDINGS, LAND RECORDS AND RELATED PAYMENTS MADE BY THE UNIVERSITY OF MINNESOTA

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.

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# Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: August 22, 1977

SUBJECT: LAND HOLDINGS, LAND RECORDS AND RELATED PAYMENTS MADE  
BY THE UNIVERSITY OF MINNESOTA  
REFERENCE NO. C.11

This working paper summarizes existing land ownership and related policies of the University of Minnesota including the following items:

- Lands owned and operated by the University of Minnesota
- U of M land records
- Acquisition policies
- Disposition policies
- Local services provided to U of M properties
- Existing payments made by the University of Minnesota

Data used in this memorandum were obtained from the Property Acquisition Division of the University of Minnesota.

## Land Ownership

The University of Minnesota owns and manages approximately 25,000 acres of land in Minnesota (see Table 1). These lands are scattered throughout the State of Minnesota (see Figure 1) and may be generally categorized as: (1) campuses, (2) other educational, experimental and research facilities, and (3) miscellaneous properties owned by the University of Minnesota. The University also owns some real property in other states. These properties were given to the University by individuals.

Campuses. The University of Minnesota has six campuses in the State including the University of Minnesota campus in Minneapolis, the University of Minnesota campus in St. Paul, the University of Minnesota campus in Duluth, the University of Minnesota campus in Morris, the Technical College in Crookston, and the Technical College in Waseca. These campuses total approximately 866 acres of land. In all cases, other types of land including experimental stations, research facilities, housing, etc., are

associated with these campus facilities. University campuses and adjunct facilities total approximately 4,764 acres.

Other Research Facilities. The university also owns and operates several research facilities scattered throughout the State. These include the following:

- Cedar Creek Natural History Area (Anoka and Isanti Counties)
- Cloquet Forestry Research Center (Cloquet)
- Freshwater Biological Institute (Navarre)
- Hormel Institute (Austin)
- Landscape Arboretum and Horticultural Research Center (Excelsior)
- Lake Itasca Forestry and Biological Station (Clearwater County)
- North Central Experiment Station (Grand Rapids)
- Research Center and Agricultural Experiment Station (Rosemount)
- Sand Plain Irrigation Demonstration and Research Farm (Becker)
- Southwest Experiment Station (Lamberton)
- William O'Brien Observatory (St. Paul)
- Willmar Veterinary Clinic (Willmar)

All of these facilities are used for educational and/or research purposes. In most cases, these research and educational activities are related to botanical, horticultural, or biological studies. These lands total 18,732 acres and range in size from less than 2 acres (the Observatory) to over 5,000 acres (Cedar Creek Natural History Area and the Rosemount Research Center). The location, acreage and principal use of each of these facilities is identified in Table 1 and Figure 1.

Other Properties Owned by the University of Minnesota. The University of Minnesota also owns several pieces of property which are not managed intensively. Some of these properties are utilized as natural or recreation areas while others are not utilized for any specific purpose. In most cases, these properties have been given to the University by individuals or are Salt Spring and Trust Fund lands given to the University by the Federal government in the 1800s. Many of the private gifts have restrictions on the use and disposal of the property. The remaining University properties in Minnesota include the following:

- Banfill Island (Anoka County)
- Bear Creek (Cook County)
- Castle Danger (Lake County)
- Crane Lake (St. Louis County)
- Gardner Head Property, Yawkey Mine (Crosby)
- Gottfried Johnson Estate (Minnekahta)
- Grace Pope Properties (Brainerd)
- Superior National Forest Land (Lake County)
- Pillsbury State Forest Land (Cass County)
- Old University Airport (Shoreview)
- Wilhelmina Day Trust Property (St. Louis County)

# LAND HOLDINGS OF THE UNIVERSITY OF MINNESOTA

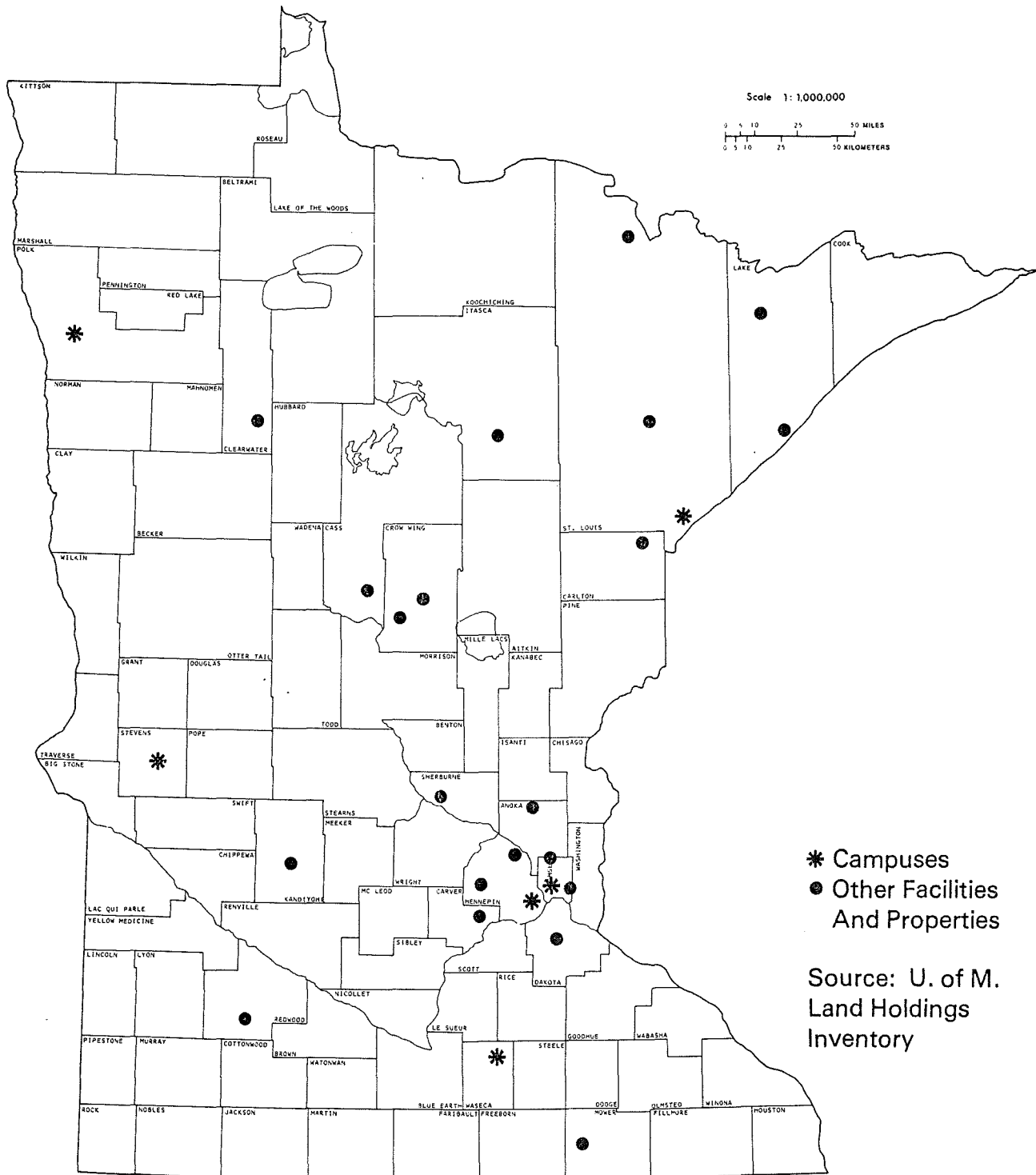


FIGURE C.11.1

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

TABLE 1  
LAND HOLDINGS IN MINNESOTA OF THE UNIVERSITY OF MINNESOTA<sup>(1)</sup>

County	City	Facility	Estimated Acres	Use
Anoka	-	Banfill Island	27.10	Natural wildlife area (set aside for future biological research)
Anoka and Isanti	-	Cedar Creek Natural History Area	5,087.55	Research and education Designated natural landmark
Carlton	Cloquet	Cloquet Forestry Research Center	3,739.59	Forestry research and education
Carver	Excelsior	Horticultural Research Center	221.98	Fruit breeding and experimentation
	Chaska	Landscape Arboretum	432.09	Plant display, breeding and education
Cass	-	Pillsbury State Forest	69.10	Trust property - timber lease
Clearwater	-	Lake Itasca Forestry & Biological Station	(only buildings owned by U of M, land leased from DNR)	Education and research
Crow Wing	Brainerd	Grace Polk	160.00	Trust property - no use
	Crosby	Gardner-Head, Yawkey Mines	160.00	"Exhausted" open pit mines - no use
Cook	-	Bear Creek	160.00	None - mineral rights
Dakota	Rosemount	Research Center	5,242.37	Research and education
		Agric. Experiment Station	2,580.31	
Hennepin	Minneapolis	Campus	232.34	Education and related facilities
		Como Housing	7.30	Married student housing
		Como Research and Service Area	19.21	Storage, support facilities, parking, athletic fields
		Community/University Health Care Center	.34	Neighborhood health care facility
		McPhail Center	.59	Education
		Marquette & Sixth	.14 (bldg. owned by bank)	Leased to Northwestern National Bank
		Pillsbury Court	2.50	Temporary housing for faculty and staff
		St. Anthony Falls Hydraulic Lab	.92	Experimental research
		Navarre	Freshwater Biological Inst.	5.08

TABLE 1 (Continued)

County	City	Facility	Estimated Acres	Use
	Minnetrista	Gottfried Johnson Estate	19.50	Half interest - subject to life estate of donor's sister
Itasca	Grand Rapids	North Central Experiment Station	671.60	Campus area for Itasca State Community College Research, forestry, education and leases
Kandiyohi	Willmar	Willmar Veterinary Clinic	2.59	Laboratory
Lake	-	Castle Danger	48.20	Recreational
	-	Superior National Forest	160.00	None - part of State Forest
Mower	Austin	Hormel Institute	(only bldgs. owned by U of M)	Agriculture and animal research
Polk	Crookston	Technical College	66.00	Education
		Northwest Experimental Station	1,012.36	Agricultural research
Ramsey	St. Paul	Campus	125.00	Education and related facilities
		Experiment Station	389.00	Agricultural research
		Commonwealth Terrace Coop	49.00	Married student housing
		East Cliff	1.71	President's house
		Family Practice Clinic	.31	Training of family practice physicians
		University Golf Course	164.63	Semi-private golf facilities
		University Grove and Grove East	63.00 (bldgs. owned by residents)	Private homes of tenured faculty
		Midway Service Area	4.10	Administrative offices
	Lauderdale	Computer Center	6.44	Computer equipment and related offices
	Shoreview	Old University Airport	333.55	None except research balloon launchings
Redwood	Lamberton	Southwest Experiment Station	400.00	Agricultural research
St. Louis	Duluth	Campus	242.89	Education
		Research and Field Study Center	282.74	Agricultural and forestry research, tree nursery and storage
		Limnological Research Station	5.85	Research
	-	Bear Creek	160.00	None - mineral rights
	-	Crane Lake	401.25	Wild natural area - no use
	-	Wilhelmina Day	80.00	Trust property

TABLE 1 (Continued)

County	City	Facility	Estimated Acres	Use
Sherburne	Becker	Sand Plain Farm	(leased from NSP and United Power and Land Co.)	Irrigation demonstration and research farm
Stevens	Morris	Technical College	80.00	Education
		West Central Experimental Station	1,164.43	Agricultural research
Waseca	Waseca	Technical College	120.00	Education
		Southern Experimental Station	722.85	Agricultural research
Washington		O'Brien Observatory	1.14	Astronomical observation and research
Statewide		Salt Spring Lands	5,750.65(as of 1927)(2)	Mineral rights and timber leases or none
		Trust Fund Lands	42,114.34(as of 1967)(3)	Usually managed by the DNR
TOTAL(4)			24,926.65 acres	

(1) Source: Draft "Land Holdings Inventory," U of M Office of Physical Planning, August, 1976.

(2) No up-to-date list exists. DNR and U of M attempting to prepare current listing.

(3) Included in DNR records - DNR and U of M attempting to prepare current listing.

(4) Does not include Salt Spring and Trust Fund Lands (total including these lands is 72,791.64 acres).



These properties include approximately 1,779 acres of land and range in size from 19.5 acres to 401 acres.

Salt Spring Lands. In addition to these individual properties, the University is the legal owner of Salt Spring lands, which were given to the University by the Federal government in 1912, and University trust lands, which were given to the State of Minnesota in the 1800s. There is currently no accurate listing of Salt Spring properties either through the Minnesota Department of Natural Resources or the University of Minnesota. DNR has a list of the original Federal grant and the University has acreage records from 1927. As of 1927, there were approximately 5,750 acres of Salt Spring land remaining under University ownership. At least a portion of this land has been disposed of since 1927 and work has been initiated by the University to prepare a current list and map of all remaining Salt Spring lands. According to the Acquisition Division of the University of Minnesota, negotiations are currently underway between the University and the Department of Natural Resources for DNR to take over the complete management and ownership of the remaining Salt Spring lands. These lands are currently not used for any particular purpose. Revenues from these lands are given to the Geological Survey.

University Trust Lands. The University also does not currently maintain an accurate listing of University Trust Fund properties. The Minnesota Department of Natural Resources has listings of these properties in its land ownership and land classification files. However, since DNR is not responsible for record keeping on the disposition of these land holdings, the University questions the accuracy of data regarding trust lands in the DNR records. Further investigation is required to update University listings, verify the property descriptions and map exact locations. Steps have been initiated by the University to thoroughly document and identify current property holdings categorized as trust fund lands. While the University of Minnesota is the title holder for University trust fund land, these lands are currently managed by the Department of Natural Resources for natural resource purposes.

#### Leased Property

Extensive data regarding lease activities of the University of Minnesota was not readily available at the preparation of this memorandum. Since the primary purpose of this study is to investigate properties owned and operated by State agencies, further efforts to obtain information on leased properties were not undertaken. Cases which have been identified involving leases including the following:

1. The Lake Itasca Forestry and Biological Station in Clearwater County is leased from the Department of Natural Resources. Only the land is leased from DNR--the buildings on the land are owned by the University of Minnesota.

2. The University of Minnesota owns a small piece of property at Marquette and Sixth in Minneapolis which is leased to the Northwestern National Bank. The Northwestern National Bank owns a building which it constructed on this property.
3. The Hormel Institute in Austin, Minnesota is the landowner of the Hormel facility. However, the buildings on this property are owned by the University of Minnesota.
4. The 63 acres of land owned by the University of Minnesota in St. Paul referred to as University Grove and Grove East are owned by the University of Minnesota. The buildings on this land are private homes for tenured faculty of the University and are owned by the residents.
5. The Sand Plain Farm in Becker, Sherburne County, is leased from the Northern States Power Company and the United Power and Land Company.
6. Space associated with the Northern Central Experiment Station in Grand Rapids, Itasca County, is leased to the Board for Community Colleges for use as the Itasca State Junior College.

These properties and their uses are identified in Table 1. The University of Minnesota has approximately 60 leases with private owners for space in various land holdings. In addition, they also lease some space to other State agencies. In most cases, a rental fee less than market value is negotiated with the agency or leasee based on the length of the lease contract, the proposed use of the space, the existing condition of the facility, etc.

#### Land Records

Land Holdings Inventory. In 1973, the Office of Physical Planning of the University of Minnesota began work on a series of maps documenting all University land holdings both within the State of Minnesota and in other states. The purpose of this inventory was to provide the mapping and data necessary for presentation to the Board of Regents when discussions take place on the acquisition and disposition of properties. The "Land Holdings Inventory" report was the result of this effort. Its purpose is two-fold: (1) to help clarify where the major University land holdings are located and who is responsible for them, and (2) to provide a ready means of keeping property data up to date in a concise and easily understood form.

This report is currently in draft form and has recently been presented to the University Regents for approval. It has not yet been released publically. It is anticipated that the report will be finalized by the Fall of 1977. The inventory report provides information in two forms. First, a map shows each property's boundaries and relationship to major towns or cities. Second, a one page written summary is provided. This summary includes:

# SALT SPRINGS AND TRUST FUND PROPERTIES IN MINNESOTA

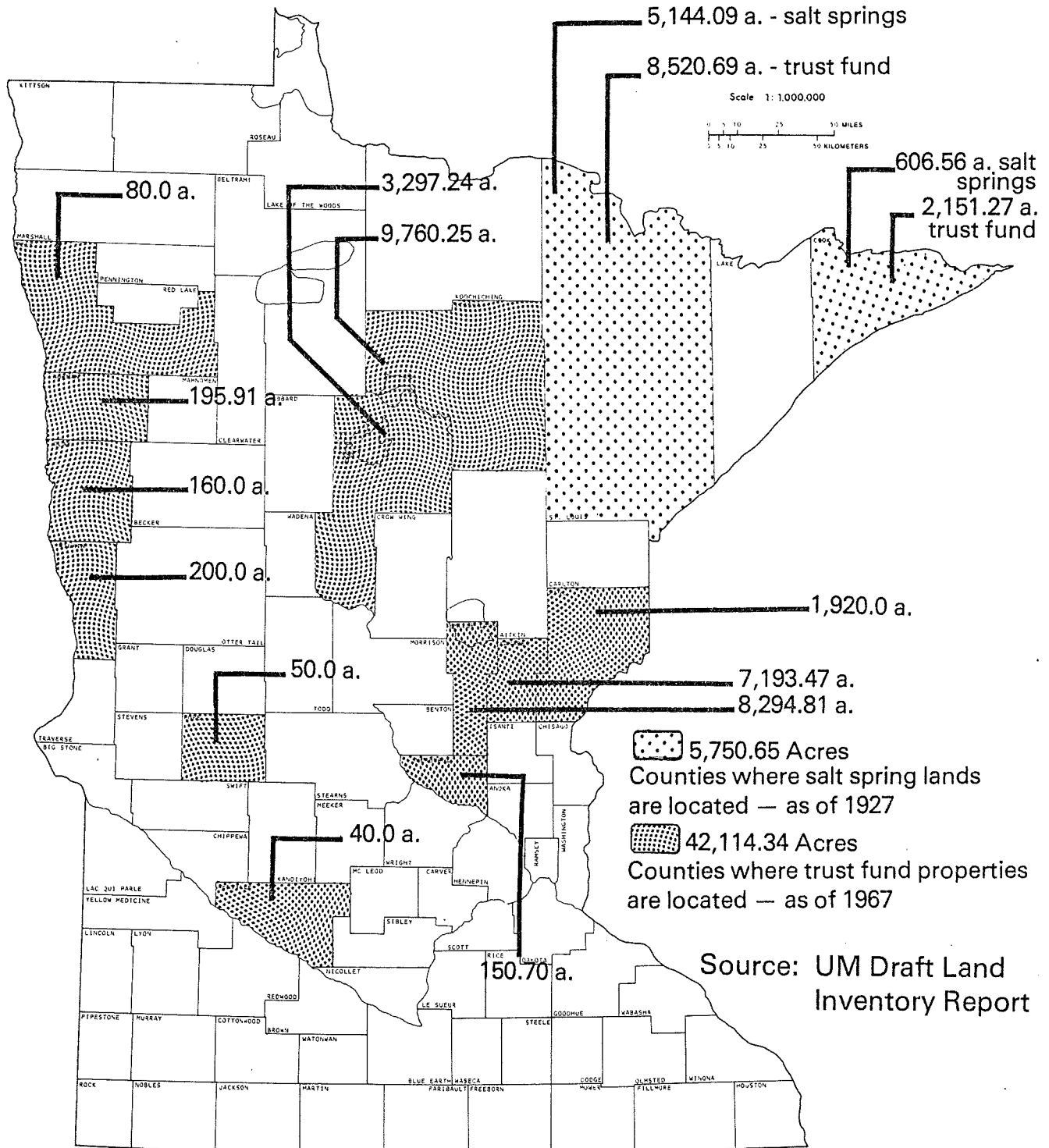


FIGURE C.11.2

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.



- Tract numbers
- Legal description
- Acreage
- Ownership status
- Principal uses of the facility
- Administrator of the facility
- Location (county and adjacent municipality)

Large scale reproductions of the maps are on file in the Office of Physical Planning. It has taken four years to assemble this data which required reviewing legal documents for all land parcels as well as mapping for many of the land parcels. The information was collected and prepared manually and is currently a manual data system. Some interest has been expressed in computerizing the information but no specific actions have been taken at this time.

Other Land Records. In addition to the land inventory described above, the Property Acquisition division maintains the following manual records on land owned by the University.

1. A record of all land transactions by tract number (assigned by the attorney of records) is available which is sorted geographically.
2. A parcel by parcel inventory is prepared by closing date and previous owner. This record includes the funding sources of the parcel of land. It is based on the legal land transaction document.
3. The annual financial statement includes a summary which is a parcel by parcel inventory of land ownership sorted by campus based on attorney records of land acquisition (i.e., the legal land transaction document). In all cases these records are somewhat difficult to use for summary data information because it is maintained on a parcel inventory basis.

Space Management Records. Space allocation is handled by the Space Programming and Management Division of the University. Records are maintained on gross square footage and net assignable (occupiable) square footage for the buildings located on each of the University campuses (Twin Cities, Duluth, Morris, Crookston and Waseca). These records are maintained for space allocation purposes and are tabulated in the appendix to this memorandum.

Relation to Other State Land Records. The University of Minnesota is responsible for its own acquisition, disposition, leasing, and record keeping related to land. Unlike all other State agencies, it is treated as a separate entity and is not required to interact with the Department of Administration or any other State agency on such matters. As a result, information regarding University land or land related activities is not maintained in any other record systems except those systems which have contacted the University directly for information (for example,

MLMIS). University trust fund lands are included in the Department of Natural Resource land record systems because the Department of Natural Resources assumes responsibility for managing these properties. Negotiations are underway between the University of Minnesota and the Department of Natural Resources to shift title of Salt Spring lands and Trust Fund lands to the Department of Natural Resources. No final decisions have been made in this regard.

#### Services Provided

The service arrangements for University land holdings vary depending upon the type of land holding and the location of the facility. According to the Property Acquisition Division, the University usually provides its own services such as police and fire or will develop a formal paid contract for services except in those cases where the land holding is in an isolated or small experimental facility or undeveloped land. In these situations, it is possible that the local government may provide services without compensation. Typically, University properties are managed individually and decisions related to services are handled by the individual property managers. Available information relates primarily to the Twin Cities campuses. Situations where service contracts are known to exist include the following:

1. There is contract for fire services for the Rosemount Research Center in Dakota County.
2. In Minneapolis, fire service is provided on the main campus by the city without compensation.
3. All University campuses, except Waseca, have their own police services. These police staffs typically have the same powers as municipal police officers but have cooperative arrangements with municipal police for mutual assistance where necessary. All parking ticket revenues go to the city although the University police force and the University parking monitoring force assist in parking enforcement both in on-street and off-street locations.
4. There is a paid contract with the City of St. Paul for fire services to the St. Paul campus.
5. The University provides all of its own interior streets and pays assessments for roads in the Twin Cities campus areas. In addition, it has occasionally provided reimbursements for road construction or upgrading or maintenance under special contract arrangements with the municipality.

Individual administrators would have to be contacted to comprehensively identify the specific services being provided to each University land holding.

## Payments Related to Land Holdings of the University of Minnesota

The University of Minnesota is subject to at least three laws requiring payments for University-owned property including: (1) the payment of residential taxes for residences occupied by State employees (272.011), (2) the return of 30 percent of gross rentals for certain leased properties (272.68), and (3) the payment of special assessments for improvements to University property (435.19).

The University of Minnesota currently pays residential taxes on University residences occupied by State employees in nine different counties (see Table 2). In addition, the University pays 30 percent of gross rentals for any residences which were acquired after the effective date of MSA 272.68 and are leased to individuals who are not employees or students. In both cases, these payments go to the counties and are redistributed to the taxing districts. These payments are tabulated in Table 2 for 1976.

The University of Minnesota usually pays 100 percent of special assessments for improvements provided by local governments. In addition, it has occasionally made arrangements with local municipalities to assist in costs such as street improvement beyond or separate from a special assessment fee. Known special assessments paid in 1976 are tabulated in Table 2. This list is not complete due to lack of available data.

In at least one case, the University has voluntarily negotiated an agreement with the local municipality to make payments in lieu of taxes approximately equivalent to the existing taxes. In 1969 and 1970, the Kensington apartments which are associated with the Rosemount Research Center were purchased by the University. A negotiated agreement with the local municipality resulted in the return of approximately 28 percent of rental fees as a payment in lieu of taxes. The University has also sometimes agreed to pay taxes as part of a purchase agreement (see Table 2). Usually this payment is made only for outstanding taxes at the time of purchase. The Carver County payment noted in Table 2 will be paid annually for the life of the previous owner who still resides on the property.

## Acquisition and Disposition Policies

Acquisition. Policies and procedures for land acquisition by the University are appended to this memorandum. Basically, acquisition may occur by negotiated agreement, gift or eminent domain. All purchases must be reviewed by the Legislature (Senate Finance Chairman and House Appropriations Chairman) and approved by the Board of Regents. Purchases under \$50,000 must be reported to the Regents but do not require prior approval. The Vice President for Finance or his designated representative are responsible for land acquisition. See Appendix A for further detail.

Disposition. The University does not dispose of much property and, therefore,, does not have detailed written policies. Land donated to the University and not needed for campus purposes is usually sold through public bid. Proceeds from these sales are held in trust for the purposes specified by the donor. Sales of Salt Spring and University Trust lands are handled by the Department of Natural Resources.

TABLE 2  
TAXES AND PAYMENTS IN LIEU OF TAXES PAYABLE IN 1976 PAID BY THE UNIVERSITY OF MINNESOTA<sup>(1)</sup>

County	Real Estate Taxes (272.011)	Special Assessments (435.19) <sup>(3)</sup>	Payments in Lieu of Taxes (272.68)	Voluntary Payment as Part of Purchase Agreement	Total Payments
Carver				\$ 1,012.64 <sup>(4)</sup>	\$ 1,012.64
Clearwater	\$ 621.32				621.32
Dakota	25,473.16				25,473.16
Hennepin	37,200.09 <sup>(2)</sup>	\$ 8,220.52	\$3,320.74	2,410.05	51,151.40
Itasca	4,215.14				4,215.14
Polk	851.13			37.32 <sup>(5)</sup>	888.45
Ramsey	7,266.21 <sup>(2)</sup>	62.28	594.00	50,983.48 <sup>(5)</sup>	58,905.97
Redwood	208.66				208.66
St. Louis		34,021.92			34,021.92
Stevens	1,685.14				1,685.14
Waseca	2,372.92	148.28			2,521.20
TOTAL	\$79,893.77	\$42,453.00	\$3,914.74	\$54,443.49	\$180,705.00

(1) Source: Property Acquisition, Physical Planning, University of Minnesota, August, 1977 (Note: taxes which have not been paid and are being contested in court are not included in this table.)

(2) Being contested in court on basis that facility serves an academic purpose.

(3) Not a complete list, additional data not available at this time.

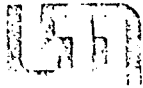
(4) This will be an annual payment for the life of the previous owner who still resides on the property.

(5) Acquired after October 15 and, therefore, taxes became a lien against the property.



APPENDIX A

ACQUISITION POLICIES OF THE  
UNIVERSITY OF MINNESOTA



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Physical Planning  
40 Morrill Hall  
600 Church Street S.E.  
Minneapolis, Minnesota 55455

RECEIVED JUN 9 1977

June 7, 1977

TO: Provost Robert Heller, Duluth  
Provost Stanley Sahlstrom, Crookston  
Provost Edward Frederick, Waseca  
Provost John Imholte, Morris  
Director Keith Huston

FROM: Clinton N. Hewitt, Assistant Vice President  
Physical Planning *Clinton Hewitt*

SUBJECT: Land/Building Acquisition Procedures

As you know, during the past two years the Legislature has passed certain laws requiring review by Legislative Committees on University projects. We have experienced certain problems meeting the intent of Laws of Minnesota for 1975, Chapter 433, Section 4, Subdivision 1:

"No land shall be purchased and no buildings shall be purchased, constructed or erected on lands of the university until the regents have first consulted with the chairman of the senate finance committee and the chairman of the house appropriations committee and obtained their recommendations which shall be advisory only."

As a result of recent discussions with the Legislature, the following procedure, relative to land and building purchases, has been approved by the Legislative Committees concerned and shall guide University actions relative to land and building acquisitions.

#### PROCEDURES

In order to expedite review of land and building purchases as required by Laws of Minnesota for 1975, Chapter 433, Section 4, Subdivision 1 for the University, the following procedures will be followed:

All purchases will fall in one of the following three groups:

1. Major Building Purchases
2. Major Land Purchases
3. Minor Building and Land Purchases

Land/Building Acquisition Procedures

June 7, 1977

PAGE TWO

At the onset of planning or negotiations for the possible purchase of buildings or land, the Vice President For Finance, or his designated representative, will apprise the committee chairmen, in writing, of the intent of the University and the need for such purchases. During the negotiation period, the committee chairmen will be kept informed of the progress through informal discussions.

A formal request will be submitted for legislative review prior to presentation to the Board of Regents for consideration. Such request for legislative review should be submitted as early as possible, but in no case less than forty-five days prior to anticipated Regental consideration in order to allow sufficient time for legislative review and response.

Purchases in groups one and two will be reviewed by both chairmen and staff, and, where necessary, referred for review to the appropriate subcommittees or divisions. Purchases which fall into group three will be reviewed by committee staff and brought to the attention of the chairmen.

Purchases in groups one and two will receive a formal written response or request for additional information within thirty days of submission of request for review. No formal response will be required on group three purchases, and the University may assume an affirmative recommendation if no requests for additional information, or negative response, have been received thirty days following submission of the request.

If the deadlines outlined in these procedures cause difficulty on particular projects for the committee chairmen, the Vice President for Finance of the University, or his designee, will negotiate a mutually agreeable postponement of the deadlines on individual cases with the committee chairmen.

Your cooperation and assistance is requested in insuring compliance with this procedure for future or currently proposed land or building purchases.

CNH/LAL:DG

cc: Acting Vice President Donald P. Brown

## LAND ACQUISITION PROCEDURES

The University of Minnesota acquires land by three methods: 1) by negotiated purchase initiated by the owner or the University, 2) through eminent domain procedures, and 3) by gift.

The Board of Regents have established campus boundaries and the Vice President, Finance, Planning and Operations is authorized to negotiate and consummate land acquisitions not exceeding fifty thousand dollars. These transactions are reported to the Board of Regents. Properties to be acquired outside established campus boundaries or exceeding fifty thousand dollars require prior Regents approval.

The negotiated procedures are as follows

- 1) The property owner or the University is contacted to ascertain interest in selling or purchasing.
- 2) Appraisals are ordered and visits are made by the Housing Office and the Property Acquisition Coordinator with the property owner and tenants. Negotiations are conducted within the framework established by the appraisals. If the owner is amenable to the offer, a Purchase Agreement is prepared and signed.
- 3) The University's attorney prepares a title opinion based on the title documents and handles the closing. The University prepares tax abatement applications which are filed concurrent with the closing.

When eminent domain proceedings are to be commenced, the Regents declare specified lands to be required for University purposes and authorize the appropriate University officials through the Attorney General and his Special Assistant Attorney General to initiate condemnation proceedings pursuant to Minnesota Statutes, Chapter 117. Generally, negotiations with the owners affected precede filing the Petition and notice of Lis Pendens.

The steps in eminent domain proceedings are essentially as follows:

- 1) Each property owner is notified by letter that the University needs

to acquire the property, the approximate date it will need the property, and why it is needed. The property owner is advised that appraisals will be obtained and that each appraiser will have a letter of identification.

- 2) Two appraisals are obtained for each property from independent appraisers not connected with the University. If the appraisals are disparate, a third appraisal is ordered.
- 3) The owner is advised that the appraisers will be calling him for an appointment and questions are responded to about procedure. The Off-Campus Housing representative accompanies the Planning Office staff member to answer more detailed questions about relocation benefits, to offer assistance, and to determine eligibility for benefits for the occupants of the property.
- 4) When appraisals are received, the owner is visited and informed about the University's offer for this property. (Some will have their own appraisal by this time.) Usually it is necessary to describe appraisal approaches and to explain why it is not unreasonable for two appraisers to differ in the market value they place on the property.
- 5) If the offer is accepted, a Purchase Agreement is prepared (in consultation with the attorney) and submitted to the owner for execution. The University's attorney handles the closing. The Housing Office visits the owner to ascertain how he wants his moving handled and paid (reimbursement to owner based on a legitimate moving company invoice or per a moving allowance schedule). The Housing Office also visits the tenants. The University's policy to date has been to allow whoever resides in a building to have first priority in leasing back the premises from the University between acquisition and demolition.
- 6) If the University's offer is rejected, the acquisition goes through condemnation process. After a hearing, the Court-appointed Commissioners make their awards (a determined fair market price) and either party can appeal the amount of the award. At this point, further negotiation often takes place between our attorney and the owner's attorney. The University attorney forwards possible settlements with recommendation, and if the approval of the Vice President for Finance, Planning and Operations is obtained, a stipulation is drawn up and the case is closed.

The procedures for gift properties are as follows:

- 1) When land is donated to the University, such properties are reported to the Board of Regents. (Confirmation by the Board of Regents is required if the gift is offered subject to unusual conditions or restrictions.)
- 2) Unless the property is needed for campus purposes, it is generally offered for sale through public bidding procedures.
- 3) If the property is dedicated by the donor for specified purposes, the proceeds from the sale is designated for such purposes.

APPENDIX B

SPACE ALLOCATIONS ON  
UNIVERSITY OF MINNESOTA CAMPUSES

UNIVERSITY OF MINNESOTA  
TWIN CITIES CAMPUS -- BUILDING LIST

<u>Name</u>	<u>Date(s)</u>	<u>Function(s)</u>	<u>Gross Square Feet</u>	<u>Net Assignable Square Feet</u>
EAST BANK				
Aeronautical Engineering	1948	acad.	64,000	43,000
Appleby Hall	1915	acad.	53,000	34,000
Architecture	1958	acad.	103,000	60,000
Armory	1896	acad.	82,000	61,000
Bierman Field Athletic Bldg.	1972	acad.	101,000	62,000
Bierman Field Baseball Clubhouse	1949	acad.	1,800	1,300
Bierman Baseball Stadium	1969	acad.	2,900	1,600
Botany	1927	acad.	40,000	26,000
Botany Greenhouse	1926	acad.	11,000	8,000
Burton Hall	1894	acad.	56,000	33,000
Chemical Engineering	1949	acad.	71,000	40,000
Coffman Memorial Union	1939,1975	acad./adm.	348,000	139,000
Cooke Hall	1915,1934	acad.	119,000	70,000
Economics Research	1964	acad.	5,600	3,100
Eddy Hall	1881	acad.	33,000	22,000
Electrical Engineering	1924	acad.	84,000	51,000
Elliott Hall	1906,1938,1972	acad.	190,000	102,000
Experimental Engineering	1911	acad.	67,000	46,000
Field House	1949	acad.	83,000	80,000
Folwell Hall	1907	acad./adm.	106,000	61,000
Ford Hall	1950	acad.	86,000	50,000
Fraser Hall	1927	acad.	100,000	63,000
Heating Plant	1912	adm.	55,000	3,000
Holman Bldg.	1935a,1955	acad./adm.	48,000	39,000
Hydraulics Lab.	1937	acad.	66,000	42,000
Incinerator	1951	adm.	1,000	800
Institute of Child Development	1903	acad.	48,000	26,000
Inventory Warehouse	1912,1967a	adm.	33,000	30,000
Johnston Hall	1950	adm.	80,000	49,000
Jones Hall	1901	acad.	25,000	15,000
Klaeber Court	1967	acad.	15,000	9,000
Kolthoff Hall	1968	acad.	158,000	75,000
Law School	1977	acad.	244,000	159,000 *
Linac Lab.	1950	acad.	5,000	3,000
Lind Hall	1912	acad.	92,000	63,000
Mechanical Engineering	1948	acad.	155,000	100,000

\* estimated



<u>Name</u>	<u>Date(s)</u>	<u>Function(s)</u>	<u>Gross Square Feet</u>	<u>Net Assignable Square Feet</u>
Memorial Stadium	1925	acad.	196,000	88,000
Mineral Resources Research Center	1921	acad.	58,000	44,000
Mines and Metallurgy	1957	acad.	55,000	32,000
Morrill Hall	1925	adm.	93,000	53,000
Murphy Hall	1939	acad.	53,000	29,000
Museum of Natural History	1939	acad.	80,000	50,000
Music Education	1888	acad.	8,000	4,000
Nicholson Hall	1890	acad./adm.	88,000	55,000
Nolte Center	1936	acad.	87,000	21,000
Norris Hall	1914	acad.	64,000	44,000
Northrop Auditorium	1929	acad.	181,000	56,000
Pattee Hall	1889	acad.	30,000	20,000
Peik Gym	1951	acad.	20,000	16,000
Peik Hall	1951	acad.	65,000	41,000
Pharmacy Greenhouse	1900	acad.	5,000	4,000
Physics Building	1927	acad.	192,000	110,000
Pillsbury Hall	1889	acad.	57,000	29,000
Playfield Storage	1947	acad.	300	300
Police Building	1947a	adm.	14,000	9,000
Poucher Building	1953	adm.	50,000	29,000
Science Classroom Building	1962	acad.	42,000	22,000
Scott Hall	1923	acad.	33,000	19,000
Shevlin Hall	1906	acad./adm.	33,000	20,000
Shops Annex	1940	acad.	13,000	10,000
Shops Building	1924	adm.	86,000	71,000
Smith Hall	1914	acad.	187,000	122,000
Space Management Storage Building	1912, 1938a	adm.	26,000	23,000
Space Science Center	1966	acad.	96,000	46,000
Storage at Heating Plant	1948	adm.	2,400	2,200
Storage at Hydraulics Lab.	1945	acad.	4,000	3,700
Tandem Accelerator Laboratory	1964	acad.	29,000	23,000
T.N.C.E.	1947a	acad.	7,000	5,000
T.N.M.	1947a	acad.	13,000	8,000
T.S.C.E.	1947a	acad.	7,000	4,000
Tractor Shed at Heating Plant	1953	adm.	600	500
University Press	1935a	acad.	22,000	15,000
Vincent Hall	1938	acad.	95,000	48,000
Walter Library	1923	acad./adm.	267,000	168,000
Wesbrook Hall	1896	acad.	40,000	26,000
Williams Arena	1927	acad.	268,000	143,000
Williamson Hall	1977	adm.	77,000	50,000
Wulling Hall	1892	acad.	27,000	19,000

<u>Name</u>	<u>Date(s)</u>	<u>Function(s)</u>	<u>Gross Square Feet</u>	<u>Net Assignable Square Feet</u>
Zoology	1916	acad.	67,000	45,000
632 Ontario St., S.E.	1976a	vacant	7,100	5,200
318 Harvard St., S.E.	1931, 1975a	acad./to be razed	17,000	11,000 *
312 Harvard St., S.E.	1975a	vacant/to be razed	17,000	11,000 *
711 East River Rd.	1961a	acad.	4,300	2,000
717 East River Rd.	1965a	acad.	5,100	3,100
719 East River Rd.	1885, 1965a	acad.	2,700	1,700
419 Ontario St., S.E.	1908, 1969a	acad.	12,000	9,000
1901 University Ave., S.E.	1884, 1971a	acad.	10,000	7,000 *
1425 University Ave., S.E.	1922, 1972a	adm.	18,000	12,000
11 Oak St., S.E.	1944, 1967a	adm.	19,000	16,000
2 Oak St., S.E.	1938, 1967a	adm.	26,000	24,000
Lauderdale Computer Center	1974a	acad.	47,000	34,000
WEST BANK				
Anderson Hall	1966	acad./adm.	64,000	44,000
Art Building	1921	acad.	55,000	40,000
Blegen Hall	1961	acad.	102,000	54,000
Business Administration	1961	acad.	100,000	55,000
Rarig Center	1972	acad.	133,000	87,000
Social Science Building	1961	acad.	107,000	60,000
Sportsfield Service Building	1974	acad.	800	550
Willey Hall	1972	acad.	81,000	40,000
Wilson Library	1966	acad.	387,000	241,000
MacPhail Center (includes Annex)	1966a	acad.	47,000	30,000
2016 16th Ave., South	1885, 1972a	acad.	13,000	9,000
Freshwater Biological Institute, Navarre	1976a	acad.	55,000	34,000*
2122 Riverside Ave.	1896, 1967a	acad.	11,000	9,000
134 20th Ave., South	1945, 1968a	acad.	7,000	6,000
1818 4th St., South (Grainger Bldg.)	1887, 1969a	acad.	5,000	4,400
2000 5th St., South	1911, 1971a	acad.	25,000	16,000
2100 Riverside Ave.	1884, 1971a	acad.	1,900	1,300
Administration Bldg. (Anoka)	1944	adm.	6,200	4,100
Hangar (Anoka Airport)	1953	adm.	4,900	4,000

<u>Name</u>	<u>Date(s)</u>	<u>Function(s)</u>	<u>Gross Square Feet</u>	<u>Net Assignable Square Feet</u>
HEALTH SCIENCES				
Child Rehabilitation Center	1962	acad./hosp.	72,000	41,000
Diehl Hall	1958	acad.	197,000	147,000
Health Service	1949	adm.	140,000	81,000
Health Sciences Unit A	1973	acad.	680,000	335,000
Health Sciences Unit K-E	1974	hosp.	111,000	46,000
Jackson Hall	1912	acad./adm.	84,000	49,000
Jackson-Owre Addition	1958	acad.	48,000	27,000
Lyon Labs	1952	acad.	47,000	28,000
Masonic Memorial	1957	acad./hosp.	81,000	46,000
Mayo	1954	hosp.	540,000	421,000
Mayo Auditorium	1954	acad.		
Mayo Garage	1954	adm.		
Millard Hall	1912	acad.	95,000	58,000
Owre Hall	1930	acad.	92,000	57,000
Powell Hall	1932	acad./adm.	155,000	80,000
Variety Club Heart Hospital	1949	acad./hosp.	99,000	48,000
V.F.W. Cancer Research Center	1958	acad.	26,000	13,000
University Hospitals	1911	hosp.	315,000	203,000 *
COMO AVENUE				
Chemical Storehouse & Annex	1954	adm.	58,000	49,000
Como Yard	1915	adm.	32,000	30,000
Food Stores	1958	adm.	70,000	45,000
General Storehouse	1949, 1965a	adm.	69,000	65,000
Heavy Equipment Yard	1969	adm.	11,000	11,000
Printing & Graphic Arts	1969	adm.	68,000	54,000
UNIVERSITY AVENUE				
826 Berry St.	1938, 1974a	acad.	19,000	16,000
Administrative Services	1950, 1969a	adm.	64,000	45,000
Civil Service Personnel	1919, 1970a	adm.	13,000	11,000
2642 University Ave. (Bruce Bldg.)	1930, 1972a	adm.	43,000	32,000
ST. PAUL CAMPUS				
Agricultural Engineering	1913	acad.	84,000	61,000
Agronomy	1942	acad.	30,000	17,000
Alderman Hall (Hort Science)	1971	acad.	65,000	37,000

<u>Name</u>	<u>Date(s)</u>	<u>Function(s)</u>	<u>Gross Square Feet</u>	<u>Net Assignable Square Feet</u>
Andrew Boss Lab (Meat Science)	1973	acad.	56,000	36,000
Animal Science/Veterinary Medicine	1975	acad.	140,000	77,000
Biological Sciences	1973	acad.	206,000	108,000
Bio Sciences Greenhouse	1973	acad.	11,000	7,000 *
Classroom-Office Building	1973	acad.	131,000	79,000
Coffey Hall	1906	adm.	134,000	73,000
Crop Improvement Center	1949	acad.	18,000	12,000
Crop Service	1958	acad.	22,000	20,000
Crops Research	1959	acad.	30,000	19,000
Dining Center	1958	housing/adm.	33,000	19,000
Food Science & Nutrition	1956	acad.	86,000	50,000
Golf Club House	1931	acad.	9,000	7,000
Golf Shops & Storage	1955	acad.	3,200	2,500
Gortner Lab of Biochemistry	1965	acad.	70,000	42,000
Green Hall	1938	acad.	52,000	33,000
Greenhouses (North of Garage)	1947	acad.	91,000	75,000
Gymnasium	1915	acad.	35,000	27,000
Haecker Hall	1924	acad.	48,000	29,000
Health Service	1939	acad.	23,000	14,000
Heating Plant	1972	adm.	37,000	2,100
Hodson Hall	1968	acad.	81,000	45,000
Home Mgmt Houses (Berry & Weigley)	1924	acad.	8,000	6,000
Isolation Buildings	1958	acad.	11,000	4,100
Kaufert Labs (Forest Products)	1958	acad.	36,000	13,000
KUOM Transmitters	1930	acad.	1,900	1,700
Library	1951	acad.	38,000	24,000
Livestock Pavilion	1904	acad.	27,000	21,000
Machinery & Auto Garage	1904	adm.	20,000	19,000
McNeal Hall (includes Hort.)	1899	acad.	193,000	n/a
North Central Forest Expt. Sta.	1961	fed gov't.	47,000	31,000
North Hall	1895	acad.	56,000	34,000
Northwest Greenhouses	1900	acad.	34,000	29,000
Palmer Classrooms Building	1965	acad.	5,500	3,400
Pavilion Annex	1901	acad.	8,000	6,000
Peters Hall	1950	acad.	43,000	26,000
Plant Pathology Field Lab	1960	acad.	1,800	800
Plant Path Greenhouse & Headhouse	1973	acad.	14,000	8,000 *
Plant Science	1965	acad.	32,000	15,000
Plant Services Building	1971	adm.	42,000	34,000
Pump House ° Transformer at Well #3	1953	adm.	300	200

<u>Name</u>	<u>Date(s)</u>	<u>Function(s)</u>	<u>Gross Square Feet</u>	<u>Net Assignable Square Feet</u>
Pump House at Well #2	1917	adm.	150	100
Research Animal Resources	1976	acad.	17,000	11,000
Rust Laboratory	1962	fed gov't.	10,000	7,000 *
Snyder Hall	1927	acad.	40,000	24,000
Soils	1902	acad.	34,000	21,000
Stakman Hall (Plant Path)	1942	acad.	29,000	18,000
Storehouse & Storage	1921	adm.	1,900	1,700 *
Student Center	1957	acad.	48,000	26,000
Temporary South of Coffey	1947a	acad.	7,000	4,000
Veterinary Anatomy	1901	acad.	18,000	11,000
Vet Animal Facil East of Isol Bldgs	1965	acad.	4,900	4,300
Veterinary Hospitals	1950	acad.	109,000	71,000 *
Vet Med Diagnostic & Research Labs	1958	acad.	27,000	17,000
Veterinary Science	1952	acad.	93,000	57,000
Weed Research Lab	1964	fed gov't.	5,100	3,300 *
Well at Pump House #1	1897	adm.	3,500	2,900 *

#### ST. PAUL FIELD BUILDINGS

Agronomy Seed House	1917	acad.	9,000	6,000
Animal Arena	1977	acad.	8,700	5,700 *
Animal Waste Facility	1977	adm.	6,700	4,300 *
Beef Cattle Barn	1917	acad.	24,000	22,000
Botany Field House	1923	acad.	1,600	1,300
Bull Barn	1920	acad.	2,900	2,500
Cattle Feeding Shed	1920	acad.	4,400	4,000
Dairy Experimental Barn	1917	acad.	3,400	3,100
Dairy Nutrition Barn	1907	acad.	24,000	13,000
Farm Crop Field House	1932	acad.	9,000	6,000
Hog Barns #1&2 (451 & 452)	1912	acad.	4,000	3,600
Hog Barn #3	1927	acad.	4,700	4,100
Horse Barn	1912	adm.	14,000	13,000
Large Animal Holding	1975	acad.	13,000	8,100 *
Main Poultry House	1913	acad.	6,000	5,000
Post Mortem (331C)	1916	acad./to be razed	2,600	2,000
Poultry Brooder House	1927	acad.	2,100	1,900
Poultry Brooder House (337C--F)	1933	acad.	1,100	900
Poultry Brooder House (337C--G)	1933	acad.	900	800
Poultry Buildings (466,468,469)	1951	acad.	23,000	21,000
Quarantine Barn	1928	acad.	1,000	800
Sheep Barn #2	1895	acad.	1,700	1,400

<u>Name</u>	<u>Date(s)</u>	<u>Function(s)</u>	<u>Gross Square Feet</u>	<u>Net Assignable Square Feet</u>
Sheep Research	1964	acad.	18,000	18,000
Small Animal House (456)	1912	acad.	2,600	1,800
Vet General Animal House (331B)	1916	acad.	5,400	4,700
Vet Poultry House (331A)	1910	acad.	500	500
HOUSING, MINNEAPOLIS				
Centennial	1949	housing	228,000	147,000
Comstock	1940	housing	173,000	120,000
Frontier	1958	housing	113,000	79,000
Middlebrook	1967	housing	227,000	150,000
Pillsbury Court	1965	housing (fac & staff).	71,000	n/a
Pioneer Hall	1928	housing	193,000	79,000
Sanford Hall	1910	housing	142,000	77,000
Territorial	1957	housing	107,000	69,000 *
Como Community Center	1975	housing	7,900	6,500
Como Married Student Housing	1975	housing	269,000	175,000 *
Eastcliff (President's House)	1962a	housing	15,000	10,000 *
HOUSING, ST. PAUL				
Bailey	1956	housing	70,000	46,000 *
Commonwealth Terrace	1956	housing	343,000	223,000 *
Commonwealth Terrace Community Ctr	1976	housing	11,000	6,800 *
Thatcher Hall	1939	housing	35,000	23,000 *
RENTAL PROPERTIES				
302 Oak St., S.E.	1900	acad.	n/a	700
720 Washington Ave., S.E.	1900	acad.	19,000	18,000
2512 Delaware St., S.E.	n/a	acad.	3,000	2,400
2675 University Ave. (Hubbard Bldg)	1900	acad.	500	500
2930 Weeks Ave., St. Paul	n/a	hosp.	9,000	8,700
2001 Riverside Ave., South	1951	acad.	2,400	2,100
2501 Cedar Ave., South	n/a	acad.	n/a	2,600
1816 5th St., South, Apt B.	n/a	acad.	n/a	750
1111 West 22nd St.	n/a	acad.	n/a	n/a
3036 University Ave., S.E.	n/a	acad.	n/a	7,000

<u>Name</u>	<u>Date(s)</u>	<u>Function(s)</u>	<u>Gross Square Feet</u>	<u>Net Assignable Square Feet</u>
610 W. 28th St.	n/a	acad.	n/a	1,400
Music Annex, 321 14th Ave., S.E.	1900	acad.	3,200	2,300
606 24th Ave., South	n/a	hosp.	n/a	2,200
3300 University Ave., S.E. (RemRnd)	1951	acad./adm.	33,000	25,000
Foshay Tower, Suite 706 & 707	n/a	adm.	n/a	800
1425 Washington Ave., South	n/a	acad.	n/a	n/a
419-21 29th Ave., S.E. (Stone Lab)	1931	acad.	18,000	13,000
1633 Eustis St., St. Paul	1931	acad/adm.	28,000	21,000
2630 University Ave., S.E. (Gould)	1951	acad./adm.	43,000	33,000
1507 University Ave., S.E. (Dome)	1900	acad.	20,000	14,000
118 East 26th St.	1900	acad.	4,700	1,100
317 17th Ave., S.E. (Episcpl Ctr)	1951	acad.	14,000	9,900
2829 University Ave, S.E. (Pk Plza)	1966	acad./adm.	n/a	26,000
710 West Broadway	n/a	hosp.	n/a	n/a
5251 Chicago Ave., South	n/a	hosp.	n/a	840
590 Park St., St. Paul	n/a	hosp.	n/a	4,300
Meadow Brook Medical Building, 6490 Excelsior Blvd.	n/a	hosp.	4,100	n/a

Space Programming & Management  
July 1, 1977

EW/SR

# TOTAL BUILDING AREAS

DULUTH

Assigned

BLDG. NO.	BUILDING NAME	GROSS TOTAL	NET TOTAL	DATE OF CHANGE	NEW NE TOTAL
501	MAIN BUILDING	83,038	73,534	Lower	57,084
502	LABORATORY SCHOOL	29,160	23,615	Lower	17,102
* 503	HEATING PLANT	7,995	7,522	Lower	1,511
504	WASHBURN HALL	18,240	14,305	Lower	
505	TORRANCE HALL	25,722	19,916	Lower	
510	PROVOST'S RESIDENCE	12,510	7,023	Misc.	
511	DARLING OBSERVATORY	1,676	1,261	2 out	1,056 Not in 10
512	ALWORTH TOOLHOUSE	480	242	Misc.	14
513	ALWORTH GARAGE E.	2,287	1,932	Misc.	1,712
514	ALWORTH GARAGE W.	4,176	3,106	Misc.	993
515	HOME MANAGEMENT	9,518	7,746	Misc.	4,879
516	ALWORTH APARTMENTS	9,037	6,599	Misc.	
* 517	LIMNO. RES. CENTER	8,192	6,609	Misc.	1,915
518	COTTAGE "A"	-	-		
520	SCIENCE	51,743	45,748		33,855
521	PHYSICAL EDUCATION	106,564	100,516		73,994
522	LIBRARY	99,091	89,120		64,928
523	KIRBY STUDENT CTR.	85,342	79,215		58,641



# TOTAL BUILDING AREAS

BLDG. NO.	BUILDING NAME	GROSS TOTAL	NET TOTAL	DATE OF CHANGE	NEW N TOTAL
524	VERMILION HALL	20,208	16,382		
525	R.O.T.C.	4,572	4,299		3,947
527	SCIENCE-MATH.	30,846	26,592		16,363
528	HUMANITIES	84,666	72,220		48,596
529	SOCIAL SCIENCE	43,656	38,662		23,438
530	BURNSIDE HALL	22,866	18,717		
* 531	HEATING PLANT	14,804	13,166		320
532	SKI CHALET	413	391		
533	PROVOST'S GARAGE	2,239	1,811	Misc.	
534	EDUCATION	53,463	47,000		27,611
535	INDUSTRIAL EDUC.	49,061	44,619		29,094
536	CONCOURSE A	14,480	12,640		
538	FIELD EQUIP. STRG.	2,432	2,360		2,333
539	COMMON. CENTER	3,051	2,561		2,258
540	HOME ECONOMICS	43,701	38,789		25,643
541	GRIGGS HALL	84,067	70,149		
* 542	PLANETARIUM	2,883	2,257		3,175
543	CONCOURSE B	5,156	4,446		

Assault

[illegible]

[illegible]

building data

campus: MOVYIS

[illegible]

building data

campus: Crookston

[illegible]

building data

campus: W2502

[illegible]



## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER C.12 INVENTORY OF STATE OWNED LAND

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.







## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 20, 1977

SUBJECT: INVENTORY OF STATE OWNED LAND  
REFERENCE NO C.12

In June, 1977 a survey of all State departments and independent agencies was conducted for the purposes of developing a comprehensive list of State owned real property in Minnesota and agencies responsible for managing those properties. Available data related to State land ownership had clearly identified nine departments as key agencies having responsibility for land management in Minnesota. These State agencies include the following:

1. Department of Administration
2. Department of Corrections
3. Department of Military Affairs
4. Department of Natural Resources
5. Department of Public Welfare
6. Department of Transportation (Divisions of Right-of-Way and Aeronautics)
7. Board for Community Colleges
8. State University Board
9. University of Minnesota

There was no data readily available which clearly indicated that only these State agencies were responsible for land management. Available data, in fact, suggested that other agencies might be involved in land management at a smaller scale. Since any system of payments in lieu of taxes may affect all State agencies, it was agreed that a very simple

mail response survey should be conducted which would include all State departments and independent agencies except the above nine departments. A questionnaire was prepared and submitted to approximately ninety State departments, agencies and commissions excluding those key agencies listed above which were known to manage property and were contacted in person. A copy of the questionnaire utilized in this survey is attached at the end of this work paper. Agencies which did not respond to the questionnaire or gave responses needing clarification were contacted by telephone to complete the survey. By the end of June, all agencies, departments and commissions contacted in the survey had responded to the questionnaire. Data discrepancies and overlaps were than clarified through direct contacts with the affected agencies. The agencies surveyed and their responses are tabulated in Table 1. As a result of this survey, ten additional agencies were identified as land managers of 2,786 acres of land in the State. These agencies include the following:

1. Department of Agriculture
2. Department of Employment Services
3. Department of Veterans Affairs
4. Iron Range Resources and Rehabilitation Board
5. Metropolitan Transit Commission
6. Metropolitan Waste Control Commission
7. Minnesota Higher Education Facilities Authority
8. Minnesota State Agricultural Society (Minnesota State Fair)
9. Minnesota Zoological Garden

In addition, the Department of Education has assumed responsibility for the management of two schools for the handicapped in Faribault as of July 1, 1977. These schools were previously managed by the Department of Public Welfare and are reported in work paper C.7. The amount and location of the properties managed by the above agencies is identified in Table 2.

#### Principal Observations

1. A total of 19 State agencies are involved in the management of State owned real property in Minnesota. The degree of responsibility ranges from a low of less than two acres of property (Department of Employment Services) to a high of over 5 million acres of land (Department of Natural Resources). The land management policies and procedures of those agencies having principal responsibility for land management are detailed in individual work papers.

2. No single source of information was available which identified all State agencies responsible for land management in Minnesota. While certain activities such as acquisition, disposition and leasing of property are supposed to be channeled through the Department of Administration, in some cases this has not occurred.
3. There is a lack of general understanding regarding the legal status of legislatively created local authorities and commissions with regard to their status as State or local agencies. Legal assistance has been requested on this issue and will be reported in a forthcoming work paper.
4. The University of Minnesota is treated as a separate entity unlike any other State agency. For example, acquisition, disposition and leasing of properties is handled by the Department of Administration for all State agencies except the University of Minnesota (subject to the discrepancies which may occur in actual practice as stated above). The Land Documents Division of the Department of Finance is the repository for all legal documents in the State except those related to the University of Minnesota. Similarly, the Department of Finance handles the finances of all State agencies except the University of Minnesota.
5. The dispersion of State land management responsibilities among a number of State agencies has created difficulties in maintaining accurate central data bases and has caused a sense of confusion and a lack of credibility with regard to information on State land ownership in Minnesota.

TABLE 1  
SUMMARY OF STATE AGENCY SURVEY RESULTS<sup>(1)</sup>

Agency	Land Management		Land (acres)	Buildings (gross sq. ft.)
	Yes	No		
Abstractors, Board of	-	x	-	-
Accountancy, Board of	-	x	-	-
Administration, Department of	x	-	(2)	(2)
Aesthetic Environment Program	-	x	-	-
Architecture, Engineering, Land Surveying and Landscape Architecture, Board of	-	x	-	-
Agricultural Society, Minnesota State (Minn. State Fair)	x	-	300.0	600,000
Agriculture, Dept. of	x	-	13.5	6,390
Arts Board	-	x	-	-
Assessors, Board of	-	x	-	-
Attorney General	-	x	-	-
Auditor	-	x	-	-
Barber Examiners, Board of	-	x	-	-
Bicentennial Commission	-	x	-	-
Boxing, Board of	-	x	-	-
Cable Communications Board	-	x	-	-
Capitol Area Architectural and Planning Board	-	x	-	-
Chiropractic Board of Examiners	-	x	-	-
Commerce, Department of	-	x	-	-
Community Colleges, Board of	x	-	(2)	(2)
Corrections, Department of	x	-	(2)	(2)
Council for the Handicapped	-	x	-	-
Credit Union	-	x	-	-
Cosmotology, Board of	-	x	-	-
Crime Prevention and Control, Governor's Commission on	-	x	-	-
Dentistry, Board of	-	x	-	-
Economic Development, Department of	-	x	-	-
Education, Department of	x <sup>(3)</sup>	-	(3)	(3)
Electricity, Board of	-	x	-	-
Employment Services, Department of	x	-	1.9	196,036
Energy Agency	-	x	-	-
Environmental Quality Board	-	x	-	-
Ethical Practices Board	-	x	-	-
Examiners for Nursing Home Administrators, Board of	-	x	-	-
Finance, Department of	-	x	-	-
Fire Service Education & Research, Advisory Council on	-	x	-	-
Geological Survey <sup>(4)</sup>	-	x	-	-
Health, Department of	-	x	-	-
Higher Education Coordinating Board	-	x	-	-
Higher Education Facilities Authority	x	-	(5)	(5)
Highway Credit Union	-	x	-	-
Housing Finance Agency	-	x	-	-
Human Rights, Department of	-	x	-	-
Human Services, Office of	-	x	-	-
Humane Society	-	x	-	-
Indian Affairs Intertribal Board	-	x	-	-
Intergovernmental Information Services Advisory Council	-	x	-	-
Investment Board	-	x	-	-
Iron Ranges Resources and Rehabilitation Board	x	-	520.0	13,200
Labor & Industry, Department of	-	x	-	-
Law Examiners, Board of	-	x	-	-
Lawyers Professional Responsibility Board	-	x	-	-
Livestock Sanitary Board	-	x	-	-
Manpower Office, Governors	-	x	-	-
Mediation Services, Bureau of	-	x	-	-
Medical Examiners, Board of	-	x	-	-
Metropolitan Transit Authority	x	-	22.0	-
Metropolitan Waste Control Commission	x	-	1,335.0	-
Military Affairs, Department of	x	-	(2)	(2)
Minneapolis-St. Paul Metropolitan Airports Commission <sup>(6)</sup>	-	x	-	-

TABLE 1 (Continued)

Agency	Land Management		Land (acres)	Buildings (gross sq. ft.)
	Yes	No		
Minnesota Educational Computing Consortium	-	X	-	-
Minnesota-Wisconsin Boundary Area Commission	-	X	-	-
Natural Resources, Department of	X	-	(7)	(7)
Nursing, Board of	-	X	-	-
Occupational Information System	-	X	-	-
Optometry, Board of	-	X	-	-
Peace Officers Standards and Training Board	-	X	-	-
Personnel, Department of	-	X	-	-
Pharmacy, Board of	-	X	-	-
Podiatry, Board of	-	X	-	-
Pollution Control Agency	-	X	-	-
Psychology, Board of	-	X	-	-
Public Employees Retirement Association	-	X	-	-
Public Employment Relations Board	-	X	-	-
Public Safety, Department of	-	X	-	-
Public Service, Department of	-	X	-	-
Public Welfare, Department of	X	-	(2)	(2)
Revenue, Department of	-	X	-	-
Secretary of State	-	X	-	-
Southern Minnesota Rivers Basin Commission	-	X	-	-
State Law Library	-	X	-	-
State Planning Agency	-	X	-	-
State Retirement System	-	X	-	-
State University Board	X	-	(2)	(2)
Supreme Court	-	X	-	-
Tax Court	-	X	-	-
Teachers Retirement Association	-	X	-	-
Transportation, Department of	X	-	(2)	(2)
Treasurer	-	X	-	-
University of Minnesota	X	-	(2)	(2)
Veterans Affairs, Department of	X	-	114.0	-
Veterinary Examining Board	-	X	-	-
Volunteer Services, Governor's Office of	-	X	-	-
Watchmakers Board	-	X	-	-
Water Resources Board	-	X	-	-
Zoological Garden, Minnesota	X	-	480.0	-

- (1) Survey conducted by Barton-Aschman Associates, Inc., June, 1977.
- (2) Not contacted in this survey. See work papers for each agency (C.1, C.2, C.3, C.6, C.7, C.8, C.9, C.10, C.11).
- (3) Schools for the Handicapped in Faribault transferred from Department of Public Welfare to Department of Education on July 1, 1977. (See Work Paper C. 6)
- (4) Receives monies from Salt Spring Lands but does not manage any land.
- (5) Located on 23 private college campus sites around the State. The Authority issues tax-exempt revenue bonds with which to purchase a site, construct a new facility, remodel an existing facility, or refinance an existing facility. It does not keep an inventory of the exact land acreage or square footage. Lands are transferred to the private college for a nominal fee when the bond is repaid.
- (6) These agencies manage real property but have indicated that the lands are local, not state, lands.
- (7) Not contacted in this survey. See Phase I work papers and summary report.

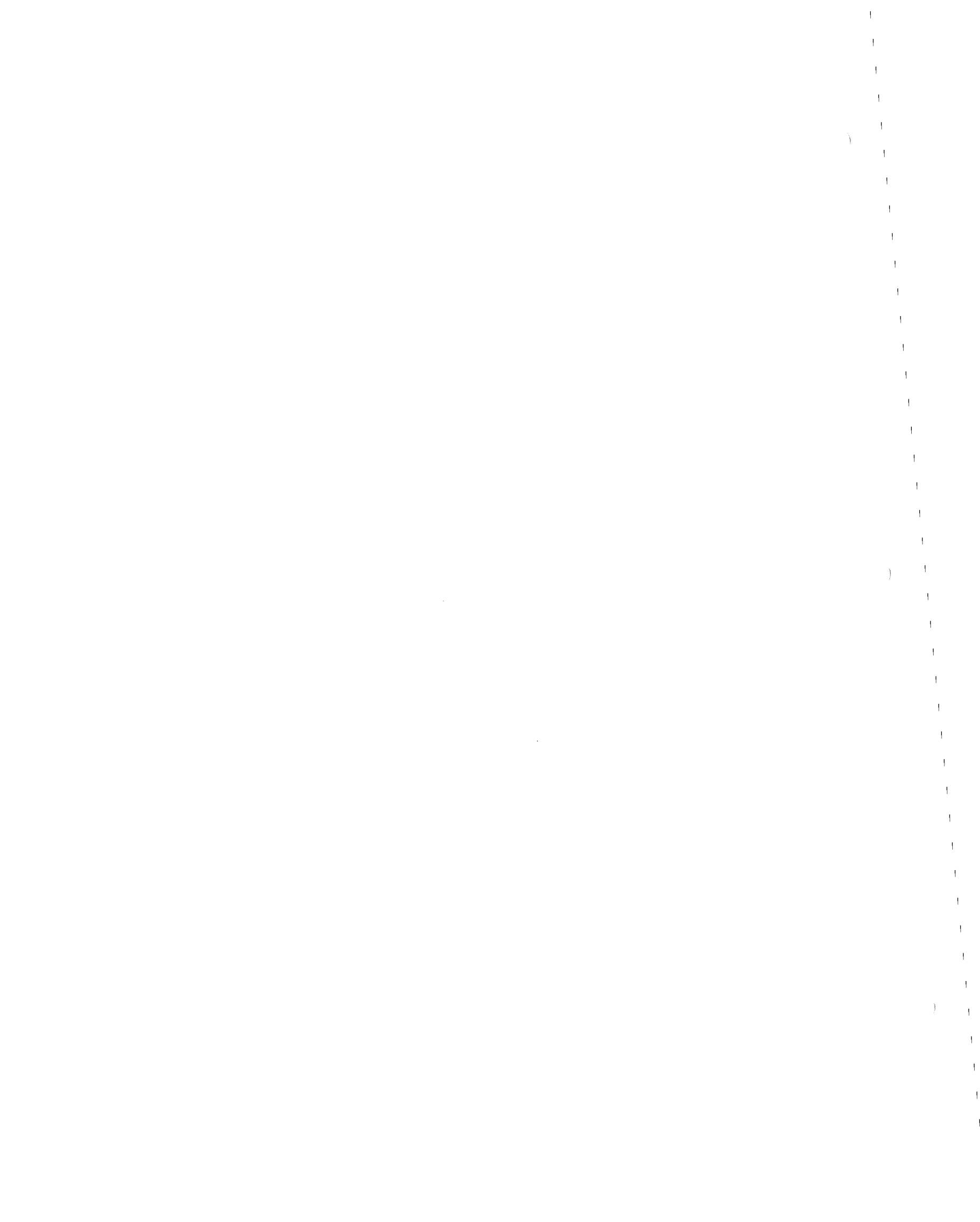
TABLE 2  
LOCATION OF MISCELLANEOUS STATE LANDS<sup>(1)</sup>

Agency	County	City	Acres
Agricultural Society	Ramsey	Falcon Heights St. Paul	300.0
Agriculture, Dept. of	Scott Polk	Shakopee East Grand Forks	13.5
Employment Services, Dept. of	Ramsey Hennepin Stearns	St. Paul Minneapolis St. Cloud	0.7 0.6 0.6
Higher Education Facilities Authority	23 private college campuses located throughout the state		
Iron Range Resources & Rehabilitation Board	St. Louis	-	520.0
Metropolitan Transit Authority	Hennepin Ramsey	Minneapolis Brooklyn Center St. Paul	22.0
Metropolitan Waste Control Commission	Twin Cities Metropolitan Area		1,335.0
Veterans Affairs, Dept. of	Hennepin	Minneapolis Orono Twp.	52.0 62.0
Zoological Garden	Dakota	Apple Valley	<u>480.0</u>
TOTAL			2,786.4

(1)SOURCE: State Agency Survey conducted by Barton-Aschman Associates, Inc., June, 1977. See other work papers and Phase I documentation for principal state agencies managing land.

APPENDIX

LAND INVENTORY QUESTIONNAIRE







# Minnesota Public Lands Impact Study

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

## INVENTORY OF STATE OWNED LAND

The Legislative Commission on Minnesota Resources in association with the Tax Study Commission is conducting a study of the impacts of public land ownership on local units of government. An inventory of State owned property and agencies responsible for managing these lands is being undertaken as a part of this effort. Please take the time now to answer the following questions. Every agency's participation is needed and necessary!

1. Name of Department/Agency \_\_\_\_\_  
\_\_\_\_\_
2. Does your agency manage any real property (land and/or buildings) owned by the State?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_
3. If yes, how much real property?  
\_\_\_\_\_ acres of land  
\_\_\_\_\_ square feet of buildings
4. Where is this property located?  
City/Township \_\_\_\_\_  
County \_\_\_\_\_
5. Who should be contacted for additional information?  
Name \_\_\_\_\_  
Telephone \_\_\_\_\_

Thank you for your cooperation. Please return this questionnaire by Friday, June 17, 1977 to:

Legislative Commission on Minnesota Resources  
8-46 State Capitol

A self-addressed return envelope has been provided for your convenience.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER C.13 LAND HOLDINGS, PAYMENTS AND LAND RECORDS OF THE U.S. POSTAL SERVICE

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when the where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 20, 1977

SUBJECT: LAND HOLDINGS, PAYMENTS AND LAND RECORDS OF THE  
U.S. POSTAL SERVICE  
REFERENCE NO. C.13

The U.S. Postal Service operates 897 postal facilities located in all 87 of Minnesota's counties. These facilities occupy 3.9 million square feet of building space and 253 acres of land.

The majority (94 percent) of these postal facilities are on private property leased by the Postal Service for their use. Only 66 of the 897 postal facilities in Minnesota are owned by the U.S. Postal Service (see Table 1).

Every county in the State has U.S. Postal Service leased property within its boundaries but only 42 counties contain U.S. Postal Service owned property (see Figure 1).

### Land Ownership

The total acreage of land owned by U.S.P.S. in Minnesota amounts to only 118.8 acres. This is about half the land used by the U.S.P.S. Only 3 counties have more than 3 acres of U.S.P.S. land (see Table 1): Hennepin County has 15.5 acres; Ramsey County has 16.9 acres; and Dakota County has 57 acres. Altogether these 3 counties represent 75 percent of the land owned by U.S.P.S. in the State. The Minneapolis bulk mail center located in Dakota County accounts for all 57 acres of Dakota County's U.S.P.S. owned land. This one facility alone represents 48 percent of all the U.S.P.S. owned land in the State.

The U.S.P.S. owns 2,092,919 square feet of building space in Minnesota. Most of the 42 counties which have U.S.P.S. owned buildings within them contain only modest amounts of building space. Seventy-eight percent of counties with U.S.P.S. owned buildings have less than 20,000 square feet of U.S.P.S. owned building space. The vast majority of U.S.P.S.

TABLE 1  
NUMBER OF U.S. POSTAL SERVICE FACILITIES BY COUNTY<sup>(1)</sup>

County	Total U.S.P.S. Facilities	U.S.P.S. Owned Facilities	U.S.P.S. Leased Facilities	G.S.A. Owned Facilities	Sq. Ft. of Land Owned by U.S.P.S.	Sq. Ft. of Building Owned by U.S.P.S.
Aitkin	7	-	7	-	-	-
Anoka	6	2	5*	-	94,980	19,392
Becker	11	-	11	-	-	-
Beltrami	11	-	10	1	-	-
Benton	5	-	5	-	-	-
Big Stone	6	-	6	-	-	-
Blue Earth	12	1	11	-	87,480	56,475
Brown	8	2	6	-	66,609	16,713
Carlton	10	1	9	-	12,164	12,575
Carver	12	-	12	-	-	-
Cass	13	-	13	-	-	-
Chippewa	5	1	4	-	16,618	9,056
Chisago	11	-	11	-	-	-
Clay	12	1	11	-	45,000	9,687
Clearwater	6	-	6	-	-	-
Cook	6	-	6	-	-	-
Cottonwood	8	2	6	-	76,562	21,189
Crow Wing	14	1	13	-	47,100	12,162
Dakota	15	4	11	-	2,483,000	406,134
Dodge	6	-	6	-	-	-
Douglas	10	1	9	-	37,920	8,357
Faribault	12	-	12	-	-	-
Fillmore	14	1	13	-	18,395	7,432
Freeborn	14	1	13	-	26,992	12,921
Goodhue	10	1	9	-	17,303	11,477
Grant	7	-	7	-	-	-
Hennepin	68	6	74	3	676,403	378,013
Houston	7	1	6	-	18,000	5,058
Hubbard	7	1	6	-	17,500	5,892
Isanti	6	1	5	-	12,420	3,121
Itasca	19	1	18	-	28,000	12,332
Jackson	6	-	6	-	-	-
Kanabec	3	-	3	-	-	-
Kandiyohi	13	-	13	-	-	-
Kittson	8	-	8	-	-	-
Koochiching	9	1	8	-	17,750	8,028
Lac Qui Parle	6	-	6	-	-	-
Lake	5	-	5	-	-	-
Lake of the Woods	3	-	2	1	-	-
Le Sueur	9	-	9	-	-	-
Lincoln	6	-	6	-	-	-
Lyon	10	1	9	-	17,424	7,555
Mahnomen	4	-	4	-	-	-
Marshall	10	-	10	-	-	-
Martin	9	1	8	-	15,621	7,986
McLeod	8	1	7	-	17,424	8,306
Meeker	7	1	6	-	20,826	5,248
Mille Lacs	8	-	8	-	-	-
Morrison	13	1	12	-	25,188	16,553
Mower	13	-	13	-	-	-

TABLE 1 - continued  
NUMBER OF U.S. POSTAL SERVICE FACILITIES BY COUNTY<sup>(1)</sup>

County	Total U.S.P.S. Facilities	U.S.P.S. Owned Facilities	U.S.P.S. Leased Facilities	G.S.A. Owned Facilities	Sq. Ft. of Land Owned by U.S.P.S.	Sq. Ft. of Building Owned by U.S.P.S.
Murray	9	-	9	-	-	-
Nicollet	5	1	4	-	17,325	5,967
Nobles	12	1	11	-	12,508	5,695
Norman	9	1	8	-	16,500	6,972
Olmsted	7	-	7	-	-	-
Otter Tail	18	1	17	-	20,054	28,549
Pennington	3	1	2	-	24,500	11,786
Pine	12	-	12	-	-	-
Pipestone	6	1	5	-	22,600	6,856
Polk	17	2	15	-	36,583	22,027
Pope	7	-	7	-	-	-
Ramsey	28	6	21	1	734,454	799,089
Red Lake	3	-	3	-	-	-
Redwood	14	-	13	1	-	-
Renville	10	-	10	-	-	-
Rice	7	2	5	-	54,904	28,462
Rock	8	-	8	-	-	-
Roseau	8	-	8	-	-	-
St. Louis	49	5	43	1	97,775	46,910
Scott	8	-	8	-	-	-
Sherburne	6	-	6	-	-	-
Sibley	6	-	6	-	-	-
Stearns	23	1	22	-	13,000	7,636
Steele	6	-	6	-	-	-
Stevens	5	1	4	-	8,400	9,437
Swift	8	-	8	-	-	-
Todd	11	1	10	-	21,800	7,772
Traverse	4	-	4	-	-	-
Wabasha	10	2	8	-	41,725	13,583
Wadena	5	1	4	-	21,000	5,248
Waseca	5	1	4	-	24,768	10,598
Washington	14	1	13	-	70,312	-
Watsonwan	8	1	7	-	17,400	6,152
Wilkin	6	1	5	-	23,541	8,518
Winona	8	-	8	-	-	-
Wright	16	-	16	-	-	-
Yellow Medicine	8	-	8	-	-	-
TOTAL	897	66	839	8	5,175,828 (118.8 acres)	2,092,919

(1) Source: U.S.P.S. (G.S.A. owned buildings not included - see Work Paper C.4).

building space is located in the Minneapolis-St. Paul metropolitan area. Ramsey, Dakota and Hennepin Counties are the 3 largest counties with respect to square footage of U.S.P.S. owned building space. Combined together, these 3 metropolitan area counties account for 76 percent of the State's total U.S.P.S. owned building space.

The G.S.A. owns 8 postal service facilities located in 6 counties in addition to those owned by U.S.P.S. (see Table 1). These facilities occupy 8.75 acres of land and 140,151 square feet of building. Facilities owned by G.S.A. are reported in Work Paper C.4.

#### Acquisition and Disposal Policies

The U.S. Postal Service manages its own land acquisition and building acquisition or construction. At one time, G.S.A. handled all U.S.P.S. property, but this is no longer true. The postal services actions are subject to A-95 review. They also must pay for the relocation of previous tenants.

Disposal of buildings no longer of use to the postal service is handled by the postal service itself. Postal buildings typically have a useful life of 25 years. Buildings to be disposed of are appraised to establish a selling price. Usually appraisals are done by an outside appraiser. Occasionally, the U.S.P.S. will handle its own appraisals for small structures.

#### Leasing Policies

Ninety-four percent of the State's postal facilities are leased facilities while only 50 percent of the State's total acreage of land controlled by the U.S.P.S. is leased and only 44 percent of the total U.S.P.S. controlled square footage of building space is leased. This is indicative of the fact that most of the largest postal facilities are owned by U.S.P.S. while most of the smallest facilities are leased.

Leased postal facilities are concentrated in a few counties but not nearly so concentrated as U.S.P.S. owned facilities are. The 6 counties containing the most U.S.P.S. leased acreage account for 52 percent of the State's total (see Table 2). The six counties are: Hennepin County, 21.8 acres; Ramsey County, 17.0 acres; St. Louis County, 13.1 acres; Olmsted County, 5.1 acres; Washington County, 4.8 acres; and Stearns County, 3.6 acres.

Most counties (70 percent) contain less than 1 acre of leased U.S.P.S. land and very few contain more than 2 acres. Approximately 90 percent of the State's counties have less than 2 acres of U.S.P.S. leased land.

The U.S.P.S. leases 1,666,237 square feet of building space in the State. Some space is leased in every county in the State. In most cases (76 percent), counties have less than 15,000 square feet of U.S.P.S. leased



# COUNTIES WITH U.S.P.S. OWNED LAND

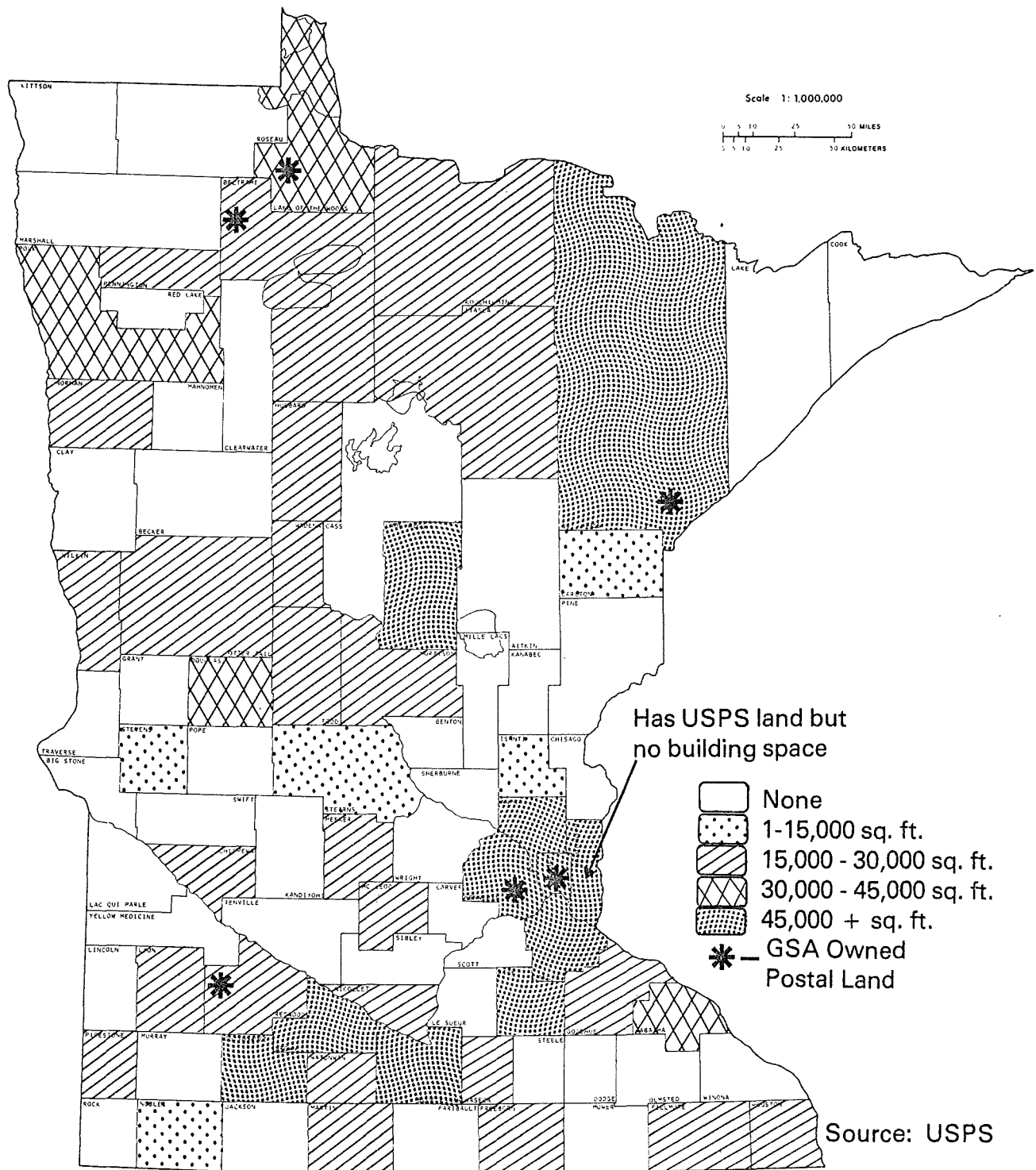


FIGURE C.13.1

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

TABLE 2  
U.S. POSTAL SERVICE LEASED FACILITIES BY COUNTY<sup>(1)</sup>

County	Total U.S.P.S. Facilities	Total <sup>(2)</sup> Estimated Property Tax	U.S.P.S. Leased Facilities	Sq. Ft. of Land Leased	Sq. Ft. of Buildings Leased
Aitkin	7	\$ 2,674	7	36,673	11,158
Anoka	6	4,527	5*	30,682	5,165
Becker	11	18,916	11	65,168	23,079
Beltrami	11	3,059	10	25,688	6,882
Benton	5	3,738	5	16,258	7,318
Big Stone	6	2,121	6	30,244	7,990
Blue Earth	12	9,001	11	40,324	13,966
Brown	8	7,019	6	24,673	9,537
Carlton	10	3,271	9	46,509	10,189
Carver	12	14,253	12	81,640	18,920
Cass	13	7,912	13	54,967	14,484
Chippewa	5	2,328	4	22,507	6,736
Chisago	11	7,512	11	72,594	16,136
Clay	12	5,665	11	32,315	10,367
Clearwater	6	2,175	6	18,192	6,406
Cook	6	1,845	6	9,717	3,438
Cottonwood	8	2,277	6	11,143	6,579
Crow Wing	14	7,325	13	31,803	13,656
Dakota	15	9,010	11	58,498	20,097
Dodge	6	5,303	6	26,680	8,629
Douglas	10	6,299	9	3,145	8,541
Faribault	12	7,182	12	36,443	19,864
Fillmore	14	9,704	13	50,904	18,886
Freeborn	14	5,612	13	21,512	9,699
Goodhue	10	8,078	9	47,491	14,795
Grant	7	3,785	7	28,273	9,993
Hennepin	68	154,971	74	948,484	254,363
Houston	7	4,813	6	16,556	8,810
Hubbard	7	1,648	6	6,982	3,762
Isanti	6	2,504	5	12,472	7,272
Itasca	19	9,039	18	45,795	13,683
Jackson	6	3,117	6	25,471	10,468
Kanabec	3	2,309	3	9,658	4,148
Kandiyohi	13	19,853	13	88,864	33,649
Kittson	8	2,902	8	20,330	7,998
Koochiching	9	3,204	8	21,790	6,761
Lac Qui Parle	6	3,720	6	14,186	7,994
Lake	5	4,837	5	31,290	8,773
Lake of the Woods	3	609	2	2,103	994
Le Sueur	9	6,286	9	44,134	17,707
Lincoln	6	1,829	6	24,783	7,748
Lyon	10	3,621	9	28,913	11,245
Mahnomen	4	1,991	4	15,746	3,506
Marshall	10	4,721	10	50,838	12,425
Martin	9	2,582	8	30,216	12,079
McLeod	8	4,725	7	22,988	10,464
Meeker	7	3,639	6	25,453	8,376
Mille Lacs	8	2,884	8	29,351	14,680
Morrison	13	3,732	12	40,069	9,973
Mower	13	12,358	13	90,567	31,544

TABLE 2 (Continued)  
U.S. POSTAL SERVICE LEASED FACILITIES BY COUNTY<sup>(1)</sup>

County	Total U.S.P.S. Facilities	Total <sup>(2)</sup> Estimated Property Tax	U.S.P.S. Leased Facilities	Sq. Ft. of Land Leased	Sq. Ft. of Buildings Leased
Murray	9	\$ 6,953	9	34,039	10,716
Nicollet	5	1,407	4	8,690	3,633
Nobles	12	5,758	11	35,448	8,954
Norman	9	2,961	8	16,710	6,807
Olmsted	7	60,745	7	220,665	65,422
Otter Tail	18	10,351	17	82,864	21,616
Pennington	3	917	2	4,245	1,563
Pine	12	6,515	12	47,189	12,411
Pipestone	6	1,362	5	15,733	5,017
Polk	17	6,565	15	36,501	14,979
Pope	7	4,065	7	20,070	8,200
Ramsey	28	108,619	21	741,564	194,728
Red Lake	3	1,415	3	7,055	2,633
Redwood	14	5,003	13	21,241	12,089
Renville	10	4,521	10	57,007	20,409
Rice	7	2,394	5	10,584	4,841
Rock	8	1,974	8	36,236	8,794
Roseau	8	1,365	8	26,183	8,552
St. Louis	49	209,571	43	569,076	158,491
Scott	8	11,288	8	59,678	21,318
Sherburne	6	4,464	6	29,972	7,333
Sibley	6	6,228	6	24,918	13,654
Stearns	23	20,436	22	155,218	55,392
Steele	6	19,794	6	61,315	23,861
Stevens	5	2,308	4	19,178	4,563
Swift	8	5,117	8	25,099	11,070
Todd	11	4,910	10	35,438	14,299
Traverse	4	1,597	4	12,616	6,453
Wabasha	10	4,305	8	10,605	6,577
Wadena	5	1,656	4	25,353	5,954
Waseca	5	2,119	4	10,442	4,502
Washington	14	29,093	13	211,203	33,089
Watonwan	8	2,449	7	23,441	8,828
Wilkin	6	1,998	5	9,057	3,417
Winona	8	16,224	8	79,927	28,032
Wright	16	7,132	16	85,557	24,395
Yellow Medicine	8	3,536	8	31,315	12,713
TOTAL	897	\$1,001,068	839	5,472,541	1,666,237
				(125.6 acres)	

(1) Source: U.S.P.S.

(2) Total estimated property tax includes property taxes paid directly as well as estimates of property taxes paid as a part of rent payments. U.S.P.S. has calculated that property taxes represent 20-65 percent of rent payments for leased property where U.S.P.S. does not pay property taxes as a separate item. For purposes of this study property taxes were conservatively estimated to be 35 percent of rent payments.

space. The three counties with the most U.S.P.S. leased space are Hennepin, Ramsey and St. Louis Counties. Together they account for 36 percent of the total U.S.P.S. leased building space in the State.

Where the postal service owns a building and has more space than it needs, the excess space in the building is leased out. Any excess space is first offered to G.S.A. who in turn may lease the space to any Federal agencies desiring more space. If G.S.A. cannot find a Federal tenant, the responsibility for renting the excess space in the building is returned to the Postal Service. The Postal Service then offers the space to the State, county and city in that order. If none of these local governments desire the space, the postal service can then make the excess space in the building available to private parties.

The U.S.P.S. leased out space in 12 different Minnesota communities in 1976. The income from these leases amounted to \$657,804. Except for \$2,400 from private parties in South St. Paul, all of the income from leased out space came from G.S.A. tenants (see Table 3). Over 80 percent of income from leases came from space leased out in St. Paul.

#### Payments

The U.S.P.S. makes no special payments in lieu of property taxes of any kind on property they own. They also do not pay special assessments.

The U.S.P.S. does pay property taxes on property they lease. Depending on the leasing arrangement, property taxes are either paid directly by the postal service or are included as part of the building rent. It is estimated that the postal service paid approximately \$1.0 million in property taxes to local taxing jurisdictions in Minnesota for the 126 acres of land and 1.7 million square feet of building space leased during 1975. Total estimated taxes by County (see Table 2) amount to between \$1,000 and \$7,000 for three-fourths of the State's 87 counties. Taxing jurisdictions in counties containing major cities tended to receive the largest sums of money. The four counties which received the largest sums of money were: St. Louis County, \$210,000; Hennepin County, \$155,000; Ramsey County, \$109,000; and Olmsted County, \$61,000.

#### Records

The U.S.P.S. uses a computerized record keeping system for managing its postal facilities. The system is called the "Facilities Management System." It holds data describing building and site uses, physical building and site characteristics, lease type, new project information and other pertinent facts (see Figure 2).

TABLE 3  
INCOME FROM TENANTS IN U.S.P.S. OWNED BUILDINGS<sup>(1)</sup>

County	City	Income From G.S.A. Tenants	Income From Private Tenants
Blue Earth	Mankato	\$ 22,768	-
Clay	Moorhead	764	-
Crow Wing	Brainerd	9,572	-
Dakota	S. St. Paul	7,780	\$2,400
Freeborn	Albert Lea	14,764	-
Koochiching	International Falls	720	-
Olmstead	Rochester	488	-
Ottertail	Fergus Falls	20,680	-
Pipestone	Pipestone	2,612	-
Ramsey	St. Paul	555,572	-
Rice	Faribault	2,372	-
St. Louis	Ely	19,712	-
TOTAL	12 cities	\$655,404	\$2,400

<sup>(1)</sup>Source: U.S.P.S.

# POSTAL SERVICE DATA INPUT FORM

U.S. POSTAL SERVICE FACILITIES MANAGEMENT SYSTEM - DATA INPUT									
1. REPORT DATE (N6)		2. FINANCE NO. (A6)		3. SUBLOC. NO. (A3)		4. PROJECT NO. (A6)		FACILITY IDENTIFICATION (NOT INPUT)	
SECTION I. FACILITY DESCRIPTION DATA									
5. TRANS. CODE (A2)		6. FVS CODE (A1)		7. PROJECT DESCRIPTION (A25)		8. STATE (A2)		9. REGION (A2)	
10. PROJ. DESC. CODE (A2)		11. POST OFFICE (A20)		12. NAME OF UNIT (A21)		13. LAND CODE (A1)		14. BLDG CODE (A1)	
15. STREET ADDRESS (A23)				16. ZIP CODE (A5)		17. COUNTY (A16)			
SECTION II. REAL ESTATE DATA									
18. TRANS. CODE (A2)		23. FVS CODE (A1)		28. ANNUAL RENT RECEIVED (N8)		33. BUILDING ACQ. CODE (A1)			
19. LAND - COST (N9)		24. TERMINATION NOTICE DAYS REQ. (N3)		29. PURCHASE OPTION PRICE (A10)		34. ALPHA - I (A10)			
20. LAND - DATE ACQUIRED (A4)		25. RENEWAL OPTION NO. & TOTAL YRS. (N3)		30. PURCHASE OPTION NOTICE DATE (A6)		35. ALPHA - II (A10)			
21. BUILDING-COST (N10)		26. RENEWAL OPTION ANNUAL RENT (N9)		31. TYPE OF SCF (A1)		36. NUMERIC - I (N7)			
22. BUILDING DATE ORIG. OCCUPIED (A4)		27. RENEWAL OPTION DAYS NOTICE REQ. (N3)		32. TYPE OF QUARTERS (A1)		37. NUMERIC - II (N7)			
GSA IDENTIFICATION CODES									
38. INSTALLATION NO. (N5)		39. STATE CODE (A2)		40. CITY CODE (A4)		41. COUNTY CODE (A3)		42. USAGE CODE (A2)	
43. RESERVED									
SECTION III. MISCELLANEOUS FACILITIES DATA									
44. TRANS. CODE (A2)		53. FVS CODE (A1)		62. LOOKOUT GALLERIES (A1)		71. AIR CONDITIONING EQUIPMENT (A1)			
45. INTERIOR USPS OCCUPIED SQ FT (N7)		54. INTERIOR TOTAL FACILITY SQ FT (N7)		63. NUMBER OF ELEVATORS (A2)		72. TYPE FUEL (A2)			
46. INTERIOR SQ FT VACANT (N7)		55. TOTAL SQ FT PLATFORM AND RAMP (N5)		64. LESSOR USPS EMPLOYEE (A1)		73. ELECTRICITY (A1)			
47. INTERIOR SQ FT OCCUPIED BY GSA (N7)		56. TOTAL SITE SQ FT (N8)		65. USPS TENANT (A1)		74. HEAT (A1)			
48. INTERIOR SQ FT OCCUPIED BY OTHER THAN GSA (N7)		57. USPS PARKING AND MANEUVERING SQ FT (N8)		66. BUILDING - TYPE CONSTRUCTION (A1)		75. TRASH REMOVAL (A1)			
49. INTERIOR SQ FT VMP (N5)		58. EXTERIOR SQ FT NOT UTILIZED (N7)		67. SERVICE LIFE (N2)		76. WATER (A1)			
50. INTERIOR SQ FT CVP (N5)		59. EXTERIOR GSA PKG SQ FT (N5)		68. MANAGEMENT RESPONSIBILITY CODE (A1)		77. SEWERAGE (A1)			
51. INTERIOR GSA PKG SQ FT (N5)		60. PAINT CLAUSE (A1)		69. MAINTENANCE RESPONSIBILITY (A1)		78. SNOW REMOVAL (A1)			
52. USPS/GSA JOINT USE SQ FT (N5)		61. DATE LAST PAINTED (A4)		70. SPACE ASSIGNMENT RESPONSIBILITY (A1)		79. CUSTODIAL SERVICE (A1)			
SECTION IV. PROJECT SCHEDULE DATA									
80. TRANS. CODE (A2)		81. SCHEDULE CODE (A1)		82. MGMT. SCF (A3)		83. PRIORITY (A6)		84. RESPONSIBILITY (A15)	
85. PROJECT START (A7)		86. CIC APPROVAL (A7)		87. SITE COMMITMENT (A7)		88. SITE ACQUISITION (A7)		89. A/E AWARD (A7)	
90. DESIGN COMPLETION (A7)		91. CONST. AWARD (A7)		92. CONST. COMPL. (A7)		93. PROJECT COMPL. (A7)		94. REAL EST. REP. (A3)	
SECTION V. PROJECT FINANCIAL DATA									
95. TRANS. CODE (A2)		96. STATUS CODE (A1)		97. FIELD OFFICE (A2)		98. TYPE CODE (A1)		99. PIC (A1)	
100. B/A CODE (A2)		101. B/A FINANCE NUMBER (A6)		102. PROJ. AUTHORIZATION NUMBER (A15)					
103. LAND BIC (A3)		104. LAND SUPPORT amt. (N6) BIC (A3)		105. RELOCATION amt. (N6) BIC (A3)		106. DESIGN BIC (A3)		107. CONSTRUCTION amt. (N6) BIC (A3)	
108. CONST. SUPPORT amt. (N6) BIC (A3)		109. F.M.-DESIGN amt. (N6) BIC (A3)		110. FAB. & INST. amt. (N6) BIC (A3)		111. F.M. SUPPORT amt. (N6) BIC (A3)		112. RESERVED	
SECTION VI. PROJECT COMMENTS									
113. TRANS. CODE (A2)		114. FVS CODE (A1)		115. COMMENTS A (A40)					
116. COMMENTS B (A40)									
117. COMMENTS C (A40)									

FIGURE C.13.2

## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.



## Minnesota Public Lands Impact Study — Phase 2

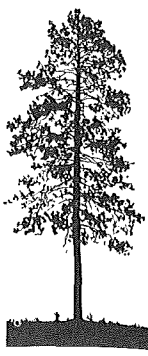
Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER C.14 CENTRAL FEDERAL RECORDS ON FEDERALLY HELD LANDS IN MINNESOTA

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.







## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: August 22, 1977

SUBJECT: CENTRAL FEDERAL RECORDS ON FEDERALLY HELD LANDS IN  
MINNESOTA  
REFERENCE NO. C.14

The Bureau of Land Management is the only known federal agency which publishes statistics on all federally held land throughout the U.S. This information is provided in the document "Public Land Statistics," which is published annually.

The "Public Land Statistics" publication provides information on federally owned land by agency for individual states. Data is not given for governmental jurisdictions smaller than states. The number of acres owned by each agency in each state is subdivided between public domain land and acquired land. The source of the Bureau of Land Management's information is the Reports Division of the central office of G.S.A.

Based on information published by the Bureau of Land Management in the "Public Land Statistics" report for 1976, 25 federal agencies held a combined total of 3,411,906.4 acres of land in the State of Minnesota (see Table 1) during 1975. Most of this land (nearly 3 million acres) was held by the Forest Service.

Some question as to the accuracy of this information exists. As an example, information received directly from the U.S.P.S. indicates that they own approximately 120 acres of land in Minnesota. The "Public Lands Statistics" report indicates that the U.S.P.S. owns less than 50 acres. Land ownership data from this source is summarized in Table 1.

TABLE 1  
FEDERAL LANDHOLDINGS BY AGENCY IN 1976

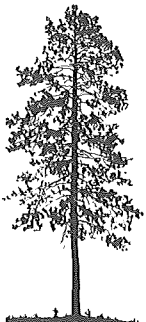
Agency	Public Domain Acres	Acquired Acres	Total Acres
DEPARTMENT OF AGRICULTURE			
- Agricultural Research Service		15.0	15.0
- Forest Service	1,116,891.0	1,692,084.0	2,808,975.0
DEPARTMENT OF COMMERCE			
- Environmental Protection Agency		53.2	53.2
- General Services Administration		83.7	83.7
DEPARTMENT OF HEALTH, EDUCATION AND WELFARE			
- Health Services Administration		3.7	3.7
- Social Security Administration		2.3	2.3
DEPARTMENT OF THE INTERIOR			
- Fish & Wildlife Service	288.2	366,846.9	367,135.1
- Geological Survey		1.3	1.3
- Bureau of Indian Affairs		28,697.9	28,697.9
- Bureau of Land Management	43,556.0		43,556.0
- Bureau of Mines		79.9	79.9
- National Park Service	283.0	35,866.0	36,149.1
- Bureau of Reclamation		42.1	42.1
DEPARTMENT OF JUSTICE			
- Immigration & Naturalization Service		9.0	9.0
- Board of Prisons		560.0	560.0
NATIONAL SCIENCE FOUNDATION			
		.4	.4
U.S. POSTAL SERVICE			
		46.9	46.9
DEPARTMENT OF TRANSPORTATION			
- Coast Guard	10.0	9.1	19.1
- Federal Aviation Administration		8.3	8.3

TABLE 1 - continued  
FEDERAL LANDHOLDINGS BY AGENCY IN 1976

Agency	Public Domain Acres	Acquired Acres	Total Acres
DEPARTMENT OF DEFENSE			
- Veterans Administration		859.7	859.7
- Air Force		1,651.0	1,651.0
- Army		2,515.0	2,515.0
- Navy		110.2	110.2
- Corps of Engineers	96,982.9	24,343.6	121,326.5
TOTAL 25 AGENCIES	1,258,011.1	2,153,895.3	3,411,906.4

Source: Bureau of Land Management, "Public Land Statistics," 1976.





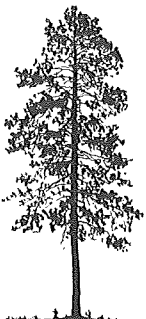
# Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

## WORKING PAPER D.1 MINNESOTA LAND MANAGEMENT INFORMATION SYSTEM

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 20, 1977

SUBJECT: MINNESOTA LAND MANAGEMENT INFORMATION SYSTEM  
REFERENCE D.1

This working paper summarizes the data available through the Minnesota Land Management Information System regarding state and federal lands in Minnesota, excluding natural resource lands and highway rights-of-way. Data used in this memorandum were obtained from the Minnesota Land Management Information System (State Planning Agency).

The Minnesota Land Management Information System (MLMIS) Project was initiated in 1967 with the Minnesota Lakeshore Development Study and was expanded to its present form in 1970 with the Map Land Use Study. Its purpose is to improve the quality of land use and resource management decisions. It is best suited for analysis and testing of gross assumptions and policy questions. In its present form, a detailed analysis of parcels cannot easily be performed because a listing of individual parcels is not available.

### State and Federal Lands

The Minnesota Land Management Information System includes general land ownership data for all land, both public and private, in Minnesota. However, individual owners (and in many cases public land management agencies) are not identified. The only federal lands which are identified by agency are natural resource lands. All federal lands managed for other than natural resource purposes are included in an "other federal" category and cannot be identified separately.

State lands which are identified by agency include Department of Natural Resources, Department of Transportation (except highway rights-of-ways), Department of Military Affairs, Department of Agriculture, Department of Corrections, Department of Public Welfare, University of Minnesota, Aeronautics, State Colleges, and Community Colleges. All other state

lands are categorized in an "other state" category and cannot be identified separately. State land ownership data included in the MLMIS is tabulated in Table 1 by county and managing agencies. As can be seen in this table, no acreage is included for Aeronautics or Community Colleges at the present time.

According to this record system, approximately 149,000 acres of land are managed by state departments for purposes other than natural resources or highway rights-of-way.

#### Sources of Data

Data for departments other than the Department of Natural Resources were collected in 1969 by a casual audit conducted by the State Planning Agency. No effort has been made since that time to update or verify the data included in the MLMIS on these agencies. Information available, sources, and dates for MLMIS variables are identified in Table 2. In most cases the data contained in the MLMIS files is obtained from outside sources. In many cases the data is not interpreted, rather the file from the outside source is used directly as input. Any errors in the files or data from these sources will persist in the MLMIS file. In general, the reliability of the data will depend on the type of information, the agency involved, and the manner in which the information was gathered.

In order to fit all parcels to a perfect square grid for mapping purposes, a system is utilized that converts all parcels to "standard" forties. Data in the MLMIS is based on a frequency count of standard 40-acre parcels. Acreage is estimated by multiplying the frequency count by 40 acres. The resulting error in acreage is estimated to be approximately 1.5 percent at the state level. The error will usually be greater when smaller subdivisions are considered. Whenever any state land is identified in a forty, the entire 40 acres is cataloged as state land. This is done to assure that all state land is represented in the system and in mapped outputs. Theoretically, therefore, state land will always be over-represented in the system. However, since some land has not been included due to lack of data or updating and the majority of land holdings are DNR holdings of 40-acre parcels, the margin of error at the state level is relatively small.

No automatic updating procedure exists at the present time for the MLMIS since it is currently in developmental stages.

#### Coverage

As indicated above, certain types of data, particularly in a detailed form, are not available from the MLMIS for state and federal lands managed for other than natural resource purposes. Variables V06 through V09 (see Table 2) are available for state and county lands but not for federal lands. Variable V05 is available for all federal, state and



county lands. Other variables apply to all lands, both public and private. Since this system is still in the formative stages, some of the data may not be currently available. In general, more data will be available for State natural resource lands than for other types of land.

#### Summary Reports and Mapping

MLMIS has the capability to print out any cross tabulations of the variables listed in Table 1. Data is outputted in the form of frequency counts of standard 40-acre parcels for a specified area. The area may be the state, a region, a county, a school district, a municipality, or a township although the degree of error will increase as the area size decreases. The number of forties corresponding to each variable are reported for a specified area as well as various percentile analyses. Cross tabulations which are higher than three dimensions can be obtained by a step-by-step procedure. Mappings are available as computer printouts (in which dots represent 40-acre parcels) coded with various symbols to represent different categories within a variable. Frequency tables are printed on all maps. A sample computer printout is included in the Appendix to this memorandum.

TABLE 1  
STATE LAND OWNERSHIP REPORTED BY MLMIS (EXCLUDING NATURAL RESOURCE LANDS AND HIGHWAY RIGHTS-OF-WAY) (1)

County	Department of Transportation	Military Affairs	Agriculture	Corrections	Welfare	University of Minnesota	Aeronautics	State Colleges	Community Colleges	Other	TOTAL
Aitkin	1,320	40	-	-	-	-	-	-	-	-	1,360
Anoka	200	40	-	-	2,520	-	-	-	-	600	3,360
Becker	480	-	-	-	-	-	-	-	-	-	480
Beltrami	280	40	-	-	-	-	-	200	-	-	520
Benton	240	-	-	-	-	-	-	-	-	-	240
Big Stone	520	-	-	-	-	-	-	-	-	-	520
Blue Earth	200	40	-	-	-	-	-	640	-	-	880
Brown	200	-	-	-	-	-	-	-	-	-	200
Carlton	1,040	40	-	-	-	3,680	-	-	-	3,200	7,960
Carver	240	-	-	-	1,000	-	-	-	-	-	1,240
Cass	1,640	80	-	280	-	-	-	-	-	-	2,000
Chippewa	240	40	-	-	-	-	-	-	-	-	280
Chisago	280	-	-	-	-	-	-	-	-	-	280
Clay	360	40	-	-	-	-	-	320	-	-	720
Clearwater	320	-	-	-	-	-	-	-	-	-	320
Cook	3,480	-	-	-	-	-	-	-	-	-	3,480
Cottonwood	40	40	-	-	-	-	-	-	-	-	80
Crow Wing	2,080	40	-	-	-	160	-	-	-	280	2,560
Dakota	800	80	-	-	-	7,960	-	-	-	480	9,320
Dodge	40	-	-	-	-	-	-	-	-	-	40
Douglas	480	40	-	-	-	-	-	-	-	-	520
Faribault	360	-	-	-	-	-	-	-	-	-	360
Fillmore	480	-	-	-	-	-	-	-	-	-	480
Freeborn	280	40	-	-	-	-	-	-	-	-	320
Goodhue	760	40	-	680	-	-	-	-	-	-	1,480
Grant	520	-	-	-	-	-	-	-	-	-	520
Hennepin	920	40	-	-	-	1,440	-	-	-	-	2,400
Houston	520	-	-	-	-	-	-	-	-	-	520
Hubbard	920	40	-	-	-	-	-	-	-	-	960
Isanti	200	-	-	-	-	2,200	-	-	-	360	2,760
Itasca	1,480	40	-	-	-	720	-	-	-	-	2,240
Jackson	160	40	-	-	-	-	-	-	-	-	200
Kanabec	600	-	-	-	-	-	-	-	-	-	600
Kandiyohi	640	40	-	-	-	40	-	-	-	640	1,360
Kittson	400	-	-	-	-	-	-	-	-	-	400
Koochiching	2,160	-	-	-	-	-	-	-	-	-	2,160
Lac Qui Parle	520	120	-	-	-	-	-	-	-	-	640
Lake	960	-	-	-	-	40	-	-	-	-	1,000
Lake of the Woods	440	-	-	-	-	-	-	-	-	-	440
Le Sueur	320	-	-	-	-	-	-	-	-	-	320

TABLE 1 (Continued)  
STATE LAND OWNERSHIP REPORTED BY MLMIS (EXCLUDING NATURAL RESOURCE LANDS AND HIGHWAY RIGHTS-OF-WAY)<sup>(1)</sup>

County	Department of Transportation	Military Affairs	Agriculture	Corrections	Welfare	University of Minnesota	Aeronautics	State Colleges	Community Colleges	Other	TOTAL
Lincoln	240	-	-	-	-	-	-	-	-	-	240
Lyon	320	80	-	-	-	-	-	360	-	-	760
McLeod	600	40	-	-	-	-	-	-	-	-	640
Mahnomen	280	-	-	-	-	-	-	-	-	-	280
Marshall	440	-	-	-	-	-	-	-	-	-	440
Martin	400	80	-	-	-	-	-	-	-	-	480
Meeker	200	-	40	-	-	-	-	-	-	-	240
Mille Lacs	640	80	-	-	-	-	-	-	-	-	720
Morrison	400	50,760	-	-	-	-	-	-	-	-	51,160
Mower	200	40	-	-	-	-	-	-	-	-	240
Murray	80	-	-	-	-	-	-	-	-	-	80
Nicollet	280	40	-	-	-	-	-	-	-	1,000	1,320
Nobles	400	-	-	-	-	-	-	-	-	-	400
Norman	280	-	-	-	-	-	-	-	-	-	280
Olmsted	520	40	-	-	-	-	-	-	-	280	840
Otter Tail	3,240	40	-	-	-	-	-	-	-	680	3,960
Pennington	1,600	-	40	-	-	-	-	-	-	-	1,640
Pine	880	-	40	-	-	-	-	-	-	-	920
Pipestone	160	40	-	-	-	-	-	-	-	-	200
Polk	480	40	-	-	-	1,480	-	-	-	-	2,000
Pope	680	-	-	-	-	-	-	-	-	-	680
Ramsey	40	-	200	-	-	1,360	-	-	-	40	1,640
Red Lake	120	-	-	-	-	-	-	-	-	-	120
Redwood	120	40	-	-	-	440	-	-	-	-	600
Renville	280	80	-	-	-	-	-	-	-	-	360
Rice	440	80	-	-	-	-	-	-	-	1,520	2,040
Rock	200	40	-	-	-	-	-	-	-	-	240
Roseau	600	-	-	-	-	-	-	-	-	-	600
St. Louis	2,560	400	-	-	-	1,400	-	-	-	-	5,360
Scott	320	-	-	160	-	-	-	-	-	-	480
Sherburne	440	-	-	1,120	-	-	-	160	-	-	1,720
Sibley	200	-	-	-	-	-	-	-	-	-	200
Stearns	1,720	80	-	520	-	-	-	240	-	-	2,560
Steele	120	40	-	-	-	-	-	-	-	600	760
Stevens	160	40	-	-	-	1,560	-	-	-	-	1,760
Swift	600	120	-	-	-	-	-	-	-	-	720
Todd	720	40	-	-	-	-	-	-	-	-	760
Traverse	520	-	-	-	-	-	-	-	-	-	520
Wabasha	640	-	-	-	-	-	-	-	-	-	640
Wadena	120	40	-	-	-	-	-	-	-	-	160

D.1.5

TABLE 1 (Continued)  
STATE LAND OWNERSHIP REPORTED BY MLMIS (EXCLUDING NATURAL RESOURCE LANDS AND HIGHWAY RIGHTS-OF-WAY) (1)

County	Department of Transportation	Military Affairs	Agriculture	Corrections	Welfare	University of Minnesota	Aeronautics	State Colleges	Community Colleges	Other	TOTAL
Waseca	120	-	-	-	-	760	-	-	-	-	880
Washington	480	40	-	1,320	-	-	-	-	-	-	1,840
Watsonwan	120	40	-	-	-	-	-	-	-	-	160
Wilkin	200	-	-	-	-	-	-	-	-	-	200
Winona	480	-	-	-	-	-	-	240	-	-	720
Wright	480	-	-	-	-	-	-	-	-	-	480
Yellow Medicine	400	-	-	-	-	-	-	-	-	-	400
TOTAL	52,640	53,320	320	4,080	3,520	23,240	0	2,160	0	9,680	148,960

(1) Source: Minnesota Land Management Information System

TABLE 2  
INFORMATION AVAILABLE, SOURCES AND DATES FOR MLMIS LAND RECORDS

Variable	Source	Date
V01 Site	MLMIS	1974
V02 Township	Gral.Land Off.PLS	1974
V03 Minor Civil Division	U.S. Census Bureau	1970
V04 School District	Atlas of MN S. Dist.	1970
V05 Public Ownership	LCS (DNR)	1969/73
V06 Type of Acq. of Public Owner.	LCS (DNR)	1973
V07 Highest Rec. Use	LCS (DNR)	1973
V08 Recommended Disposition	LCS (DNR)	1973
V09 Management Unit Status	LCS (DNR)	1973
V10 County Zoning Clas	County Zoning Admin.	1973
V11 Bedrock Geology	Mn. Geolog. Survey	1974
V12 Mineral Potential	Lit. search and DNR	1974
V13 Copper-Nickel Leases	DNR, State & Fed. leases	1974
V14 Soil Landscape Unit	Ag. Exp. Station, U of M	1971
V15 Soil Associations	U.S. Soil Conserv. Serv.	1973
V16 Land Use	Air Photographs Interp.	1969
V17 Forest Cover	U.S. Forest Survey, Air Phot.	1962
V18 Water Orientation	USGS	vary
V19 Highway Orientation	MnDOT	1973
V22 Geomorphic Region	Ag. Exp. Station, U of M	1971
V23 Accessibility to Services . (Nat'l Ctrs, Metro Ctrs, . Regional Ctrs, Comm. Serv. . Ctrs, Full and Partial V28 Convenience Ctrs)	County	1973
V91 County	County Highway Maps	1975

Source: MLMIS Data Manuals.



## APPENDIX

### SAMPLE MLMIS OUTPUT

## EXPLANATION OF PRINTOUT

The sample printout on the opposite page is a cross tabulation of two variables: (1) land ownership, compared to (2) recommended disposition for state and county land. The land ownership variable has been broken into four categories as indicated on the printout including: (1) federal, (2) state, (3) county, (4) private. State and federal land could be broken down further if desired. The recommended disposition variable is broken down into five categories as indicated on the printout including:

- 0 - no recommendation (most federal and private land)
- 1 - retain permanently for conservation
- 2 - retain permanently for other purposes
- 3 - retain provisionally
- 4 - dispose by sale
- 5 - exchange

The typical analysis includes:

- a count of forties within each category
- a percentage breakdown for each row
- a percentage breakdown for each column
- a percentage breakdown of the total for each category

Each number in the printout is explained below using the federal category of land ownership ("1") compared to the no recommendation variable ("0"), as well as the row and column totals for those variables. The same interpretation would apply to all of the other cross tabulated categories.

### Example A

	1	
	(federal)	
0	384	- 384 forties are classified as "0" and federally owned
(no recommendation)		
	2.36	- 2.36 percent of all land classified as "0" is federally owned
	92.31	- 92.31 percent of federally owned land is classified as "0"
	1.21	- 1.21 percent of all land is federal land classified as "0"

### Example B

	Row Total	
0	16,290	- 16,290 forties are classified as "0"
	51.24	- 51.24 percent of all land is classified as "0"



ESR CROSSTAB C03,OWNS X RECM DISP.

HY= V08-RECM DISP

X= V05-OWNS

MLMIS  
OUTPUT

COUNT  
ROW PCT  
COL PCT  
TOT PCT

EXAMPLE B

EXAMPLE A

	1 federal	2 state	3 county	4 private	Row TOT
0 none	384 2.36 92.31 1.21	33 .20 .34 .10	0 0.00 0.00 0.00	15873 97.44 100.00 49.92	16290 51.24

1 retain conservation	27 .20 6.49 .08	8767 64.52 89.20 27.57	4795 35.29 84.48 15.08	0 0.00 0.00 0.00	13589 42.74
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2 retain other	2 3.03 .48 .01	15 22.73 .15 .05	49 74.24 .86 .15	0 0.00 0.00 0.00	66 .21
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3 retain provisional	3 .29 .72 .01	562 53.57 5.72 1.77	484 46.14 8.53 1.52	0 0.00 0.00 0.00	1049 3.30
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4 dispose by sale	0 0.00 0.00 0.00	113 48.92 1.15 .36	118 51.08 2.08 .37	0 0.00 0.00 0.00	231 .73
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5 exchange	0 0.00 0.00 0.00	339 59.58 3.45 1.07	230 40.42 4.05 .72	0 0.00 0.00 0.00	569 1.79
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COL TOT total	416 1.31	9829 30.91	5676 17.85	15873 49.92	31794 100.00
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grand  
total

EXAMPLE C

EXAMPLE D

Example C

1  
(federal)

Column Total

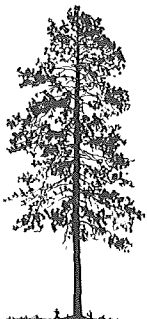
416 - A total of 416 forties are federally  
owned  
1.31 - 1.31 percent of all land is federally  
owned

Example D

Row Total

Column Total

31,794 - A total of 31,794 forties are in the area  
being analyzed  
100.0% - 100 percent of land in area being analyzed.



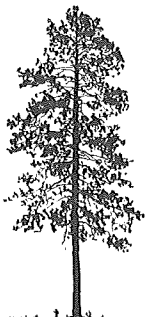
## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER D.2 SHELTER DATA BASE AND RELATED SYSTEMS

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: August 22, 1977

SUBJECT: SHELTER DATA BASE AND RELATED SYSTEMS  
REFERENCE NO. D.2

This working paper summarizes data available from the computerized SHELTER Data Base and related systems including purpose, coverage, available data, summary reports, sources of data, reliability, currency, etc. Data used in this memorandum were obtained from the Department of Administration and the Energy Agency. Both of these agencies are involved in the development of the SHELTER Data Base and systems utilizing this data base. The name SHELTER is derived from the Divisions of the Department of Administration involved in the development and use of the data base. These include State Housing, Engineering, Land, Transportation, Engineering and architecture, and Real estate.

### Description of the Data Base

SHELTER is the "data base" for a distributed processing data base management system. It is accessed through the Systems 2000 data base management system operated by the University of Minnesota on a time-sharing basis. The concept of data base management systems is illustrated in Figure 1. Basically, this type of computer system design has the following advantages:

1. The data base required for one application does not have to be reconstructed or duplicated for other applications.
2. The basic programming required to maintain the required data does not have to be duplicated or reconstructed for each system or application.
3. The data base can be "protected" so that data may be used for an application without altering the data.

4. Several uses can occur simultaneously by several users from several locations.
5. Data can be accessed from any location via a low cost remote terminal using a telephone connection.
6. Several data sets within the data base may be utilized separately or jointly as needed without file duplication.
7. No file space must be set aside for data items. This results in both increased flexibility and increased efficiency.
8. Through the data base management system, compatibility is achieved with both COBOL and FORTRAN languages.
9. The report writing capability of the data base management system provides a broad analytical capacity without special programming.
10. Due to several of the above factors, the data base management system concept offers a potential for cost savings in the development of new applications.

#### Existing Systems

At least two systems are being developed which utilize SHELTER:

1. A system monitoring energy use which is sponsored by the Energy Agency.
2. A system which will be utilized by the Department of Administration to allocate space in State buildings.

SHELTER was first developed for the energy monitoring system and, therefore, this portion of the data is the most complete. Design was initiated in Fall, 1976. Data input was begun in Spring, 1977.

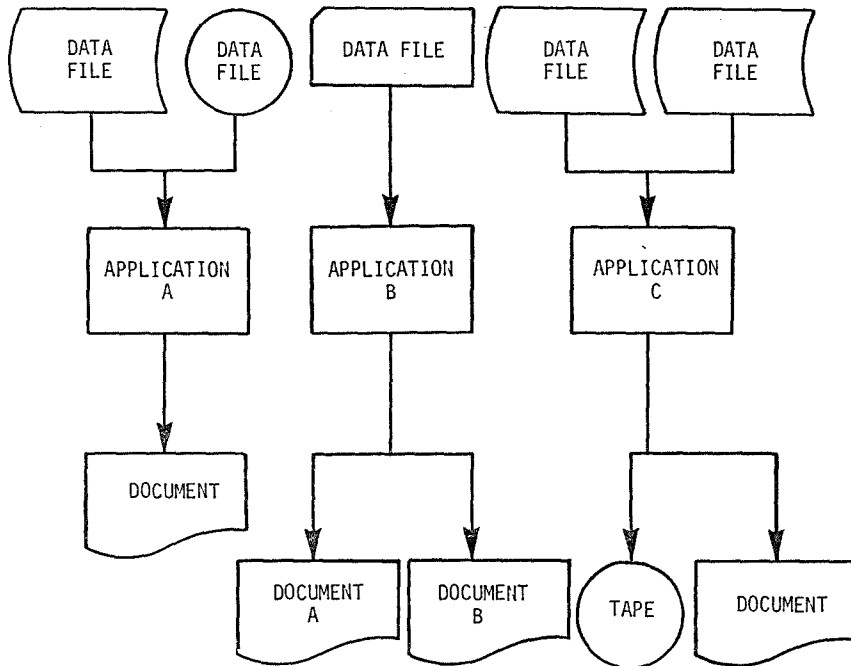
#### Available Data

Data is currently available for all State agencies except the University of Minnesota system. Legislatively created local commissions such as the MTC are also excluded at this time. A proposal has been submitted to expand SHELTER to include all State, federal and local public buildings.

The initial design of the SHELTER Data Base includes a variety of information regarding buildings, ownership, location, occupants, leasee data, etc. In addition, an array of information regarding energy consumption is included in the data base. The types of data currently included in the data base are identified in Table 1. It is important to note, however, that some of this data may not be available yet for some agencies because the data base is just being developed. Developmental activities

## COMPARISON OF TRADITIONAL SYSTEMS AND DATA BASE MANAGEMENT SYSTEMS

### TRADITIONAL SYSTEMS



### DATA BASE MANAGEMENT SYSTEMS

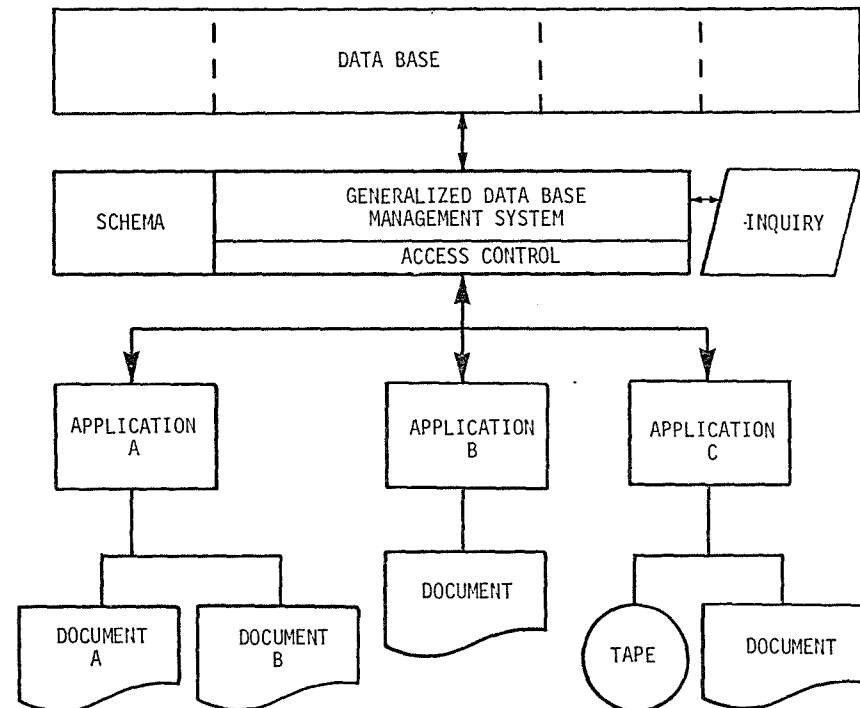


FIGURE D.2.1

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.



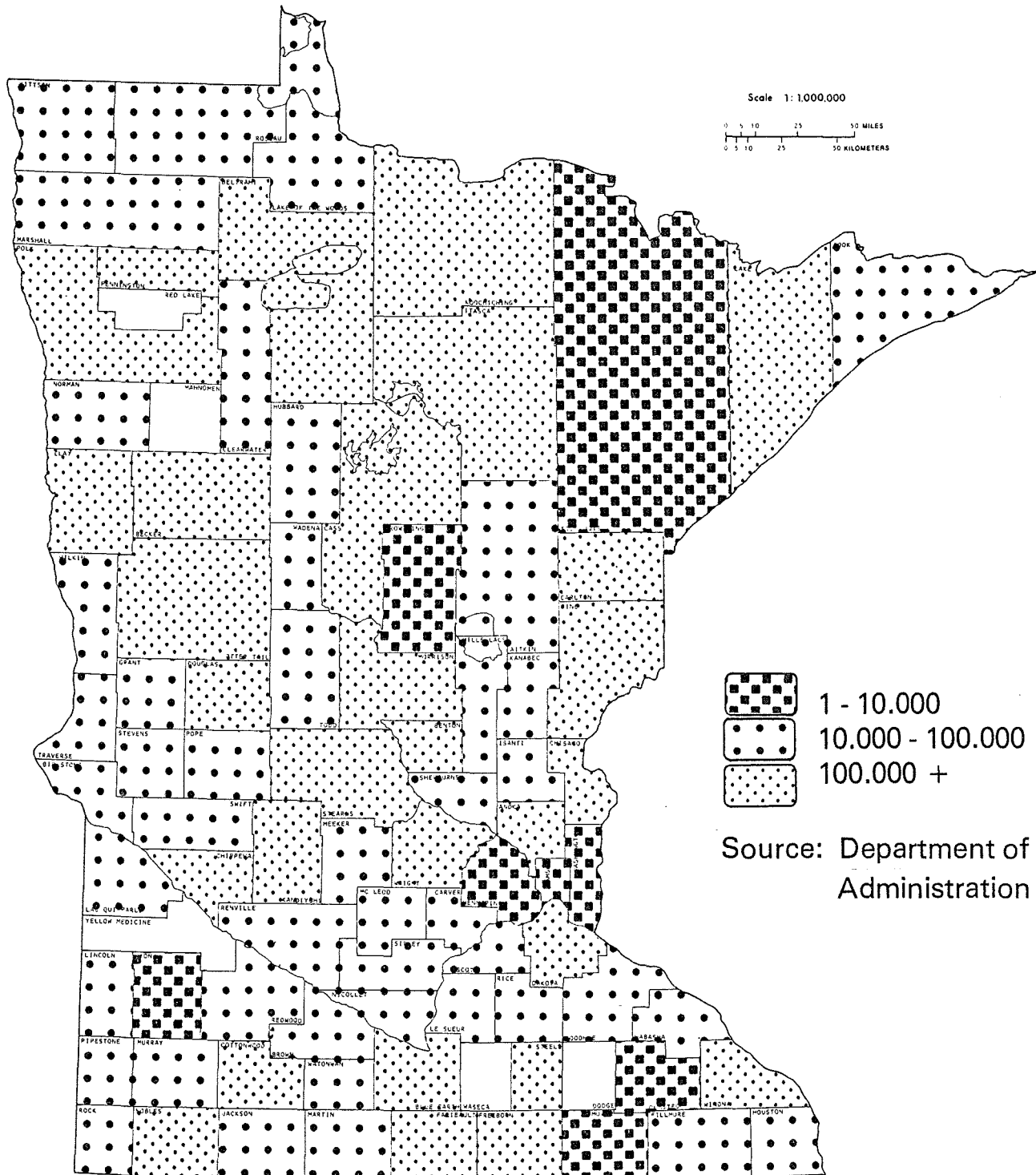
TABLE 1  
DATA ITEMS INCLUDED INITIALLY IN THE SHELTER DATA BASE FOR ALL  
STATE STRUCTURES(1)

<u>Buildings</u>	<u>Space Disposition</u>
Building Number	Lease Number
Building Name	Lessee Code
Use Area	Department
Narrative Location	Acronym
Street	Sub-unit/Campus
Location-Probably City	\$ Annual OP Cost
Zip	Base Rent
County Code	Janitorial Cost
County Name	Electrical Cost
Contact	Heat Cost
Contact Title	Sewer Cost
Telephone	Water Cost
Owner-Lessor	Rent Including Services
Workdays/Week	Billing Period
Workdays/Year	\$ Received for Sale
Evening Use; Days Per Week	Cost to Move
Weekend Use	Occupation Year
Avg. Occupants/Workday	Expiration Date
Avg. Occupants/Non-workday	Date Declared Surplus
Hours Occupied/Workday	Date Actually Disposed
Hours Occupied/Non-workday	Disposition Type
Year Built	Transferrability Indicator
Year Last Remodeled	Peak Season Start
Gross Floor Area	Peak Season End
Net (Occupiable) Floor Area	Off Season Start
Stories Above Grade	Off Season End
Stories Below Grade	Regular Office Closing Date
Building Height	Regular Office Reopening Date
Walls	Occupants During Peak
Wall Type	Occupants During Off Season
<u>Floors</u>	<u>Floor Uses</u>
Floor Number	Floor
Gross Area in Sq. Feet	Floor Use
Net (Occupiable) Area in Sq. Ft.	Square Feet
Ceiling Height	Expected End Date
Prescribed Floor Use	

(1) Source: Department of Administration



# DISTRIBUTION OF STATE OWNED SQUARE FOOTAGE REPORTED FROM SHELTER DATA BASE



**FIGURE D.2.2.**

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.



are proceeding very rapidly at this point. Information which is currently available in the system which could be utilized as part of a data base for payments in lieu of taxes systems include at least the following: (1) building identification, (2) location of facility, (3) administrative agency and/or institution, (4) gross floor area, (5) year of construction. Most other data currently on the system are energy consumption factors and probably would not be very useful for a payments in lieu of taxes system.

The Department of Administration is also currently incorporating all information from its lease record system into the SHELTER Data Base.

A special tabulation of gross square footage by agency and by location (county and city) was requested for all State owned structures. This information is tabulated in Table 2. This data currently has some obvious errors and omissions and is presently being verified and corrected by the Department of Administration.

According to this data source, the State of Minnesota owns 2,957,648 gross square feet of building space. Management responsibility ranges from a low of 1,340 square feet managed by BRL to a high of 1,485,554 square feet managed by the Department of Transportation. The geographic distribution of these facilities is illustrated in Figure 2. Ramsey County has the largest concentration of State buildings with 365,974 square feet. The lowest concentration is located in Grant County which has only 140 square feet of State buildings.

#### Sources of Data

All data currently included in SHELTER was obtained from individual State agencies by the Energy Agency and the Department of Administration. At the present time, this information is being reviewed with each State agency to verify information, obtain information not provided in the original request, and correct any errors. No specific policies have been formulated at this time regarding updating procedures, accessibility, data maintenance, other system applications, etc.

#### Summary Reports

The Systems 2000 data base management system has a report writing capability which permits considerable data manipulation and analysis without extensive special programming. This capability allows the user to design his own report format for data output.

There are several ways data can be obtained without using the report writer. Simple inquiry with appropriate codes keypunched at a terminal will provide a printed copy of the requested information within seconds. Several examples of data obtainable through inquiry are attached to this memorandum.

TABLE 2  
GROSS SQUARE FOOTAGE OF STATE OWNED STRUCTURES REPORTED FROM SHELTER DATA BASE

County	County Total	DNR	Military Affairs	DOT	Public Welfare	Correc- tions	Community Colleges	State University	Historical Society	Zoo	Veterans Affairs	Employment Services	Adminis- tration	IRRRB	State Fair	BRL
Aitkin	6,248	4,928		1,320												
Anoka	22,178		*	4,973	15,405	*	1,800									
Becker	72,008			72,008												
Beltrami	63,973	2,120		44,062	17,571			220								
Benton	78,150			57,180	20,970	*										
Big Stone	5,568	1,200		4,368												
Blue Earth	77,906	828		77,078				*								
Brown	2,000	200		1,800												
Carlton	13,036	2,968 <sup>(*)</sup>		10,068	*											
Carver	5,238			5,238												
Cass	21,729	6,560 <sup>(*)</sup>		12,039	3,130											
Chippewa	19,936	1,080		12,056					6,800							
Chisago	13,778	580		10,698					2,500							
Clay	51,230	120		16,000				35,110								
Clearwater	7,687	3,319		4,368												
Cook	4,467	1,607 <sup>(*)</sup>		2,860												
Cottonwood	49,824		*	49,824												
Crow Wing	97,695	3,920		59,760	2,500		31,515									
Dakota	27,355		*	22,846	165		1,947			2,397						
Douglas	17,044	*		17,044												
Faribault	10,752			10,752												
Fillmore	2,860	*		2,860												
Freeborn	21,588	2,382		19,206												
Goodhue	6,160	100		6,052		8										
Grant	140	140														
Hennepin	352,685	1,200	*	181,898	67,359		44,560		300							

TABLE 2 (Continued)  
GROSS SQUARE FOOTAGE OF STATE OWNED STRUCTURES REPORTED FROM SHELTER DATA BASE

County	County Total	DNR	Military Affairs	DOT	Public Welfare	Correc- tions	Community Colleges	State University	Historical Society	Zoo	Veterans Affairs	Employment Services	Adminis- tration	IRRRB	State Fair	BRL
Houston	6,892	988		5,904												
Hubbard	3,772	2,272		1,500												
Isanti	6,001	2,049		2,698	1,254											
Itasca	14,753	3,416 <sup>(*)</sup>		6,360		2,050	2,927									
Jackson	8,200	200	*	8,000												
Kanabec	4,720	1,860		2,860												
Kandihohi	25,445	1,555		20,754	*		3,136									
Kittson	6,492	440		6,052												
Koochiching	36,171	9,104		8,358			18,709									
Lac Qui Parle	5,208		*	5,208												
Lake	13,448	928 <sup>(*)</sup>		11,520					1,000							
Lake of the Woods	3,244	384 <sup>(*)</sup>		2,860												
Le Sueur	2,878	180		2,698												
Lincoln	4,698			4,698												
Lyon	186,310	200	*	9,710				176,400								
Marshall	3,244	384 <sup>(*)</sup>		2,860												
Martin	6,384		*	6,384												
McLeod	3,756			3,756												
Meeker	3,060			3,060												
Mille Lacs	6,114	1,796	*	4,318												
Morrison	10,040	720	*	4,320					5,000							
Mower	129,350	200		2,860			126,290									
Murray	360	360														

TABLE 2 (Continued)  
GROSS SQUARE FOOTAGE OF STATE OWNED STRUCTURES REPORTED FROM SHELTER DATA BASE

County	County Total	DNR	Military Affairs	DOT	Public Welfare	Correc- tions	Community Colleges	State University	Historical Society	Zoo	Veterans Affairs	Employment Services	Adminis- tration	IRRRB	State Fair	BRL
Nicollet	5,892	432		5,460	*											
Nobles	61,950		*	10,240			51,710									
Norman	2,860			2,860												
Olmstead	147,141	1,482		100,030	7,143		38,486									
Otter	75,892	*		10,774	54,646		10,472									
Pennington	25,302		*	9,798			15,504									
Pine	15,324	2,292		11,032		*			2,000							
Pipestone	1,280		*	1,280												
Polk	13,838			13,838												
Pope	3,340	480		2,860												
Ramsey	365,794		*	29,768	*		89,676		75,000		*	162,150	*		9,380	
Redwood	1,560		*	1,560												
Renville	6,470	448		5,522					500							
Rice	8,574	*		7,234	*											1,340
Rock	7,100	736	*	6,364												
Roseau	4,564	1,704		2,860		*										
Scott	5,694	1,320		4,374												
Sherburne	1,860	1,860		*												
Sibley	3,360			3,360												
St. Louis	237,086	16,850 <sup>(*)</sup>		158,457			17,779							44,000		
Stearns	31,576			12,276		11,300		1,600				6,400				
Steele	54,500	100		54,400												
Stevens	8,750			8,750												
Swift	4,378			4,378												
Todd	2,860			2,860												

TABLE 2 (Continued)  
GROSS SQUARE FOOTAGE OF STATE OWNED STRUCTURES REPORTED FROM SHELTER DATA BASE

County	County Total	DNR	Military Affairs	DOT	Public Welfare	Correc- tions	Community Colleges	State University	Historical Society	Zoo	Veterans Affairs	Employment Services	Adminis- tration	IRRRB	State Fair	BRL
Traverse	2,698			2,698												
Wabasha	3,574	1,574 <sup>(*)</sup>		2,000												
Wadena	3,924	384		3,540												
Washington	191,861	5,640	*	127,412		58,809										
Watsonwan	3,200		*	3,200												
Wilkin	2,698			2,698												
Winona	87,008	3,684 <sup>(*)</sup>		26,517				56,807								
Wright	12,166	968 <sup>(*)</sup>		11,198												
Counties Unknown	11,619	8,759		2,860												
Grand Totals	2,957,648	109,001 <sup>(*)</sup>	*	1,485,554 <sup>(*)</sup>	190,143 <sup>(*)</sup>	72,167	454,511	270,137 <sup>(*)</sup>	93,100	2,397	*	225,918	*	44,000	9,380	1,340

\*State owned structures within county but square footage unknown at this time.

Source: Department of Administration

## APPENDIX

### EXAMPLES OF DATA AVAILABLE THROUGH INQUIRY FROM SHELTER DATA BASE





L 0207,0202,0256 WH 0313 FAILS:

LOCATION-PROBABLY CITY	BUILDING NAME	GROSS FLOOR AREA
MOOSE LAKE	EMPLOYEE DORMITORY	14505
	NURSESHOME	27432
	COTTAGE #10	31410
	COTTAGE #8	31410
	COTTAGE #4	26156
	COTTAGE #3	26156
	COTTAGE #2	26156
	COTTAGE #1	26156
	STAFF RESIDENCE	2250
	STAFF RESIDENCE	2628
	STAFF RESIDENCE	3040
	ADMINISTRATION BUILDING	70869
	WEST WARD	38721
	EAST WARD	38721
	AUDITORIUM	14040
	OCCUPATIONAL THERAPY	10138
	LIBRARY	3312
	SERVICE BUILDING	24297
	REFRIGERATION + STORAGE	7084
	LAUNDRY	15616
	STORAGE	3132
	BOATHOUSE	551
	BEACH HOUSE	180
	POWER HOUSE	19177
	GREENHOUSE	2460
	MAINTENANCE + PAINT SHOP	7364
	WATER TOWER	0
	TUNNELS	21179
	OFFICES	16683
	WARD #2 OFFICES ETC.	16683
	WARD #4 VACANT	17313
	SEWAGE TREATMENT COMPLEX	7775
	PAINT SHOP	9222
INDUS. THER. ENTERPRISES	11301	
EMPTY + SHOPS		
TOILET BLDG. IN PARK	165	
SERVICE BLDG. KITCHEN ETC	25927	
HASTINGS	STORAGE BUILDING	720
	TOILET BLDG. IN PARK	252
	MAIN BLDG. PATIENT AREA	93125
	ADMINISTRATION BLDG.	9514
	CHEMICAL DEPENDANCY PATIENT BLDG.	16608
	TUNNELS	25776
	ALTRUSA HOUSE OFFICES + EDUCATION	5760
	STAFF HOUSE	2552
	GARAGE FOR STAFF HOUSE	720
	CHIEF ENGINEER HOUSE	1768
	POWER HOUSE	12764
	SHOPS	14216
	WELL PUMP HOUSE	195
	GARAGE VEHICLE REPAIR	4450
	GARAGE	7561
	MACHINE SHED	2000
	STORAGE BUILDING	3344
STORAGE	8725	

91205	TRUCK STATION	NORTH RUSHFORD
91206	TRUCK STATION	LAKE CITY
91216	TRUCK STATION	PRESTON
91218	TRUCK STATION	GOODVIEW
91220	TRUCK STATION	STEWARTVILLE
91224	TRUCK STATION	LACRESCENT
91225	HEADQUARTERS	ROCHESTER
91226	TRUCK STATION	DRESBACH
91229	TRUCK STATION	ST CHARLES
91230	TRUCK STATION	CALEDONIA
91303	TRUCK STATION	AUSTIN
91305	TRUCK STATION	FARIBAUT
91312	TRUCK STATION	RED WING
91317	TRUCK STATION	NORTHFIELD
91319	TRUCK STATION	ALBERT LEA
91321	TRUCK STATION	AUSTIN
91327	HEADQUARTERS	OWATONNA
91328	TRUCK STATION	FARIBAUT
91331	TRUCK	CANNON FALLS
91405	TRUCK STATION	MONTGOMERY
91408	HEADQUARTERS	MANKATO
91409	TRUCK STATION	NEW ULM
91413	TRUCK STATION	GAYLORD
91415	TRUCK STATION	BLUE EARTH
91416	TRUCK STATION	WELLS
91418	TRUCK STATION	ST PETER
91608	TRUCK STATION	ADRIAN
91609	TRUCK STATION	LUVERNE
91613	TRUCK STATION	WORTHINGTON
91614	HEADQUARTERS	WINDOM
91615	TRUCK STATION	ST JAMES
91616	TRUCK STATION	JACKSON
91620	TRUCK STATION	FAIRMONT
91000	HEADQUARTERS	WILLMAR
91003	TRUCK STATION	GLENCOE
91004	TRUCK STATION	MONTEVIDEO
91005	TRUCK STATION	LITCHFIELD
91006	TRUCK STATION	HUTCHINSON
91007	TRUCK STATION	HECTOR
91015	TRUCK STATION	OLIVIA
91020	TRUCK STATION	CLARA CITY
91500	HEADQUARTERS	MARSHALL
91502	TRUCK STATION	PIPESTONE
91503	TRUCK STATION	REDWOOD FALLS
91507	TRUCK STATION	TRACY
91508	TRUCK STATION	GRANITE FALLS
91514	TRUCK STATION	IVANHOE
91517	TRUCK STATION	LAKE BENTON
91521	TRUCK STATION	MADISON
90902	TRUCK STATION	SPRING LAKE PARK
90903	EQUIP. STORAGE	MONTROSE
90920	TRUCK STATION	ANDOKA
90921	TRUCK STATION	CHASKA
90931	HEADQUARTERS	GOLDEN VALLEY
90933	TRUCK STATION	JORDAN
90938	PATROL	GOLDEN VALLEY
90942	TRUCK STATION	BLOOMINGTON
90963	TRUCK STATION	PLYMOUTH
90965	TRUCK STATION	FORT SNELLING
90982	TRUCK STATION	SPRING LAKE PARK
90986	TRUCK STATION	EDEN PRAIRIE
90987	TRUCK STATION	OSSEO
91100	TRUCK STORAGE	ST PAUL PARK
91103	TRUCK STORAGE	STILLWATER

? TALLY C104:

```
*****
ELEMENT-.....COMPLEX CODE...
*****
FREQUENCY..VALUE
-----
      1..    AHG.
      1      AMO..
-----
      2  UNIQUE VALUES
-----
      2  OCCURRENCES.
-----
---
```

? TALLY/EACH/C202:

```
*****
ELEMENT-      BUILDING NAME..
*****
FREQUENCY.  VALUE
-----
      1      A.
      1      ACT BLDG
      1      ACTIVATION WING <GERIATRICS>.....
.....3.....ACTIVITIES BLDG
.....2.....ADDITION.....
.....3.....ADMIN BLDG.....
.....1.....ADMIN BUILDING.
.....1.....ADMIN BUILDG.....
.....2.....ADMINISTRATION.
.....9      ADMINISTRATION BLDG.....
.....2      ADMINISTRATION BLDG.....
      1      ADMINISTRATION RAMP.....
      1      ADMINISTRATION WING.....
      1      ADMINISTRATIVE BLDG.....
.....1.....ADMIN, -MED/SURG
.....1.....ADOLESCENT WARD EMPTY
      SP
```

-383-OPERATION TERMINATED.

? TALLY/ALL/C202:

```
*****
ELEMENT-      BUILDING NAME
*****
MINIMUM-      A
-----
MAXIMUM-      "L" COTTAGE
-----
      643  UNIQUE VALUES
-----
      856  OCCURRENCES
-----
-----
```

?

7 LIST C202,C254,C256,DB,CLHIGH,C256,WH,C202,LT,DDD:

BUILDING NAME	YEAR BUILT	GROSS FLOOR AREA
*****		
* CENTENNIAL		323000
* CENTENNIAL BLDG.		323000
* CELL BKS	1910	295020
* CAPITOL SQUARE BUILDING		215180
* CAPITOL BLDG.		185000
* CENTRAL ACADEMIC WITH LIB	0	176400
* RARY ADDITION		
* CENTENNIAL STUDENT UNION	1967	171661
* CRAWFORD CENTER	1958	162518
* CENTENNIAL HALL	1971	161939
* ALEX NEMZEK FIELDHOUSE	1959	149221
* COTTAGE #13	1930	131268
* CORDAGE IND. FACTORY	1910	125622
* ATWOOD STUDENT CENTER	1966	122842
* ADMINISTRATION RAMP		100000
* COLONY BLDG.	0	98465
* COMSTOCK UNION	1967	89739
* COOPER CENTER-VC	1913	89200
* COLISEUM		86250
* BARTLETT HALL	1964	85116
* BURNS BLDG.	1921	84731
* ADMIN.-MED/SURG	1952	83531
* BOSWELL HALL	1958	82320
* ADMINISTRATION BLDG.		80000
* CRAWFORD COMMONS	0	78888
* BROWNE HALL	1958	78821
* CENTER FOR ARTS	1966	78465
* DAHL HALL	1958	76040
* ADMINISTRATION BLDG	1925	71076
* ADDITION	0	71000
* ADMINISTRATION BLDG	0	70869
* CELL H "D"	1910	69412
* CAMPUS LAB SCHOOL	1958	65245
* AG-HORT. BLDG		64000
* ARCADE BLDG.		63504
* CLASSROOM	1972	61560
* BENTON HALL NORTH	1967	60992
* ADMIN BLDG	1889	60200
* ADMINISTRATIVE BLDG	1975	59545
* ADMIN BLDG	1910	58809
* COMM. CONSULATION CENTER	1951	56229
* ADMINISTRATION BLDG	1891	54646
* CELLHOUSE D	1926	52800
* CELLHOUSE E	1938	52800
* BALLARD HALL	1948	51212
* BRIDGES HALL	1967	50880
* ALCOHOLIC TREATMENT CENTE	1965	50432
R		
* CORDAGE WAREHOUSE	1910	50324
* AUDITORIUM	1920	48847
* ADMIN BUILDING	1963	48025
* BUSINESS BLDG	1968	47375
* ADMIN BUILG	1900	46976
* COTTAGE #8	1953	46334
* COTTAGE #11	SAYC100 -383-OPERATION TERMINATED.	

? ♦BUILTIL\_\_DING CENSUS (COR) :

♦♦♦♦	
♦.TOGO	21
♦.ST.CLOUD	73
♦.SAUK.CENTRE.....	27.
♦.WILLOW.RIVER.....	10
♦.STILLWATER.....	31
♦.LIND.LAKES.....	13
♦.SHAKOPEE.....	6.
♦.RED.WING.....	43.

? ♦BUILDING CENSUS (DNR)

♦♦♦♦	
♦.ITASCA STATE PARK.....	36.
♦.ITASCA STATE PARK SQUARE LAKE CAMP...	6.
♦.ITASCA STATE PARK HEADWATER.....	3.
♦.ITASCA STATE PARK OLD HQ.....	1.
♦.ITASCA STATE PARK BEAR PAW.....	6.
♦.ITASCA STATE PARK-PINE RIDGE.....	4.
♦.ITASCA STATE PARK-DOUGLAS LODGE.....	2.
♦.ITASCA STATE PARK-NICOLLET COURT.....	18.
♦.ELBOW LAKE STATE PARK.....	1
♦.ZIPPEL BAY STATE PARK.....	4.
♦.HAYES LAKE STATE PARK.....	4.
♦.LAKE BRONSON STATE PARK.....	12
♦.OLD MILL STATE PARK.....	15
♦.LAKE BEMIDJII STATE PARK.....	20.
♦.SCHOOLCRAFT STATE PARK.....	4.
♦.BADDOURA NURSERY.....	19.
♦.KATHIO STATE PARK.....	9.
♦.C.A. LINDBERG.....	7
♦.CROW WING.....	9
♦.JOHN LSTCH STATE PARK.....	2.
♦.WHITEWATER STATE PARK.....	29.
♦.ROCHESTER.....	8.
♦.TOWER HATCHERY-ELY.....	1
♦.WOLF LAKE ELY.....	1
♦.SHAGAWA ELY.....	1
♦.LAKE ONE-ELY.....	1
♦.REG HDQRTS GRAND RAPIDS.....	1.
♦.MUD GOOSE.....	1
♦.C + F HDQRTS GRAND RAPIDS.....	1
♦.TOWER SUDAN.....	17
♦.JAY COOKE STATE PARK.....	15
♦.GOOSEBERRY STATE PARK.....	26.
♦.FORESTRY.....	360.

♦ SAVANNA PORTAGE PARK .....	10
♦ BANNING PARK .....	4
♦ ENFORCEMENT .....	28
♦ JUDGE MAGNEY STATE PARK .....	7
♦ TEMPERANCE RIVER .....	6
♦ CASCADE RIVER .....	11
♦ CROSBY MANITOU .....	3
♦ SPLIT ROCK LIGHT HOUSE .....	13
♦ GENERAL ANDREWS NURSERY .....	27
♦ FISH AND GAME .....	1
♦ ST CROIX STATE PARK .....	154
♦ BEAR HEAD LAKE .....	9
♦ MCCARTHY BEACH .....	14
♦ SCENIC .....	18
♦ BUFFALO RIVER STATE PARK .....	9
♦ MAPLEWOOD STATE PARK .....	3
♦ BIG STONE LAKE .....	8
♦ GLACIAL LAKE .....	5
♦ LAKE CARLOS .....	27
♦ FR. HENNEPIN .....	7
♦ LAKE MARIA STATE PARK .....	3
♦ BIRCH COOLEE .....	4
♦ FORT RIDGELY STATE PARK .....	13
♦ MONSON LAKE STATE PARK .....	3
♦ SIBLEY STATE PARK .....	23
♦ FT SNELLING STATE PARK .....	13
♦ CARLOS AVERY .....	9
♦ INTER STATE PARK .....	16
♦ AFTON STATE PARK .....	14
♦ MINNESOTA VALLEY TRAILS .....	15
♦ WILLIAM O'BRIAN STATE PARK .....	13
♦ BLUE MOUND .....	10
♦ KILLEN WOOD STATE PARK .....	5
♦ CAMDEN STATE PARK .....	15
♦ LAC QUI PARLE .....	8
♦ LAKE SHETAK STATE PARK .....	19
♦ SPLIT ROCK CREEK STATE PARK .....	5
♦ UPPER SIOUX AGENCY .....	6
♦ FRONTENAC STATE PARK .....	5
♦ HELMER NYRE STATE PARK .....	12
♦ LAKE LOUISE STATE PARK .....	15
♦ FLANDRAU .....	25
♦ MERSTRAND WOOD .....	9
♦ RICE LAKE STATE PARK .....	11
♦ MINNEOPA STATE PARK .....	13
♦ SAKATAH LAKE .....	10
♦ TRAVERSE DES SIOUX .....	3
♦ BEAVER CREEK STATE PARK .....	6
♦ CARLEY STATE PARK .....	1
♦ FORESTVILLE STATE PARK .....	13

BEMIDJI STATE UNIVERSITY

## MONTHLY BUILDING ENERGY REPORT DECEMBER 1977

DEGREE DAYS  
1977 1976  
[2003] [1637]

* E N E R G Y S A V I N G S *									
CONSUMPTION 1977	COMPARABLE STANDARD	1977 UNIT COST	A C T U A L MONTHLY	S A V I N G S YTD	UNITS MONTHLY	YTD	DOLLARS MONTHLY	YTD	PERCENTS MONTHLY YTD
KWH	1021400	1263468 \$	0.0200 \$	2708.00-	242068		\$ 4841.37		19.16
				\$ 48462.00-		2073968	\$ 43207.68		14.31
N GAS (MCF)	24904	33035 \$	2.36 \$	6078.00-	8131		\$19190.17		24.61
				\$ 106855.00-		47474	\$ 108480.09		18.86
FO 2 (GALS)	28260	34578 \$	0.40 \$	.00	6318		\$ 2527.35		18.27
				\$ 56.00		6950	\$ 2780.31		19.45
COAL (TONS)				\$ 11377.00-		221-	\$ 11642.28-		XXXXXXX
MBTU TOTALS	32346438	42188617 \$	.00270 \$	8786.00-	9842179		\$26558.89		23.33
				\$ 166638.00-		49515239	XXXXXXXXXXXXX		16.17
MBTUS-OC SQ F	XXXXXXXXXX	XXXXXXXXXX			XXXXXXXXXXXXX		XXXXXXXXXXXXX		XXXXXXXXXXXXX
MBTUS-GR SQ F	23	30			7		\$ .02		XXXXXXXXXXXXX
						35			

Example of Report Printer Output  
For Draft Purposes Only

421\* ELECTRICITY

423\* KWH

425\* 11845300

451\* 1  
453\* \$16057.00  
454\* 892400

451\* 2  
453\* \$18715.00  
454\* 1138000

451\* 3  
453\* \$15718.00  
457\* 2220  
454\* 854000

451\* 4  
453\* \$17231.00  
457\* 2220  
454\* 995000

451\* 5  
453\* \$16684.00  
454\* 940600

451\* 6  
453\* \$15823.00  
457\* 2020  
454\* 870400

451\* 7  
453\* \$21527.00  
457\* 2320  
454\* 1018000

451\* 8  
453\* \$23699.00  
457\* 2490  
454\* 1199700

451\* 9  
453\* \$19276.00  
457\* 2029  
454\* 924000

451\* 10  
453\* \$19291.00  
457\* 2090  
454\* 924100

451\* 11  
453\* \$22272.00  
457\* 2360  
454\* 1056500

451\* 12  
453\* \$22421.00  
457\* 2360  
454\* 1032600



IST C401, SUM C454 BY C400 WH C421 EQ STEAM:  
 YEAR SUM MONTH CONSUMPTION IN GIVEN UNIT

♦♦	1975	179640190
♦	1976	217095902
♦	1977	44669237

IST ,C401

....C  
 - SYNTAX ERROR IN COMMAND -

LIST C401,C421,SUM C454 BY C420:

YEAR	MEDIUM TYPE	SUM MONTH CONSUMPTION IN GIVEN UNIT
♦♦♦		
♦	1975	STEAM 151519000 ✓
♦		NAT GAS 205680 ✓
♦		FUEL OIL #2 29210 ✓
♦		ELECTRICITY 11845300 ✓
♦		WATER 16041000 ✓
♦	1976	STEAM 160500000 ✓
♦		NAT GAS 204191 ✓
♦		FUEL OIL #2 28790 ✓
♦		COAL 221 ✓
♦		ELECTRICITY 12419700 ✓
♦		WATER 43943000 ✓
♦	1977	STEAM 42476000
♦		NAT GAS 40377
♦		FUEL OIL #2 61540
♦		COAL 320
♦		ELECTRICITY 2091000

(C)

Beam Totals

LIST C401,C421,SUM C454 BY C420 WH C421 EQ STEAM:

YEAR	MEDIUM TYPE	SUM MONTH CONSUMPTION IN GIVEN UNIT
♦♦		
♦	1975	STEAM 151519000
♦	1976	STEAM 160500000
♦	1977	STEAM 42476000

(D)  
 Beam by Year

C455:

LIST C401,C421,SUM C454 BY C420 WH C421 EQ COAL:

YEAR	MEDIUM TYPE	SUM MONTH CONSUMPTION IN GIVEN UNIT
♦♦		
♦	1976	COAL 221
♦	1977	COAL 320

Beam by Year

	1976			
♦ EAM	1	.003	LB/HR	
♦	2	.003		
♦	3	.003		
♦	4	.003		
♦	5	.002		
♦	6	.003		
♦	7	.004		
♦	8	.004		
♦	9	.003		
♦	10	.003		
♦	11	.003		
♦	12	.003		
♦ NAT GAS	1	1.933	MCF	
♦	2	1.950		
♦	3	1.966		
♦	4	2.105		
♦	5	2.205		
♦	6	2.552		
♦	7	2.525		
♦	8	2.532		
♦	9	2.509		
♦	10	2.428		
♦	11	2.351		
♦	12	2.361		
♦ FUEL OIL #2	11	.402	GAL	
♦	12	.401		
♦ COAL	1	54.550	TON	
♦	2	54.550		
♦	3	50.818		
♦	4	50.799		
♦ ELECTRICITY	1	.023	KWH	
♦	2	.020		
♦	3	.024		
♦	4	.021		
♦	5	.023		
♦	6	.022		
♦	7	.021		
♦	8	.020		
♦	9	.022		
♦	10	.025		
♦	11	.023		
♦	12	.025		
♦ WATER	6	.000	GAL	
♦	9	.000		
♦	12	.000		
♦ STEAM	1	.003	LB/HR	
♦	2	.003		
♦ NAT GAS	1	2.361	MCF	
♦	2	2.112		
♦ FUEL OIL #2	1	.411	GAL	
♦ COAL	1	48.697	TON	
♦	2	49.004		
♦ ELECTRICITY	1	.025	KWH	
♦	2	.022		

? LIST C41\_21,C401,C451,SUM C453 BY C450:

MEDIUM TYPE	YEAR	MONTH	SUM MONTH COST
♦♦♦ STEAM	1975	1	\$41501.054
♦		2	\$42455.364
♦		3	\$35794.444
♦		4	\$31193.254
♦		5	\$20683.524
♦		6	\$11674.524
♦		7	\$9964.724
♦		8	\$13289.764
♦		9	\$16966.084
♦		10	\$26082.254
♦		11	\$37448.254
♦		12	\$52738.294
♦ NAT GAS		1	\$41574.004
♦		2	\$42536.004
♦		3	\$35743.004
♦		4	\$31359.004
♦		5	\$20760.004
♦		6	\$11669.004
♦		7	\$9985.004
♦		8	\$13246.004
♦		9	\$16995.004
♦		10	\$26115.004
♦		11	\$373634.00

-383-OPERATION TERMINATED.

LIST C401,C421,C423,SUM C453 BY C401:

.....C

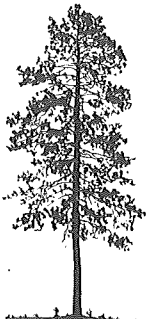
-321- REPEATING GROUP IDENTIFIER REQUIRED -

LIST C401,C421,C423,SUM C453 BY C420:

YEAR	MEDIUM TYPE	UNIT MEASURE	SUM MONTH COST
♦♦♦ 1975	STEAM	LB/HR	339791.490
♦	NAT GAS	MCF	340058.000
♦	FUEL OIL #2	GAL	11610.000
♦	ELECTRICITY	KWH	228714.000
♦	WATER	GAL	\$ .005
♦ 1976	STEAM	LB/HR	468746.470
♦	NAT GAS	MCF	446913.000
♦	FUEL OIL #2	GAL	11554.000
♦	COAL	TON	11377.000
♦	ELECTRICITY	KWH	277176.000
♦	WATER	GAL	.000
♦ 1977	STEAM	LB/HR	132584.670
♦	NAT GAS	MCF	91468.000
♦	FUEL OIL #2	GAL	\$25312.004
♦	COAL	TON	15661.000
♦	ELECTRICITY	KWH	49288.000

(E)

♦♦♦				
♦ STEAM	1	22433000	\$41501.05	
♦	2	23456000	\$42455.36	
♦	3	18078000	\$35794.44	
♦	4	14925000	\$31193.25	
♦	5	9152000	\$20683.52	
♦	6	4082000	\$11674.52	
♦	7	3448000	\$9964.72	
♦	8	3256000	\$13289.76	
♦	9	6576000	\$16966.08	
♦	10	9025000	\$26082.25	
♦	11	15285000	\$37448.25	
♦	12	21703000	\$52738.29	
♦ NAT GAS	1	29211	\$41574.00	
♦	2	29927	\$42536.00	
♦	3	24749	\$35743.00	
♦	4	21414	\$31359.00	
♦	5	13850	\$20760.00	
♦	6	6390	\$11669.00	
♦	7	4987	\$9985.00	
♦	8	6187	\$13246.00	
♦	9	8381	\$16995.00	
♦	10	14263	\$26115.00	
♦	11	19322	\$37364.00	
♦	12	26999	\$52712.00	
♦ FUEL OIL #2	1	420	\$56.00	
♦	11	530	\$213.00	
♦	12	28260	\$11341.00	
♦ ELECTRICITY	1	892400	\$16057.00	
♦	2	1138000	\$18715.00	
♦	3	854000	\$15718.00	
♦	4	995000	\$17231.00	
♦	5	940600	\$16684.00	
♦	6	870400	\$15823.00	
♦	7	1018000	\$21527.00	
♦	8	1199700	\$23699.00	
♦	9	924000	\$19276.00	
♦	10	924100	\$19291.00	
♦	11	1056500	\$22272.00	
♦	12	1032600	\$22421.00	
♦ WATER	12	16041000	\$0.00	
♦ STEAM	1	24292000	\$66803.00	
♦	2	20784000	\$54038.40	
♦	3	18835000	\$48217.60	
♦	4	12679000	\$35374.41	
♦	5	11008000	\$26859.52	
♦	6	4420000	\$15337.40	
♦	7	4037000	\$15825.04	
♦	8	4076000	\$15651.84	
♦	9	6086000	\$20266.38	
♦	10	12978000	\$38934.00	
♦	11	17914000	\$61265.88	
♦	12	23391000	\$70173.00	
♦ NAT GAS	1	34074	\$65850.00	
♦	2	27218	\$53067.00	
♦	3	23964	\$47106.00	
♦	4	12961	\$27287.00	
♦	5	12161	\$26818.00	
♦	6	6003	\$15218.00	



## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER D.3 LAND DOCUMENTS FILE, DEPARTMENT OF FINANCE

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 20, 1977

SUBJECT: LAND DOCUMENTS FILE, DEPARTMENT OF FINANCE  
REFERENCE NO. D.3

This working paper summarizes data available from the Land Documents Division of the Department of Finance regarding State lands not held for natural resource management purposes or highway rights-of-way. Data used in this memorandum were obtained from the Land Documents Division of the Department of Finance.

The Land Records file (Department of Finance) is the repository of all legal documents for all state agencies except the University of Minnesota. State law requires that state agencies submit the original copies of legal documents to the Land Documents Division for storage. Departments may maintain copies of these documents in their departmental files. These files include all types of legal documents (for example, leases, transfers and insurance agreements as well as land titles). All documents in this division are currently being microfiched and are being reorganized to separate non-land documents from the land document file.

It is the opinion of the Department of Finance that all agencies comply with this law and, therefore, it is believed that this file is comprehensive.

### Purpose

The use of the land document file is related primarily to the legal aspects of land acquisition and disposition. Records are used primarily for title searches and for questions related to the legal boundaries of a particular piece of property or ownership of particular parcels. In almost all cases, information requests received by the Land Documents Division are questions regarding specific parcels of land. Usually the person requesting the information will specify the legal description of the property. The Department of Finance estimates that it receive an average of ten such requests per week for information, usually a request for clarification of ownership of a particular parcel.

This file is clearly useful for purposes of title searches and other legal considerations related to land acquisition and disposition. It is very difficult to use for summary data regarding land ownership in the state. However, if it were necessary to develop a very specific accurate identification of land ownership, this appears to be an excellent source of information since it is a legal file.

### Coverage

The land records file contains all state land except: (1) DNR and other trust lands, (2) county administered tax-forfeited lands, and (3) lands owned and operated by the University of Minnesota. Trust lands are not included because they have never involved change in title. Tax-forfeited lands are not included because the State does not have full title, only a tax title, to these lands. The University of Minnesota maintains its own land records and is responsible for all legal documents associated with University activities.

### Sources of Information

All data in the Land Documents files are taken from the legal document being filed. Legal documents are transmitted to the Department of Finance by the department acquiring or selling the land. Usually this is the Department of Administration, the Department of Natural Resources, or the Department of Transportation since these agencies handle most acquisition and disposition of property. On occasion another agency will handle its own land acquisition or disposition rather than using the Department of Administration. In these cases, the legal document is transmitted directly to the Department of Finance.

### Available Data

The Land Records File is a manual 3" x 5" card file which cross references the legal documents in several ways. Each legal document is given a separate card--a land document will usually involve only one parcel of land unless several parcels were acquired from the same owner at the same time. All types of legal documents are interfiled together. This card catalog is used primarily to locate the legal document rather than to provide information. Four card files are maintained as follows:

1. A card file organized by county. Within each county the cards are organized by township, range, section, etc. (i.e., legal description).
2. A card file organized by file number. This is an internal identification number and is a chronological file of all documents housed in the Land Records Division.
3. A card file organized by previous owner. This file is organized alphabetically by name of previous owner.



4. A card file organized by purpose. Purpose may be specified by agency (e.g., DNR), by institution (e.g., Anoka State Hospital), by building (e.g., Centennial Building), or by general purpose (e.g., administration). Within each category, cards are filed by parcel.

The following information is available on each card in the file:

1. File number (an internal identification number).
2. Type of instrument (deed, land exchange, warranty deed, lease, transfer of custodial control, insurance document, etc.).
3. Executioner of instrument (name of previous owner or vender).
4. Department or agency (current owner or policy holder). In some cases, the Department of Administration may appear as the purchaser of property which was actually acquired for another agency through the Department of Administration.
5. Purpose (usually used to identify the institution or building--for example, Cambridge State Hospital).
6. County.
7. Property involved (usually an abbreviated legal description).

Examples of cards in the reference files are appended to this work paper.

#### Summary Reports

The Land Documents Division of the Department of Finance does not prepare summary reports related to lands or land ownership. Within the scope of available information, the Land Documents Division would prepare a summary of information for specific requests. The most common type of request received by the Land Documents Division is for a verification of ownership of a specific piece of property. Preparation of a statewide summary of State land ownership from this file would be a very time consuming and tedious endeavor which would not be feasible to undertake at this time.



## APPENDIX

### EXAMPLES OF CARDS IN CARD REFERENCE FILES FOR LAND DOCUMENTS DIVISION



MSA 53 11-47

File Number 472

*Sample*

Type of Instrument Warranty Deed

Executed by Pine Tree Manufacturing Co., Inc.

Dept. or Agency Conservation

Purpose Itasca State Park

County Becker

Property involved Land in S5 & 6, in T142, R36.

MSA 53 1-55

File Number 61273

*Sample*

Type of Instrument Abst. Deed

Executed by FORLAND, Charles - Joann - (et al)

Dept. or Agency NATURAL RESOURCES

Purpose MEMORIAL HDWD - FOREST

County FILLMORE

Property involved Part. SE $\frac{1}{4}$  Sect. 14 - T 102 - R. 12

MSA 53 1-55

File Number 57496

*Sample*

Type of Instrument Warranty Deed 2/4689

Executed by Roske, Edward

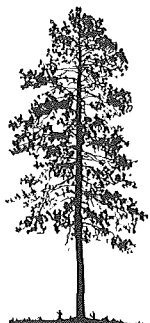
Dept. or Agency Game & Fish

Purpose Little Swan Lake

County Todd

Property involved Govt. Lots 4-5 S 3 T 125 R 32





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER D.4 MISCELLANEOUS DATA SOURCES

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.







## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: July 22, 1977

SUBJECT: MISCELLANEOUS DATA SOURCES  
REFERENCE NO. D.4

In the course of collecting data from various state agencies regarding land ownership, land records, related payments and projected impacts of public land ownership in Minnesota, several data sources for specific types of information were identified. The purpose of this memorandum is to describe these data sources for future reference. Data sources which will be covered in this memorandum include:

1. Department of Revenue
2. Department of Personnel
3. Department of Finance
4. Departmental Land Records

Information in this memorandum was provided by the respective departments reported on below.

### Department of Revenue

Each year County Assessors prepare a report regarding the taxable value, mill rates, and taxes levied on taxable properties within their jurisdictions tabulated by city, township and school district. Every six years the County Assessors prepare a report on the valuation of tax-exempt properties within the county. These records include tabulations by city and by township. They include all property except tax-forfeited properties. The County Assessors submit these reports to the Department of Revenue where they are utilized for various tax-related purposes including tax research and the preparation of statewide summary reports.

The Department of Revenue maintains a manual file of the reports prepared by the County Assessors. In addition, the data from these reports is

available on a computerized tape. Summaries of the information on tax-exempt properties are prepared annually for counties and school districts, but have never been prepared for municipalities. Such a summary could be requested, however, since all of the data is on computer tape. In addition, the manual files of the County Assessors' reports are available for our review. An example of the County Assessor's report prepared for tax-exempt property is appended to this memorandum. The instructions provided to the County Assessors by the Department of Revenue are also appended. It should be noted that state lands cannot be separated from this data in all cases because of the categories utilized for appraisal purposes.

The Department of Revenue prepares two annual summary reports. A report entitled "Property Taxes Levied in Minnesota" is published as a property tax bulletin. The Department also prepare a report for the League of Minnesota Cities which includes assessed valuation of real and personal property, total taxes levied, total tax rates (mill rates), homestead credits, and a comparative analysis of taxes for the most recent three-year period for all cities over 2,000 population. This summary report is published annually in "Minnesota Municipalities."

The only acreage figures which are available through the Department of Revenue (and are collected on the County Assessor's form) are acreage for deeded farmland and acreage for tax-exempt land. As indicated above, all state lands cannot be identified separately on the assessor's reports because of the catagories utilized for appraisal purposes (see Appendix for example).

#### Department of Personnel

The Minnesota Department of Personnel maintains a computerized file of employment by all state agencies except the University of Minnesota. Summary reports which are readily available include a personnel printout which is organized as follows: (1) region, (2) county, (3) city and school district, (4) occupational categories, (5) agency or institution, and (6) number of full and part-time employees. In this printout subtotals are provided by occupation and by city, county, school district and region. A second printout is available which is organized by institution or agency. Employment by occupation is shown for each institution or agency and subtotals for each institution or agency are provided.

#### Department of Finance

In addition to the land records file maintained by the Land Documents Division of the Department of Finance, the Department of Finance is responsible for statewide accounting for all state agencies except the University of Minnesota. As a result, the Department of Finance has extensive financial records. While this information is not easily accessed for summary information, a variety of information can be obtained if desired.

Perhaps the most important information readily available from this system which relates to the Public Lands Impact Study is a year-end transaction audit list for specific appropriations related to payments in lieu of taxes. These audit lists are available for several of the payments, taxes, and assessments which have been identified. However, not all payments are given a special appropriation number. In any situation where the payment comes from the general operating fund of the Department, these payments will not appear as a special appropriation in the accounting system. Instead an allotment code is given to categories of payment and can be identified through a rather laborious search of the files. Further research is needed to determine if all payments in lieu of taxes can be identified in this data system. These data are available for the current year and for a short time after the end of each fiscal year. Since all of this information is maintained in the Department of Finance files (except University of Minnesota payments), a special program could be prepared to obtain this information if desired.

#### Departmental Land Records

Several departments maintain central records related to land under their management or have divisions specified which are responsible for those records and other issues related to land management. These record systems have been identified and described in the working papers describing existing conditions for each department. For easy reference they are listed here below. For more specific information see work papers C.1-C.11. The following include some centralized information regarding land under their departmental management:

1. Right-of-Way Division, Department of Transportation
2. Aeronautics Division, Department of Transportation
3. Office of Military Architect & Engineer, Department of Military Affairs
4. Property Acquisition, Physical Planning, University of Minnesota
5. Facility Planning and Management Office, Board for Community Colleges
6. Residential Services Bureau, Department of Public Welfare
7. Real Estate Management, Department of Administration
8. Facilities Management Division, State University Board



APPENDIX

COUNTY ASSESSOR'S REPORT  
ON TAX-EXEMPT PROPERTIES

State of Minnesota  
Department of Revenue

## ABSTRACT OF ASSESSMENT OF EXEMPT REAL PROPERTY

For The Year 1974

D.4.6

Winona County, Minnesota

TO THE COMMISSIONER OF REVENUE OF THE STATE OF MINNESOTA:

I, David V. Auer Assessor of Winona County, Minnesota, do

hereby certify that the within is a correct and complete Abstract of Assessment of Exempt Real Property of the above named county for the year 1974.

Witness my hand and official seal, this 5 day of July 19 74David V. Auer  
Assessor of Winona County

NAME OF CITY OR TOWN R/ SCHOOL DISTRICT	Rev. Dept. Use Only	Number of Assessments		Total Market Value Col. 5 thru 71 = Col. 4 (excluding acreage col.)	ELEMENTARY & SECONDARY SCHOOLS						
					PUBLIC			NON-PUBLIC (PRIVATE)			
					Bldgs. & Improvements	Land		Bldgs. & Improvements Other than Residences	Residences	Land	
		Parcels	Entires			Value	Acres			Value	Acres
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1 Altura I 859		15	12	611,900	165,000	6,000	4.				
2 Dakota I 861		12	10	365,475	238,000	7,200	14.5				
3 Elba I 858		22	21	154,960							
4 Goodview I 861		21	14	1,808,750	767,500	69,600	10.3				
5 Lewiston I 857		22	17	2,330,350	1,679,000	79,500	49.8	80,000	32,300	6,900	1.35
6 Minnekahta I 861		0	0	0							
7 Minnesota City I 861		10	6	474,700	225,000	15,100	4.6				
8 Rollington I 861		12	5	218,300	60,000	9,700	13.				
9 St. Charles I 858		48	38	4,007,815	2,599,000	74,400	41.	105,000	20,000	9,900	1.10
10 Stockton I 861		6	5	239,500	168,000	10,700	1.60				
11 Utica I 858		6	6	108,050							
12 Winona I 861		345	96	110,564,825	14,064,500	1,300,400	94.77	3,647,000	48,150	137,350	6.40
13											
14 Cities Total		519	230	120,884,625	19,966,000	1,572,600	233.57	3,832,000	100,450	154,150	8.85
15											
16			983								
17 County Total		1,304	963	125,272,415	20,141,500	1,589,360	303.77 472.37	3,928,000	116,450	162,150	10.85 12.70
18											
19											
20											

ACADEMIES, COLLEGES, UNIVERSITIES								PUBLIC BURYING GROUND		
PUBLIC				NON-PUBLIC (PRIVATE)				Bldgs. & Improvements (20)	Land	
Bldgs. & Improvements Other Than Residences (12)	Residences (13)	Land		Bldgs. & Improvements Other Than Residences (15)	Residences (17)	Land				
		Value (14)	Acres (15)			Value (18)	Acres (19)		Value (21)	Acres (22)
									200	.50
								500	1,300	3.
									1,600	21.

D.4.8



CHURCH PROPERTY						HOSPITALS					
Sanctuaries & Educational Facilities		Rectory (Head Parsonage)	Other Residences & Parsonages	Service Enterprises	Land		Bldgs. & Improvements Other Than Residences	Residences	Land		Bldgs. & Improvements Other Than Residences
	(23)	(24)	(25)	(26)	Value (27)	Acres (28)	(29)	(30)	Value (31)	Acres (32)	(33)
1	150,000	36,700			11,750	1.50					
2	95,200				4,775	.50					
3	64,500				3,800	1.70					
4	114,300	49,000			23,850	3.7					
5	267,000	71,000			23,300	5.75					
6											
7	177,100	25,000			7,400	1.95					
8	73,000	15,000			8,200	7.7					
9	510,800	153,900			59,840	9.69					
10	51,000				4,100	.45					
11	15,000				1,000	.25					
12	7,485,525	610,150	309,500		699,050	34.87					5,643,000
13											
14	9,003,425	960,750	309,500		846,065	68.06 366.77					5,643,000
15											
16											
17	9,604,525	1,055,750	309,500		939,265	437.41					5,643,000
18											
19											
20											

[illegible]

## PUBLIC PROPERTY USED FOR PUBLIC PURPOSE

FEDERAL				STATE			COUNTY					
Bldgs. & Improvements		Land		Bldgs. & Improvements	Land		Public Service Enterprises			Law Enforcement, Fire, Administration		
		Value	Acres		Value	Acres	Bldgs. & Improvements	Land		Bldgs. & Improvements	Land	
(45)	(46)	(47)	(48)	(49)	(50)	(51)		Value	Acres		(54)	Value
1												
2												
3												
4			130,400	63,750	22.6							
5			12,000	7,700	1.25							
6												
7												
8												
9												
10												
11												
12	183,300	119,100	226.2	334,775	28,100	4.				1,899,200	161,600	2.06
13												
14	183,300	119,100	226.2	477,175	100,550	28.85	34,600	54,100	38.1	1,899,200	161,600	2.06
15												
16												
17	196,600	125,100	231.19	611,775	146,950	95.25	34,600	54,100	38.1	1,899,200	161,600	2.06
18												
19												
20												

## PUBLIC PROPERTY USED FOR PUBLIC PURPOSE

MUNICIPAL															SPECIAL DISTRICT		
Other			Public Service Enterprises			Law Enforcement, Fire, Administration			Other			Bldgs. & Improvements (69)	Land				
Bldgs. & Improvements (57)	Land		Bldgs. & Improvements (60)	Land		Bldgs. & Improvements (63)	Land		Bldgs. & Improvements (66)	Land			Value (70)	Acres (71)			
	Value (58)	Acres (59)		Value (61)	Acres (62)		Value (64)	Acres (65)		Value (67)	Acres (68)						
1			22,750	1,575	.20	198,800	19,125	33.65						1			
2	100	1.				7,500	700	.10		10,100	2.5			2			
3	40,000	1,100	.50	1,800	200	1.	6,900	700	.15					3			
4	26,000	43,200		142,800	5,100	.30	36,000	2,500	.20	33,000	102,750	9.5		4			
5				2,000	4,470	.4	29,115	4,965	.45	17,970	13,130	2.20		5			
6														6			
7							18,000	1,300	.20					7			
8				10,800	1,600	3.2	26,000	5,300	1.4		8,700	6.5		8			
9				143,725	17,700	8.65	79,400	11,300	.40	63,220	50,230	49.5		9			
10							2,500	1,700	.20					10			
11	62,500	1,000	3.6		10,400	10.4	14,200	2,450	.60					11			
12	5,400	42,100	1.16	3,427,300	703,500	276.9	908,700	136,800	11.0	823,100	1,922,700	1,795.7	3,832,650	920,300	98.6		
13															13		
14	333,900	87,500	6.26	3,751,175	744,545	301.05	1,327,115	186,840	48.35	937,290	2,107,610	1,865.90	3,832,650	920,300	78.6		
15															15		
16															16		
17	392,050	108,000	25.76	3,751,175	815,445	374.10	1,467,415	215,140	71.76	949,290	2,146,605	3,471.60	3,832,650	925,280	339.70		
18															18		
19															19		
20															20		

Total

Total

D.4.12

# INSTRUCTIONS

## 1974 ABSTRACT OF ASSESSMENT OF EXEMPT REAL PROPERTY

State of Minnesota  
Department of Revenue  
February, 1974

INSTRUCTIONS FOR THE  
1974 ABSTRACT OF ASSESSMENT OF EXEMPT REAL PROPERTY

The following instructions are to be employed when preparing the 1974 Abstract of Assessment of Exempt Real Property.

All property in the State of Minnesota, including both real and personal property, is taxable except that which is exempted by law, pursuant to Minnesota Statutes 1973, Section 272.02. Ownership, use, and necessity of ownership, which are to be strictly construed, are the key elements in determining the status of the exemption. In accordance with Minnesota Statutes 1973, Section 273.18 the purpose for which the property is used is designated and the value is established. This assessment of exempt property occurs once every six years, and at that time an abstract containing the data is submitted to the Department of Revenue.

The categories of property required for delineation on the abstract should not be construed as a complete list of all property exempt from property taxation. The property to be listed on this abstract pertains only to property which pays no tax in lieu of ad valorem taxation. For example, railroads, telephone and telegraph companies pay gross earnings taxes in lieu of property taxes and therefore are not to be included in this abstract. However, even though property which is considered exempt may pay special assessments, this does not exclude them from the abstract.

COLUMN 1 NAME OF CITY/TOWN BY SCHOOL DISTRICT

Column 1 shall contain, in alphabetic order, the names of the cities and towns by school district within your county. The order of the entries shall be as follows: towns, a town subtotal, cities, a city subtotal, county grand total. If a city or town has more than one school district, the individual school districts shall be listed separately followed by a total line for that community. Three examples are given below:

	<u>Name</u>	<u>Market Value</u>
Town A	School District #4	\$ 5,500
	School District #5	<u>6,200</u>
	Total Town A	\$11,700
City B	School District 7	\$9,000
City C	School District 7	8,000
City C	School District 9	<u>4,000</u>
	Total City C	\$12,000

Note on Cities and Villages:

Reference has been made only to cities and towns since a law passed by the 1973 Legislature changed the form of government of all villages to that of cities. (Laws of Minnesota, 1973, Chapter 123).

COLUMNS 2 - 3 NUMBER OF ASSESSMENTS

Column 2 - Parcels

Record in column 2 the number of parcels assessed as exempt property which relates to the values on the same line entry. The term "parcel" is synonymous with the term "legal description." Do not count buildings on a given parcel. If five buildings were located on a given parcel the count would be only one.

Column 3 - Entities

Record in column 3 the number of entities or whole units which relate to the number of parcels on the same line entry. For example, if a church and its head parsonage were on two separate descriptions a count of two would be entered in column 2, but a count of one would be entered in column 3. If, in one given taxing district, there are four separate Lutheran churches (American, Messiah, Emmanuel, and Peace), then a count of four would be entered in column 3 for the churches. In other words, each entity is each unit of "business", rather than each type (Lutheran).

COLUMN 4 TOTAL MARKET VALUE

The total market value of each line of the abstract shall be entered in column 4. This is the sum of column 5 through and including column 71 excluding all intervening columns which record acreage. There are no columns for subtotalling market values of any specific type on the abstract.

Note: All of the values requested on the 1974 Abstract of Exempt Real Estate Property shall be in market value only. Any assessed values which the State needs will be generated by our computer facilities.

"NOTE ON LAND"

Land - Value and Acreage

Before listing the individual columns and their intended contents, a general instruction shall be given for two column headings occurring repeatedly throughout the abstract. They are:

- 1) Land -- Value;
- 2) Land -- Acres.

The data to be entered in these columns is the land value and the acreage associated directly with the buildings and other improvements which rest on that land.

Land - Value

The valuation of land shall include the land upon which the buildings are located as well as parking lots (whether improved or unimproved) containing no structures. (If a parking lot contains a ramp, the valuation of the ramp shall be included as an improvement and only the valuation of the land itself shall be included under a "land" column.) "Land" columns shall also include the valuation of vacant exempt land.



In most cases it is not necessary to prorate the land to the various buildings on that land. For example, if a church and parsonage were both located on the same description the value of the land of that description would be entered in the appropriate column in its entirety. However, if two buildings such as a church and its elementary school were located on one description, it would be necessary to apportion the land since the two buildings are of two types and therefore need be entered in two sections of the abstract. The assessor shall apportion the land value based upon building value, use, size allocation, etc.

Land - Acres

The number of acres of exempt land shall immediately follow its valuation. The acreage shall apply to the land value which has been entered in the preceding column. Round the acreage figures to the nearest whole acre.

By definition it is possible for an exempt parcel to be construed to fit into two categories. However, the abstract is designed such that all specified categories which are enumerated separately shall not be included in a later column in the Abstract. For example, a separate category is listed for hospitals. Therefore, the value of a county hospital would be included in that category rather than under the heading "Public Property used for Public Purposes - County."

ELEMENTARY AND SECONDARY SCHOOLS

COLUMNS 5 - 7 PUBLIC SCHOOLS

Column 5 Buildings and Improvements

All property owned by the public and used for school purposes is exempt from taxation. This includes elementary, junior high, and senior high schools, administration, garages and adult education centers. Schools for the blind,

deaf, mentally retarded, etc. which are classified exempt and owned by the public shall also be included in this column. Property owned, leased or used by any public elementary or secondary school district for a home residence or lodging house for any teacher, instructor, or administrator is not included in the exemption. Exempt property of vocational schools whether affiliated and incorporated into the school or an area vocational technical school, namely #287, #916 and #917, shall also be included in this column.

Columns 6 - 7 Land - Value and Acres

See "Note on Land," page 3.

COLUMNS 8 - 11 NON-PUBLIC SCHOOLS

Column 8 Buildings and Improvements Other Than Residences

Institutions of learning which are privately owned and operated for profit are exempt if the curriculum parallels that of public education. This includes elementary, junior high, and senior high schools, administration buildings, garages, and adult education centers. If an elementary or secondary school is affiliated with a church, its value shall be entered in this section of the abstract rather than columns 23 - 28, church property. Private preparatory academies shall also be included in column 8.

Column 9 Residences

Buildings used as the residences of teachers or administrators of non-public elementary and secondary schools shall be included in column 9. Garages associated with these residences shall also be included in column 9.

Columns 10 - 11 Land - Value and Acres

See "Note on Land," page 3.

ACADEMIES, COLLEGES AND UNIVERSITIES

COLUMNS 12 - 15 PUBLIC ACADEMIES, COLLEGES AND UNIVERSITIES

Column 12 Buildings and Improvements Other Than Residences

All buildings and improvements other than residences owned and used for educational purposes by academies, colleges, universities and seminaries of learning exempt from taxation are to be entered in column 12. Dormitories used as resident halls by students are to be included. This column does not include riding "academies" or beauty "academies" which are not tax exempt.

Column 13 Residences

All buildings used as residences by teachers, faculty members, administrators, and/or other staff employed by the college or university shall be recorded in columns 13.

Columns 14 - 15 Land - Value and Acres - Public Academies, Colleges and Universities

See "Note on Land," page 3.

COLUMNS 16 - 19 NON-PUBLIC ACADEMIES, COLLEGES AND UNIVERSITIES

Column 16 Buildings and Improvements Other Than Residences

All buildings and improvements other than residences owned and used for educational purposes by non-public (namely church affiliated and other private colleges, universities, and academies) seminaries of learning are exempt from taxation, even though the institution is privately owned and operated for profit. The curriculum must parallel that of public education for the school to be exempt. The value of student dormitories shall be included in column 16. Private preparatory academies which are attended by students usually 18 years old or younger shall be included under the columns associated with non-public secondary schools (see page 5).

Column 17 Residences

All buildings used as private residences of teachers, faculty members, administrators, and/or other staff employed by the institution and classified tax exempt shall be included in column 17.

Columns 18 - 19 Land - Value and Acres Non-Public (Private) Academies, Colleges and Universities

See "Note on Land," page 3.

**PUBLIC BURYING GROUND**

COLUMNS 20 - 22 PUBLIC BURYING GROUNDS

All public burying grounds, in the sense that lots have been sold and bodies interred therein, are exempt even though the cemetery is owned by an association and operated for profit. However, if an adjoining 40 acre parcel has been purchased for future expansion but is presently being farmed, then that 40 acres is taxable.

Column 20 - Buildings and Improvements

All buildings and other structures necessary in the operation of a cemetery such as garages for the storage of tractors, lawn mowers, or other tools, mausoleums, and buildings which house the corpses in winter months prior to burial are exempt and shall be included in column 20.

Columns 21 and 22 - Land - Value and Acres

Only land currently used for burial of the dead is exempt. An intention to use land for burial purposes at some future date is not sufficient to satisfy the requirements of an actual and present use for such purposes. However, this does not confine the exemption to only those portions of the cemetery containing graves. Also see "Note on Land," page 3.

CHURCH PROPERTY

COLUMNS 23 - 28 CHURCH PROPERTY

Column 23 Sanctuaries and Educational Facilities

All sanctuaries and educational facilities of churches, synagogues, and other houses of worship shall be included in column 23. A sanctuary is considered the main structure in which the congregation meets for worship. An educational facility is considered a building or structure associated with the sanctuary which is used for instructional or learning purposes (eg. Sunday school classes, and confirmation classes, adult education, and library).

Column 24 Rectory (Head Parsonage)

Column 24 shall contain the market value of the rectory or residence of the priest, minister, rabbi, clergyman, etc. Garages associated with the rectory are also to be included in this column. If a church has more than one parsonage, one of them shall be designated as the "head" parsonage and this value shall be contained in column 24. "Church" is interpreted as either denominational or independent (non-denominational).

Column 25 Other Residences and Parsonages

If a church has more than one parsonage, the head parsonage shall be included in column 24 and the other residences, be it ministerial, administrative, janitorial, etc., shall be included in column 25.

Buildings and improvements used as a residence by a employee of the church shall be included in column 25. For example, if a janitor who is employed by the church and allowed to live in a residence owned by that church, which is tax exempt, then the value of that residence shall be included in column 25.

If a parsonage has been rented out to a private individual or corporation, it is not exempt and therefore would not be included on the abstract. Real estate owned personally by a clergyman or property owned by an individual and used for church purposes is also not exempt and therefore would not be included on the abstract.

Column 26 Service Enterprises

Column 26 has been provided in the abstract in case a church operates a service enterprise which is tax exempt. For example, nursing homes and "Bible" camps, in which no profit goes to members or officers other than the church itself, may be classified exempt and therefore entered in column 26.

Columns 27 - 28 Land - Values and Acres

See "Note on Land," page 3.

**HOSPITALS**

COLUMNS 29 - 32 PUBLIC HOSPITALS

Column 29 - Buildings and Improvements Other Than Residences

Property owned and used by hospitals and not operated for profit is exempt from taxation. Enter in column 29 the buildings and improvements (other than private residences) of hospitals which are publicly owned. A county general hospital is an example applicable to this category. Dormitories of student nurses could also be included in this column.

Column 30 Residences

Buildings owned by a public hospital but used as private residences of hospital employees shall be included in column 30. However, property owned or leased by, or loaned to, a hospital and used primarily by such

hospital as a recreational rest area for employees, administrators or medical personnel is not exempt and therefore shall not be included in this column.

Columns 31 - 32 Land

See "Note on Land," page 3.

COLUMNS 33 - 36 NON-PUBLIC (PRIVATE) HOSPITALS

Column 33 Buildings and Improvements Other Than Residences

Property owned and used by hospitals which are open to the general public but considered "private" because the hospital itself is not owned by a political subdivision of the State of Minnesota shall be entered in column 33. Dormitories of student nurses shall also be included in this column.

Column 34 - Residences

Buildings owned by a private hospital but used as the private residence of hospital employees shall be included in column 34. However, property owned or leased by, or loaned to, a hospital and used primarily by such hospital as a recreational rest area for employees, administrators, or medical personnel is not exempt and therefore shall not be included in this column.

Columns 35 - 36 Land

See "Note on Land," page 3.

CHARITABLE INSTITUTIONS

COLUMNS 37 - 40 - CHARITABLE INSTITUTIONS

Column 37 - Institutional Buildings and Improvements Other Than Residences

Property owned by institutions of purely public charity and used in the furtherance of the purposes of such institutions is exempt. A "purely" public

charity" is said to be one which is administered wholly or exclusively for the benefit of the public although the property devoted to such use need not be owned by the public. Enter in column 37 the valuation of the exempt charitable institution excluding any residences. Examples of such institutions are fine arts societies, museums, rehabilitation clinics and community centers.

Nursing homes, rest homes and drug and alcoholic treatment centers may be institutions of purely public charity if the institution is widely held, with no gain of any kind going to any members or officers, admission must be open to all persons without regard to race, religion for financial ability, and support should not rest entirely on the patients' or guests' payment, but to a substantial extent on contributions.

Column 38 - Residences

Residences used by employees of charitable institutions shall be placed in column 38. This shall include garages and other storage units directly associated with the living quarters.

Columns 39 - 40 Land

See "Note on Land," page 3.

FORESTS, PARKS, AND WILDLIFE REFUGES

COLUMN 41 - FORESTS, PARKS (FEDERAL AND STATE) AND WILDLIFE REFUGES

All land and buildings of exempt forests, parks, and wildlife refuges shall be included in column 41. This category should contain only Federal and State facilities. If separate land building values are known, please enter both by placing one above the other in column 41. Designate the land values with an "L" and building values with a "B". Although valuing this property is an extremely hard task, please use your best estimate as to its worth.



This section shall not include the valuation of any private outdoor recreational, open space and park land property described under Minnesota Statutes 1971, Section 273.112, which receives a property tax deferment.

COLUMN 42 - ACRES OF FORESTS, PARKS, AND WILDLIFE REFUGES

Record in column 42 the acreage relating to the size of the exempt property whose valuation has been entered in column 41.

INDIAN RESERVATIONS

COLUMN 43 - VALUATION

All property on Indian reservations owned by a tribe or individual members of a tribe is exempt if not leased, loaned or used in any way by an outside interest. The valuation of the land, buildings, and other improvements shall be entered together in column 43. This column shall include all property exempted for reasons of existing as a Federal Indian reservation, tribal land, or owned by individual tribal members. If separate land and building values are known, please enter both by placing one above the other in column 43. Designate the land value with an "L" and building value with a "B".

COLUMN 44 - ACRES

Record in column 44 the number of acres of land which have been exempted as Indian property.

PUBLIC PROPERTY USED FOR PUBLIC PURPOSES

All property, the title to which is in the government of the United States or the State of Minnesota or its agencies or instrumentalities is exempt. Its valuation and acreage shall be entered in columns 45 through 71

IF IT CANNOT FIRST BE PLACED IN ONE OF THE PRECEDING CATEGORIES. When property owned by the government of the United States or the State of Minnesota or its agencies or subdivisions is leased, loaned or otherwise made available to persons or corporations for use in connection with a business conducted for profit, the user is assessed for the property as if he was the owner; therefore, that property is taxable and shall not be entered on this abstract. This section of the abstract has been subdivided into five parts:

- 1) Federal
- 2) State
- 3) County
- 4) Municipal
- 5) Special Taxing District

Most of the column headings are self-explanatory, but a brief review of each shall be presented with a few examples.

COLUMNS 45--47 - FEDERAL

Column 45 - Federal Buildings and Improvements

All buildings and improvements owned by the Federal government shall be included in column 45. Examples of this are post offices, recruiting stations, armories owned by army reserve units, federal highway projects. Apportionments must be made if part of a federally owned building is rented to other outside interests. Property of certain federal agencies such as national banks is taxable upon the terms and to the extent prescribed by Congress; this would be excluded from this abstract.

Columns 46 - 47 Federal Land Acres

See "Note on Land," page 3.

COLUMNS 48 - 50 - STATE

Column 48 State Buildings and Improvements

All buildings and improvements owned by the State of Minnesota, such as the State Capitol and office buildings, shall be included in column 48. This shall not include state hospitals since they shall be recorded under "Hospitals" in columns 29 - 32. National guard armories owned by the State or the Minnesota State Army Building Commission shall be included in this section.

Columns 49 - 50 State Land Acres

See "Note on Land," page 3.

COLUMNS 51 - 59 COUNTY

Column 51 County Public Service Enterprises Buildings and Improvements

Column 51 is to be used for recording the valuation of buildings and improvements of county property used as public service enterprises. A public service enterprise is an institution which is a revenue producing facility which charges a fee for its service. Although it may not be completely self supporting, it is to a considerable extent. An example of this is the county fairgrounds, which are the location of the county fairs and exhibitions. They usually charge a fee at the gate for entrance to the county fair.

Columns 52 - 53 County Public Service Enterprises Land Value and Acres

The land upon which the service enterprise is located shall be included in column 52. In addition, parking lots owned by a county for which a fee is charged for parking shall be included in column 52.

See "Note on Land," page 3.

Column 54 County Law Enforcement, Fire, and Administration Buildings and Improvements

The sheriff's office, jail, fire station, and county court house are examples of county property to be included in column 54. If a county facility such as a court house is shared with a municipal function, then an apportionment must be made between the parts. Also, if a county facility is partially used by a non-exempt organization, then only that part which is exempt shall be included.

Columns 55 - 56 County Law Enforcement, Fire Administration Land and Acres

See "Note on Land," page 3.

Column 57 Other County Buildings and Improvements

Other county buildings and improvements not included in previous columns shall be entered here. Examples of such property are garages for highway equipment and county libraries. County parks shall also be included in column 57. It may be necessary to subdivide the values of the county park into columns 51 and 57 if one of the activities at the park is a service enterprise.

Columns 58 - 59 Other County Land and Acres

See "Note on Land," page 3.

COLUMNS 60 - 68 MUNICIPAL

Column 60 Municipal Public Service Enterprises Buildings and Improvements

The buildings and improvements of public service enterprises owned by cities and townships shall be included in column 60. Examples of such property are municipal light and water plants, telephone systems, and municipal liquor stores.

Columns 61 - 62 Municipal Public Service Enterprises Land and Acres

The land upon which the service enterprise is located shall be included in column 61. In addition, parking lots owned by a municipality for which a fee is charged for parking shall be included in column 61.

See "Note on Land," page 3.

Column 63 Municipal Law Enforcement, Fire, Administration Buildings and Improvements

The buildings and improvements occupied by a municipal law enforcement agency, fire department including volunteer fire departments, and administration departments such as city or town halls shall be included in column 63. If these city offices are contained in the same building with county offices, apportion the respective parts separately and enter them in the appropriate categories on the abstract.

Columns 64 and 65 Municipal Law Enforcement, Fire Administration Land and Acres

See "Note on Land," page 3.

Column 66 Other Municipal Buildings and Improvements

Exempt municipal property which cannot be included in previous columns shall be included here. Libraries and municipal airports are examples of property that may be included in column 66. Libraries and airports are not normally considered to be service enterprises or revenue producing even though a certain amount of money from users of these facilities is taken in. No fee is required for this service other than penalties for overdue books in case of the library, and nominal charges for tying the plane down if one desires to leave the plane overnight at the airport. Often times there are private aviation companies located at the airport which provide services such as flying lessons, selling gas, etc. This property would not be tax exempt and hence, not included. Municipal parks shall be included in

column 66. If any activity of the park is deemed a service enterprise, apportion the value between columns 60 and 66.

Columns 67 - 68 Other Municipal Land and Acres

See "Note on Land," page 3.

COLUMN 69 SPECIAL DISTRICT BUILDINGS AND IMPROVEMENTS

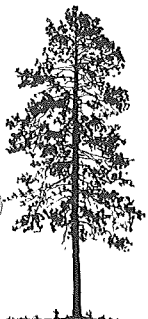
Buildings and improvements owned by special taxing districts shall be recorded in column 69. Special taxing districts, as specified on pages 20 - 24 the 1973 Tax Levy Authorizations and Limitations published by the State Auditor are political subdivisions of the State and, therefore, property owned by them is exempt. The special taxing districts are as follows:

1. Hospital District
2. Housing and Redevelopment Authority
3. Metropolitan Airport Commission
4. Metropolitan Council
5. Metropolitan Transit Commission
6. Park District
7. Port Authority
8. Regional Development District
9. Sanitary Sewer District
10. Watershed District

For purposes of this abstract, mosquito control districts are also considered to be special taxing districts.

Columns 70 - 71 SPECIAL DISTRICT LAND AND ACRES

See "Note on Land," page 3.



## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

### WORKING PAPER E.1 ALTERNATIVE METHODS FOR ANALYZING THE COST/REVENUE IMPACTS OF STATE FACILITIES

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals working on the study. Data is collected when and where available from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.

## TABLE OF CONTENTS

	<u>Page</u>
Introduction . . . . .	E.1.1
Basic Assumptions of the Proposed Alternatives . . . . .	E.1.4
Alternative Methodologies for Allocating Service Costs . . . . .	E.1.9
Alternative Methodologies for Allocating Revenues . . . . .	E.1.25
Other Impacts, Benefits and Disbenefits . . . . .	E.1.28
Summary of Recommendations . . . . .	E.1.31
Suggested Case Study Areas . . . . .	E.1.37





## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: September 23, 1977

SUBJECT: ALTERNATIVE METHODS FOR ANALYZING THE COST/REVENUE  
IMPACTS OF STATE FACILITIES  
REFERENCE NO. E.1

The purpose of this work paper is to provide the background information necessary for the joint committee to make decisions on the approach to be used in measuring and evaluating the impacts of State land ownership on local units of government. Key decisions must be made in five general areas:

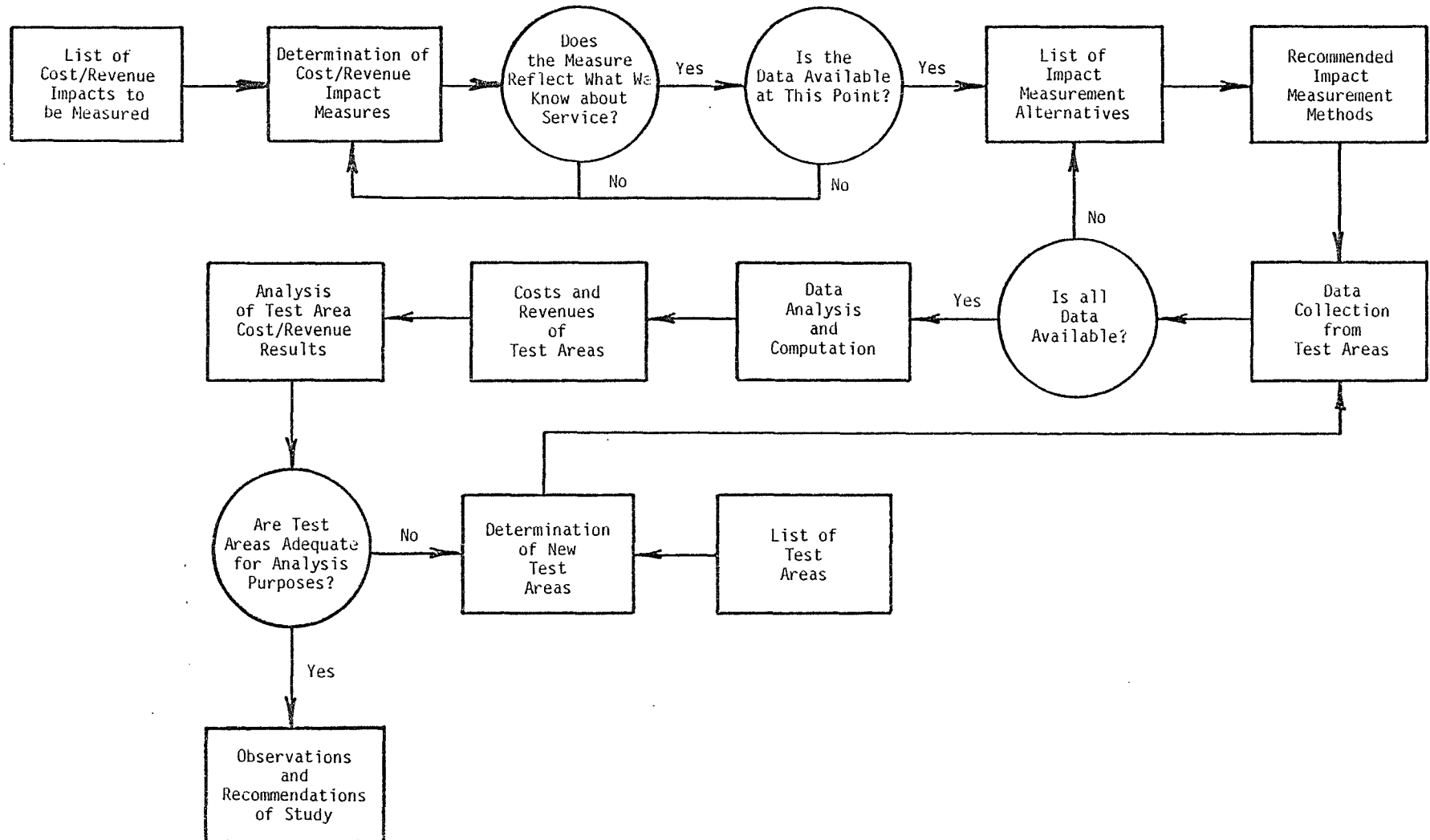
1. What assumptions are acceptable as a basis for allocating costs and revenues to the institution?
2. How should a portion of the costs of local governmental services be allocated to State facilities?
3. How should a portion of local governmental revenues be allocated to State facilities?
4. What other impacts, benefits or disbenefits should be included in the analysis? If any are included, how should they be measured?
5. What institutions and cities should be used as case study areas to test these cost/revenue impacts?

Within each of these general areas, key decision points have been identified, appropriate alternative analytical techniques have been described, and a specific approach has been recommended. Upon recommendation of the joint LCMR/TSC Committee, the preferred methodologies will be applied to selected test areas and institutions to assess impacts in the case study areas. The overall process which has been used to develop alternative evaluation methodologies and is suggested for use in determining cost-revenue impacts is illustrated in Figure 1.

This work paper is organized as follows:

1. Basic assumptions of the proposed approaches.
2. Alternatives for allocating service costs.
3. Alternatives for allocating revenues.
4. Alternatives for measuring other impacts, benefits and disbenefits.
5. Summary of recommendations.
6. Suggested case study areas for testing impacts.

# FLOWCHART OF SUGGESTED PROCESS FOR DETERMINING COST-REVENUE IMPACTS



E.1.3

FIGURE E.1.1

Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.



## BASIC ASSUMPTIONS OF THE PROPOSED ALTERNATIVES

At best, the allocation of costs, revenues and other impacts to a specific facility or landowner within a community is an estimate. It is extremely important to understand the assumptions which form the basis for the estimate in order to assess reliability of the estimate and to properly interpret the resulting observations. The following basic questions must be resolved before further defining evaluation methodologies.

1. What geographic area should be defined as the "impacted area?"  
It has been assumed in this work paper that cost-revenue impacts will occur only within the governmental units in which the facility is located.
2. Should primary impacts only be measured or should both primary and secondary impacts be included? It has been assumed in this work paper that both primary and secondary impacts will be measured when both are judged to occur.
3. How should employees, students, patients and inmates be treated when allocating costs on a per capita basis? It is assumed in this work paper that employees residing within the governmental unit will create both primary and secondary impacts. Non-resident employees, students, patients and inmates will create only primary impacts.
4. Should average or marginal costs be used to allocate costs to the institution? It is assumed in this work paper that expenditures and costs will be allocated on an average year basis, rather than on the basis of marginal or incremental costs.
5. Should services currently involving service fees be included in the analysis? It is assumed in this work paper that all services and all revenues from service fees will be included in the analysis, even if the costs and revenues of fee services are equal.

Each of these assumptions is discussed more fully below.

### Geographic Areas Impacted

It is assumed that cost-revenue impacts will occur only within the governmental units in which the State facility is located. Typically, this will include: (1) a municipality, (2) a school district, and (3) a county (see Figure 2). These areas will be called "service areas" throughout the work paper. Each impact will be calculated separately for each applicable service area.

## ASSUMED GEOGRAPHIC SERVICE AREAS

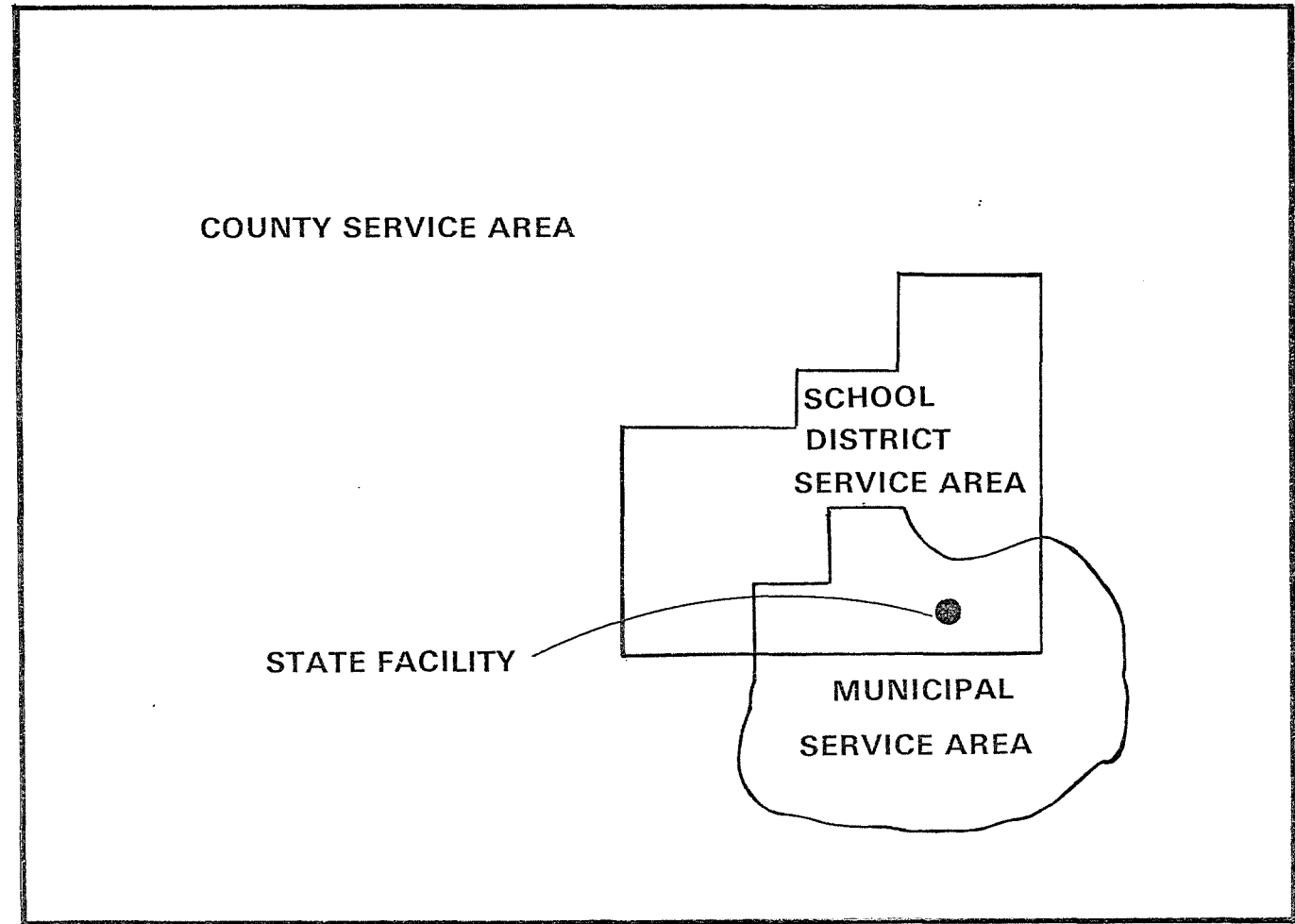


FIGURE E.1.2.

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### Primary and Secondary Impacts

In analyzing the cost-revenue impacts of public lands and facilities, both primary and secondary impacts will be considered. For this study, primary impacts are assumed to be those impacts related directly to the institution and its employees (see Figure 3). Secondary impacts are assumed to be those related to the employee's family and household (see Figure 3). Both primary and secondary impacts are included in computations when these impacts are both judged to be significant. The suggested methodologies are also designed so that primary and secondary costs can be viewed separately. As an alternative, it could be assumed that the service costs and revenues generated by local residents are equal and should be excluded from the analysis.

### Resident and Non-resident Employees

Resident employees are defined as those employees living within the service area. All resident employees are assumed to have families which create secondary impacts. Non-resident employees are defined as those employees living outside the service area. These employees are assumed to create only primary impacts directly associated with the institution. For calculation purposes, students, inmates and patients are treated as non-resident employees except where otherwise indicated.

### Average Versus Incremental Costing

It is assumed that expenditures and revenues can be allocated on an average basis; that is, that any increase or decrease in service demand will cause a proportionate increase or decrease in service supply. This assumption was made because of the difficulty in analyzing excess capacity within each service area and because the State facilities already exist in the respective communities. In actuality, however, supply may not increase or decrease in the same proportion to the service demand when new development occurs. An example of the possible effects of this assumption is shown in Table 1. In this example, all three cities have provided service capacity based on their projected service demand in 10 years. Cities A and B currently have an excess capacity, while City C is using the full capacity of its systems. In both Cities A and B, the addition of 100 persons to the base of 2,500 persons does not increase demand above the capacity of the existing system or reduce the quality of the service provided; thus, the additional cost of service to those persons is incrementally 0, but has been judged by the average costing basis to be \$40,000 and \$10,000, respectively. In City C, since the system is at functional capacity, the addition of 100 persons would require either an increased expenditure to provide the service, or a lower quality of service will be provided.

## ASSUMED PRIMARY AND SECONDARY IMPACT

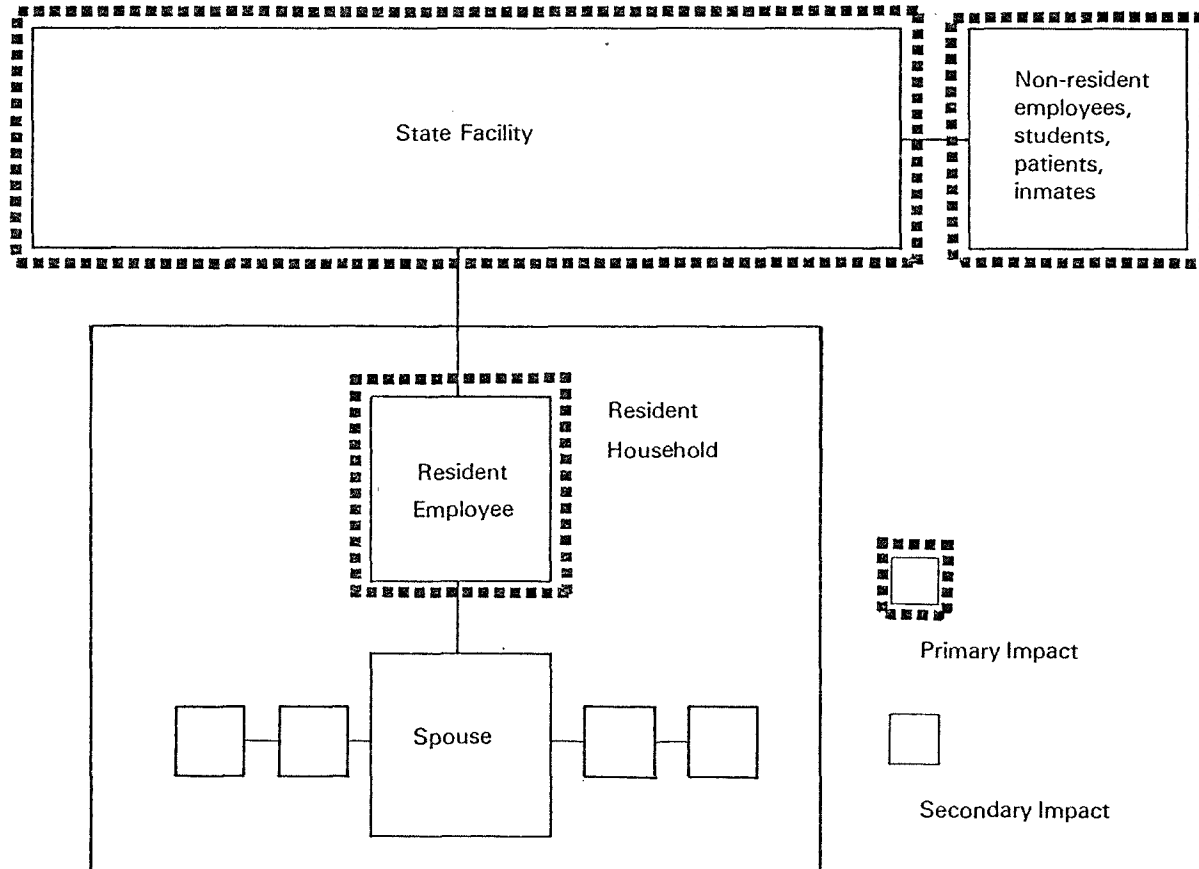


FIGURE E.1.3

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In the proposed analysis, the test areas are assumed to have had no excess service capacity to accommodate the institution when it was constructed. The analysis further assumes that the quality of the service will continue at its present level and existed at that level before the institution was constructed.

### Fee Services

Certain services such as public utilities and garbage collection typically involve fees for the service provided. Existing data indicate that these fees are paid by public institutions as well as by private landowners. If it is assumed that the current service fees are equal to the cost of the service provided, then these services and revenues could be excluded from the analysis. In this work paper, this assumption has not been made. Rather, both service costs and revenues generated by service fees are included on each side of the "balance sheet." These costs and revenues may, or may not, equal each other.

TABLE 1  
EXAMPLE OF AVERAGE VERSUS INCREMENTAL COSTING

	City A	City B	City C
Existing Population in Year 1	2,500	2,500	2,500
Projected Population in 10 Years	20,000	5,000	2,500
Original Service Expenditure for Projected Capacity	\$1,000,000	\$250,000	\$125,000
Cost Per Person at Present Population	\$ 400	\$ 100	\$ 50
New Population Added in Year 2	100	100	100
Assumed Additional Cost Using Average Costing	\$ 40,000	\$ 10,000	\$ 5,000
Assumed Additional Cost Using Service Capacity Increment	0	0	\$ 5,000



## ALTERNATIVE METHODOLOGIES FOR ALLOCATING SERVICE COSTS

The types of services considered in this analysis include the following:

- Police
- Fire
- Roads
- Transit
- Parking
- Garbage Collection
- Utilities
- Health
- Education
- Welfare
- Parks
- General Government
- Capital Expenditures for all service categories

These services may be generally categorized as services provided to "property" and services provided to "people" as shown in Table 2. Those services provided to property are typically provided both directly to the institution and to the homes of the institution's employees. People services are typically provided only to the institution's employees and their families, not directly to the institution itself. Primary costs associated with property services are assumed to be only those provided directly to the institution. Primary costs associated with people services are assumed to be those provided to the institution's employees. Secondary property and people service costs are assumed to be those created by the employee's household and family (see Figure 3).

TABLE 2  
MATRIX OF LAND/PROPERTY SERVICES AND PEOPLE SERVICES

Service Category	Land/Property Service		People Service	
Police	X		X	X
Fire	X	X		X
Roads	X			X
Transit	-			X
Parking	X			-
Garbage Collection	X			X
Utilities	X			-
Health	-			X
Education	-			X
Welfare	-			X
Parks	-			X
General Government	X			X
Capital Costs	X			X

### Basic Assumptions

The following basic assumptions are used in the alternatives proposed for estimating service costs:

1. It is assumed that, without the public institution, all employees would be neither employed locally nor local residents.
2. The quality of service provided is assumed equivalent among all local governmental units.
3. It is assumed that property and people services can, and perhaps should, be measured or allocated differently.
4. Only resident employees will incur both primary and secondary costs within the service area.
5. Non-resident employees will incur only primary costs within the service area.
6. Each resident employee will be assumed to represent one household. Average county household size will be used to determine secondary population.
7. All non-resident employees will be assumed to reside within the county service area except in particular cases (St. Paul, St. Cloud, etc.) where multiple counties are clearly affected. In these cases, employee residences will be distributed in the same proportion as the population of those counties.
8. Students, inmates and patients are treated as non-resident employees in all service areas unless otherwise indicated when calculating per capita costs. If data is available on student residence location and family size, a distinction will be made as appropriate. If no data on family size is available, these individuals will be assumed to have no family dependents in the service areas. Visitors will be included as non-resident population only for those services which would typically be provided to visitors.

### Alternative Methodologies

Three basic approaches to allocating service costs have been identified as follows:

- A. Assignment of per capita costs to population generated by the institution (i.e., employees, etc.). This assumes that costs occur in direct proportion to the number of people served.

- B. Assignment of costs on the basis of the proportion of the institution's value to the total property value of the community. This assumes that value is an indicator of service demand (i.e., intensity of use). This is the basis upon which property taxes are currently determined.
- C. A series of service unit measures designed for each specific service category might be used. This assumes that neither population served nor property value are uniformly accurate measures of service demand or cost for all service categories. Rather, service costs should be allocated on the basis of number of service calls, number of road miles provided, etc.

In addition to these basis approaches, additional alternatives have been developed where appropriate for specific service categories. For each service category, an "exhibit" is presented on the following pages which: (1) indicates the applicability of alternatives A (per capita) and B (proportional valuation), (2) outlines one or more service measures which might be utilized, (3) outlines any additional alternatives, and (4) recommends a preferred approach. The three basic alternatives are described more fully below:

Alternative A: Per Capita. Under Alternative A, costs would be allocated to the institution on a per capita basis based on an employment analysis and household data. This methodology assumes:

- That expenditures are directly related to the number of people served.
- That there are no service demand differences between different segments of the population.

Under this alternative, the average per capita costs for the service would be calculated. Institutionally generated population in the service area would be determined, and the per capita cost would be multiplied by this population to determine costs allocated to the institution.

This methodology is most appropriate for allocating the cost of services which are judged to be people-related. The formula which would be used in this methodology is as follows:

$$\left( \frac{\text{service expenditures}}{\text{service area population}} \right) \times \left[ \left( \begin{array}{l} \text{resident} \\ \text{employees} \end{array} \times \begin{array}{l} \text{average county} \\ \text{household size} \end{array} \right) + \begin{array}{l} \text{non-resident} \\ \text{employees} \end{array} \right] = \text{primary and secondary service costs.}$$

If costs for a particular service are not projected to be incurred as a result of non-resident population, these individuals would be deleted from the above formula.

Alternative B: Proportional Valuation. Under Alternative B, costs would be allocated to the institution on the basis of proportional valuation based on assessed values of non-residential and residential property. This alternative assumes:

- That expenditures are directly related to land and building values.
- That assessment practices are equitable for different land types and uses, between different local governmental units, and between taxed and tax-exempt property.

Under this alternative, the average service costs per dollar of assessed value is determined. The value of the institution and resident employees' homes is estimated, and the service cost factor is applied to this value to estimate costs allocated to the institution. This methodology is most appropriate for allocating the cost of services which are judged to be property-related. The formula which would be used is as follows:

$$\left( \frac{\text{total assessed value}}{\text{value of institution} + \text{value of resident employee homes}} \right) \times \left( \frac{\text{service expenditure}}{\text{total assessed value}} \right) =$$

primary and secondary costs.

Where resident employee home value =

$$\left( \frac{\text{total residential assessed value}}{\# \text{ of residential parcels}} \right) \times \# \text{ of resident employees}$$

Alternative C: Service Measures. Under this alternative, units of measure would be identified for each service (for example, number of police calls, miles of road, etc.). An average cost per unit would be calculated, and applied to the actual or estimated service provided to the institution (for example, number of police calls to the institution or to the institution and a defined area surrounding the facility). This methodology is most appropriate for measuring primary property related service costs. The formula which would be used is as follows:

$$\left( \frac{\text{service expenditure}}{\text{total units of service}} \right) \times \text{units of service provided to facility} =$$

primary costs.

The key problems in using this methodology are: (1) adequate data may not be available, and (2) it cannot be readily used to measure secondary costs because residential services are dispersed throughout the service area.

Other Methodologies. In addition to the three basic approaches outlined above, additional alternatives have been developed where appropriate for specific categories. These alternatives are summarized in the following exhibits.

Alternative A (per capita) - Applicable

Alternative B (proportional value) - Applicable

Alternative C (service measure) - Allocate primary costs on the basis of: (1) miles of streets patrolled for patrol costs, (2) number of calls for response costs, and (3) population for remaining costs. Allocate secondary costs on a per capita basis.

Alternative D - Combination of A and B methodologies in proportion to the estimated ratio of people/land service costs. For instance, if it is determined that 70 percent of expenditures are people-related and 30 percent are land related, then total expenditures will be apportioned on that basis. Methodology A will then be applied to the people-related costs and Methodology B to the land-related costs.

Recommendation: Alternative C

-because police service is provided to both property and people. Therefore, neither A nor B alone would assign the correct proportion of cost to the institution. If data are not available to apply Alternative C, then Alternative D is recommended.



Minnesota Public Lands Impact Study — Phase 2

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## EXHIBIT 2 - FIRE

Alternative A (per capita) - Applicable

Alternative B (proportional value) - Applicable

Alternative C (service measure) - Allocate primary costs on the basis of: (1) number of calls for response costs, (2) number of buildings for investigative and inspection costs, and (3) population for remaining costs. Allocate secondary costs on a per capita basis.

Alternative D - Combination of A and B methodologies in proportion to the estimated ratio of people/land service costs. For instance, if it is determined that 70 percent of expenditures are people-related and 30 percent are land-related, then total expenditures will be apportioned on that basis. Methodology A will then be applied to the people-related costs and Methodology B to the land-related costs.

Recommendation: Alternative C

-because fire service is provided to both people and property. Therefore, neither A nor B alone would assign the correct proportion of cost to the institution. If data are not available to apply Alternative C, then Alternative D is recommended.



Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
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## EXHIBIT 3 - ROADS

Alternative A (per capita) - Applicable

Alternative B (proportional value) - Applicable

Alternative C (service measure) - Allocation of road expenditures based on miles of road in service area. For example,

$$\left( \frac{\text{miles of public facility street frontage}}{\text{miles of public streets}} \times \text{public street expenditures} \right) + \left( \frac{\text{miles of public streets} - \text{facility frontage miles}}{\text{population}} \times \text{resident population} \right) \times \frac{\text{public street expenditures}}{\text{miles of public streets}} = \text{primary and secondary cost}$$

Alternative D - Allocation of road service expenditures based on trips or vehicle miles traveled generated by the facility.

$$\frac{\text{service area road expenditures}}{\text{total trips in service area}} \times \left( \text{estimated trips generated by facility} + \left( \text{average trips per family} \times \# \text{ resident employees} - \text{resident work trips} \right) \right) = \text{primary and secondary costs}$$

where estimated trips generated by facility determined using existing trip generation factors for specific land uses.

Recommendation: Alternative C

-because is a more direct measure of the service provided.



Minnesota Public Lands Impact Study — Phase 2

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## EXHIBIT 4 - TRANSIT

Alternative A (per capita) - Applicable

Alternative B (proportional value) - Not Applicable

Alternative C (service measure) - Allocation of transit service expenditures on an average cost-per-passenger-trip basis.

$$\frac{\text{transit expenditures} - \text{revenues}}{\# \text{ passenger trips}} \times \# \text{ of estimated passenger trips} =$$

primary and secondary costs

where # of estimated passenger trips =

primary and secondary trips  
generated by facility (see Exhibit 3)  $\times$  estimated transit mode split

or

# resident employees  $\times$  average county household size  $\times$  transit trips per capita

Alternative D - Survey employees to determine number of actual trips by transit.

Recommendation: Alternative C

-because considers revenues (i.e., passenger fees), is based on trip characteristics rather than population, and does not require extensive data collection.



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## EXHIBIT 5 - PARKING

Alternative A (per capita) - Not Applicable

Alternative B (proportional value) - Not Applicable

Alternative C - Estimate the primary costs of parking based on existing formula for parking space needs for various land uses and average costs per space.

$$\left( \frac{\text{on-site parking supply} - \text{calculated parking space demand}}{\text{parking supply} - \text{space demand}} \right) \times \frac{\% \text{ local spaces publicly owned}}{\text{publicly owned}} \times$$

average cost per  
off-street space = primary cost of service

This estimate would also be compared to off-street parking availability in the case study area to assess reasonableness of cost estimate and allocation.

Recommendation: Alternative C

-because this alternative assumes that only primary costs for off-street parking should be attributed to the institution. On-street parking costs are included in road (construction and maintenance) and police (enforcement) expenditures. Existing parking demand formulae take into consideration land use, transit availability, etc.



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## EXHIBIT 6 - UTILITIES

Alternative A (per capita) - Applicable

Alternative B (proportional value) - Applicable

Alternative C - Combination of A and B methodologies in proportion to the estimated ratio of people/land service costs. For instance, if it is determined that 70 percent of expenditures are people-related and 30 percent are land-related, then total expenditures will be apportioned on that basis. Methodology A will then be applied to the people-related costs and Methodology B to the land-related costs.

Recommendation: Alternative A

-because water consumption and waste disposal at non-manufacturing and non-commercial institutions is directly related to number of users (i.e., employees and institutional population).



Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
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## EXHIBIT 7 - GARBAGE COLLECTION

Alternative A (per capita) - Applicable

Alternative B (proportional value) - Applicable

Alternative C - Combination of A and B methodologies in proportion to the estimated ratio of people/land service costs. For instance, if it is determined that 70 percent of expenditures are people-related and 30 percent are land-related, then total expenditures will be apportioned on that basis. Methodology A will then be applied to the people-related costs and Methodology B to the land-related costs.

Recommendation: Alternative A

-because garbage generation relates to number of people for non-commercial or non-manufacturing activities.



Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
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Alternative A (per capita) - Applicable

Alternative B (proportional value) - Not Applicable

Recommendation: Alternative A

-because health and welfare costs are clearly people-related expenditures. Note: since health and welfare costs are borne by the individual's place of residence, only residents of each service area will be included as population in this calculation. Patients and inmates will be excluded from all service areas. Students will be treated as single residents in each of the applicable service areas.



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## EXHIBIT 9 - EDUCATION

Alternative A (per capita) - Applicable

Alternative B (proportional value) - Not Applicable

Alternative C - Allocation of education expenditures on a per student basis over the school district in which the public facility exists; in areas where more than one school district exists, resident employees will be assumed to be proportionately distributed among the countries based on population.

$$\frac{\text{education expenditures}}{\text{pupils in school district}} \times \frac{\text{estimated \#}}{\text{of students}} = \text{secondary costs}$$

where estimated # of students =

(# resident employees X county average household size) X

(proportion of persons under age 20 for county X

proportion in public schools)

Alternative D - Survey employees to determine actual number of public school children and apply average costs per student to that number.

Recommendation: Alternative C

-because ties expenditures to students rather than population but does not require extensive data collection.



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## EXHIBIT 10 - PARKS

Alternative A (per capita) - Applicable

Alternative B (proportional value) - Not Applicable

Recommendation: Alternative A

-because parks are essentially a people service. Note: Visitors will be included as non-resident population in this calculation.



Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
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Alternative A (per capita) - Applicable

Alternative B (proportional value) - Applicable

Alternative C - Allocation of general government expenditures based on the proportion of the individual service category expenditures to the total expenditures.

$$\frac{\text{service category expenditures}}{\text{total expenditures}} \times \text{total general government expenditures} = \text{general government expenditures for that service category.}$$

Recommendation: Alternative C

-because, since general government expenditures help support the operations of the specific departments and expenditure areas, it is not unreasonable to assume that these expenditures occur in direct proportion to departmental expenditures.



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## EXHIBIT 12 - CAPITAL EXPENDITURES

Alternative A (per capita) - Applicable

Alternative B (proportional value) - Applicable

Recommendation: Alternative B

-because taxes and special assessments are based on this assumption.



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## ALTERNATIVES FOR ALLOCATING REVENUES

Four general categories of revenue impact will be addressed including:

- Existing property taxes generated by employees residing in the service area.
- Property tax revenues which might be generated if the facility were privately owned and used for a taxable purpose.
- Existing State and federal aids including local aid, highway aid, school aid, etc.
- Existing payments for services received including service fees, payments in lieu of taxes, special grants, etc.

Proposed methodologies for measuring these revenue impacts are described below.

### Existing Property Taxes

Existing property taxes generated by employees of the institution are considered to be secondary revenues generated by the institution. These revenues would be calculated by estimating the taxable value per resident employee household, and applying the relevant mill rate. Three alternative ways of determining resident employee household value have been identified as follows:

1. Survey each employee to determine actual assessed value or actual property taxes paid.

$$\text{actual assessed value} \times \text{mill rate} = \text{secondary revenues}$$

2. Estimate employee income and apply a factor to estimate housing value.

$$(\text{employee income} \times .25 \times \text{payment factor})$$

$$\times \text{mill rate} = \text{secondary revenues}$$

3. Apply average value per household to resident employees.

$$(\text{resident employees in tax district} \times \text{average taxable value per household}) \times \text{mill rate} = \text{secondary revenues}$$

Alternative 3 is recommended because it minimizes the number of assumptions required and does not require potentially confidential data such as income or housing value. These taxable values and revenues would be compared to total taxable value and residential tax revenues to assess significance of the impact.

### Projected Tax Revenues

Projected tax revenues are those revenues which would be generated if the facility were privately owned and used for a taxable purpose. Using the same formulae as those utilized in Phase 1, the impacts on tax revenues and mill rates will be calculated.

$$\left( \begin{array}{c} \text{Assessed Value} \\ \text{of State Facility} \end{array} \times \text{Taxable Ratios} \right) \times 1975 \text{ Mill Rate} =$$

Theoretical Estimated Taxes on State Facility

$$\frac{\text{Total Taxes Levied}}{\begin{array}{c} \text{Estimated Taxable Value} \\ \text{of State Facility} \end{array} + \begin{array}{c} \text{Total Taxable} \\ \text{Value} \end{array}}$$

$$= \text{Theoretical Estimated New Mill Rate}^{(1)}$$

Two key issues are related to projected taxes: (1) what is the appropriate value of the property?, and (2) what is the appropriate taxable ratio?

It is proposed that value be determined in one of the following ways:

1. Determine actual assessed value used by the County Assessor;
2. Estimate the average value per square foot used for that general land use in the Assessor's report on exempt properties.
3. Use appraised values provided by State agencies and adjust by sales ratios.
4. Conduct an appraisal of the facility and adjust by sales ratios.

It is recommended that the County Assessor's estimates be utilized because this value is more likely to correspond to values given comparable properties within the same community.

Alternative taxable ratios which might be reasonable to use include the following:

- 40%: This is the rate for non-homesteaded residential real estate.
- 43%: This is the rate for commercial, industrial and other property not given a lower ratio by law.

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<sup>(1)</sup> In school districts, taxes for 30 mills would be excluded from this calculation because they would not be affected as a result of the existing school aid formula.

- Some lower rate as specified by the joint committee.

It is recommended that rates for a comparable, private, taxable use be utilized. Therefore, it is suggested that 40.percent be used for residential buildings and 43 percent be used for other buildings (e.g., office, food services, academic and other support services).

#### Existing State Aids

It is suggested that principal existing State and federal aids in an average year be allocated to the institution by using existing formulation as determined by the various state agencies and departments. These formulations will be applied to the following:

1. Local Aid
2. Highway Aid
3. School Aid
4. Federal Revenue Sharing

All other State and federal aids would be allocated to the institution using per capita calculations. As an alternative, all State and federal aids could be allocated using per capita calculations. In both cases, the impact of population increases on ability to raise revenue would be addressed.

#### Existing Direct Payments

Actual payments by the institution for services, including any special grants or payments in lieu of taxes, would be determined for an average year. This data would be collected from institution managers. In addition, secondary revenues from residential service fees would be calculated as follows:

$$\left( \begin{array}{l} \# \text{ resident} \\ \text{employees} \end{array} \times \begin{array}{l} \text{average household} \\ \text{service fees} \end{array} \right) + \text{actual institution payments} =$$

primary and secondary revenues.

## OTHER IMPACTS, BENEFITS AND DISBENEFITS

There are several other impacts which may be of importance to local governmental units at least indirectly in that they may affect the economic health of the community. These impacts include the following:

- Image projection or quality of life
- Land use or developmental patterns
- Adjacent property values
- Services provided by the institution
- Retail sales
- Secondary employment

These factors tend to be difficult to measure quantitatively because: (1) they are not directly related to service costs and revenues generated, (2) there tends to be disagreement over the factors which determine the value of these benefits and their relative degree of importance, and (3) usually it is not just one facility which is responsible for the economic condition or quality of life in the community. There are techniques, however, that can be used to measure these factors if enough assumptions are made. Alternatively, these factors might be addressed only on a qualitative scale by merely discussing the nature of real and perceived benefits and disbenefits with local officials, residents, and institution managers. Each of these impact areas is discussed below.

### Image Projection or Quality of Life

The real or perceived positive or negative impact of an institution on the image or quality of life in a community is perhaps the most difficult impact to measure, primarily because different people have different opinions about what determines quality of life. Four alternative approaches could be used as follows:

1. A series of quantifiable factors could be defined as a composite measure of quality of life and given ratings on a predetermined scale.
2. Local residents and businesses could be surveyed for their opinions.
3. A qualitative discussion could be included reporting opinions of selected local officials.
4. This factor could be excluded from the analysis.

### Land Use or Developmental Patterns

A public facility may have an impact on local growth patterns and the general types of development occurring in the community both in its current public use and in alternative future uses of the institution or facility. Alternative treatments of this impact include the following:

1. Survey local businessmen and zoning or planning officials to determine opinions.
2. Assume that secondary employment is a good indicator of developmental impacts and do not treat this factor separately.
3. Discuss impacts on a qualitative basis only, reporting discussions with selected local officials.
4. Recognizing that these impacts are not visibly tied to the institution, do not include in analysis.

### Adjacent Property Values

It is possible that adjacent property values may be increased or decreased as a result of close proximity to a public facility. Methods by which this impact might be determined include:

1. Surveying real estate agents and adjacent property owners to assess real and perceived impacts.
2. Discuss concept with local assessor and base judgment on local assessment practices.
3. Address qualitatively based on perceptions expressed in discussions with selected local officials.
4. Do not include in analysis.

### Services Provided by Institution

The existence of a public facility may provide benefits or services to the local community which it either would not have or would have to provide from local revenues. Examples are cultural, recreational, educational, research, and perhaps other, resources and activities. Approaches which might be used to measure these benefits include:

1. Identify actual public services provided which replace necessary local services and determine actual cost of facility and service from institution records.

2. Survey local residents to determine actual use of the State facility and assign a per unit of service cost to the level of service provided.
3. Discuss qualitatively based on interviews with selected local and State officials.
4. Do not include in the analysis.

#### Retail Sales

Employees, students, visitors and the institution itself all contribute to the local economy through the purchase of goods and services. It may be assumed that this indirectly affects the revenues of the local government as well as the economic health of the community. Approaches which might be used to measure this factor include:

1. Using a set of "multipliers" based on per capita sales, assign estimated annual sales to employees, students and visitors.
2. Determine actual local purchases by the institution from institution records if data is available.
3. Address issue qualitatively only identifying general assumed impact.
4. Survey local businesses.
5. Do not include in analysis.

#### Secondary Employment

The local generation of secondary employment is heavily dependent upon the local goods and service demand by the public facility. This item might be measured as follows:

1. Use available multipliers which assume that each primary employee generates a certain number of secondary employees. The multipliers vary with the type of primary industry based on the goods and services demand of the primary industry.
2. Address qualitatively the question of generating labor intensive versus capital intensive secondary industries.
3. Survey local businesses.
4. Do not include in analysis.

## SUMMARY OF RECOMMENDATIONS

The introduction of this work paper identified three general categories of costs and benefits that might be included in the proposed impact evaluations including:

1. The costs of local governmental services.
2. Local revenues generated.
3. Other impacts, benefits and disbenefits.

The specific factors included in these categories are summarized in Table 3.

The preceding sections of the work paper have presented alternative approaches to measuring these impacts, and recommendations have been made for each factor based on:

1. The assumptions used to estimate the impact.
2. The availability and reliability of data.
3. The reasonableness of collecting the necessary data and measuring the impact.

### Data Requirements

The general types of data required to complete the impact analysis and the availability of this data is indicated in Table 4.

### Ability to Measure Impacts

The general purpose of this exercise has been to determine realistic measures of various impacts without actually observing and directly measuring each service provided or each benefit received. Based on the analysis to date, it is clear that some impacts can be measured more accurately than others. This concept of relative ability to measure impacts is illustrated in Figure 4. This raises a key question, that is: Should all factors, regardless of the ability to measure the impact, be included in the analysis or should the analysis be limited to those factors which can reasonably be measured?

### Recommendations

The basic recommendations of this work paper can be broadly summarized as follows:

1. Several techniques should be used to measure service costs as indicated in Figure 5. Wherever data is available, units of service provided should be used as the measurement of cost. Where data is not available, a per capita approach should be used for people services and a proportional valuation approach should be used for property services.

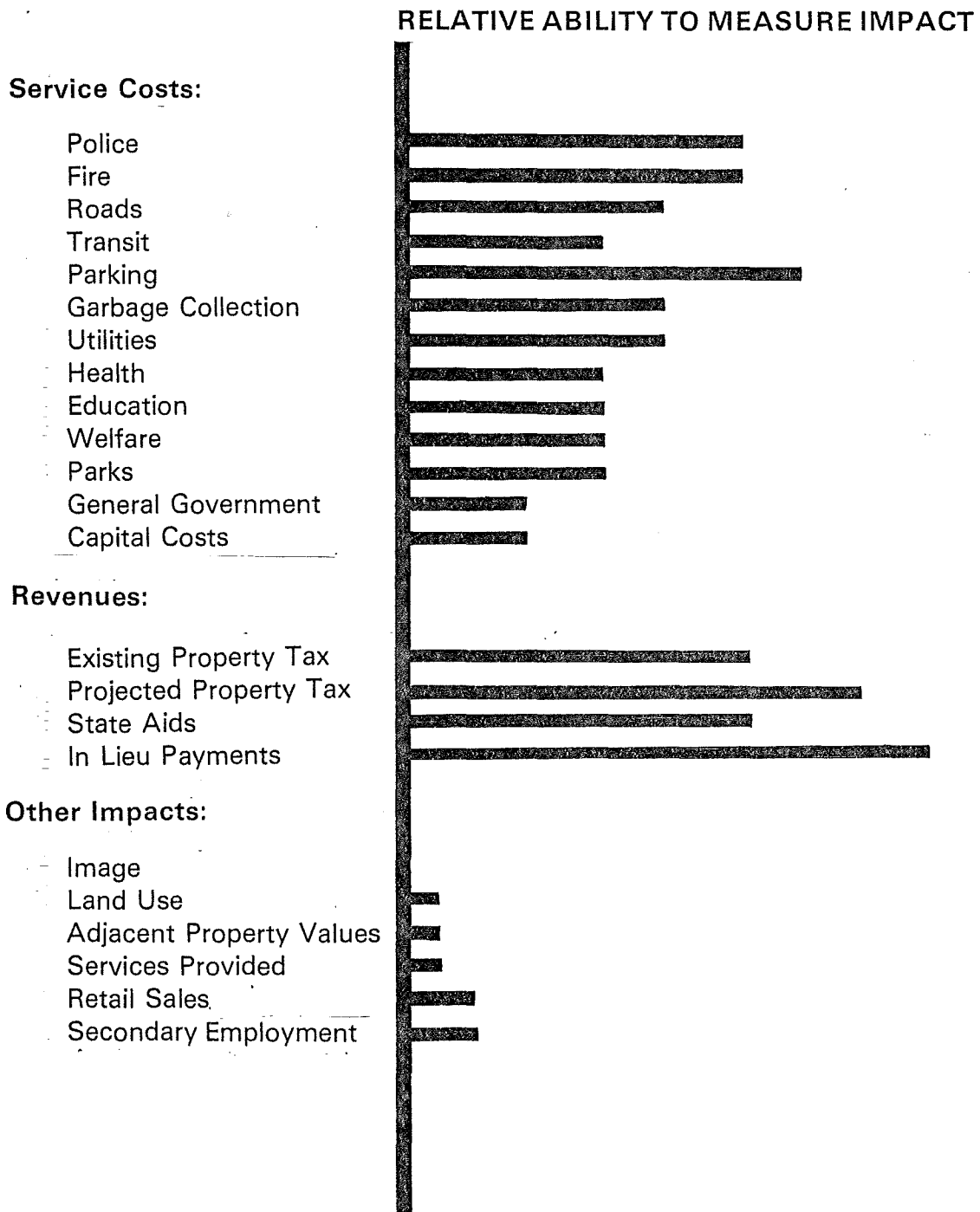
2. Revenues should be estimated using existing formulae for determining aids and taxes wherever possible. When not possible, a per capita approach should be used.
3. Factors which cannot be measured without extensive data collection (e.g., by opinion surveys) or can only be quantified subjective should not be given specific dollar values. These factors should be addressed qualitatively separate from the local cost/revenue analysis.

TABLE 3  
SUMMARY OF COSTS, REVENUES AND OTHER IMPACTS

Costs	Benefits
<u>Measurable</u> <ul style="list-style-type: none"> <li>- Police</li> <li>- Fire</li> <li>- Roads</li> <li>- Transit</li> <li>- Parking</li> <li>- Garbage collection</li> <li>- Utilities</li> <li>- Health</li> <li>- Education</li> <li>- Welfare</li> <li>- Parks</li> <li>- General government</li> <li>- Capital expenditures</li> <li>- Lost revenue</li> </ul>	<u>Measurable</u> <ul style="list-style-type: none"> <li>- Property taxes</li> <li>- Service fees</li> <li>- Direct payments</li> <li>- Local aid</li> <li>- Highway aid</li> <li>- School aid</li> <li>- Federal revenue sharing</li> <li>- Other State aids</li> <li>- Other Federal aids</li> </ul>
<u>Nonmeasurable</u> <ul style="list-style-type: none"> <li>- Property values</li> <li>- Development</li> <li>- Image</li> <li>- Quality of life</li> </ul>	<u>Nonmeasurable</u> <ul style="list-style-type: none"> <li>- Service provided</li> <li>- Secondary employment</li> <li>- Retail sales</li> <li>- Property values</li> <li>- Development</li> <li>- Image</li> <li>- Quality of life</li> </ul>



# RELATIVE ABILITY TO MEASURE IMPACTS ACCURATELY



**FIGURE E.1.4**

Minnesota Public Lands Impact Study — Phase 2

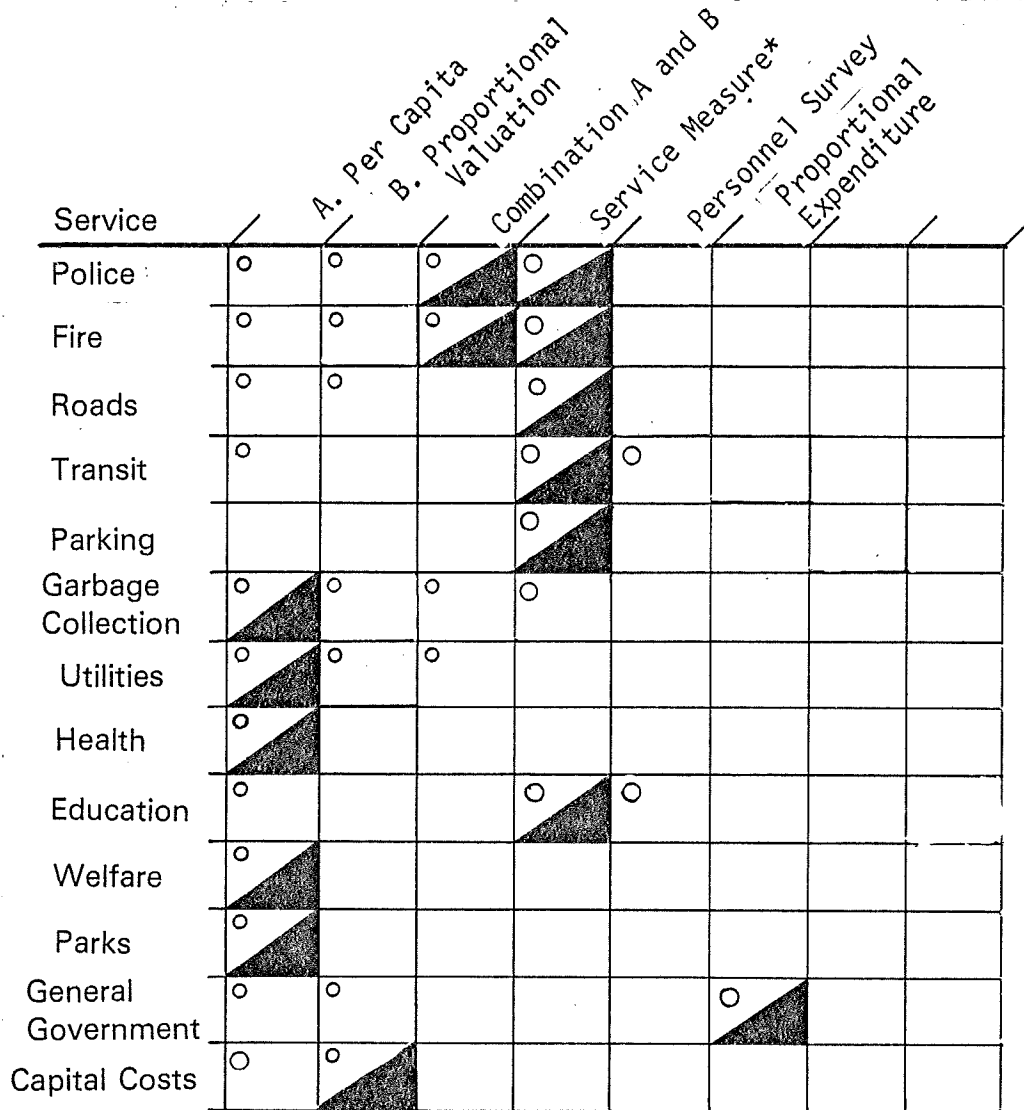
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TABLE 4  
DATA AVAILABILITY AND SOURCE

Data Item	Data Available	Source
-Population-service area	yes	Census data
-Employees	yes	Dept. of Personnel
-Patients, visitors, inmates, students	assumed	State facility
-County demographic data	yes	State Planning Agency
-Total expenditures for services	yes	State Auditor's Report
-Unit expenditures for services	assumed	Local departments
-Unit measures for services	assumed	Local departments
-Service standards	yes	BAA
-Assessed values - service area	yes	Dept. of Revenue & County Assessors
-Assessed values - public facilities	assumed	County Assessor's Report
-Aid data	yes	State Auditor's Report
-Aid formulation	yes	Individual departments
-Property tax revenue	yes	Dept. of Revenue
-Secondary employment	no	--
-Retail sales	no	--
-Costs of institutional services	assumed	State facility
-Image measures	no	--

# ALTERNATIVE SERVICE COST MEASURES



Suggested



Recommended

\*e.g., cost per vehicle trip, per mile of road, per call (police & fire, etc.)

FIGURE E. 1.5

Minnesota Public Lands Impact Study — Phase 2

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## SUGGESTED CASE STUDY AREAS

The above described alternative methodologies would be tested in several case study areas using data for those institutions and communities. The possible alternative areas are described in Tables 5-7 and Figures 6-8. The process used to select initial suggested test areas is described below.

### Criteria

To be selected as a pilot area or a test area, the following criteria had to be met:

- Multiple (if possible, all major uses) State land uses should be represented in each area.
- While a minimum number of areas should be used, all major State land uses and various city sizes should be represented in the group selected.
- The institutions/facilities selected should be representative of that type of facility.
- The cities selected should be representative of cities of a similar size.

### Process

The following steps were utilized in attempting to select pilot or test areas, assess available data, and develop an appropriate evaluation methodology.

1. Cities with one or more of the following major state land uses were identified: (a) educational institutions, (b) health care facilities, (c) corrections institutions, and (d) capitol complex. These four types of facilities were considered most important because of their size (see Table 5).
2. Other State land uses in the above cities were identified including: (a) DOT headquarters, (b) aeronautics property, and (c) military affairs facilities (see Table 5).
3. Data was collected for each of the cities from central data sources including the following: (a) available local services, (b) population, (c) land area, (d) institutional population, (e) State employment, (f) total employment, (g) taxable value, (h) mill rates, (i) taxes payable, and (j) homestead credit (see Tables 6 and 7). These data were used to assess the representative quality of each institution and city.

4. The locations of these institutions by city size were mapped to determine regional distribution of the major state institutions (see Figures 6-8).
5. All of the above data was compared among State land uses and among the cities to assess their variations and similarities. This was done in coordination with the LCMR/TSC staff.
6. Test institutions and areas were selected as follows. Each of the three major land uses were required with a similar size of institutional population to test variations among institutions of different types. Colleges of significantly different sizes were included to test variations among institutions of the same type but of different sizes. The city in which the facility was located could not have any special characteristics which would tend to make the area highly unique.

#### Suggested Test Areas

Based on these criteria, the cities of St. Cloud (university and corrections institution), Bemidji (university) and Fergus Falls (college and health care facility) are suggested as initial test areas (see Tables 5-7). Should additional test areas be needed, they will be selected at a later date upon approval of the joint committee. It is suggested that the capitol complex in St. Paul be investigated separately because it is a unique situation.

TABLE 5  
COMPARISON OF POPULATION, STATE LAND USES, AND LOCAL SERVICES IN ALTERNATIVE PILOT AREAS

Municipalities	1970 Popu- lation (1000s) (1)	(2) State Land Uses							(3) Available Local Services				
		Educa- tion	Health Care	Correc- tions	Capitol Complex	DOT Head- quarters	Military	Aero- nautics	General Govern- ment	Police	Fire	Roads	Sanita- tion
Cities of the First Class													
Duluth	101	x	-	-	-	x	x	-	x	x	x	x	x
Minneapolis	434	x	-	-	-	-	x	-	x	x	x	x	x
St. Paul	310	x	-	-	x	-	x	-	x	x	x	x	x
Over 20,000													
Austin	25	x	-	-	-	-	x	-	x	x	x	x	x
Bloomington	82	x	-	-	-	-	-	-	x	x	x	x	x
Brooklyn Park	26	x	-	-	-	-	-	-	x	x	x	x	x
Coon Rapids	31	x	-	-	-	-	-	-	x	x	x	x	x
Mankato	31	x	-	-	-	x	x	-	x	x	x	x	x
Minnetonka	36	-	x	-	-	-	-	-	x	x	x	x	x
Moorhead	30	x	-	-	-	-	x	-	x	x	x	x	x
Rochester	54	x	x	-	-	x	x	-	x	x	x	x	x
St. Cloud	40	x	-	x	-	x	x	-	x	x	x	x	x
White Bear Lake	23	x	-	-	-	-	x	-	x	x	x	x	x
Winona	26	x	-	-	-	-	x	-	x	x	x	x	x
10-20,000													
Anoka	13	-	x	-	-	-	x	-	x	x	x	x	x
Bemidji	11	x	-	-	-	x	x	x	x	x	x	x	x
Brainerd	12	x	x	-	-	x	x	-	x	x	x	x	x
Faribault	16	-	x	-	-	-	x	-	x	x	x	x	x
Fergus Falls	12	x	x	-	-	-	x	-	x	x	x	x	x
Hastings	12	-	x	-	-	-	x	-	x	x	x	x	x
Hibbing	16	x	-	-	-	-	x	-	x	x	x	x	x
Inver Grove Heights	12	x	-	-	-	-	-	-	x	x	x	x	x
Marshall	10	x	-	-	-	x	x	-	x	x	x	x	x
Red Wing	10	-	-	x	-	-	x	-	x	x	x	x	x
Virginia	12	x	-	-	-	x	x	-	x	x	x	x	x
Willmar	13	x	x	-	-	x	x	-	x	x	x	x	x
Worthington	10	x	-	-	-	-	x	-	x	x	x	x	x
Under 10,000													
Ah-gwah-ching	NA	-	x	-	-	-	-	-	NA	NA	NA	NA	NA
Bayport	3	-	-	x	-	-	-	-	x	x	x	x	x
Cambridge	3	-	x	-	-	-	-	-	x	x	x	x	x
Crookston	8	x	-	-	-	x	-	-	x	x	x	x	x
Ely	5	x	-	-	-	-	-	-	x	x	x	x	x
Grand Rapids	7	x	-	-	-	-	x	-	x	x	x	x	x
International Falls	6	x	-	-	-	-	-	-	x	x	x	x	x
Lino Lakes	4	-	-	x	-	-	-	-	x	x	x	x	x
Moose Lake	1	-	x	-	-	-	-	-	x	(4)	(4)	x	x
Morris	5	x	-	-	-	x	-	-	x	x	x	x	x
Pinecreek	NA	-	-	-	-	-	-	x	NA	NA	NA	NA	NA
St. Peter	8	-	x	-	-	-	x	-	x	x	x	x	x
Sandstone	2	-	-	x	-	-	-	-	x	(4)	(4)	x	x
Sauk Centre	4	-	-	x	-	-	x	-	x	x	x	x	x
Shakopee	7	-	-	x	-	-	-	-	x	x	x	x	x
Thief River Falls	9	x	-	-	-	x	x	x	x	x	x	x	x
Togo	NA	-	-	x	-	-	-	-	NA	NA	NA	NA	NA
Willow River	0,3	-	-	x	-	-	-	-	x	(4)	(4)	x	x
Waseca	7	x	-	-	-	-	-	-	x	x	x	x	x
Camp Ripley (5)	NA	-	-	-	-	-	x	-	NA	NA	NA	NA	NA

(1) Source: 1970 Census of Population

(2) Data collected from individual agencies in June, 1977 (see Working Papers C.1 - C.12)

(3) Based on expenditures indicated in State Auditor's Report, 1974.

(4) Public safety expenditures are aggregated (cannot differentiate between police and fire).

(5) Located in rural portion of Morrison County.

NA = data not available

TABLE 6  
COMPARISON OF LAND AREA, VALUATIONS AND TAX RATES FOR ALTERNATIVE PILOT AREAS

Municipality	1970 Population (1000s)(1)	Land Area (Sq. Mi.)(2)	1974 Taxable Value (\$1000s)(3)	Total 1974 Mill Rates(3,4)	Total Taxes Payable in 1974 (\$1000s)(3)	1974 Homestead Credit (\$1000s)(3)
<u>Cities of the First Class</u>						
Duluth	101	67.3	\$ 180,854	138.08	\$ 24,421	\$ 4,575
Minneapolis	434	55.1	1,332,003	121.35	161,565	20,802
St. Paul	310	52.2	752,471	127.33	95,812	13,684
<u>Over 20,000</u>						
Austin	25	7.3	50,294	123.40	6,206	1,464
Bloomington	82	37.2	346,592	103.33	35,538	5,213
Brooklyn Park	26	25.8	82,420	102.88	8,356	1,447
Coon Rapids	31	23.5	78,476	93.36	7,312	1,976
Mankato	31	9.8	71,888	113.49	8,148	1,182
Minnetonka	36	27.0	128,664	107.14	13,468	2,672
Moorhead	30	6.5	53,790	97.43	5,240	1,203
Rochester	54	13.4	181,160	106.52	19,284	2,946
St. Cloud	40	10.8	87,534	121.09	9,586	1,466
White Bear Lake	23	NA	44,967	134.10	5,995	1,489
Winona	26	13.0	53,644	108.62	5,827	1,102
<u>10-20,000</u>						
Anoka	13	NA	37,717	99.75	3,762	744
Bemidji	11	NA	14,270	123.50	1,762	294
Brainerd	12	NA	21,641	79.00	1,710	346
Faribault	16	NA	26,324	127.32	3,350	727
Fergus Falls	12	NA	30,300	85.70	2,596	418
Hastings	12	NA	23,258	99.32	2,219	573
Hibbing	16	NA	26,936	160.94	4,335	1,488
Inver Grove Heights	12	NA	42,460	90.93	3,492	584
Marshall	10	NA	23,866	87.44	2,084	448
Red Wing	10	NA	106,370	70.22	6,940	500
Virginia	12	NA	30,432	146.06	4,440	1,051
Willmar	13	NA	26,990	103.62	2,793	624
Worthington	10	NA	18,570	99.23	1,811	412
<u>Under 10,000</u>						
Ah-gwah-ching	NA	NA	NA	NA	NA	NA
Bayport	3	NA	7,236	104.96	760	128
Cambridge	3	NA	5,925	88.22	523	113
Crookston	8	NA	5,955	127.76	1,756	328
Ely	5	NA	4,596	147.24	677	343
Grand Rapids	7	NA	19,816	102.01	2,021	437
International Falls	6	NA	16,948	111.83	1,895	246
Lino Lakes	4	NA	8,024	129.11	918	198
Moose Lake	1	NA	1,952	NA	NA	NA
Pinecreek	NA	NA	NA	NA	NA	NA
St. Peter	8	NA	11,692	103.15	1,206	326
Sandstone	2	NA	1,363	NA	NA	NA
Sauk Centre	4	NA	5,781	106.25	614	138
Shakopee	7	NA	24,962	NA	NA	NA
Thief River Falls	9	NA	14,978	107.10	1,604	295
Togo	NA	NA	NA	NA	NA	NA
Waseca	7	NA	15,140	113.79	1,722	405
Willow River	0.3	NA	312	NA	NA	NA
Camp Ripley	NA	NA	NA	NA	NA	NA

(1) Source: Census of Population, 1970.

(2) Source: County-City Data Book, 1972 (available only for over 25,000 population).

(3) Source: Minnesota Municipalities, Vol. 61, No. 9, August, 1976 (data prepared by Department of Revenue).

(4) Includes all taxes. When more than one rate applies, highest rate is included in matrix.

NA = data not available

TABLE 7  
COMPARISON OF EMPLOYMENT AND PATIENT, INMATE OR STUDENT POPULATION FOR ALTERNATIVE PILOT AREAS

Municipality	1970 Population (1000s)(1)	Total Employment(1)	State Employment (1976)(2)	Number of Patients (April, 1977)(3)	Number of Inmates(4)	Number of Students (1974 FTE)(5)
<u>Cities of the First Class</u>						
Duluth	101	38,452	1,465	-	-	5,036
Minneapolis	434	196,325	13,670	-	-	1,243 (Metro)
St. Paul	310	129,768	10,744	-	-	36,666 (U of M)
<u>Over 20,000</u>						
Austin	25	9,509	68	-	-	774
Bloomington	82	34,910	194	-	-	2,998
Brooklyn Park	26	11,020	59	-	-	2,089
Coon Rapids	31	10,468	43	-	-	1,604
Mankato	31	13,030	795	-	-	8,090
Minnetonka	36	13,789	332	339	-	-
Moorhead	30	12,016	246	-	-	4,591
Rochester	54	23,417	1,031	488	-	1,964
St. Cloud	40	14,835	656	-	480	8,017
White Bear Lake	23	8,409	59	-	-	1,770
Winona	26	10,415	267	-	-	3,621
<u>10-20,000</u>						
Anoka	13	5,179	387	340	-	-
Bemidji	11	4,229	540	-	-	4,139
Brainerd	12	4,313	1,006	649	-	439
Faribault	16	6,064	1,273	886(6)	-	-
Fergus Falls	12	4,821	610	533	-	504
Hastings	12	4,576	227	115	-	-
Hibbing	16	5,556	122	-	-	617
Inver Grove Heights	12	4,158	40	-	-	1,155
Marshall	10	4,476	297	-	-	1,787
Red Wing	10	4,159	182	-	160	-
Virginia	12	4,570	191	-	-	724
Willmar	13	5,222	782	587	-	699
Worthington	10	3,924	51	-	-	448
<u>Under 10,000</u>						
Ah-gwah-ching	NA	NA	308	366	-	-
Bayport	3	954	383	-	760	-
Cambridge	3	1,044	698	594	-	-
Crookston	8	3,285	208	-	-	761
Ely	5	1,534	26	-	-	326
Grand Rapids	7	2,458	127	-	-	459
International Falls	6	2,412	28	-	-	260
Lino Lakes	4	1,170	123	-	120	-
Moose Lake	1	NA	413	434	-	-
Morris	5	2,035	398	-	-	1,652
Pinecreek	NA	NA	NA	-	-	-
St. Peter	8	3,089	615	578	-	-
Sandstone	2	NA	19	-	46 (?)	-
Sauk Center	4	1,250	126	-	120	-
Shakopee	7	2,623	49	-	48	-
Thief River Falls	9	3,433	91	-	-	263
Togo	NA	NA	29	-	48	-
Waseca	7	2,689	153	-	-	531
Willow River	0.3	NA	34	-	46	-
Camp Ripley	NA	NA	-	-	-	-

(1) Source: Census of Population, 1970.

(2) Source: Minnesota Department of Personnel and University of Minnesota (includes all full and part-time State employees in each city - does not include student employees).

(3) Source: Minnesota Department of Public Welfare, June, 1977.

(4) Source: Minnesota Legislative Manual, 1975-76.

(5) Source: State Planning Agency, 1975 Pocket Data Book.

(6) Does not include schools for the handicapped.

NA = data not available



# LOCATIONS OF STATE EDUCATIONAL INSTITUTIONS BY CITY SIZE

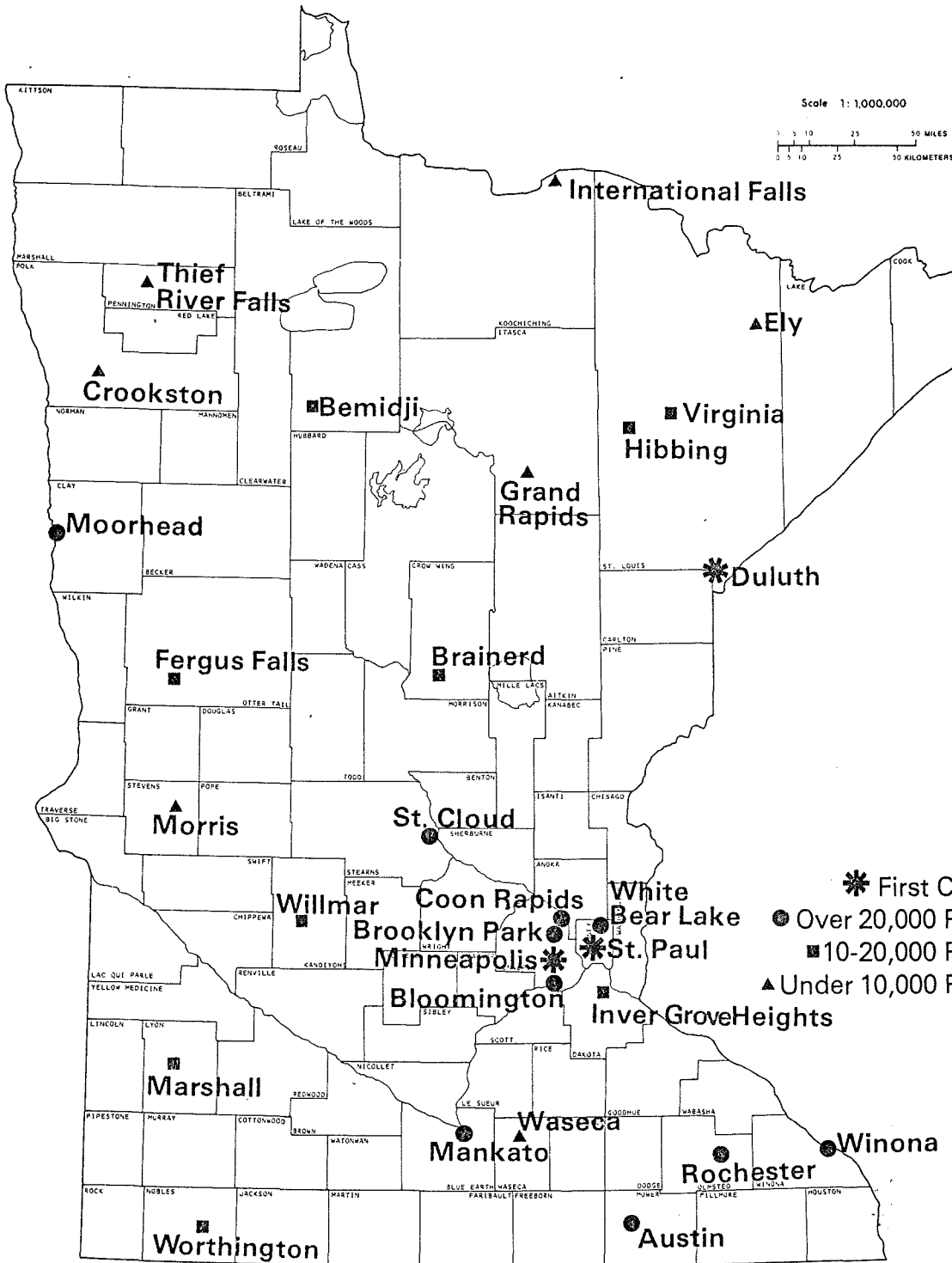


FIGURE E.1-6

Minnesota Public Lands Impact Study — Phase 2

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LOCATIONS OF STATE HEALTH CARE INSTITUTIONS  
BY CITY SIZE

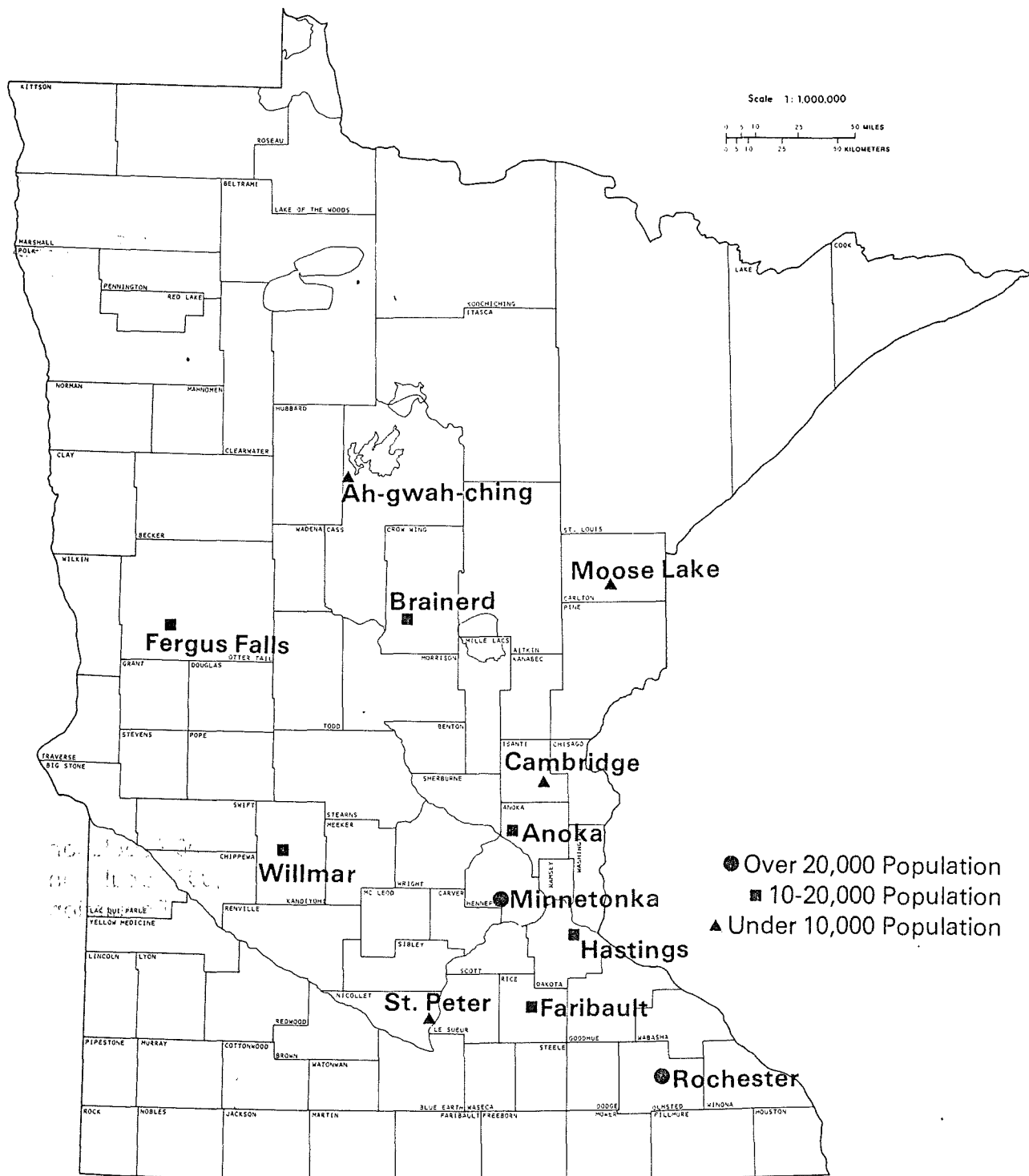


FIGURE E.1.7

Minnesota Public Lands Impact Study — Phase 2

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# LOCATIONS OF STATE CORRECTIONS INSTITUTIONS BY CITY SIZE

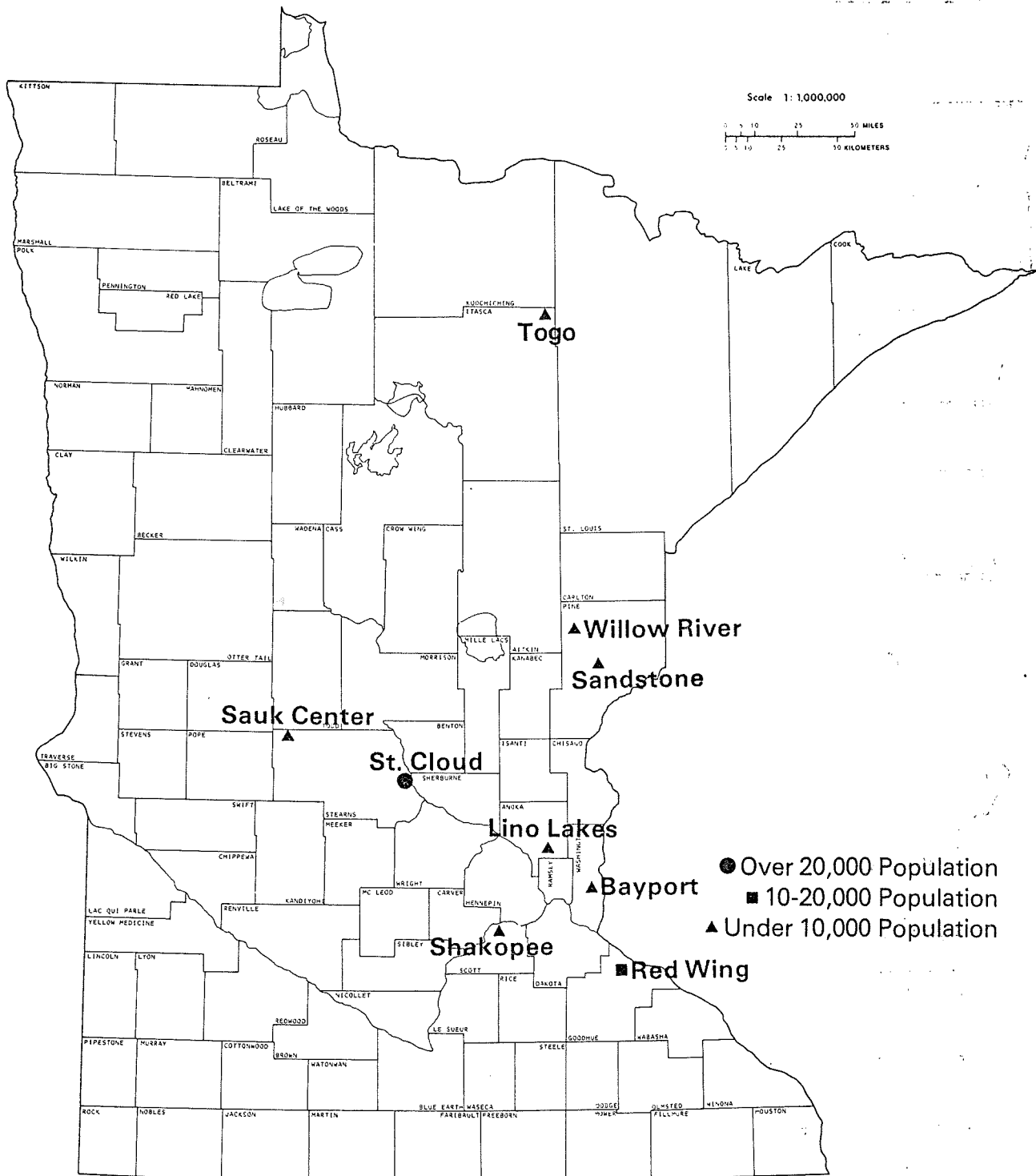


FIGURE E.1.8

Minnesota Public Lands Impact Study — Phase 2

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in cooperation with the  
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#### REASONS FOR VARIATIONS FROM PHASE I METHODOLOGY

The above described methodology varies somewhat from that used in Phase I for the following reasons:

1. Natural resource lands do not have significant resident population or employees but rather attract users which are not counted or measured.
2. The use of natural resource lands is highly seasonal rather than full-time as is the case with Phase II properties.
3. Most natural resource lands are located in rural areas where minimal public services are provided by local governments.
4. Much more data is available related to facility use and municipal services than was available for rural natural resource lands. In the case of natural resource lands, little data was available regarding either intensity or use of services provided directly to the natural resource land.
5. Several different types of State land uses involving intense use are being investigated in Phase II. These facilities are located in cities of extremely varying sizes rather than in rural areas. The number of each type of institution is small but their sizes vary considerably. Thus, their differences may be greater than their similarities.
6. These facilities are not concentrated in certain areas of the State as was the case with natural resource lands. There are no cities that have all of these State land uses represented that could be used for an indepth study.
7. Considerable time was spent in local data collection in the Phase I pilot studies. Local data collection efforts must be limited in Phase II due to the number of facility types being investigated and the time frame of the study.

The proposed methodology is based on that used in Phase I and will ask essentially the same questions regarding service demands and tax revenues. If it can be utilized to clarify findings in Phase I (which may not be possible due to the above reasons), the methodology could be tested for selected natural resource lands upon the recommendation of the joint committee.



# Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

## WORKING PAPER F.1 STUDY CONCLUSIONS AND PROPOSED RECOMMENDATIONS

This working paper is a technical memorandum intended to organize and document in detail all technical information in an evolving compilation of reference materials for use by those individuals from State, county and local governmental agencies. Due to the short time frame of the study and the lack of readily available information, these data may not be completely accurate or comprehensive. As new data become available, additional working papers will be prepared or, if appropriate, errata sheets will be inserted into the study notebook. These papers in total will eventually form the data base from which a draft report will be prepared.

1. The first step is to identify the problem. This involves understanding the current situation and what needs to be changed.

There is a growing awareness of the need to improve the quality of the work environment and to ensure that the work environment is safe and healthy. This is a goal that is shared by many organizations and individuals. The following are some of the ways in which this goal can be achieved:

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*Journal of Management Education* 30(6)p. 789-804

[illegible]



## Minnesota Public Lands Impact Study — Phase 2

Legislative Commission on Minnesota Resources  
in cooperation with the  
Tax Study Commission and Barton-Aschman Associates, Inc.

MEMORANDUM TO: Legislative Commission on Minnesota Resources  
Tax Study Commission

FROM: Barton-Aschman Associates, Inc.

DATE: May 23, 1978

SUBJECT: STUDY CONCLUSIONS AND PROPOSED  
RECOMMENDATIONS  
REFERENCE NO. F.1

The research undertaken during Phases 1 and 2 of the Public Lands Impact Study focused on issues related to: (1) the amount, use, and distribution of State lands, (2) their public service demands and costs, (3) factors compensating for these costs, (4) public land record keeping procedures and land classifications, and (5) options and principles related to potential State compensation for public land impacts. This working paper presents the principal conclusions, and proposed recommendations, of the Minnesota Public Lands Impact Study.

The conclusions and proposed recommendations of the Public Lands Impact Study focus on the issue of whether or not compensation, in whatever form, should be made by the State to local units of government as a result of State lands and facilities being present within the jurisdiction. To view these conclusions and recommendations in their proper context, it is important to have a clear understanding of:

1. The different philosophical schools of thought regarding compensation for public lands.
2. The approach used in this study to identify and quantify costs and benefits.

Philosophical Schools of Thought Regarding Compensation for Public Lands. It is important to recognize that different individuals have different points of view, and strongly held opinions, about the issue of compensation for public lands. Compensation for public lands is, and will continue to be, a highly controversial issue. Readers will bring their own philosophical viewpoints to a review of this report and can find the data necessary to support that school of thought in the study documentation. There are at least four major schools of thought with respect to the necessity and desirability of providing compensation to local units of government for State lands and facilities. These include the following:

1. No compensation should be provided because State lands and facilities provide a legitimate and necessary public purpose which is unique among properties.
2. Compensation should be provided and should relate to land value and local tax rate because State lands would generate property tax revenue if privately held. Local governments must rely primarily on the property tax when producing local revenues, and State ownership affects the local government's ability to produce its own revenue.
3. Compensation should be provided but should relate only to net tax revenue lost because State aid formulae are based in part on compensation for the perceived loss of tax revenue caused by tax-exempt properties.
4. Compensation, if made, should relate to the net costs of services because, while State lands generate local service costs and are not subject to property taxes, several direct and indirect forms of compensation or benefit fully or partially offset the cost of service.

The Legislature directed the examination of the impacts of public lands and facilities on a cost-benefit basis. This report is the culmination of that effort. The cost-benefit approach (#4 above) was used because it is the most comprehensive approach and, therefore, encompasses the necessary information for all philosophical approaches.

Study Approach. The Public Lands Impact Study, and the following conclusions and proposed recommendations, was based on a cost-benefit philosophy (#4 above). The principal purpose of the study was to identify, and where possible quantify, the full range of service costs and economic benefits attributable to selected State lands and facilities and thereby assess the net effects on the operation of selected local units of government. This study is one of the first to be completed which takes such a comprehensive approach to analyzing the complex issues and impacts associated with public land ownership.

Property taxes (and other forms of taxation) are not directly related to the services provided to that property or person, but taxation is the principal means of producing public revenue. As such, it is extremely difficult to directly compare governmental costs and revenues when attributing both to a given landholding. This relationship was attempted in the study and is, in fact, the basis on which the cost-benefit conclusions are drawn. The approach may be open to some skepticism because it varies so much from the way existing revenues and aids are determined and must be based on several important assumptions or hypotheses. The assumptions used, the data sources utilized, and the alternatives considered are carefully documented in the background reports and work papers for those readers who wish additional information on methodology.

Natural resource lands (Phase I) and institutional/administrative properties (Phase II), were analyzed separately, and somewhat differently. The costs and benefits attributable to institutional and administrative properties are more rigorously quantified than those for natural resource lands. This occurred for several reasons including: (1) the desire of LCMR/TSC to see Phase II go further in quantification than did Phase I, and (2) the lack of readily available data for natural resource



lands. Other reasons are documented in the Phase II background report. This variation in approach does not, and should not, invalidate the Phase I findings regarding natural resource lands. It is the general findings in both phases, not the estimated dollar amounts in Phase II, which are most defensible.

## PRINCIPAL CONCLUSIONS

As indicated above and in the previous chapter, individual legislators must make their decisions on compensation for State lands taking into consideration many important philosophical and political factors. Without question there are a number of persuasive considerations supporting either the discontinuation of compensation or the expansion of compensation. However, it has been the charge of this study to reach conclusions, and make recommendations, strictly on the basis of the cost-benefit research findings. The research conducted during the Public Lands Impact Study has identified a number of overriding factors which deserve special consideration. It is the study's principal conclusion, therefore, that compensation for State lands is warranted (and does exist in some cases), and the proposed recommendations presented in the latter part of this working paper are based on this conclusion. Additionally, a number of other recommendations are proposed addressing problems associated with the existing system of compensation for State lands and related issues of public land impacts.

The principal conclusions of the Public Lands Impact Study are listed below in summary statements. Supporting documentation is presented in the draft Summary Report, the background reports for Phases I and II, and the working papers of the study.

### State Land Ownership

1. The State is a very large landowner, holding title to about 17 percent of the State's land area. As a sovereign unit of government, the State is not subject to local regulations and plans except at the State's discretion.

(see p. 15-18 Phase I Background Report, p. 2-1 - 2-13 Phase II draft Background Report, p. 7-14 draft Summary Report)

2. The distribution of State lands and facilities is not uniform; that is, the amount of State land and its uses vary widely among local communities. Many factors not related to equal distribution have determined the location of State lands and facilities.

(see p. 16-22 Phase I Background Report, p. 2-13 - 2-18 Phase II draft Background Report, p. 7-18 draft Summary Report)

3. The primary purpose of State lands and facilities is to provide a statewide service. While local residents may benefit from some State facilities and lands, residents living throughout the State also benefit.

(see p. 19-21 Phase I Background Report, p. 2-12 - 2-20 Phase II draft Background Report, p. 11-18 draft Summary Report)

#### State Land Records and Management Policies

4. State land records, land classifications and land management policies have developed incrementally over a long period of time. This has led to considerable confusion and misunderstanding and has resulted in uncoordinated and inconsistent actions among the managing agencies.

(see p. 19-23, 27-34 Phase I Background Report, p. 2-18 - 2-24, 3-1 - 3-8 Phase II draft Background Report, p. 3-14 draft Summary Report)

5. There are a number of legislative acts, and administrative and procedural inconsistencies, related to tax-forfeited lands which need to be addressed specifically.

(see p. 23-26 Phase I Background Report, Phase I Work Paper D.5)

#### Costs and Benefits of State Lands

6. State lands and facilities typically receive direct local services with minimal direct compensation for police, fire, roads, and sometimes transit and parking.

(see p. 65-78 Phase I Background Report, p. 6-29 - 6-41 Phase II Background Report, p. 28-43 Summary Report)

7. Many State facilities receive public utility services. The State usually pays standard non-residential fees for these services.

(see p. 65-78 Phase I Background Report, p. 6-29 - 6-41 Phase II Background Report, p. 28-43 Summary Report)

8. The people (i.e., employees, visitors, patients, inmates and students) associated with these lands and facilities require a range of public services, and generate revenues which partially or fully offset the cost of these services.

(see p. 65-78 Phase I Background Report, p. 6-29 - 6-41 Phase II Background Report, p. 28-43 Summary Report)

9. Except in very limited circumstances, State lands and facilities are not subject to property taxes. If these lands were subject to even limited taxation, the burden of local taxes would be redistributed resulting in decreased mill rates.

(see p. 87-98 Phase I Background Report, p. 6-22 - 6-23 Phase II Background Report, p. 44-50 Summary Report)

10. Several factors serve to offset the costs of services to State lands and facilities including direct payments, indirect State aids, increased property taxes through increased business volume and population, a generally improved local economy, and other intangible benefits.

(see p. 65-86 Phase I Background Report, p. 6-5 - 6-28, 6-45 - 6-59 Phase II Background Report, p. 51-80 draft Summary Report)

11. The specific costs of services and revenues generated could not be completely quantified for natural resource lands. It appears that the costs of services to these lands would typically exceed revenues in both counties and townships since direct compensation is very limited.

(see p. 65-86 Phase I Background Report, p. 51-80 draft Summary Report)

12. Municipal service costs attributed to State institutions exceeded revenues in 7 of 8 test cases. County service costs attributed to State institutions exceeded revenues in 5 of 8 test cases. Revenues exceeded school district costs attributable to State institutions in 6 of 8 test cases.

(see p. 6-45 - 6-59 Phase II draft Background Report, p. 51-80 draft Summary Report)

13. The absolute value of impacts (both positive and negative) is directly related to the amount of activity generated by the State land or facility. For example, a university with a large student population will create larger impacts than a university with a small student body.

(see p. 65-86 Phase I Background Report, p. 6-45 - 6-59 Phase II draft Background Report, p. 69-89 draft Summary Report)

14. The relative degree of impact is a function of the size or activity level of the State land or facility in relation to the size or activity level of the community. That is, a large facility in a small community more significantly affects that community than a small facility in a large community.

(see p. 65-86 Phase I Background Report, p. 6-45 - 6-59 Phase II draft Background Report, p. 69-89 draft Summary Report)

15. The absolute cost of providing public services is influenced by a number of factors including quality of service, volume of service, local construction costs, availability of materials. These variations in the cost of providing local services are also reflected in the absolute service costs attributed to State lands and facilities.

(see p. 65-78 Phase I Background Report, p. 6-29 - 6-41 Phase II draft Background Report, p. 28-43 draft Summary Report)

16. It is the ultimate use of State lands and facilities, not the method of acquisition (for example, direct purchase or a federal trust grant), which determines long term cost-benefit impacts. However, the removal of previously private property from the tax rolls does produce an initial and visible reduction in the local property tax base.

(see p. 65-78 Phase I Background Report, p. 69-89 draft Summary Report)

## Compensation Systems

17. Previous legislative actions have periodically recognized the need to compensate for the impacts of public land ownership. The existing compensation system was developed over a long period of time in response to specific legislative objectives and local needs. Viewed in total, the current system of compensation does not uniformly reflect the costs and benefits of all State lands and facilities.

(see p. 37-50 Phase I Background Report, p. 4-1 - 4-11 Phase II draft Background Report, p. 52-58 draft Summary Report)

18. While the State provides many forms of compensation for public land impacts though direct payments, indirect aids, and economic benefits; most local officials are generally unaware of these efforts.

(Supported by responses of local officials in pilot areas compared to data collected from various State agencies)

19. The existing system of compensation does not encourage good State land management, acquisition and disposition policies. The system does little to encourage, for example, the consolidation of "patchwork" land ownership patterns or the disposal of scattered parcels serving little or no State purpose. In addition, the current emphasis on shared revenues may create pressures to manage State land for revenue generation without regard for other State objectives such as resource preservation.

(see p. 37-50 Phase I Background Report, p. 4-1 - 4-11, 2-18 - 2-24 Phase II draft Background Report, p. 51-58 draft Summary Report)

20. Any compensation system should be easy to administer and based on readily available and uniform data.

(see p. 99-107 Phase I Background Report, p. 81-86 draft Summary Report)

## PROPOSED RECOMMENDATIONS

The proposed recommendations to the Legislature contained in this work paper are founded on the evaluation of the cost-benefit impacts of State and federal lands on local units of government and an assessment of the options available to mitigate those impacts. The proposed recommendations are based on the conclusions previously reported and represent an amalgamation of the most appropriate options previously described. They attempt to specifically reflect the service demands of State lands and their uneven distribution in the State as well as their overall economic impacts; and to address, as required in the work program, "equity, fiscal impacts, and administrative considerations." The proposed recommendations are grouped into three categories: (1) recommendations related to State land records and land management, (2) recommendations related to specific types of compensation, and (3) recommendations regarding principles of compensation, whatever its form.

## State Land Records and Management

1. The State Legislature should require all State agencies who are owners or managers of property to prepare a comprehensive acquisition/disposition/-leasing policy including implementation mechanisms which support the public purposes to be achieved. Present practices and policies vary widely. Limited incentives exist for consolidating properties, disposing of properties, or leasing of properties. Such policies should consider the following elements:
  - a. Disposal of all non-essential State properties.
  - b. Consolidation of landholdings in accordance with acquisition/management plans to eliminate the current patchwork of ownership, especially that of natural resource landholdings.
  - c. Leasing of all facilities which can be provided privately except those which provide a unique service such as a hospital or maintenance facility; require unique design such as the State Capitol; have unique security requirements; require unique identification; or cannot be provided by the private sector.
2. The State Legislature should require the governor to establish a consolidated State property land use management policy and a means for arbitrating interagency disputes.
3. The State Legislature should require the Department of Administration to establish a common format for all property records relating to geographical coding and key identifying data to be used by all State agencies and county assessors to facilitate record compatibility and enable the centralization of certain records. The purpose of this recommendation is not to establish a State centralized property record keeping system. Each individual agency and property manager will continue to have special requirements and data needs. However, the current fragmented record keeping system prohibits a consolidated statewide evaluation of properties. Procedural requirements should also include update procedures and requirements.
4. The State Legislature should initiate actions to simplify the classifications of natural resource lands, including sponsoring constitutional amendments as necessary. The existing payments system and other legislative considerations require record keeping on the basis of acquisition methods as well as land management factors. Since these two approaches overlap for all lands, land designations have become confusing. The elimination of these requirements, especially those related to trust lands, would simplify land records considerably.

## Types of Compensation

5. The State Legislature should adopt a comprehensive system of direct cash payments on a per acre basis for natural resource lands to replace the existing patchwork system of payments. This approach is recommended over

the existing system because it: (a) is highly visible, (b) is easy to administer, (c) permits localities to better manage budgets, and (d) encompasses all landholdings, not just those that produce revenues or were acquired from private owners. The uneven distribution of natural resource properties within the State supports payments which provide equity for the areas with significant acreage and activities occurring within their jurisdictions. While it would be desirable to relate payments to activity level (since this is the primary determinant of service demand) rather than acreage, this may not be possible because of the vast and dispersed holdings in the natural resource lands category, and because definitive data on activity is not readily available. Therefore, it is recommended that a foundation aid be established on the basis of a flat per acre amount. This flat per acre rate should be greater for:

a. Those properties which are known to attract a very large number of users. This multiplier should be developed from consistent and reliable data. One data source is State park user days. Another possible source would be to provide a check-off on hunting and fishing licenses which indicates the county where the principal activity is to occur. These use indicators could then be calibrated through a periodic sample of actual activity occurrences with the amount of compensation increasing as activity levels increase.

b. Those areas with a very large percentage of the jurisdiction's land in State ownership. This should be keyed toward State ownership, not total public ownership, since the State should not be involved in subsidizing decisions of other units of government in the establishment of tax-exempt properties.

c. Those areas with very high unit of service costs.

These payment factors should be used to apportion a set legislative appropriation to avoid local manipulation of the factors to increase payment. The total appropriation for payments for natural resource lands might be based on total revenues (including all user fees) generated by all State natural resource lands during a base year or the preceding year.

6. The State Legislature should make direct cash payments for tax-forfeited lands in relationship to the management of these lands. Payments on a per acre basis should be made for those properties which are to be dedicated for perpetual public use. Payments should also be provided where the county is undertaking a bonafide effort to dispose of other existing tax-forfeited properties, but payments should not be made if no effort is made by the county to sell or dedicate tax-forfeited land. State agencies should be required to increase payments where they are withholding tax-forfeited property from sale but are not actively pursuing State acquisition of clear title. The county should be assessed a payment penalty when its land records do not conform to those agreed to between the State and the county.

7. The State Legislature should establish a compensation system for all non-natural resource lands except highway lands based on direct cash payments to counties and municipalities. School districts are omitted because they received a surplus in the test case cost/revenue analyses, provide only secondary services, and are generally residentially oriented, receiving revenues from service population residences. The basis for calculating payments should relate directly to activity level. The payment formula should be geared toward allocating a set appropriation and should be based on institutional population which includes direct employment and service population (inmates, patients, students). Payments should be adjusted for the following:
  - a. Primary services factor. Generally the base formula should reflect the impact on the community in terms of the primary service demands of the institution itself.
  - b. Significance factor. A community modifier should be established to increase payments based on significance. This modifier would be based on the percentage of total institutional population as a percentage of the population of the taxing district.
  - c. Cost of services factor.

The source of revenue for these payments would probably have to be a special appropriation unless user fees were increased for this purpose (e.g., student tuition).

8. The State Legislature should establish a policy which provides for short term payments for all new State acquisitions of private property to reduce the initial impact of removing these lands from local tax rolls. These payments should be for a defined period with higher payments initially declining and phasing out over a specified period of time. Such payments should be based on the taxes paid in the year prior to acquisition.
9. The State should continue to pay real estate taxes for residentially used properties. These payments are required under existing legislation.
10. The Legislature should establish policies for financial participation by the State in capital improvements which benefit State properties. The policy should embrace the following elements:
  - a. A State policy implementing permissive legislation to participate in the financing by special assessment of all capital improvements which directly benefit State properties. While legislation exists to permit discretionary special assessments, the payment practice among State institutions and properties varies widely. Participating financially in all capital improvements, to the extent that those improvements benefit State properties, would help gain acceptance of the State's role in the community and offset the direct costs of local service to the State facility.

- b. A State policy to participate financially in special assessments for capital improvements of areawide, direct benefit. Benefits and costs would be determined on a case by case basis. This relates to special assessments for improvements which benefit a broader area such as a sewage treatment facility or a storm sewer, but which are directly affected by the State facility.
- c. A State policy to participate in public capital improvements which are supported by revenues from general levies against local property such as park improvements or school construction. Participation should be limited to some fixed rate or ratio.
- d. An arbitration/mediation procedure to provide a visible mechanism for determining benefit as may be defined by the locality or the State.
11. The State Legislature should continue the practice of providing emergency aid in services, training, equipment, and payments when needed. This policy should reinforce the State's public purpose and should be geared toward those events which are major in effect and must be acted upon to protect the public interest. A major example is forest fire assistance.
12. The State should provide its own services directly where those service requirements are above and beyond normal local service requirements. This practice currently occurs in many instances but should be expanded where appropriate to minimize local impacts.

#### Principles of Compensation

13. The State Legislature should make direct, highly visible, publicized, and predictable payments to the affected local taxing jurisdictions. In this manner, the State's participation as a contributing member to the taxing jurisdiction can be fortified. Special checks, letters of transmittal, and other related information should be developed to reinforce the State's participation. A single payment should be made to each impacted taxing district.
14. The State Legislature should consider the development of a statement to local taxing jurisdictions summarizing, where aid formulae permit, the indirect aid received as a result of State tax-exempt properties.
15. The State Legislature should authorize payments from a special fund rather than from departmental operating budgets. This policy is recommended to simplify the payments process, make the payments more visible, and avoid competition with other departmental costs and functions.
16. The State Legislature should establish a hold harmless clause. This provision should determine a base year and fix the amount received that year as a minimum amount that the local government will initially receive if the new formula produces a lesser amount than currently being received. The new payments would be gradually implemented based on the new system and schedule. The impact of this shift should not be substantial since current payments vary widely from year to year and jurisdiction to jurisdiction.



17. The State Legislature should establish a maximum payment limit per service budget dollar to avoid windfall proceeds beyond needs.
18. The State Legislature should eliminate distinctions based on method of acquisition. There is no evidence to suggest that the long-term impacts of public lands are influenced by the initial means of acquisition (for example, direct purchase versus trust lands). This distinction exists for most long-term payments under the existing system.
19. The State Legislature should discontinue payments based on the practice of shared revenues. Payments should be based on an assured formula basis. This new system would provide some incentive for the State to dispose of unnecessary land. Likewise, the accounting system should be revised to support acquisition/disposition/leasing policies.
20. The State Legislature should not use property value as a determination for payments. Property values and related payments have a limited relationship to need; limited data presently exists; appraisal practices are highly variable by jurisdiction and are not readily subject to State control and audit; a tremendous initial cost would be required for the State to appraise all properties; and any payment based on value does not bring into balance cost and revenue considerations.