

Lake Vermilion Trail Joint Powers Board Meeting Notes

7/17/18 – USFS La Croix Ranger Station, Cook

Called to order at 10:00 AM

Board members (JPB)

Cathi Hiveley – *Beatty Township* (10:43)

Tim Johnson - *City of Cook*

Larry Tahija – *Greenwood*

Tom Lantry - *Owens Township*

Terri Joki-Martin - *City of Tower*

Phil Anderson - *Vermilion Lake Township – alternate*

Work Group

Carol Booth - *Beatty alternate*

Caroline Owens - *Eagles Nest resident*

Steve Lotz – *Vermilion Lake Township*

Holly Larson – *National Park Service*

1. Master Plan update
 - a. The Master Plan was reviewed by the Greater Minnesota Regional Parks and Trails Commission (GMRPTC) and has received a “high” designation. We are now eligible to apply for Legacy funds.

2. Fundraising
 - a. Online donations – Carol Booth had provided Char Conger’s response to online donations and Paypal including fees (0.30 per transaction plus 2.9%) and functions. Motion by Carol Booth – Beatty alternate, second by Tom Lantry – Owens to move forward with Paypal as an online donation option on facebook and the web site, ayes five, nays none, motion carried. There was a brief discussion regarding JPB representation, attendance, and designation and clarification of alternate representatives. Tom Lantry – Owens raised the need for an email address or addresses tied directly to the web site name such as donate@lakevermilion.org and/or info@lakevermilion.org for use with Paypal donations. Holly Larson will check with Russell Habermann of Arrowhead Regional Development Commission (ARDC) for this.
 - b. Holly Larson provided an update on the Legacy grant application, which is due July 31. She has been working with JPJ, an engineering firm in Hibbing, which has done some work with both the Breitung and Mesabi Trails, to come up with a cost estimate for the east segment. It is expected that the up to \$800 approved for a cost estimate earlier will be sufficient. Holly and Steve Lotz have been working on transferring GPS route information and have not given up yet. Barb Caskey of ARDC has been working on the draft online application. Holly has checked with Bear Island Land Company of Ely as to raw land prices. They

reported that the forest land that Potlatch Corporation has been selling is going for about \$1,200 per acre. The LCCMR grant application for the east segment from this spring had totaled about \$1.814 million for a somewhat less defined route and included some extras that would not be eligible for Legacy grant funding. Holly had earlier provided sample language for Resolution number 4 authorizing application to the GMRPTC. The sample language was discussed and it was decided to add language allowing the JPB or staff at ARDC to make application in to the Department of Natural Resources (MN DNR) in paragraph four. Motion by Phil Anderson – Vermilion Lake alternate, second by Tom Lantry – Owens, to approve Resolution number 4 with that change, ayes five, nays none, motion carried.

- c. A fat tire winter bike ride had been suggested. There was no new information available on this.

3. Marketing

- a. Carol Booth will represent the Lake Vermilion Trail at the Vermilion Lake Association (formerly the Sportsman’s Club of Lake Vermilion) at their Annual meeting on Saturday August 11. Holly Larson will find out from Joan Broten if the MN DNR will have a booth at the Blueberry Arts Festival at Ely where Trail information might be made available.
- b. Updated brochures are now available. Caroline Owens will get brochures to Fortune Bay, the Y Store, and the Depot in Tower and Tim Johnson – Cook will bring brochures to Orr.
- c. Official contact information – various grants and fundraising require specific individual contact information. Chair Tom Lantry – Owens offer use of his name and personal email and phone number where needed.
- d. News release process – various methods of approving news releases were offered. This led to a discussion of various interpretations of the open meeting statute. It was decided that any information to be considered for a news release should be directed to the secretary for approval and distribution.
- e. Carol Booth and Holly Larson will draft a news release regarding the GMRPTC “high” designation for the Trail’s Master Plan and send it to JPB secretary Sidra Starkovich – Bois Forte for approval.
- f. Approval was given at the June 20 meeting to join the Friends Group of the Parks and Trails Council of Minnesota at the basic level. Carol Booth will finish working on the web page and ask Russell Habermann to review it prior to posting.

4. Administration

- a. Transition of fiscal agent – Steve Lotz will continue to work with Treasurer Steve Peterson – Vermilion Lake on the EIN and bank account.
- b. Billing Joint Powers Board members for 2018 dues – treasurer Steve Peterson – Vermilion Lake was not in attendance. No information was available.
- c. JPB bylaws – the Executive Committee met prior to the JPB meeting for additional work on the bylaws. Holly Larson will update the draft bylaws with

the changes made and distribute that version to the full JPB prior to the next meeting with the expectation that the bylaws might be tweaked and adopted at the next meeting.

- d. Liability insurance – Tim Johnson – Cook has discussed trail insurance with Bob Manzoline of the Mesabi Trail and will contact Liscomb and Hood, an insurance firm in Duluth regarding coverage. Phil Anderson – Vermilion Lake provided that the Jeep Club had coverage with West Bend through Otis Magie of Virginia. He also suggested contacting the Eveleth – Gilbert Joint Powers Board, which was responsible for two trails. Steve Lotz recalled that Linda Keith had coverage quoted through the Minnesota League of Cities but there was some question as to whether this was an add-on to City of Tower coverage or a stand-alone policy.
 - e. Volunteer Management – Carol Booth indicated that the contact, volunteer, and donation lists were not current. She reported that Char Conger and Josh Gilson were members of ReGen, an Eveleth – Virginia group through which volunteer management help might be available. She will contact Char about this.
 - f. Volunteer recruitment brainstorming – a storm it was. Volunteers could be used for fundraising, marketing, recruiting sponsors, working on trail routes, managing social media, and taking or acquiring photos. Tools to help recruit and manage volunteers would include lists of positions with job descriptions and the advertising of available positions/opportunities in local papers and social media. Sources of volunteers included local colleges – Mesabi for engineering students and Ely for botany, forestry, and recreation (routes, endangered species surveys, wetland issues); local high schools - Northwoods and Vermilion Country School (projects); organizations and groups – Camp Vermilion, Boy Scouts, and churches (projects); local firms – law firms and surveying companies (easements, routes); agencies such as SLC Soil and Water Conservation (wetland delineation) and interested individuals (most anything). Carol Booth and Holly Larson will work on a jobs list and descriptions. Two urgent categories are fundraising and route refinement. It was also noted that grants may be available from the Minnesota Historical Society for archeological surveys.
 - g. Payments and reimbursements – procedures are being covered in the bylaws work. Steve Lotz will adapt some of the steering committee payment and reimbursement forms for the JPB.
 - h. Contact List Maintenance – Carol Booth will work with Russell Habermann on updating the various lists.
5. Future meetings –the next meeting was set for Wednesday August 22 at the MN DNR Building in Tower at 10:00 am.
 6. Motion by Phil Anderson – Vermilion Lake, second by Tim Johnson - Cook, to adjourn, ayes five, nays none, motion carried at 12:14 pm.

**NEXT MEETING: Wednesday, August 22, 2018 10 a.m. to Noon
at the MN DNR Building in Tower**