The Metropolitan Council is preparing the 2018 Regional Parks System Annual Use Estimate. As you know, the Parks Researcher who previously served as the main point of contact on the estimates is no longer with the Council. We are anticipating having a new Parks Researcher on staff within the next couple months. In the interim, key aspects of the annual use estimates processes need to move forward. Several Research staff who have significant experience and have been trained on the use estimate process will be working on completing the 2018 estimates and preparing for the 2019 estimates. Deb Conley will be the point of contact for all questions and issues. She can be reached at 651-602-1335 or [Debbie.Conley@metc.state.mn.us](mailto:Debbie.Conley@metc.state.mn.us)

Council staff requests the following information from your agency to complete the 2018 estimates:

* Special events data for 2018. Please find attached a copy of the special events data reporting instructions and the 2017 special events data as a template.
* Camping data for 2018.
* Any changes and corrections your agency made to the 2018 Qualtrics count data previously sent to you by the Council. Please enter the changes and corrections to the attached copy of the Qualtrics count data.

Please provide this information by **Feb 1, 2019** to ensure the timely completion of the 2018 Use Estimates.

Last year, the Council provided your agency with 2 iPads. Council staff will collect these iPads to prepare them for this year’s data collection. Please return the iPads to designated Council staff at the Regional Park System Partnership Monthly Meeting (to be held in Bunker Hills Regional Park) on **January 24, 2019**. Let us know if you are unable to bring them to this meeting and we will make separate arrangements.

You will soon receive a separate email requesting your agency’s entrance description document updates for the 2019 Use Estimates.

If you are no longer the contact for this work, please email updated information to Deb Conley.

Thank you for your cooperation.

Sincerely,

Joel Huting