

SUPERIOR NATIONAL FOREST SCENIC BYWAY COUNCIL
MEETING MINUTES
DECEMBER 16, 2008
HOYT LAKES CITY HALL

Present: Bryan Anderson, Marlene Pospeck, Carol Youngberg, Lee Radzak, Cheyenne Denny, Mary Somnis

Meeting was called to order and Marlene welcomed everyone to Hoyt Lakes.

Minutes of the November 19 meeting were reviewed. Lee asked about the proposal for Skibo Vista. There was a general discussion around that. Upon a Motion by Cheyenne, second by Carol and all ayes, the minutes were approved. Motion carried.

The Council will receive a refund of \$35 from the Secretary of State. The fee for the reservation of the name was not needed as that document was filed at the same time as the Articles of Incorporation. The refund can be forwarded to ARDC if they are to act as fiscal agent for the Council, or the Council can open an account.

The Council has heard from Duane Lula that the Forest Service is looking at whether they can provide some start-up funds for ARDC to work on projects for the Byway: update the Corridor Management Plan, create an Interpretive Plan, upgrade/enhance Skibo Vista and help with facilitating the meetings of the Council.

The Council needs to prioritize projects for Byway funds that could be available in 2010 or 2011. In the meantime, The Council should look for alternative sources of funding to get the Interpretive Plan done as this needs to be done more quickly. Components of the Interpretive Plan could include waysides, signage, kiosks, etc. created with a common theme or character. Any number of things can enhance the travelers' experience. Themes include, but are not limited to: forest, wildlife, Voyageur, ecology, geology, history, mining, Finnish settlement, railroad, logging, etc. Discussion of possible funding sources. Upon a Motion by Cheyenne, second by Carol and all ayes, the Council will seek \$10,000 each from Iron Range Resources and the NE MN Sustainable Development Partnership. Motion carried. Bryan will draft letters to these organizations for the co-chairs to sign.

Marlene has asked SEH to look at doing the engineering of the Skibo Vista project on a pro bono basis. Perhaps there could be some shared funding through Hoyt Lakes (depending on what happens with LGA) and the Forest Service. SEH will get in touch with Cavan to explore this further.

There was a general discussion about marketing opportunities. The Council should work with the Iron Range Tourism Bureau and the Silver Bay Area Tourism Association to coordinate some efforts. The Byway could have a bigger presence in the North Shore Visitor for 2010. There is a possibility that a cairn could be placed on Hwy 61 at Silver Bay with logos for the North Shore Scenic Drive, the SNF Scenic Byway and a message of "Welcome to Silver Bay."

Mary will ask WA Fisher for an estimate to upgrade the brochure to four-color. Information was collected in response to a request from Explore Minnesota Tourism. They will be placing audio on the Scenic Byway pages of their Web site. Suggestions included motorcycle rides, excursion boat rides,

mining/logging/roads and railroads, etc. Several people volunteered to be contacts for travel writers. Thanks to everyone who provided suggestions.

There was a discussion about the variety of road numbers assigned to the Byway, including Forest Highway 11, County Roads 14, 15 and 16. Upon a Motion by Lee, second by Cheyenne and all ayes, the Council will discuss numbered designation further at the next meeting. Council will explore the option of dropping the County numbers. So many different numbers on so many signs along the Byway are confusing to travelers. Motion carried. Mary will check with St. Louis County to see if they will appoint a regular representative to these meetings.

Thank you to Carol for the cookies. (She has volunteered to be the designated baker!)

The next meeting will be January 13, 2009 at 11 AM at the North Shore Federal Credit Union Board Room in Silver Bay.

Upon a Motion by Carol, second by Lee and all ayes, the meeting was adjourned. Motion carried.

SUPERIOR NATIONAL FOREST SCENIC BYWAY

MEETING MINUTES

NOVEMBER 19, 2008

SPLIT ROCK LIGHTHOUSE

Present: Marlene Pospeck, Cavan Fitzsimmons, Mark Conley, Carlene Perfetto, Carol Youngberg, Rick Tokarczyk, Bryan Anderson, Cheyenne Denny, Pat Kelley, George Pope, Sandy Skrien, Judy Ness, Mary Somnis

Meeting was called to order at 10:00 AM and introductions made around the room. Carol offered to send thank you notes to the cities of Hoyt Lakes and Silver Bay for the funds needed to create the non-profit corporation.

The first items on today's agenda will create the non-profit organization for the Byway.

The draft of the Bylaws was reviewed as amended at the last meeting. The group agreed that the Operating Policies will include language about an annual audit or financial review and staggering the terms of the officers, among other things. Two adjustments were made to the Bylaws today: add a comma after "itself" in Article I, Section 2 and delete "of the Council" in Article III, Section 4. Upon a Motion by George, second by Pat and all ayes, the Bylaws were approved as amended. Motion carried.

Upon a Motion by Marlene, second by Carol and all ayes, Cheyenne Denny was added to the list of candidates for Board members. Motion carried.

Upon a Motion by George, second by Carol and all ayes, board members and officers were elected as follows. The founding board and officers of the non-profit corporation for the Superior National Forest Scenic Byway Council are:

Marlene Pospeck	Board member and West End Co-Chair
Carol Youngberg	Board member and East End Co-Chair
Lee Radzak	Board member and Vice Chair
George Pope	Board member and Secretary/Treasurer
Pat Kelley	Board member
Cheyenne Denney	Board member

Motion carried.

Upon a Motion by Pat, second by Marlene and all ayes, the meeting was adjourned. Motion carried.

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At 10:45 AM, Carol called to order the first meeting of the Council.

The Council discussed an update on the Skibo Vista project and grant proposal. Cavan suggested improvements which include: cover the current parking area for the observation area, move parking to the center and refurbish the existing bathroom facility rather than move it. Superior National Forest engineering staff is not available for this project – we need to find that service elsewhere.

ARDC will be able to assist with finding funds to update the Corridor Management Plan (CMP) and facilitate monthly meetings. Bryan anticipates that there will be some grant writing done, then some “down time” while the grant is reviewed and, if approved, then ARDC can help. Mark said there is a possibility of some seed money from the Forest Service that could go toward the start-up of the work with ARDC. They will let us know if they can arrange for an organizational development grant.

Marlene said the City of Hoyt Lakes works with SEH Engineering and perhaps SEH or St. Louis County could be asked to assist with the engineering. Mary will talk with Roy Smith at Iron Range Resources to see if there is an engineering program at one of the Community Colleges that might take this on as a project.

There was a general discussion about grant-writing priorities. Bryan will talk more about this at the December meeting. We need to look at cost estimates for the Skibo design and construction estimates, the CMP update and the creation of an Interpretive Plan. The Skibo project must be a component of the Interpretive Plan, rather than a stand-alone facility.

Sandy talked about a Title II committee for allocations on Superior National Forest. The Forest Service will keep us updated about that.

George mentioned that we should ask the mining company to participate and approach the Cliffs Foundation. Pat Kelley said he would report back at the December meeting about their grant cycle and timelines.

Upon a Motion by Carlene, second by George and all ayes, the Council agreed to send a letter of support for the Gunflint Trail Scenic Byways request for National designation. Motion carried.

The group went once around the table for final remarks:

Mary – thankful for the great support from the US Forest Service

Cavan & Bryan – they will begin to work on the development of an Interpretive Plan

Mark – recently attended the MN Scenic Byways Workshop where Mark Anderson (State Byways Coordinator) gave compliments to the NE MN Byways for their accomplishments

George – recommends looking at potential sites for bog walking and wildlife sites

Carlene – compliments on a great job everyone, glad to be back working on this

Rick – congratulations on the newly formed organization

Cheyenne – Iron Range Tourism Bureau will do a direct mail project promoting the Byway, funded in part with a grant from Explore Minnesota Tourism

Pat – an interpretive center at the east end may be something that the Cliffs Foundation would be interested in helping with to compliment the proposed center at the Laurentian Ranger Station on the west end

Upon a Motion by Carlene, second by George and all ayes, the meeting was adjourned. Motion carried.

SUPERIOR NATIONAL FOREST SCENIC BYWAY

MEETING NOTES

OCTOBER 1, 2008

SILVER BAY RECREATION CENTER

Present: Robert Bartholomew, Carlene Perfetto, Cavan Fitzsimmons, Carol Youngberg, Rick Tokarczyk, John Pierce, Mike Forsman, Mark Conley, Bryan Anderson, George Pope, Steve Kuennen, Pat Kelley, Lee Radzak, Judy Ness, Dave Gustafson, Mary Somnis

Meeting was called to order, introductions made around the room, agenda approved as submitted.

Becoming a Non-Profit Organization

The group discussed documentation that is needed by the Secretary of State's office to organize as a non-profit; Reserve the Name and Articles of Incorporation. We will file as a MN non-profit for now and look at Federal IRS requirements later, if needed. The board will also approve Bylaws at the first official meeting of the non-profit.

Name: Superior National Forest Scenic Byway Association

Address: We will ask the City of Hoyt Lakes (City Hall) to serve as the official address of the organization.

Board Members:	West End Co-Chair:	Marlene Pospeck
	East End Co-Chair:	Carol Youngberg
	Vice Chair:	Lee Radzak
	Secretary/Treasurer:	George Pope
	Board Member:	Pat Kelley

The group agreed that there would be 5 – 7 board members. Two seats are open and may be filled, if desired. Board seats should be held by private citizens rather than public sector employees. Public sector employees should serve in a non-voting, advisory capacity.

Fees: Reserve the Name = \$35 and Articles of Incorporation = \$70. We will ask the City of Silver Bay and the East Range Joint Powers Board to split these costs. Each will be asked for \$52.50. We will request that they send payment to Carol Youngberg. She will issue either check or money order for Secretary of State's office for the amount due for each form.

A draft of Bylaws was reviewed. An edited and marked-up copy is attached to these Minutes.

Projects and Grants

Cavan shared preliminary thoughts about enhancements to Skibo Vista and a potential interpretive sign project. The board will need to approve the projects and the grant application. Once we are organized as a non-profit we will sign a Memorandum of Understanding (MOU) with the Forest Service. The Forest Service can then submit the grant application and act as fiscal agent for the project. Cavan will work on the document which describes the project and send it to Mary, who will forward it to the group. The group will need to decide whether to request funding for both of these projects. Suggestion was made to wait on the interpretive signs until an interpretive plan has been created. This grant application will likely come due after the first of the year. The project will be on the next agenda.

The update to the Corridor Management Plan and the creation of an Interpretive Plan can be funded via “seed funds” and also, possibly some Forest Service funds that are available for that purpose. Mary will write a letter to Pat Henderson and CC to Bryan Anderson at ARDC, on behalf of the group, requesting staff support for these two items and for fundraising.

Cleveland Cliffs/North Shore Mining should be approached for corporate sponsorship to be used as local matching funds. The east end members will get in touch with people at North Shore when the time is right. There could be a time to approach the “big projects” that are coming online at the west end also.

We discussed the need to get DNR involved with this group. There could be representation by foresters, interpretive people, etc.

Action Items

- Steve and Judy will draft a MOU and email it out to the group for consideration for next meeting
- Cavan will work on the grant proposal and get it out to the group for consideration for next meeting
- Mary will work on non-profit documents; Carol will help with arranging for the fees
- The group will carryover the discussion about changing the name, until the next meeting

Next Meeting

As there have been two meetings on the west end, we will meet next on the east end. We are scheduled for **Wednesday, November 19 at 10 AM**. The tentative location is Split Rock Lighthouse Historic Site. Lee will confirm.

Superior National Forest Scenic Byway
Task Force Meeting Notes
August 27, 2008
Laurentian Ranger District Office

Present: Cavan Fitzsimmons, Mark Anderson, Bryan Anderson, Robert Bartholomew, Cheyenne Denny, Marlene Pospeck, Steve Kuennen, Mark Conley, Mary Somnis

Steve reported that the Laurentian Ranger District has proposed a capital improvement project to update the Aurora office. The suggested interpretive center would be an add-on to their original plans. A partnership with the Scenic Byway Task Force may help the project move up in priority ranking.

Mark A. said this project could be eligible for a Discretionary Grant, with the Forest Service acting as fiscal agent on the grant. The application is filled out on line. Mark and the State Scenic Byways Commission review the applications and send their recommendations on to Washington D.C. Enhancing the visitor experience is important to the Commission. The broad audience of byway users is important to the FHWA (residents as well as visitors) so we should refer to "travelers" rather than "tourists".

The group discussed the potential for gateway projects at both the east and west ends of the Byway. This would involve the county highway departments. It is possible that interpretive projects could be funded sooner than the construction of the capital improvements.

Mark A. said that the timeline could be something like this: Announce opening for applications in October, probably due to the State Commission in February, then they send their recommendation on to the FHWA. The first announcements would probably come in early summer 2009 with funds released in December for projects to be done in 2010. Multi-year projects have had funds rolled back and then get re-allocated. Bryan said that ARDC is available to help with planning, fundraising and enhancements.

Marlene stated that there is a desire to connect Biwabik to Hoyt Lakes via the Mesabi Trail. Beyond that, there is interest in designating the shoulder of the Scenic Byway as a bicycle trail in order to connect the Mesabi Trail and the Gitchi Gami Trail.

Mark C. said the interpretation must be relative to the byway user and that planning is essential. There is an interpretive team with the Forest Service in Colorado who may be hired to help.

Cavan proposed that we look at Skibo Vista as a smaller project to begin with. This would give us a success to build on. Mary pointed out that Skibo Vista was a priority named for enhancements in the Corridor Management Plan.

Mark A. reminded the group that the capital improvement plan should include a design that allows the bathrooms to be open when the office is closed. We need to demonstrate a proposed timeline for the project(s). Proposed trails need to be connected to the byway travelers (visitors and community).

Steve summarized that we have some good plans and that the Forest Service needs to partner with the Task Force going forward.

The group agreed we have several projects to consider and move forward: Skibo Vista, update the Corridor Management Plan (CMP), create an Interpretive Plan and work with the Forest Service to develop the Interpretive Center as part of the Capital Improvement Project.

Marlene offered that Hoyt Lakes could draft a letter on behalf of the Byway to ask ARDC for help with updating the CMP. The letter should also request that ARDC help us look for funds to create an Interpretive Plan. She also thanked the group for their support; as a result of the discussion at our last meeting, Mike Forsman met with the St. Louis County Highway Engineer and Hwy 110 has been moved up in priority from 2012 to 2010.

Steve said the Forest Service would probably be in line to work through NEPA in 2010.

Mark A. will let us know if CMP implementation funds could be utilized via interagency agreement with Iron Range Resources acting as the fiscal agent. It might be more efficient to go ahead and get the group organized as a non-profit corporation. ARDC could also provide staff, if funds were available to support that activity.

Summary of today's discussion and action items:

- Start with Skibo Vista upgrades, update the CMP and create an interpretive plan.
- City of Hoyt Lakes will write a letter to ARDC requesting assistance with the update to the CMP and the creation of an Interpretive Plan.
- Cavan will collect information from Mark A. and Mark C. to begin working on a grant application for the upgrades at Skibo Vista.
- We need to get organized with a regularly scheduled meeting and/or early announcements so that everyone can attend: representatives from Silver Bay, Lake County and St. Louis County.
- Mary will begin to collect information on the process to create a non-profit corporation.
- Next meeting will be October 1st at 10 AM in Silver Bay. Location to be determined.

We will ask Tim Campbell to facilitate a strategic vision session; Appendix A in the CMP. The 1999 Byway Document is in need of updates and can be done separate of the rest of the CMP updates.