Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

AGENDA

Crow Wing County Committee of the Whole
Regular Meeting

01/20/2026
9:00 AM
County Board Room, 3rd Floor, Historic Courthouse, Brainerd MN

*Note: Times are approximate

The agenda has been published as shown below but is subject to change to include such business as may come before the Board.

ATTEND IN-PERSON OR BY MICROSOFT TEAMS (CALL 218-302-1725, CONFERENCE ID: 491 110 781#); LIVESTREAM AVAILABLE AT WWW.CROWWING.GOV OR ON THE CROW WING COUNTY YOUTUBE CHANNEL

ONE OR MORE MEMBERS OF THE COUNTY BOARD MAY ATTEND REMOTELY

9:00 AM - Historical Society 2025 Update and 2026 Outlook - Executive Director Hillary Swanson and Secretary Mike Anglund

2025 Annual Report

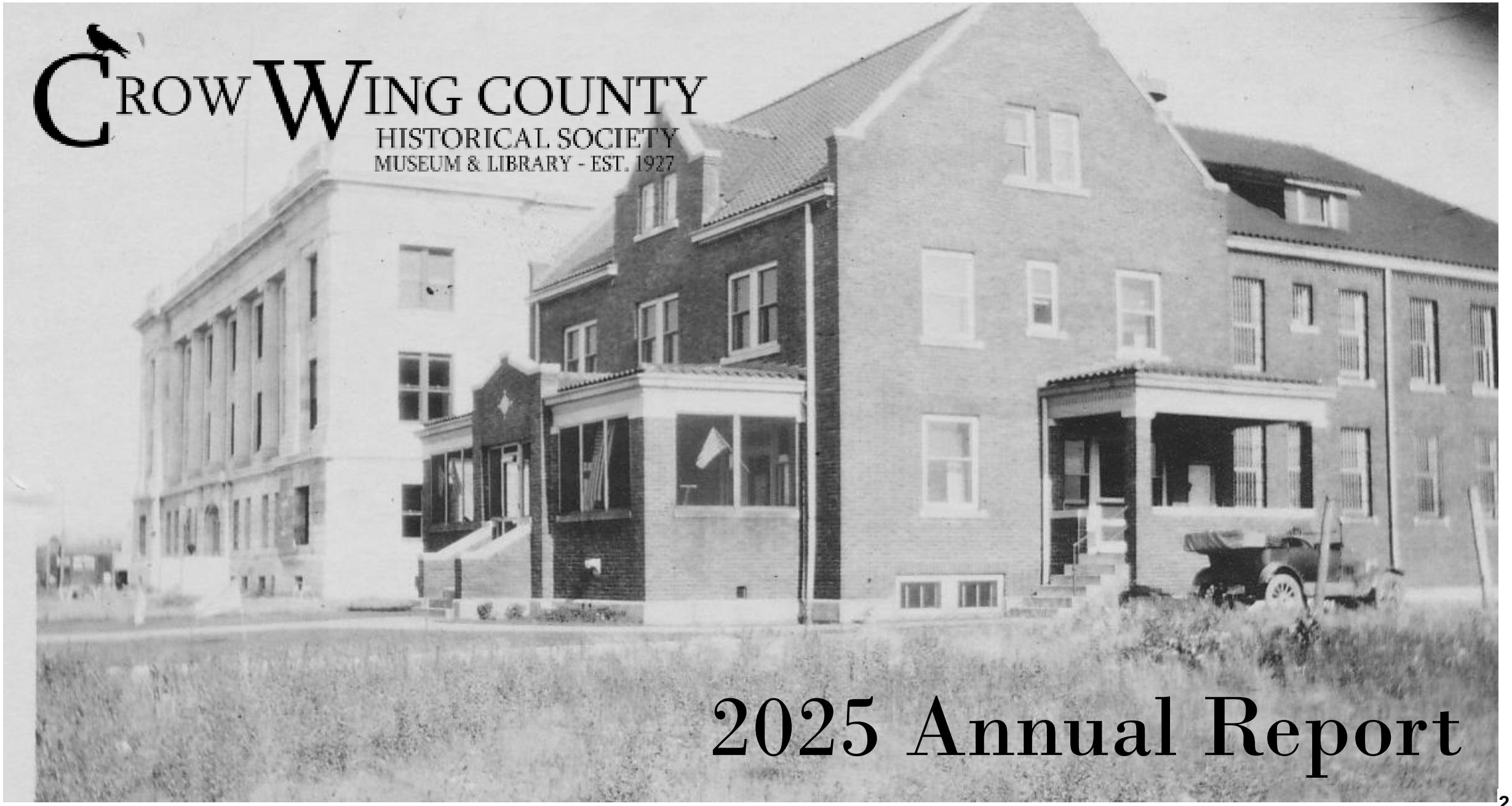
9:15 AM - Discussion Regarding Update to 2026 Fee Schedule - Jory Danielson and Chris Pence

9:25 AM - BLADE Steering Committee - Kara Terry

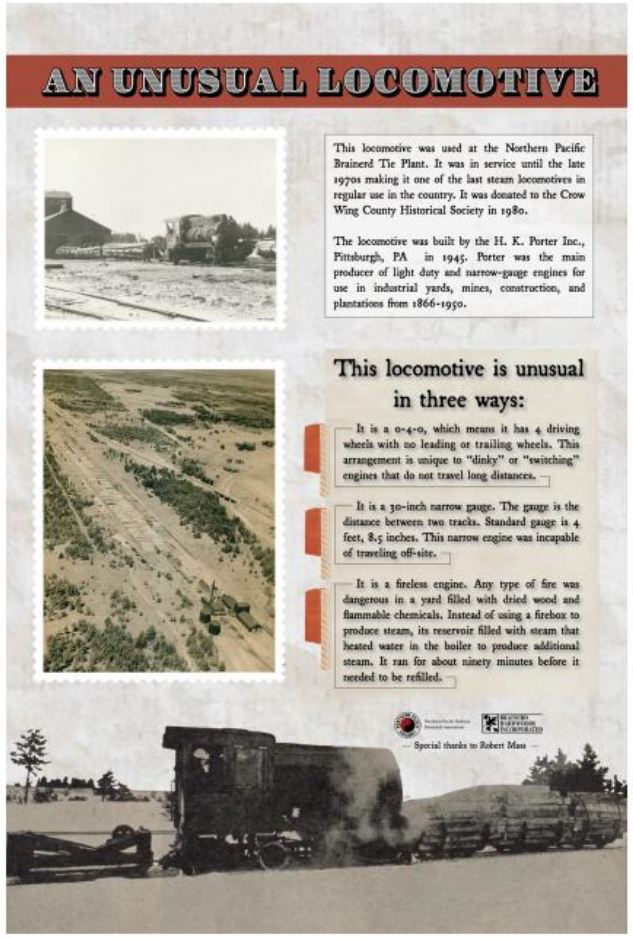
9:40 AM - Burial Policy - Kara Terry

Burial Policy and Procedures

For more information, call 218-824-1067
Crow Wing County Committee of the Whole meeting agendas are available online at
www.crowwing.gov


CROW WING COUNTY
HISTORICAL SOCIETY
MUSEUM & LIBRARY - EST. 1927
2025 Annual Report

Restoration of Northern Pacific Tie Plant Locomotive #8



- $5,000 grant
- $8,500 designated donation
- Over $7,000 in-kind donation
- Restored original graphics
- Featured in “the Mainstreeter” publication of the Northern Pacific Railway Historical Association





Painted the District #3 Schoolhouse & Wohl House





- Buildings from 1887 & 1905 protected for the future
- $3,000 corporate donation
- $14,000 in designated donations

Indigenous Peoples' Day & Why Treaties Matter

- Hosted a travelling exhibit
- Grant funded through the Minnesota Humanities Center
- Engaged over 300 community members
- Contributed to the planning committee







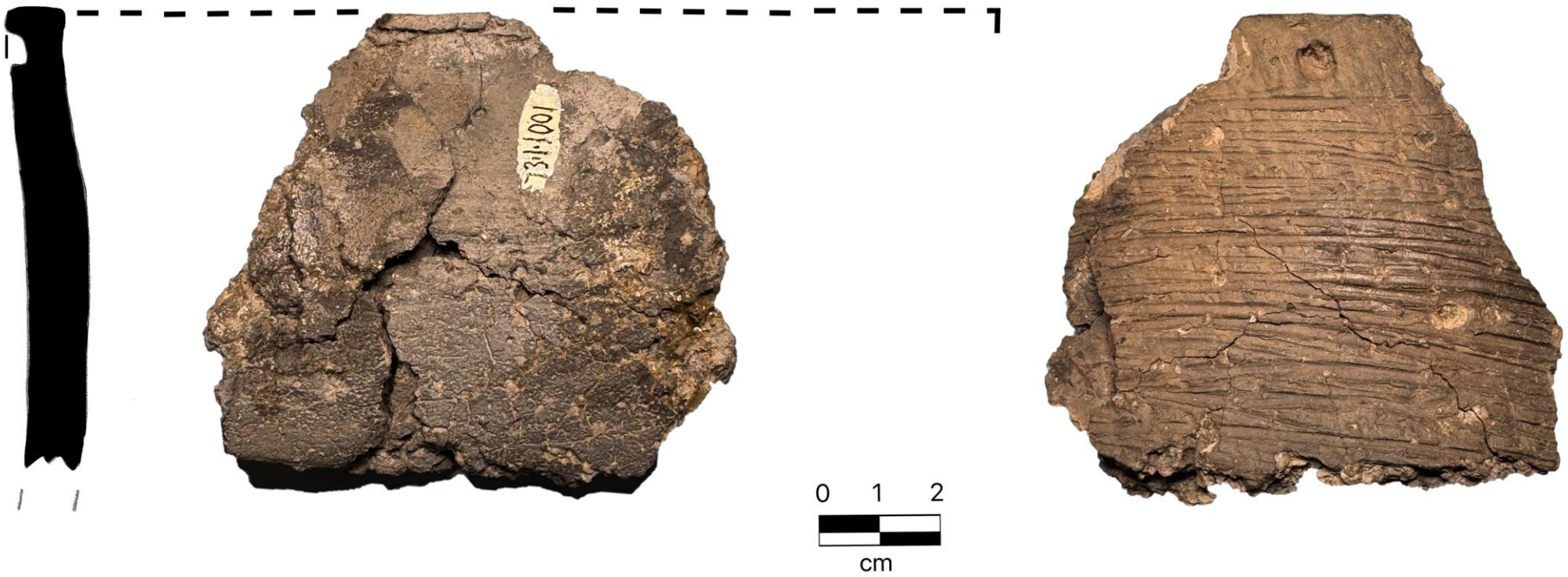
Brainerd Ladies' Band Exhibit

- Featured in "Her Voice"
- "Who's that lady?" social media campaign
- Quality exhibit that an exhibit company would charge upwards of $50,000 completed in-house for $250



Precontact Pottery Identification & Dr. George Holley

- Over 700 items identified
- Major contribution to the study of precontact pottery in the State of Minnesota
- Dates range from 500 BCE to 1100 CE
- Item below dates to circa 500 BCE
- Work completed gratis



General Information

- 160 Members
- 16 New members in 2025
- 2,144 Visitors increased 25% from the past 3 years
- Increased our number of school/group tours
- New bookkeeping



New Objects in Our Collection

- 330 new item donations
- 62 different donors
- Handled a backlog of 1,331 items which are now searchable in our digital catalog
- Solveig Lund, Collections Manager, Masters in Library and Information Science



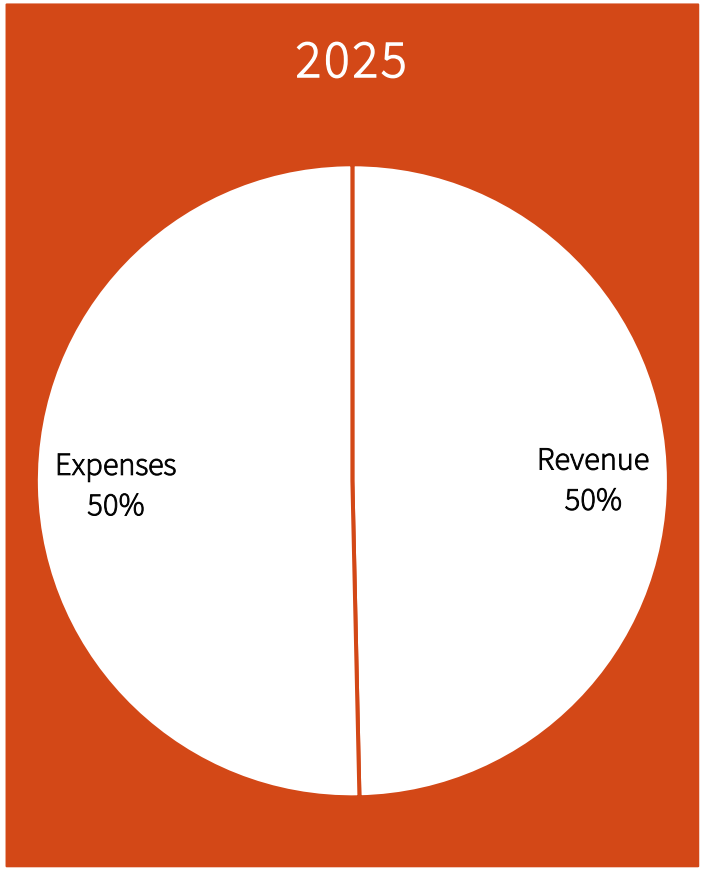


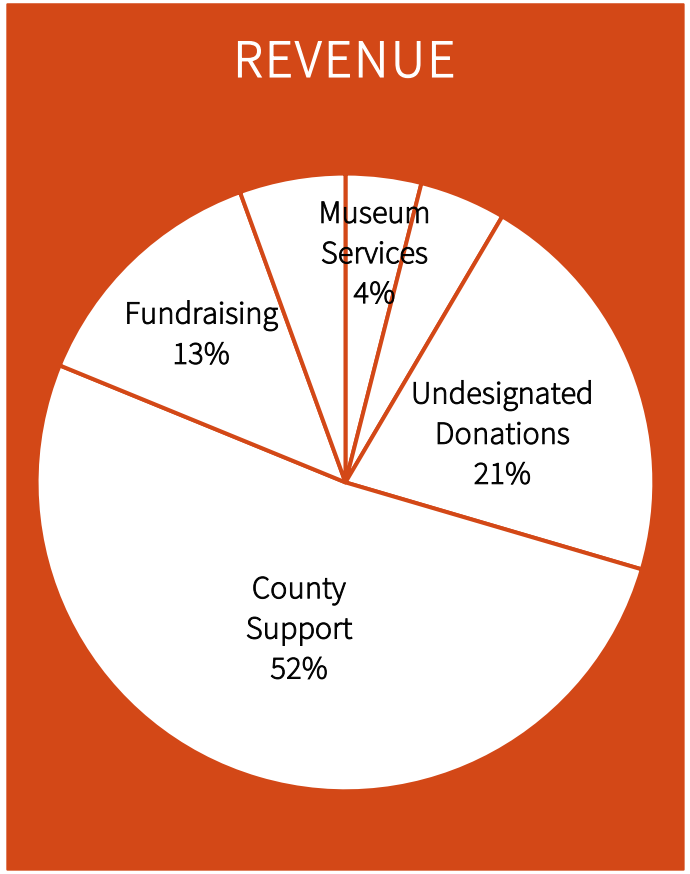
2026 Goals

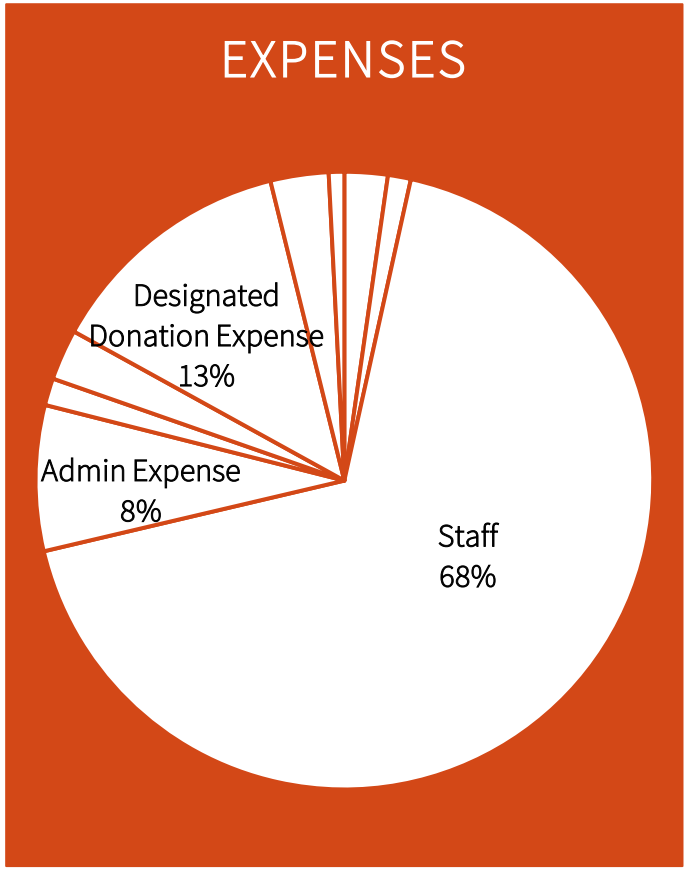
- Continue our internship program
- Complete Old Crow Wing exhibit
- Create an updated mobile-friendly website
- Finish more collection inventories to make items digitally accessible
- Promote a membership drive leading to our 100th anniversary
- New partnership with ISD #181 Indigenous Education and Native American Parent Advisory Committee



Financials


2025
Expenses
50%
Revenue
50%


REVENUE
Museum
Services
4%
Fundraising
13%
Undesignated
Donations
21%
County
Support
52%


EXPENSES
Designated
Donation Expense
13%
Admin Expense
8%
Staff
68%

Memberships & Admission



Thank you

Hillary Swanson

218-829-3268

hillary.swanson@crowwing.gov

www.crowinghistory.org



Income Maintenance Unit
POLICY AND PROCEDURE

Title: Crow Wing County - Funded Burial Policy & Procedure	**Author: Tina Ebertowski, IMU Supervisor**
Effective Date: June 1, 2017	**Review Date**: 6/1/26 **Last Reviewed**: 12/19/25
The following policy and procedure shall be followed when Financial Worker's receive a request for a County burial.	

Policy:

Under Minnesota Statues, the County is required to provide for the final disposition of indigent persons. Polices pertaining to burials are at the discretion of the County Board.

If the County assumes financial responsibility for the final disposition, the burial cannot exceed the county limits and there cannot be any enhancements.

Resources of the deceased person and responsible relatives will be considered in determining eligibility for County burial.

The method of disposition will be direct cremations or immediate burial The County's preferred method is direct cremation. Exceptions to cremation are allowable if there are sincere religious or other **beliefs** either the deceased or the next-of-kin has against cremation. (**Beliefs** can be known aversion to cremation) Ref **Mn Stat. 261.035**

The County may present and pursue a claim against the estate of the deceased person for the aid provided herein, upon discovery of any property of the estate.

Procedures:

People applying have usually been to the funeral home and the funeral director has partially screened them before having them contact CWC. Usually, the funeral home calls and says they are sending the relatives over. They will give the name of deceased and date of death. That gives the FW a chance to check for an existing file and see if there would be resources. Also check to see deceased is the CFR of Crow Wing County.

1. Application (CWC-434) are available in pilot forms and on CWC web site. Applications can be received in person, faxed or emailed. Interview may be completed in person or by phone. Applicant must sign and date the application. Request the cost of burial, itemized goods and services, from the funeral home. CWC-434 must be used for application, no other application will be accepted.

2. Eligibility is limited to available resources less than the cost of a county burial.

3. All resources available to the decease person or responsible spouse/parent of minor child will be reviewed and considered in determining eligibility for county burial, including but not limited to bank accounts, life insurance benefits, vehicles, real estate and any death benefits to which the deceased person and/or responsible relative are entitled. Also look for possible transfers of property. If the deceased person transferred valuable property, perhaps the person receiving it should be

responsible for the burial. (**Not enforceable but encouraged**)

Assets of the deceased must be verified. The spouse, next of kin or applicant are responsible for providing the verifications. When income/assets are in question utilize verification form 2919. When determining the value of a vehicle use the NADA average retail value. If applicant indicates that value is not accurate, they may provide a written statement from any business that is reasonably qualified to give a value of a vehicle such as a dealership, body shop, mechanic, etc. When a written stmt is provided, add the NADA value and the amount provided, then divide by 2 to determine amount to count for value of the vehicle. Example: NADA value $1,400 & written stmt value $600, we will count $1000 for that vehicle. ($1400 + $600 = $2000/2 = $1000) If the vehicle is drivable, it has value. If the vehicle is not drivable and we are looking at scrap value, a $200 value will be used on all vehicles. Note: after 30 days of death, collections will pursue recoveries if applicable and will need this form and pertinent documents

Certain assets (real estate, vehicles) may be excluded if there is a surviving spouse and/or minor children. Assets available and/or third-party reimbursement will be applied to the county burial costs.

If death is caused by automobile fatality – check for coverage through insurance policy of either vehicle.

4. County payment must be accepted as payment in full for items included in the county burial policy. If family and/or friends choose to enhance the funeral or make substitutes, such as a casket of their choice, they will be obligated to pay for the entire cost of the funeral/burial. The County will not pay for accessory services or items such as flowers, honorariums, music, processions, clothes, printed material, food or other such items. The County does not pay for cemetery markers, headstones, or decorative cremation containers.

5. **Keep the funeral home informed, especially if there is a possibility of a denial.**

6. To process the GA Burial application, complete the Referral to Accounting (CWC-104A) including additional comments.

   Send an email through Outlook to your supervisor with name and case number of deceased. DO NOT attach Referral to Accounting and/or Burial Contract. Supervisor will approve and forward onto accounting.

   Complete case notes in MAXIS using County Burial Application script and County Burial Determination script.

   FW notifies the applicant of decision, using the GA Burial Notice of Action Form (CWC-435). Fax a copy of the Notice to the funeral home.

   Fill out the "Estate Claims Fact Sheet" (CWC 817 in Pilot Forms) completely, filling in all blank spaces and on form. Add any helpful information to the Estate Claims Sheet that you have knowledge of. (Unusual situations, real estate info, family contacts)

   If the client was in a LTC facility, send the resident trust account letter (RTA) CWC-825 to the facility.

   If no Maxis case please scan the application and all pertinent documentation into OnBase using

#000000.

Allowances:

Crow Wing County Burial – expense structure 2/18/2025

Expenses may be used for the following and not exceed the maximum limit.

Immediate earth burial

Professional Services
Removal/Transfer
Graveside Service
Hearse
Casket
Grave liner
Cemetery

Immediate cremation

Professional Services
Removal/Transfer
Graveside Service
Cremation container
Cremation fee
Cemetery

Immediate earth burial

$3,900 plus transportation (mileage) costs plus transportation ($2.00 a loaded mile outside a 20-mile radius)

Immediate cremation

$2,900 plus transportation (mileage) costs transportation ($2.00 a loaded mile outside a 20-mile radius) & medical examiner's fee of ~~$50.00~~ $75.00

It is understood that earth burials and cremations are to be immediate. Applications must be approved by Crow Wing County prior to services. The applicant will assist Crow Wing County in obtaining all assets of the deceased. Assets of the deceased will go toward the cost of the county paid burial.