



## GREENSPACE TRUST

SEPTEMBER 20<sup>TH</sup>, 2023 3:00 PM  
NORTH ELKHORN MEETING ROOM, TATE BUILDING  
125 LISLE INDUSTRIAL AVE

### AGENDA

- I. Call to Order – Roll Call
- II. Approval of Meeting Summary (\*) – July 19<sup>th</sup>, 2023
- III. New Business
  - a. Park Equity Accelerator (PEA) Presentation – CivicLex
  - b. Invasive Species Presentation – Jesse Voigt
  - c. Greenway Management Plan Update – Demetria Kimball-Mehlhorn
- IV. Old Business
  - a. Board Retreat Follow-Up and Next Steps
    - Strategic Plan Draft – Russ Turpin
- V. Officers and Committee Reports
  - a. Treasurer Report and Treasurer's Plan of Work – Ken Cooke
- VI. 2023 Meeting Schedule – Eve Miller
  - a. Next Meeting - Site Visit – Coldstream, October 18<sup>th</sup>, 2023 at 3:00 PM
- VII. Public Comment
- VIII. Announcements
  - a. Updated Contact List – Eve Miller
- IX. Adjournment (\*)

*Items marked with an asterisk (\*) requires a vote.*

*"The Mission of the Greenspace Trust is to preserve, protect, enhance and maintain the open space throughout the Lexington Urban Service Area and Fayette County."*

2023 Meeting Calendar - 3<sup>rd</sup> Wednesday of each month from 3-4:15 p.m. No meetings in August or December.





# LEXINGTON

## GREENSPACE TRUST

July 19<sup>th</sup>, 2023  
Lexington Senior Center  
Meeting Summary

**Trustees (voting) in attendance:** Russ Turpin (Chair), Noland Aull, Diana Baker, Maurice H. Burden, Ken Cooke, Lucian Dearborn, Councilmember Chuck Ellinger, Alice Hilton, Jordan Lloyd, Jeremiah Myers, Kathryn Nash, Tom Nieman, Denise O'Meara, John Pike, Jesse Voigt.

**Non-voting Trust members in attendance:** Chris Cooperrider, Valerie Friedmann, Demetria Kimball Mehlhorn, Eve Miller.

### I. Call to Order – Roll Call

Russ Turpin called the meeting to order around 2:10 p.m. He welcome members of the Trust to the meeting and thanked all for coming to Lexington Senior Center to be a part of the afternoon's Board Retreat. He said that the meeting will be an opportunity for the Trustees to learn more about the organization, structure, and responsibilities of the body. It will also be an opportunity to discuss the interests and passions of the group to help decide future projects or initiatives the group would like to work on.

### II. Approval of June 2023 Meeting Summary

Motion by Tom Nieman, to approve the June 2023 meeting summary; seconded by John Pike. Motion passed without dissent.

### III. Board Retreat

Eve Miller presented to the Trust a PowerPoint presentation covering a variety of topics related to the history and mission of the Trust. First, she covered the origin and creation of the Greenspace Commission. In 1990, the Greenspace Commission was created by ordinance to help "preserve maintain and enhance the County's unique and special characteristics for the economic education and general health safety and welfare of the public". It was staffed by the Division of Planning until 2018 with the administration of the Commission moved to the Division of Environmental Services. The Greenspace Trust was created in 2002 "for the purpose of applying for and receiving funds, contributions and donations, to further the purposes of the Greenspace Commission, including the acquisition and donation of real property". The Greenspace Commission was the sole



member of the Greenspace Trust. The Trust is a 501(c) (3). In 2022, the Greenspace Commission was abolished and moved under the umbrella of the Greenspace Trust by the Urban County Council at the request of staff. The membership of the Trust was expanded to those individuals who either live or work in Fayette County, and the professional qualifications of members were removed. This helped to increase the diversity of applicants who wished to serve on the Trust. Terms were also reduced from 4 years to 2, and the attendance policy was also updated. The new mission statement of the Greenspace Trust is, "to preserve, protect, enhance and maintain the open space throughout the Lexington Urban Service Area and Fayette County". There are two main staff members assigned to help administer the Trust and its goals; Demetria Kimball Mehlhorn and Eve Miller. Eve Miller discussed the responsibilities of her role, Demetria Kimball Mehlhorn's, and the Trustee's responsibilities as board members. The city of Lexington's [Boards and Commission's webpage](#) is a helpful resource to learn more about parliamentary procedures. There are similar boards and commissions in Lexington that are similar to the Greenspace Trust in mission and board make up. They are the Rural Land Management Board, the Corridors Commission, and the Tree Board. The Greenspace Commission was created before the Rural Land Management Board. Included in the presentation and the packet are maps from the 2002 Greenway Master Plan. Staff reviewed past and current projects the Trust has completed, including Cane Run, Dantzler Court, and Eureka Springs.

Alice Hilton asked if the Greenspace Trust is a 501(c) (3). Eve Miller replied yes. Alice Hilton asked what abilities the Trust had to apply for fund or grants. Eve Miller said that we can apply for grants and funding opportunities outside Lexington-Fayette Urban County Government. Jesse Voigt asked for more detail about why the Greenspace Commission was transitioned to the Trust. Russ Turpin replied that it simplified the meeting schedules and legality of officers and roles. Demetria Kimball Mehlhorn added that it helped to consolidate budgetary asks and accounts. They also removed the professional requirements for membership. Councilmember Chuck Ellinger asked if we had a parliamentarian the Trust or on staff. Eve Miller is not aware of a professionally trained member on the Trust but she will confirm if that is required. Alice Hilton asked if the Trust holds property, including the Coldstream site. Russ Turpin replied that we hold the conservation easements but not the property.

The group adjourned for a ten minute break around 2:50 p.m.

The Trust resumed the meeting around 3:05 p.m. to discuss brainstorming action items and projects for the next two years. Demetria Kimball Mehlhorn and Eve Miller quickly reviewed the mission and goals of the Greenspace Trust and potential action items that staff brainstormed, including: coordination with other groups in the community, passive greenspace management projects, education, grants and fundraising, and the Coldstream easement.

Demetria Kimball Mehlhorn recorded and summarized the group's discussion and interests to be voted on. Each Trustee was given three stickers to place next to action



items they were interested in pursuing over the next several months. The final action items and votes were:

- **Coordinate with Other Groups (Zoom, Email) – 6 Votes**
- Annual Event – 2 Votes
- Professional Development, Education Day/Seminar – 1 Vote
- Conservation Easement on LFUCG – 1 Vote
- **Greenway Tours, per Council District – 7 Votes**
- **Habitat Management Training – 11 Votes**
- Coldstream Masterplan – 4 Votes
- **Project Implementation, City Properties – 6 Votes**
- Project Assistance on Private Property – 0 Votes
- **Develop Invasive Control Committee – 6 Votes**
- Education on Environmental Resiliency – 1 Vote

Staff will coordinate with the elected officers on the top four action items and strategize on how to best move these ideas forward before the Trust's next meeting in September.

#### IV. Old Business

##### a. Greenspace Trust By-Laws

Motion by Ken Cooke to approve the draft by-laws as written; seconded by Councilmember Chuck Ellinger.

Denise O'Meara made a motion to amend to edit Article III – Powers and Duties, #1 from “Develop and maintenance of a greenspace management plan”, to “Develop and maintain a greenspace management plan”; seconded by Ken Cooke. The motion to amend passed without dissent.

The original motion, as amended, passed without dissent.

##### b. Election of Officers

Russ Turpin asked the Trustees if they would like to nominate someone for the positions of Chair, Vice Chair, Secretary, and Treasurer. The term for each role is two years and elected in June. He said that they will vote on each nomination separately.

Ken Cooke nominated Russ Turpin as Chair. Alice Hilton seconded the nomination. The vote passed without dissent.

Ken Cooke nominated Jesse Voigt for Vice Chair. Councilmember Chuck Ellinger seconded the nomination. The vote passed without dissent.

Ken Cooke nominated Noland Aull for Secretary. Jesse Voigt seconded the nomination. The vote passed without dissent.



Jesse Voigt nominated Ken Cooke for Treasurer. John Pike and Noland Aull seconded the nomination. The vote passed without dissent.

## **V. 2023 Meeting Schedule**

### **a. Wednesday, August 16<sup>th</sup>, 3-4:15 p.m., 2045 Comprehensive Plan Environment Policies Feedback Session, Tate Building – North Elkhorn Conference Room (125 Lisle Industrial Ave, Lexington, KY 40511)**

Russ Turpin said that the Greenspace Trust will be hosting an open feedback session on Wednesday, August 16<sup>th</sup> from 3-4:15 p.m. in the North Elkhorn Conference Room located at 125 Lisle Industrial Ave as a review/comment/open discussion with Trustees on the 2045 Comprehensive Plan policies. This is an optional attendance meeting, it is not required. Per the discussion at last month's meeting, Valerie has uploaded the draft policies for the 2045 Comprehensive Plan update to Theme B: Protecting the Environment to google drive. Anyone with the link that Eve Miller sent out should be able to view and comment. Eve Miller will share that information again after this meeting should you need it.

### **b. September 20<sup>th</sup>, Tate Building – North Elkhorn Conference Room**

## **VI. Public Comment**

There were no public comments made.

## **VII. Announcements**

There were no announcements made.

## **VIII. Adjournment**

Motion by Ken Cooke to adjourn the meeting around 4:10 p.m.; seconded by Alice Hilton and Jeremiah Myers. The motion passed without dissent.



## **Lexington Park Equity Accelerator**

### **What is the Accelerator?**

The Lexington Park Equity Accelerator is a new, collaborative project designed to increase access to public space and greenspace in Lexington through public policy.

The program has three main goals:

1. Address disparities in access to public space and greenspace in Lexington.
2. Help residents most impacted by these inequities understand how greenspace policy gets created.
3. Build new ways to bring these residents into the decision-making process of this policy.

The project is being led by LFUCG's Divisions of Parks & Recreation and Planning, CivicLex, and Seedleaf. It is supported by the national non-profit Trust for Public Land (TPL) as one of the six 10- Minute Walk Accelerator programs in the United States.

### **Why is this important?**

Greenspace and public space aren't just nice things to have in a community. Evidence shows that access to greenspace has significant positive effects on public health, climate resiliency, and more.

Addressing inequitable access to greenspace in Lexington is a major priority in a number of important city plans, including the 2018 Parks Master Plan, the 2018 Imagine Lexington Comprehensive Plan, and the 2020 report from the Mayor's Commission for Racial Justice and Equality. This was further confirmed by results from the 2022 On the Table.

### **What are the goals?**

1. Research, understand, and address how past and current local policies have led to inequitable community outcomes related to public space, greenspace, and connectivity.
2. Create more publicly engaged and demographically inclusive resident-led processes for decision-making and policy creation.
3. Identify strategies to ensure community views and priorities are included in key aspects of city park systems and long-term city planning related to connectivity and greenspace.
4. Connect residents most impacted by park disparities with the information and capacity to envision and advocate for policy change.

### **How will we do this?**

This project is focused on centering the voices of Lexington residents. We will rely on a coalition of community organizations that are part of an advocate for historically underrepresented communities in Lexington.

During the project we will:

- Create new data sets and ground-truth existing data about access to greenspace, public space, and neighborhood connectivity and how they relate to community outcomes.

- Gather stories about how residents currently use parks and how/if a lack of access to greenspace and public space is negative.
- Host in-park events with community organizations to understand how people use parks and build awareness of the benefits of access to public space.
- Host educational workshops with community organizations about how public policy related to greenspace, public space, and connectivity gets created and how to best advocate for changes to that policy.
- Launch experimental projects to build stronger connections between residents, public officials, and their parks.

**Project Partners:**



Lexington-Fayette Urban County Government’s Division of Planning's mission is to provide a vision and strategy that will allow Lexington to grow and prosper while preserving, protecting, and enhancing existing neighborhoods, downtown and the rural Bluegrass cultural landscape.



Seedleaf is a community gardening organization that provides horticultural training and supports the practice of gardening and small scale farming in urban space. Seedleaf values the ongoing connection of people to land, the incubation of healthy community interdependence and the cultivation of growers. We believe that this leads to the development of a robust local food economy and a just and equitable system of stewardship over urban land.



CivicLex is a nonprofit civic education & media organization that brings daylight to the issues, policies, and procedures impacting Fayette County. We do our work by making civic information more accessible and bringing together residents and city representatives.



Parks & Recreation, a division of the Lexington-Fayette Urban County Government (LFUCG), oversees the programming, maintenance, and development of over 100 city parks and natural areas, six pools, five golf courses, community centers, recreational programs, and three arts venues. To find out more, follow @LexKYParks on [Facebook](#), [Twitter](#) and [Instagram](#), or [sign up for the email newsletter](#).

## Lexington Park Equity Accelerator Funding Opportunity

Any resident of Fayette County is encouraged to submit a proposal for up to \$1,000 for projects focused on policy- and decision-making related to Connectivity, Equity, Belonging, and Advocacy in parks and green spaces in Fayette County. Proposals will be awarded after a review process by our selection committee comprised of individuals representing the Lexington-Fayette Urban County Government's (LFUCG) Divisions of Parks and Recreation and Planning and Lexington residents.

The application window will be open from August 22nd to September 22nd. You can find more information about this opportunity and submit an application [here](#).

### **Key Details and Dates**

- Deadline to submit proposals: September 22nd, 2023
- Eligibility: Anyone residing primarily in Lexington, KY
- \$12,000 in total is available
- Up to \$1,000 is available per project
- Selected applicants will receive 50% of their funding at the beginning of the project timeline and 50% at the end.
- All projects must be completed by July 31st, 2024.

### **Areas of Focus**

Projects should focus on one or a combination of the following:

- **Connectivity:** connecting people to parks
- **Equity:** promoting fairness and inclusivity in park access and engagement
- **Belonging:** fostering a sense of welcome and/or safety in parks
- **Advocacy:** organizing community members to create change in parks

### **Application Questions:**

#### **Applicant Information**

Name

Age (open to all ages)

Email Address

Phone Number

Organization or group affiliation (if applicable)

How many months out of the year do you reside/plan to reside in Lexington, KY?

#### **Project Proposal**

What area/s of focus (as listed above) will your project address?

Which park/s will you be working in/advocating for?

Describe your project. (100 words)

How does your project advance the area/s of focus you have selected? (100 words)

How will you engage your community and bring more people into this project? (100 words)

How will you define success with this project, and how will you track it? (100 words)





# STRATEGIC PLAN

## GREENSPACE TRUST



**YEARS 2023 – 2025**

[www.lexingtonky.gov/board/s/greenspace-trust](http://www.lexingtonky.gov/board/s/greenspace-trust)

**200 E Main St  
Lexington, KY 40507**

## BACKGROUND

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The Lexington-Fayette County Greenspace Commission was established by ordinance in 1990 as a citizen-based advisory group to the Urban County Government to incorporate into policy the preservation, management and enhancement of the County's unique and special character for the economic, educational and general health, safety and welfare of the public.

All Greenspace Trust members shall serve two (2) years from the date of appointment. To assist in the transition and flow of the Trust's Executive Committee and priorities, staff have reviewed and compiled strategic plan guidelines that the Greenspace Trust can utilize long-term to help achieve the Trust's mission. To assist in this process, the following duties, goals, strategies and action items have been identified by sub-committees and approved by the greenspace trust for the next three (3) to five (5) years.

For the development of a strategic plan, five key duties are identified in the ordinance, and goals, strategies and tactics have been created based on these duties.

- **Duties** are specific items the Greenspace Trust should concentrate on based on the ordinance.
- **Goals** are an organization's measurable objectives that are indicative of its long-term vision.
- **Strategies** are the means or techniques by which Goals may be attained.
- **Action Item** are the ways in which a Goal or Strategy would be accomplished. Tactics may be either measurable or observable, or both.

The Greenspace Trust will biannually identify which action items to focus on to further the Trust's mission. These biannual actions will create strategic plan that will be provided to the Trust, Lexington-Fayette Urban County Government (LFUCG) staff and subsequently-created committees to implement.

# LEXINGTON GREENSPACE TRUST



## GREENSPACE TRUST MISSION

The mission of the Greenspace Trust is to preserve, protect, enhance and maintain the open space throughout the Lexington Urban Service Area and Fayette County.

## GREENSPACE TRUST DUTIES

1. Develop and maintain a greenspace management plan.
2. Make recommendations on the receiving and dispersing of funds, the sale of land, and acquisition of land or easements.
3. Educate citizens about greenspace preservation and maintenance.
4. Foster partnerships with organizations in the community.
5. Monitor land contained in the greenspace program and conduct annual on-site inspections. Recommend enforcement action when necessary.

## GOALS

1. Outreach
2. Passive Greenspace Management
3. Grants & Fundraising
4. Coldstream Easement

## 2023-2025 ACTION ITEMS

1. Greenway Management Plan Update
2. Habitat Management Training
3. Greenway Tours (Per Council District)
4. Coordinate with Other Groups
5. Project Implementation on City Properties
6. Develop Invasive Control Committee

## GOAL 1 – OUTREACH



### SUPPORTING STATEMENT

Develop and implement outreach opportunities and materials regarding conservation interconnection importance.

### Strategies with Tactics

1. Review our current outreach materials.
  - Catalog and review current and existing outreach materials and survey what materials should be expanded, updated, or created.
  - Identify and promote the current greenspace experiences to communicate the value of the organization and its mission.
  - Strategize how to expand initiatives for additional public engagement.
2. Identify and create ways to effectively reach the public.
  - Create marketing plans for distinct environments; classrooms, events, businesses, and the general public.
  - Focus on conservation planning to address multiple socio-economic factors in regards to conservation of greenspaces in each Council District of Lexington.
  - Work with the Division of Environmental Services' Public Information Team to help create content that can be distributed.
  - Update the website as well as create a standard social media campaign.
  - Recommend that a member of the Greenspace Trust serve on related boards and commissions to better input greenspace goals.
3. Identify opportunities to help increase engagement in the community.
  - Seek to create an annual roundtable or biannual event with agencies to showcase the community's conservation efforts.
  - Explore possible award opportunities to recognize local community members or organizations to bring awareness to greenspaces.
  - Discuss the potential to create a grant or funding opportunity for neighborhoods to further the Trust's mission and goals.

## GOAL 2 – PASSIVE GREENSPACE MANAGEMENT



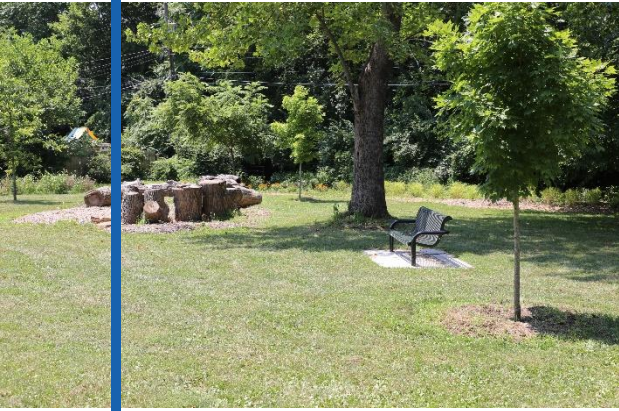
### SUPPORTING STATEMENT

Develop management plans to create publicly accessible greenspace properties that allow for passive recreation, environmental protection of sensitive areas and wildlife corridors.

### Strategies with Tactics

1. Analyze needs to identify opportunities for passive greenspace management.
  - Create a scoring guide to determine which greenways should be slated for restoration or other activities.
2. Formalize, execute, and implement management plans.
  - Catalog publicly owned greenways.
  - Prioritize creation of management plans.
  - Create one management plan per year.
3. Create a Homeowners Association guide or resource.
  - Develop an informational guide on how HOA's or other community groups can help manage their open spaces; including planting guides or manuals.

## GOAL 3 – GRANTS & FUNDRAISING



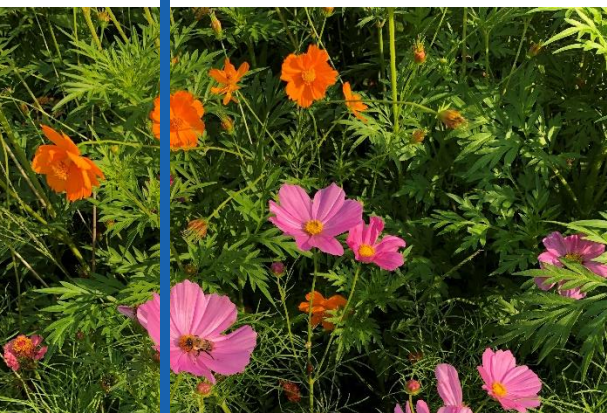
### SUPPORTING STATEMENT

Develop and implement mechanisms for applying and obtaining funding to improve greenspaces within the City of Lexington and Fayette County, and to act as a resource for the larger Greenspace Trust for applying for grants or other funding opportunities.

### Strategies with Tactics

1. Identify and secure funding opportunities.
  - Identify funding needs and expectations through an annual budgeting process.
  - Research current and potential funding opportunities and support appropriate applications for LFUCG, the Trust and community partners to meet funding needs.
  - Develop a grant management system for identifying, authorizing, applying for, and when successful, providing transparent grant accounting and reporting capacity.
  - Work with the Outreach Committee on promoting giving opportunities and specific public fundraising efforts/campaigns and special events.
  - Develop and maintain transparent financial accounting processes including adoption of financial policies, maintenance of a chart of accounts with regular account balance, income and expense reporting.

## GOAL 4 – COLDSTREAM EASEMENT



### SUPPORTING STATEMENT

Develop goals and implement management plans for improving and maintaining the Coldstream easement held by the Greenspace Trust.

### Strategies with Tactics

1. Analyze needs and develop a passive greenspace management plan for the Coldstream easement.
2. Develop tools to help and support the Division of Water Quality's stormwater programs' priorities and policies.
  - Determine what content/resources will be needed to raise awareness about the Coldstream project.
  - Identify and monitor policies on important issues (flooding, resiliency, sea level rise, aging infrastructure, political/regulatory changes, etc.)
3. Communicate efforts to help raise awareness of the easement.

Lexington, Fayette Urban County Greenspace Trust  
**2023-2024 Treasurer's Plan of Work:**  
**Draft 4.0**

**Mission:** To develop a discrete plan of work for the **Office of Treasurer** to provide efficient financial support for expanding organizational capacity to meet the stated goals and objectives of the Trust.

This covers goals and objectives for FY 2023-2024 only (with an eye toward the future). Our goal is to have this plan adopted by the board at the September 2023 meeting with ample opportunity for Staff, Trust members and key stakeholders (LUFUG Administrators and legal services) to have input.

**Priority 1: Pursuant to Bylaws: Duties of Office:**

**A) The treasurer will work with staff to prepare an annual budget.**

**Treasurer's Action Items:**

1. -Obtain data for 2022 FY income and expenditures to guide budget development:
2. -Ask staff for draft July 1, 2023 - June 30, 2024 budget based on their recommendations
3. -Circulate ***draft budget*** via email to board members for comments/additions amendments. (3 rounds)
4. -Have budget adopted by majority vote at next regular meeting.
5. -Repeat the process *prior to June 30, 2024* for the 2024 - 2025 FY.

**B) The treasurer shall assist with the budgeting and other financial matters in conjunction with the Greenspace Trust special events.**

**Treasurer's Action Items:**

1. -Prepare a conservative short term fundraising goal for the Trust with Trustee input on prospects.
2. -Work with staff and trustees on identifying, researching and preparing applications for specific funding sources.
3. -Amending/modifying/updating budget to reflect additional income as it's developed.

**C) The treasurer shall keep accurate records of all funds of the Greenspace Trust in accordance with generally accepted accounting principles consistently applied.**

**Treasurer's Action Items:**

1. Develop Chart of Accounts for the Trust
2. Acquire, configure and implement appropriate reporting and tracking software compatible with LUFUG systems of tracking and audit.
3. Issue regular income/expense statements using these systems at each regular business meeting.
4. Develop and gain board approval for authorized agents/auditor access to said accounting systems



## **Priority 2: Assistance with general financial needs for Trust Mission and Goals:**

### **Pursuant to Articles of Incorporation, Article III Duties of the Trust**

2. Making specific recommendations to the Mayor and Urban County Council on actions, including, but not limited to, the following:

- a. The sale of land or any interest therein held by the Urban County Government.
- b. The acquisition of conservation easements, scenic easements and nature preserve land.
- c. The acceptance of property interests acquired by gift.

#### **Treasurer's action items:**

1. Work with staff to develop cost estimates for real-estate transactions/easement inspection and enforcement.
2. Work with Trustees and Staff to identifying funding sources for those expenses.

6. Negotiate the conveyance of property interests.
7. Hold title to and convey interests in real property.
8. Hold title to and convey interest in conservation easements.

#### **Treasurer's action items:**

1. Work with Staff to develop cost estimates and list of approved vendors' legal services for property transfers, surveys and deed amendments.
2. Work with Staff and Trustees to research, draft and get approval for conservation easements and required deed restrictions.
3. Research costs associated with real property management, inspections, compliance assistance and easement enforcement.

12. Apply for and receive funds from any state, federal or public entity appropriate to the goals of the trust.
13. Solicit and receive contributions and donations from individuals and groups for the purpose of carrying out its duties as set forth herein.
14. Solicit financial and other contributions to the Urban County Government or to the Greenspace Trust, including, but not limited to, donations of money, services and real property.

#### **Treasurer's Action Items:**

1. Set up banking/financial services necessary to receive funds through a Financial Services arrangement with LFUCG.
2. Set up on-line merchant gateway/on-line payment options for the Trust for receiving electronic funds transfers and on-line giving programs.
3. Draft, circulate and get approval for appropriate financial policies compatible with LFUCG, Kentucky Revenue Cabinet, US Internal Revenue Cabinet and Guidestar Standards.
4. Collect and submit documentation to Guidestar 501c3 Rating Service sufficient for "Silver" certification.
5. Go for the big bucks...