

JOINT BOARD MEETING

THREE RIVERS PARK DISTRICT AND SCOTT COUNTY BOARDS OF COMMISSIONERS

Cleary Lake Regional Park
Maintenance Facility
6246 190th Street East, Prior Lake, MN

**Thursday, July 15, 2021
1:00 p.m.**

AGENDA

1. OPENING BUSINESS

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call

2. APPROVAL OF AGENDA

Board members who wish to delete or add any item(s) to the agenda shall do so at this time.

Recommendation:

MOTION TO APPROVE THE AGENDA OF THE JULY 15, 2021, JOINT BOARD MEETING OF THREE RIVERS PARK DISTRICT AND SCOTT COUNTY.

3. COMMUNICATIONS

A. [Citizens Wishing to Address the Boards](#)

Any individual wishing to address the Boards on subjects which are not part of the meeting agenda may do so at this time. Such items will typically be referred to staff for review, action and/or recommendation for future board action. The public will also be provided an opportunity to address the Boards on items which are on the agenda at the appropriate time.

4. NEW BUSINESS

A. [2021 Partnership Highlights](#)

Recommendation:

NO ACTION REQUIRED; THIS ITEM IS FOR INFORMATION AND DISCUSSION.

4. NEW BUSINESS (continued)

B. [2022 Proposed Scott County - Three Rivers Partnership Budget](#)

Recommendation:

NO ACTION REQUIRED; THIS ITEM IS FOR INFORMATION AND DISCUSSION.

5. ADJOURNMENT

MOTION TO ADJOURN.

THREE RIVERS PARK DISTRICT AND SCOTT COUNTY

JOINT BOARD MEETING REQUEST FOR BOARD ACTION

Meeting Date: 07/15/21 Business Item: Communications Item Number: **3A**

Agenda Item: Citizens Wishing to Address the Boards

Superintendent's Recommendation:

NO ACTION REQUIRED.

Background:

Any individual wishing to address the Boards on subjects which are not part of the meeting agenda may do so at this time. Such items will typically be referred to staff for review, action and/or recommendation for future board action. The public will also be provided an opportunity to address the Boards on items which are on the agenda at the appropriate time.

THREE RIVERS PARK DISTRICT AND SCOTT COUNTY

JOINT BOARD MEETING REQUEST FOR BOARD ACTION

Meeting Date: 07/15/21

Business Item: New

Item Number:

4A

Agenda Item: 2021 Partnership Highlights

Superintendent's Recommendation:

NO ACTION REQUIRED; THIS ITEM IS FOR INFORMATION AND DISCUSSION.

This information was prepared by Patricia Freeman, Scott County Parks and Trails General Manager.

Background:

The purpose of this agenda item is to share a few 2021 partnership projects and work activities that highlight examples of cross-organizational collaboration between the Park District and Scott County and examples of support and resource sharing outside of the partnership budget from other work groups (**Reference 4A-1**).

1. Trail kiosks
2. Pavement Preservation
3. Programming Enhancements

1. Partnership Regional Trail Kiosks

In 2019 and 2020, a team of partnership staff worked alongside the Park District's Marketing group and regional trail manager, to design a new regional trail kiosk structure, and to design and develop content for the kiosk informational panels. In the spring of 2021, the kiosks structures were installed by the Scott County Highway maintenance group and the panels were installed by the Park District's maintenance trades group. With this project several work groups outside of the core partnership team with varying technical expertise and experience contributed to completing the project.

2. Pavement Preservation

The ongoing Collaborative Pavement Group consisting of Park District and Scott County work groups outside of the partnership team, contributes the time of various technical staff to deliver pavement work they are most proficient in delivering. Park District Design staff carry out pavement condition field inventories and maintain the pavement management program, and they deliver design and contract management for pavement preservation on internal park trails. Scott County Highway Construction and Maintenance Groups design and cover the contract management for pavement work in their area of expertise including entrance roads, parking lots, and roadside trails. The two groups participate in an annual planning meeting to look for opportunities for efficiencies.

In 2021, the collaborative pavement group is delivering the following:

Pavement Preservation

- a. Road and parking lot sealcoats at Cleary Lake Regional Park.
- b. Sealcoats on Spring Lake Regional Trail and Big Woods Regional Trail.
- c. Micro surfacing of trails in Spring Lake Regional Park.

3. Programming Enhancements

Collaboration with education workgroups outside of the core partnership is helping to diversify the programs offered in the partnership parks. The programming service provided through the partnership at includes golf programs for youth and adults, and outdoor recreation programs (i.e., canoeing, archery, fishing) for youth, families, and adults. Demand is high for the programs offered, with most filling to capacity with some waitlists. The amenities and facilities available at Cleary Lake and Cedar Lake Farm are well-suited to these popular traditional outdoor recreation program activities that make up the bulk of programs offered in the partnership parks, and the skillset of the program specialist within the partnership is well-matched to these activities. However, there is strong community interest for nature and history type programs as well. Staff is working on the opportunity to diversify program offerings, starting in 2021 by shifting program resources within the partnership budget to support staff from the various topical areas, to carry out a few pilot programs and pop-up events. Staff from Richardson Nature Center and The Landing are contributing their expertise in nature and history education to this effort. Staff plans to evaluate the pilot offerings to build a more balanced suite of programs for 2022.

Options for making summer camps and programs more logistically friendly to all families is another enhancement being reviewed for the future. Offering more family programs in the evenings, pairing programs with a dinner/food option, and offering before and after care with summer camps are a few examples. Programs staff with Mississippi Gateway Regional Park have instituted before and after care for a few years. This group as well as a number of community partners will be consulted regarding possible models for incorporating methods to make programs more accessible for more families.

These are just a few of the benefits the Park District system outside of the partnership budget brings to Scott County parks and trails and communities and an example of the benefits the collaboration brings to the community.



in partnership with



2021 Partnership Highlights

Joint Meeting of the Scott County Board and the Three Rivers Park District Board

July 15, 2021

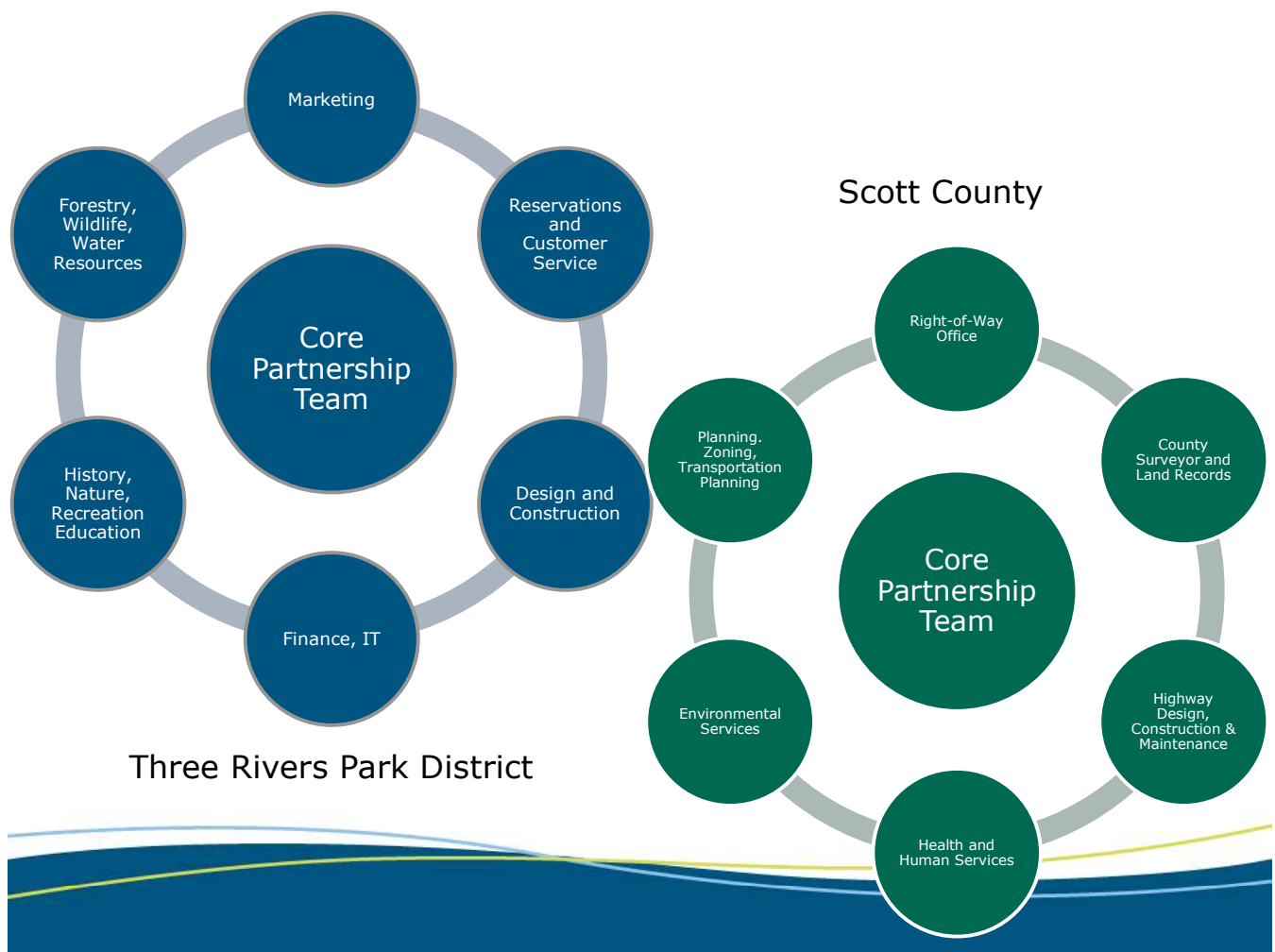
2021 Partnership Highlights



Cross-organizational
collaboration



Support and resource sharing
outside of the partnership
team



2021 Partnership Highlights

- **Trail Kiosks**
- **Pavement Preservation**
- **Programming Enhancements**



Cross-organizational collaboration



Support and resource sharing outside of the partnership team

Partnership Trail Kiosks

Park District
Marketing
Maintenance Trades

Scott County
Highway Maintenance



Pavement Preservation

Park District

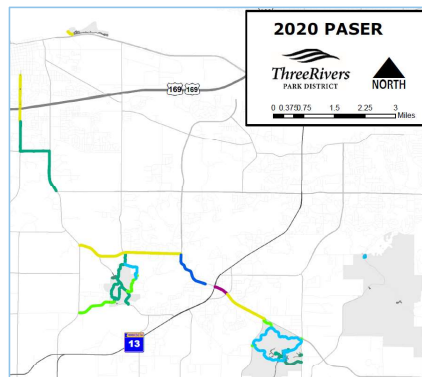
Design

- Field evaluation
- Management Program
- Design
- Procurement and Project Delivery

Scott County

Highway Maintenance & Design

- Design
- Procurement and Project Delivery



Programming Enhancements

Park District

Marketing and IT

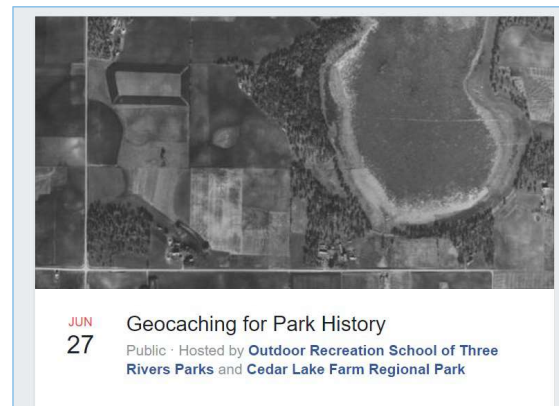
- Promotions
- Reservation System

History, Recreation Education,
Richardson Nature Center

- Trained staff
- Equipment
- Curriculum
- Partnerships

Scott County

- Community connections -
Heath and Human Services,
Libraries, YMCA, etc.



Extended Partnership Team THANK YOU

Park District	Scott County
Design	Highway Design and Construction
Planning & Research	Highway ROW
IT – Reservation system	Planning and Zoning
Marketing	Transportation Planning
Customer Service	Environmental Services
History & Nature Education	County Surveyors Office
Outdoor Recreation	Land Records and Taxation
Volunteer Office	Volunteer Office
Forestry, Wildlife and Water Res.	Public Health and HHS
Finance	Soil and Water Conservation District
GIS	GIS
Administration	Administration

Questions



THREE RIVERS PARK DISTRICT AND SCOTT COUNTY

JOINT BOARD MEETING REQUEST FOR BOARD ACTION

Meeting Date: 07/15/2021 Business Item: New Item Number: **4B**

Agenda Item: 2022 Proposed Scott County - Three Rivers Partnership Budget

Superintendent's Recommendation:

NO ACTION REQUIRED; THIS ITEM IS FOR INFORMATION AND DISCUSSION.

The following information was prepared by Patricia Freeman, Scott County Parks and Trails General Manager and Howard Koolick, Three Rivers Park District Chief Financial Officer with help from a variety of Park District and Scott County staff.

Background:

On December 16, 2010, the Park District and Scott County entered into a joint powers agreement that defines the roles and responsibilities for operations and maintenance of all regional park facilities in Scott County. The agreement requires the preparation and adoption of an annual budget. The staff listed above, along with Doug Berens, Director of Maintenance, Lynn Stoltzmann, Director of Facilities and Tom Balk and Justin Markeson (supervisors for the parks in Scott County) and other staff have met and developed budget recommendations for 2022.

2022 Budget Overview

The recommended 2022 Scott County-Three Rivers Partnership budget strives to continue to provide the high-quality services while funding increased operating costs. The budget includes staffing, supplies and services for operations in Scott County and is funded primarily by a contribution from Scott County, park user fees and grants from Metropolitan Council.

The 2022 budget includes:

- Continued operations at three regional parks (Cleary Lake, Spring Lake Park and Cedar Lake Farm), one park reserve (Murphy Hanrehan) and 8.4 miles of regional trails.
- Continued natural resources management and maintenance at Doyle-Kennefick Regional Park and Blakely Bluffs Park Reserve while they are in their acquisition phase.
- Continued options for park guests to enjoy a wide variety of park experiences including hiking, biking, picnicking, golfing, camping and group and public programming.

With operations returning to some form of normal in mid-2021, the 2022 budget assumes that golf and park use revenues will return to close to budgeted levels. Likewise, grants from Met Council will remain somewhat unchanged except for approximately \$27,000 in

Lottery-in-Lieu-of funds which are being transferred from the operating budget to a rehab budget along with \$27,000 in maintenance expenses to change how these costs are accounted for. This change will allow the funds to span multiple years and allow for more efficient and effective use in maintaining and rehabilitating parks and trails.

The expenditure side of the budget includes wage and benefit increases associated with the Park District's compensation program, maintenance contract and health insurance program. In addition, the addition of a custodian in 2022 provides for increased maintenance and cleaning of buildings which should improve the customer experience at Cleary Lake Regional Park and Cedar Lake Farm.

The attached PowerPoint presentation (**Reference 4B-1**) provides detail regarding the 2022 budget. Staff will present these changes, answer questions and receive feedback from Commissioners.

Commissioners will not be asked to approve the budget at this time. The Scott County contribution will be included in the Scott County budget. The Partnership budget will be reviewed and approved by the Three Rivers Park District Board. Both approvals are expected to occur in December.



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2022 Budget Information

July 15, 2021

2021 Budget Overview

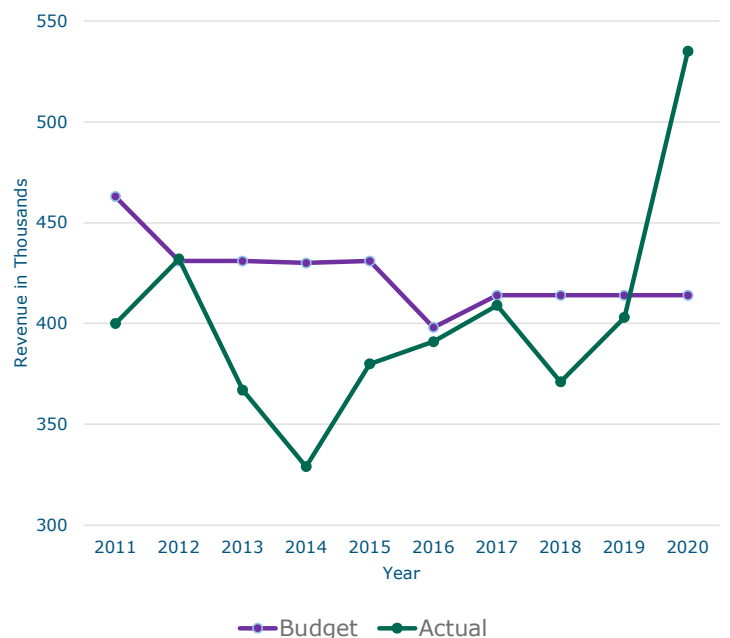
- 2021 Budget – \$2,633,398
- Major Revenue Sources
 - Golf Revenue
 - Other Park Use Revenue
 - Operations and Maintenance Grant
 - Lottery-in-Lieu-of Grant
 - Scott County Contribution
- Major Expenditure Categories
 - Wages and Benefits
 - Supplies, Contracted Services and Other Operating Costs

2022 Budget Overview

- Total Recommended Revenues - \$2,746,733
 - Increase of \$113,335 (4.3%)
- Expenditure Increases for 2022
 - Wage and Benefit changes for existing staff - \$53,731
 - Needed to maintain existing service levels/park hours
 - Custodial needs - \$56,954
 - Needed to provide cleaner buildings and better public service
 - Seasonal Wage Increases - \$2,650
 - Needed to maintain existing service levels

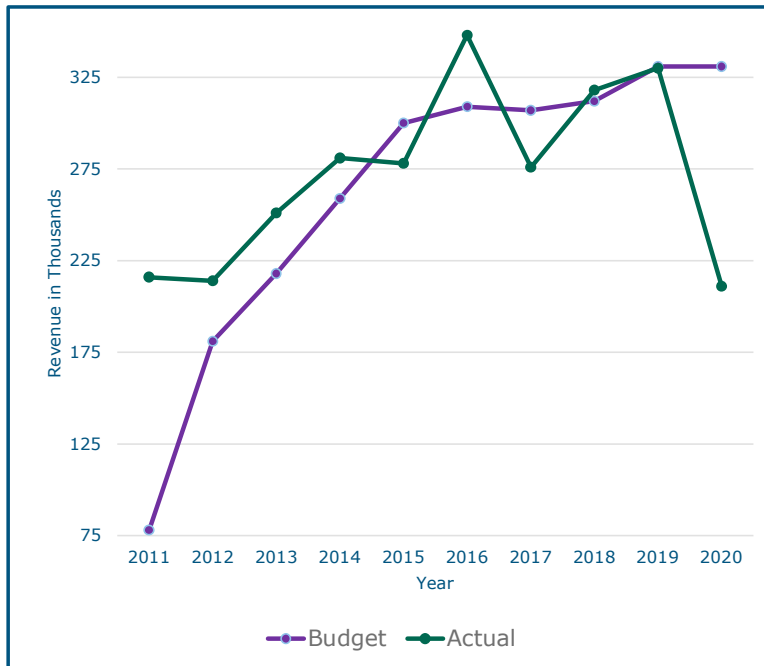
2022 Budget – Golf Revenues

- Actual Revenues have lagged behind budget for most of last decade
- Due to overly aggressive budgeting
- No recommendation to increase budget in 2022



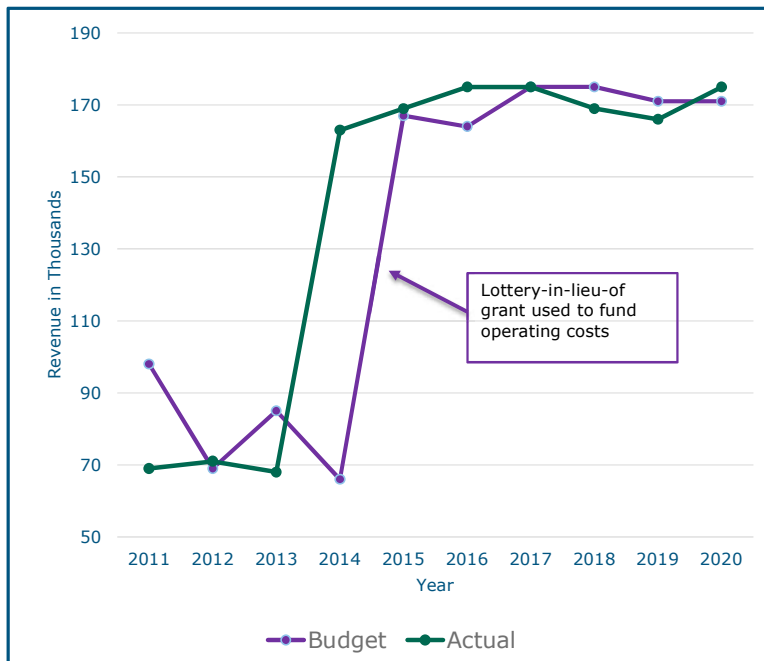
2022 Budget – Other Park Use Revenues

- Includes cross country ski fees, camping, public and group programs, usage permits, facility and equipment rental
- 2020 is an anomaly due to COVID-19
- No fee or budget increases included at this time.



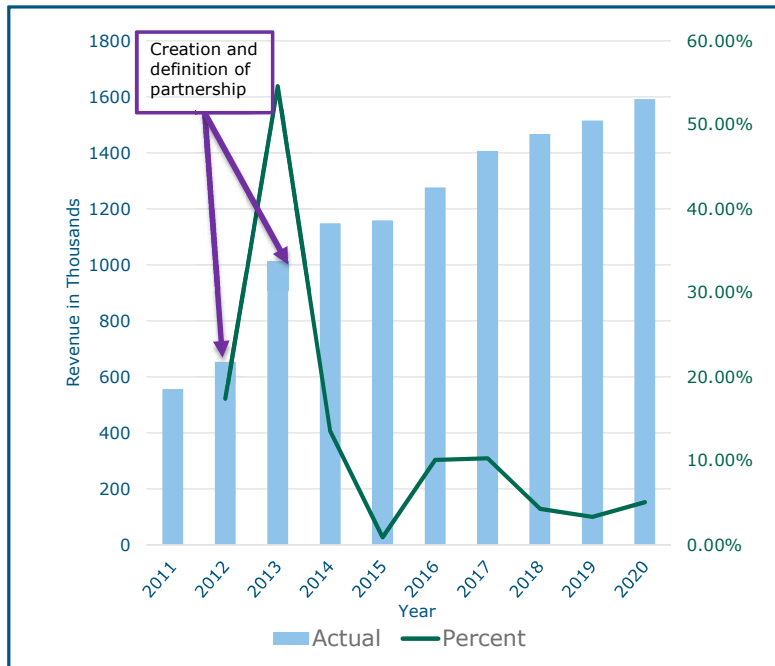
2022 Budget – Met Council Grants

- Includes Operations and Maintenance Funding and Lottery-in-lieu-of Funding
- Grant amounts based on budget, visitation and acreage.
- Scott County also receives grants



2022 Budget – Scott County Contribution

- Includes Operations and Maintenance Funding and Lottery-in-lieu-of Funding
- Grant amounts based on budget, visitation and acreage.
- Scott County also receives grants



Proposed Revenue Changes

- Golf and Park Use Revenue
 - No fee increases recommended at this time
 - No budget increases recommended
- Met Council Grants
 - Operations and Maintenance Grant will most likely increase. More will be known in the next month.
 - Lottery-in-lieu-of funding for operating budget to decrease by \$27,000 with transfer of maintenance expenses to rehab account to use funding more efficiently.
- Scott County Contribution
 - Up to \$113,000 increase to fund changes for 2022

Proposed Expenditure Changes

- Base Budget Wage and Benefit Changes – Increase of \$53,731
 - Regular and Part-time Non-Benefitted Wages - \$55,183
 - 1.5% to 3% Inflationary Increase
 - Merit and Union Steps
 - Medicare, Social Security and PERA - \$8,954
 - Health, Life and Dental Insurance – (\$10,406)
 - Actual 2021 rates lower than budgeted.
 - Budgeted 2022 increase is 2%
 - Changes in coverage chosen
 - Reduction in budget for insurance will not continue in future.

Proposed Expenditure Changes

- Request for New Custodian - \$56,954
 - Has been requested for the past couple of years but has lost out to higher priorities/needs.
 - Justifications for adding new position
 - All custodian/janitorial work currently done by higher paid maintenance staff with more technical qualifications –Inefficient use of staff
 - Increase in programming and park/trail use has increased need to clean more often
 - Custodian dedicated to cleaning could spend more time cleaning and maintaining buildings including doing larger cleaning and maintenance tasks that buildup from wear and tear (carpet cleaning, floor scrubbing)
 - Other maintenance staff would be freed up to do more park upkeep, repairs, rehab and improvement projects and program and event support.

Proposed Expenditure Changes

- Seasonal Wage Increases - \$2,650
 - Seasonal maintenance and forestry wages need to increase under the union contract with maintenance staff.
 - Actual increase is \$6,500, offset by reallocations elsewhere in the budget.
- Reallocations making a better use of funding and increasing efficiency and effectiveness of services provided.

Scott County Requested Contribution

- 2021 Contribution - \$1,710,435
- 2022 Requested Contribution - \$1,823,770
 - Increase of up to \$113,335 to fund wage and benefit increases, custodian and changes in seasonal wages.
 - Actual increase might be slightly lower.
- Questions??