



**Scott County**  
**Park Advisory Commission**  
**August 12, 2020**  
**6:00 PM**

**Cedar Lake Farm Regional Park**  
**Picnic Shelter**  
**25875 Juniper Avenue**  
**New Prague, MN**

# SCOTT COUNTY PARKS ADVISORY COMMISSION PRELIMINARY AGENDA

6:00 P.M. – August 12, 2020

\*\*\*\*\* Note Meeting Location Change\*\*\*\*\*

Meeting location: Cedar Lake Farm – Picnic Shelter

1) Roll Call – Pat Stieg, Chair

Kristin French, At Large  
Kathy Gerlach, District 3  
Barb Hedstrom, District 1  
Jerry Hennen, At Large  
Eric Spieler, District 2  
Patrick Stieg, District 5  
Mark Ewert, District 4  
Commissioner Jon Ulrich, Scott County Board Liaison

2) Pledge of Allegiance

3) Approve Agenda

4) Approve Meeting Minutes for June 24, 2020

5) Recognition of Interested Citizens for Items Not on the Agenda (No action will be taken.)

6) Administration, Planning and Development

a. COVID -19 Operations Update (6:15)

b. 2021 County Budget Update (6:20)

c. Cleary Master Plan (6:30)

7) Operations and Natural Resources

8) Outreach, Visitor Services, Recreation and Education

a. Recreation Programs and Events Update (6:50)

9) Informational Items (7:00)

a. Legislative Update (Verbal)

b. Projects/Other Updates (Verbal)

i) Trail Naming Update

ii) Shakopee Trail and Cultural Partnership

c. Advisory Commissioner Reports (Verbal)

10) Upcoming Meetings - Tentative Topics (7:30)

a. September 2 PAC Meeting

i) Shakopee Trail and Cultural Partnership Tour

ii) Cleary Master Plan – Planning Teams Approach

iii) Trail Naming

b. October 7 PAC Meeting

i) Recreation Programs – Spring and Summer Summary and Plan for Winter

ii) Healthy Hour Program

iii) Cleary Master Plan

11) Adjourn

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## SCOTT COUNTY PARKS ADVISORY COMMISSION MEETING MINUTES June 24, 2020

The Scott County Parks Advisory Commission held their June meeting on June 24, 2020 at the Cleary Lake Regional Park Lakeview Shelter, 18106 Texas Avenue, Prior Lake MN 55372. Staff members present were Patty Freeman, General Manager of Scott County Parks and Trails, Nathan Moe, Parks and Natural Resources Parks Planner, Alysa Delgado, Parks and Natural Resources Coordinator, and Justin Markeson, Three Rivers Maintenance Supervisor.

- 1) **Roll Call:** Chair Patrick Stieg called the meeting to order at 6:00 PM and proceeded with roll call.  
**Members Present:** Kristin French, Kathy Gerlach, Barb Hedstrom, Jerry Hennen, Eric Spieler, and Patrick Stieg.

**Members Absent:** Mark Ewert and Commissioner Jon Ulrich

2) **Pledge of Allegiance**

3) **Approval of Agenda**

Agenda additions from staff

- Add item 6.c. Prior Lake Park Development at Spring Lake Regional Park
- Staff noted the memos have incorrect agenda numbers

**Motion by Commissioner Hedstrom; second by Commissioner French to approve the agenda as amended. The motion carried unanimously.**

4) **Approve meeting minutes for May 6, 2020**

Advisory Commissioner Stieg noted a typo error on the May 6<sup>th</sup> meeting Minutes Section 6, first bullet point. "TRPD introduced Red Pass Plus Program – should read "TRPD introduced Rec Pass Plus Program"

**Motion by Commissioner Spieler; second by Commissioner Hennen to approve the 04/06/20 Meeting Minutes as amended. The motion carried unanimously.**

5) **Recognition of Interested Citizens for Items Not on the Agenda**

No Citizen Comment

6) **Administration, Planning and Development**

a. Covid-19 Update

- Staff provided an update on operational adjustments and service openings under the new Stay Safe MN guidelines set by the State.

b. 2021 County Budget Update

- Staff provided an overview of county-wide budget process in response to anticipated revenue declines for the 2021 budget
  - All county divisions have been asked to review their budgets and services and to respond to three different budget reduction strategies
  - Staff relayed that revenues from existing services have been looked at and we do not see an increase in revenue on existing services/fees as a solution.
  - Our fees are in line with competitors and we have implemented incremental fee increases, which means there isn't an existing fee that can tolerate an increase. Increasing in this situation could have a negative impact and drive business down.
  - New sources of revenue are possible and being considered, however it is recognized they would not be able to solve all the budgetary issues.

*Commissioner Stieg commented that he is not surprised that his understanding is that many local governments across the state and beyond are having to do the same. Commissioner Stieg inquired about the timing of the county's process.*

- Patty Freeman indicated that we should have a very good understanding of budget adjustments being seriously considered by September when the County Board sets the preliminary levy, and that staff will bring any new information to the August PAC meeting if available.

*Commissioner Hennen asked if revenue ideas, such as adding alcohol sales to the golf course operation should be considered as a part of this, or for future discussions.*

- It was discussed that alcohol sales potentially could increase visitation to the golf operation.
- The operational changes and requirements (training, licensing, etc.) that come with selling alcohol were also touched on and it was recognized that along with the benefits of revenue and providing another service, that those challenges should be taken into consideration.

*Commissioner Hedstrom asked if PAC members can email any further budget feedback to Patty Freeman, who encouraged them to do so.*

c. Prior Lake Park Development at Spring Lake Regional Park

- Staff outlined the City of Prior Lake's proposed plan to develop a portion of City Park land adjacent to Spring Lake
- Parks Commissioners highlighted the need to review and come up with a good plan
  - Good signage to distinguish the city amenities from the regional park (to provide good communication and assistance to visitors)
  - Provide adequate parking
    - Most people visiting the regional park and parking at the parking lot near the off-leash dog area are paying for utilization of the dog area and its important to have ample parking for these visitors
    - Address parking during special events
  - The PAC expressed concern about the remainder of the city's park land given the City's park master plan indicates the city's wish to sell the property.
    - It was noted that the land use be compatible with the regional park.
  - Commissioner Stieg inquired about examples of other regional parks that have city park amenities so closely associated and how that has been handled

- Staff was not readily aware of a similar situation
- Staff reminded the PAC that the Spring Lake Regional Park Master plan highlighted an expectation for the city and the county to collaborate on planning and to share infrastructure where feasible to reduce costs and encourage efficiencies.

## 7) Operations and Natural Resources

### a. Land Rental Program – (Presented by Alysa Delgado)

An overview was provided on the County's park land rental program, including a recent bidding process and renewal of agricultural contracts.

- General summary of process:
    - Hayland / Cropland is identified
    - County advertises a Request for Proposal (RFP)
      - Maps of land
      - Associated conservation plans provided by the Scott WCD
      - County contract information
    - County receives sealed proposals by \$/acre/year
    - County opens sealed proposals in a public setting
    - County selects renters on pre-identified criteria
    - Parks & Trails coordinates with County procurement office to write and complete contracts
  - Revenue ~ 190 acres
    - Cedar Lake Farm
      - 69.3 Cares Cropland = \$20,229.49
      - 1.2 acres hayland = \$60.00
    - Doyle-Kennefick
      - 61.5 acres hayland = \$9,225.00
    - Bluffs
      - 55.7 acres cropland = \$13,145.20
- ### b. Natural Areas Restoration Efforts Update – (Presented by Alysa Delgado)
- Alysa Delgado provided an update on the County's active stewardship work at Doyle-Kennefick, Cedar Lake Farm and Spring Lake through a Conservation Partners Legacy Grant.
    - Funds conservation projects that restore, enhance, or protect forests, wetlands, prairies, and habitat for fish, game, and wildlife in Minnesota
  - Alysa shared the benefits of using prescribed fire on natural landscapes, particularly on prairie.
    - Cedar Lake Farm
      - Prescribed burns
      - Pesticide / Fertilizer use
      - Tree and shrub removal / planting
    - Spring Lake
      - Prescribed burns
      - Invasive Species Management
      - Seedling maintenance
    - Doyle – Kennefick
      - Prescribed burns

- Native plant seeding
- Mowing
- Pesticide / Fertilizer use

*Commissioner Gerlach asked if the County worked with the Shakopee Mdewakanton Sioux Community's burn group*

- Staff responded they have collaborated with the SMSC to a great deal over the past 10 years and are currently working to enter into a new partnership with them.

## **8) Informational Items**

- a. Legislative Update (Updates provided by Patty Freeman)
  - The Special Legislative Session wrapped up without a bonding bill, and thus it is still unknown whether a bonding bill will pass and if Metro Parks will be included.
  - Patty Freeman reiterated that the target bonding amount for Metro Parks is \$10 million.
  - There will likely be a second special session on or around July 13<sup>th</sup> and its expected that a bonding bill will be approved. We will stay turned to see if Metro Parks is included. The Regional Park agencies and their lobbyists have been reaching out to senate and representatives on this matter.
  - Patty shared that the Parks and Trails Legacy formula work group that was convened to come up with a recommendation will be meeting in July.
    - Commissioner Stieg reminded that the group was to have made a recommendation in June and how they are post that deadline.
    - It was noted by the Commissioner and staff that its not clear what the impact is for the group missing the deadline.
- b. Projects / Other Updates
  - i) System Additions Application to Metropolitan Council
  - ii) Summer Camps and Programs – June and July
- c. Advisory Commissioner Reports
  - Commissioner Stieg has an upcoming meeting of the Legacy Advisory Committee
  - Commissioner Spieler visited the Cuyuna State Recreation area, which is a major mountain biking park. He found the park, trails and signage very well done.
  - Commissioner Spieler also visited the trails at Lebanon Hills Regional Park and expressed enthusiasm for their design that has small natural play areas along the trails and expressed a wish for that at Cleary Lake Regional Park.
  - Commissioner Spieler also recently visited Cleary Lake via stand-up paddle board and shared that it was a very scenic and enjoyable experience. He also noted the unfortunate reality of aquatic weeds such as curly leaf pondweed at Cleary and how that detracts from the experience, limiting where its possible to go on the lake with the paddle board and other boating equipment and concerns about falling off into the weeds.

## **9) Upcoming Meetings – Tentative Topics**

- a. August 12 PAC Meeting
  - i) Cleary Master Plan Proposal
  - ii) Budget
  - iii) Covid-19 Update

- b. Note – July 9 Annual joint meeting of the Scott County and Three Rivers Park District Board moved to September 10<sup>th</sup> at 1:00 pm

**10) Adjourn**

**Motion by Commissioner Gerlach: second by Commissioner Hennen to adjourn the meeting. The motion carried unanimously.**

- The meeting concluded at 7:30 pm

**11) The meeting followed with a tour of the Maintenance Facility**

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**Patrick Stieg, Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Beverly Cox-Alexander, Secretary**

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<b>PARKS COMMISSION AGENDA ITEM:</b>	<b>6.a. Operations and 2020 Budget Update – Covid-19 Context</b>
<b>MEETING DATE:</b>	<b>August 12, 2020</b>
<b>PREPARED BY:</b>	<b>Patty Freeman</b>
<b>REQUESTED ACTION:</b>	<b>Informational for feedback and questions</b>

The purpose of this agenda item is to provide an update on operations and budget for the Scott – Three Rivers partnership parks (Partnership parks) in the context of the Covid-19 pandemic; to highlight sources of information PAC members and the public may utilize for the most up to date information regarding facility and program openings and closures; and lastly to highlight some of the work being completed and underway by the different partnership work groups. The Park Commission is asked to consider this information and to provide feedback and questions.

#### **Where to Find the Most Up to Date Information**

The best source for updates on facilities and program availability and closures related to Covid-19 is the Three Rivers Park District website (<https://www.threeriversparks.org/covid19>). Announcements on status changes and reminders of social distancing are posted on Three River and Scott County social media platforms and via emails to Park District customers.

#### **Status of Parks, Facilities and Programs (as of August 7, 2020)**

Facility and program status decisions are being made according Governor Walz’s executive orders covering the pandemic.

#### Facilities and Services

(Further information on all of these and changes to usual operations in response to Covid-19 is available at (<https://www.threeriversparks.org/covid19>))

- Parks and regional trails are open, and access is free as always.
- Restrooms: Most restrooms now open.
- Boat rentals are open via online reservation.
- Golf courses are open.
- Golf lessons, summer programs and summer camps are getting underway.
- Swim beaches are open.
- Play areas open.
- Hyland, French and Cleary visitor centers open providing basic guest services and additional restrooms.
- Campgrounds and group camps are open.
- Picnic shelter reservations available.

## **Staffing and Expenses**

The partnership team housed at the County Government Center including Nathan Moe, Alysya Delgado and Patty Freeman, continue to primarily work from home per direction from Scott County leadership and the Governors executive orders.

For the broader partnership team, we are continuing to balance the need to staff appropriately to maintain safe delivery of park and trail services to our community and to protect public infrastructure and investments, while holding back on spending where possible, such as non-mandated trainings, clothing, etc.

## **2020 Budget Update**

In March, April and May, both Scott County and the Park District put in place measures to limit spending, such as a seasonal hiring freeze, redirecting budgeted full time and part time staff, freezing non-mandatory training budgets, etc. In June, with the opening of more regional facilities and services in Scott County, the Park District began hiring seasonal employees to support the full time staff carrying out these activities and to fill in areas where full time employees who had been working outside their normal functional areas began to be needed in their regular full time roles.

Howard Koolick, the Chief Financial Officer for the Park District prepared a report (Attachment 1) showing revenues and expenditures for the Scott-Three Rivers Partnership through May and projecting year end amounts based on several assumptions which are discussed in the report. The projection shows revenues slightly higher than budget by year-end, although as the report says, this result could change if operations are impacted by operating decision, impacts of COVID-19 and weather.

## **Operational Activities**

### Visitor Services

The visitor services team continues to deliver the below services through modified operations plans:

- Driving range
- Golf course
- Visitor center
- Boat rental at Cleary and Cedar
- Camping at Cleary and Cedar
- Cleary and Cedar beaches
- Park Service Team/Public Safety

### Maintenance

The maintenance team continues to perform a wide variety of maintenance activities to support intense usage of the park facilities.

- Routine maintenance with limited staffing, needing to re-prioritize to some extent
- Visitor Use Support
  - Hauling boat rental equipment
  - Hauling programs equipment
  - Cutting and hauling firewood for campground

- Cleaning campgrounds (tree trimming, lawn clean up)
- Etc.
- Projects
  - Cedar Lake Farm forest hiking trail improvements
  - Cleary Vault Latrine - finishing work (seeding, etc.)

#### Outdoor Recreation and Outdoor Education

The Outdoor Recreation and Education team that works across the Park District are finalizing fall programs information. Included in the plans are modified offerings at Spring Lake Regional Park to replace the Trailgate event for this year. Staff will share details if available for the meeting.

#### Administration, Natural Resources and Planning Team

- Working with the County's Transportation Group to bring on a consultant for preliminary design of the Merriam Junction Trail.
- Working with Scott Historical Society, Shakopee, SMSC on cultural trail and vision for trail from Huber Park to The Landing
- Continued work with the SMSC on feedback for naming the Scott West Regional Trail
- Collaboration with City of Prior Lake on the planned pickleball development project adjacent to Spring Lake Regional Park
- Continuing to work with City of Shakopee on city-maintained communications of regional trail kiosk
- Continuing to work with City of Shakopee on updated bike boulevard concept for Holmes Avenue portion of the Scott Regional Trail
- Carrying out restoration work as a part of the Conservation Partners Legacy Grant
- Continuing to work with County attorney and leadership on county joining the SMSC's mutual aid agreement for prescribe fires.
- Continuing to learn from partners regarding virtual engagement ideas for park and trail master plans and what folks have done successful

#### Attachments:

- Attachment 1: Scott-Three Rivers Partnership 2020 Budget Report and Year End Projection, May 2020

## Scott-Three Rivers Partnership 2020 Budget Report and Year End Projection May 2020

The Scott-Three Rivers partnership has a 2020 budget totaling \$2,515,401. The purpose of this report is to summarize revenues and expenses through May 31, 2020 and projected revenues and expenses for the remainder of the year.

The projection starts with the actual amounts through May and adds an estimate for June through December, which are based on the facilities and programs operating close to normal based on the operating status in early June. It cannot be stressed enough that the estimates are only as good as the underlying assumptions. While conservative estimates were used, unforeseen and extraordinary events including changes to operations due to COVID-19, operational decisions or weather can change revenues and expenditures and cause the projected year-end result to fluctuate.

### Financial Status as of May 31, 2020

	Budget	May 2020 Actual	Projected Year End Balance	Projected Variance
<u>Revenues</u>				
Park Use Revenue				
Golf Revenues	\$413,516	\$151,587	\$438,113	\$24,597
Equipment Rental	\$63,107	\$13,146	\$38,327	(\$24,780)
Public Program Fees	\$59,600	\$18,009	\$31,429	(\$28,171)
Other Park Use Revenue Fees	\$208,777	\$32,089	\$72,606	(\$136,171)
Scott County Contribution	\$1,592,438	\$0	\$1,592,438	\$0
Met Council Funding	\$171,013	\$49,410	\$171,013	\$0
Other Revenues	\$6,950	\$7,521	\$10,921	\$3,971
<b>Total Revenue</b>	<b>\$2,515,401</b>	<b>\$271,762</b>	<b>\$2,354,847</b>	<b>(\$160,554)</b>
<u>Expenditures</u>				
Regular Salaries	\$1,249,210	\$447,404	\$1,219,294	\$29,916
Seasonal Salaries	\$271,762	\$8,965	\$210,763	\$60,999
Benefits	\$444,669	\$155,981	\$438,519	\$6,150
Supplies	\$166,530	\$47,378	\$126,996	\$39,534
Contracted Services	\$374,100	\$116,820	\$313,044	\$61,056
Other Charges	\$9,130	\$2,348	\$29,284	(\$20,154)
<b>Total Expenditures</b>	<b>\$2,515,401</b>	<b>\$778,896</b>	<b>\$2,337,900</b>	<b>\$177,501</b>
Revenues Over/(Under) Expenditures	\$0	(\$507,134)	\$16,947	\$16,947

As of the end of May, expenditures have exceeded revenues by slightly more than \$507,000. It is common for revenues to lag behind expenditures until the first half payment from Scott County is received, which usually happens in June or July. By year-end it is projected that revenues will exceed expenditures by \$16,947. The projected amount is based on historical trends for revenues and expenses combined with actual amounts through the end of May. Amounts have been estimated conservatively to consider the impact of COVID-19. The following sections provide detail on each line item to help the reader better understand the projection.

### Revenues

Golf Revenues – The golf course opened on April 28<sup>th</sup> and has seen steady use since opening. While several revenues are slightly below the expected levels by the end of May, green fees have more than offset these items. Golf revenues for the rest of the year are estimated close to normal as almost all aspects of the golf operation are open.

Equipment Rental, Public Program Fees and Other Park Use Revenue – Park use revenues are more than \$87,000 less than expected through May as programming and facilities have been cancelled and closed for two and a half months. Park use fees will continue to be lower than expected for the rest of the year as operational changes will limit availability of programs, rentals and usage of all other services. It is projected that park user revenues (not including golf revenues) will end the year almost \$190,000 under budget assuming less than normal usage for the remainder of the year.

Scott County Contribution – It is common for the County contribution to show zero revenue through May as the County contribution is paid in two installments, one in June/July and one in the late fall. It is expected that the County will contribute the full amount budgeted.

Met Council Funding – Met Council funding is received periodically through the year. Since the amounts budgeted are based on state allocations to Met Council that have already been approved, the projection assumes full funding by the end of the year.

Other Revenues – Other revenues are projected to end the year above budget due to higher than budgeted interest earnings and restitutions received.

### Expenditures

Regular Salaries - Staff salaries are the largest single item in the budget accounting for almost half of planned expenditures. Expenditures for full-time and part-time staff salaries are based on the existing staff and hours recently worked. A change in staff or the hours worked could impact the projected savings of almost \$30,000.

Seasonal Staff - Seasonal salaries are substantially below expected levels through May as all operations were told to limit seasonal staffing in April and May. In addition, the late opening of golf and equipment rental has helped decrease the need for seasonal staff through May. Seasonal staffing is projected to end the year almost \$61,000 below budget due to the savings incurred so far and expected savings in the summer as fewer seasonal staff are hired.

Benefits - Retirement, insurance and other benefits are expected to end the year approximately \$6,000 under budget due to the savings in salaries outlined above.

Commodities, Contractual Services and Other – These categories are projected to be more than \$80,000 below budget based on lower than usual savings through May and an estimate for the rest of the year based on the average spending over the last five years for June through December.

This projection will be updated several times during the year since changes in operations can impact the projected revenues and expenditures. In addition, as months go on the projection will be less susceptible to variations.

Please let me know if you have any questions or would like additional information.

Prepared by:  
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**PARKS COMMISSION AGENDA ITEM:** 6. b. 2021 County Budget Update

**MEETING DATE:** August 12, 2020

**PREPARED BY:** Patty Freeman

**REQUESTED ACTION:** Discussion and feedback

The purpose of this agenda item is to update the PAC on the 2021 county budget status and discussions and to provide the PAC an opportunity to provide any feedback. This memo presents the context of the county’s budget challenge (reductions being made across the county) and county board discussions (policy and direction) around the budget and identifies the range of reductions or budget savings being targeted for the Parks partnership budget at this time.

At the June 24, 2020 PAC meeting staff shared three budget reduction targets that were being considered by county leadership (Table 1).

Table. 1 Budget Scenarios

Budget Scenario	Budget Reduction Target
1: Revenue projections in the model stay as is; known/anticipated reductions are included; assumes a 2% levy increase.	\$3,300,000
2: Revenue projections stay flat (no anticipated increase in revenues); assumes a 2% levy increase	\$4,941,000
3: Revenue projections stay flat; assumes a 0% levy increase	\$6,360,000

On July 28, 2020 during the County Board’s budget workshop, County CFO Danny Lenz provided an update on the 2021 budget. The overall message is that the County is now looking for approximately \$3.3 million in reductions over a two-year period, given what is known today.

The following is a summary of Danny Lens’ presentation to the Board.

**Consistent Board Policy and Direction**

1. Provide long-term fiscal stability while minimizing tax impacts
2. Maintain a reasonable, level, and constant tax burden; focused on modeling limited and relatively level increases
3. Manage limited resources over unlimited demands; and, provide the level of services necessary to meet mandates and citizen expectations

### **Maintain Fiscal Stability**

1. Maintain a structurally balanced budget
2. Maintain the County's reserves (fund balance)
3. Maintain the County's bond rating
4. Plan/Prepare for the future
5. Don't spike the levy – no surprises

### **Direction from Board from Previous Budget Workshop**

- General support of a levy increase of approximately 2%, with a projection of revenue increases of about 3.1%.
- Under this scenario the board recognized there would need to be about \$3.3 million of reductions.
- Support for a variety of strategies for meeting reductions including
  - Multi-year reductions
  - One-time or fund balance use in short-term
  - Changes to operations and service delivery methods where savings could be found

### **Current Status**

- Outlook has improved - Factors contributing to the improved outlook include:
  - A less than expected reduction in State Aid for highway operations
  - Availability of CARES Act funding from the state to assist with Covid-19 related expenses.
  - Reduction target now approximately \$1.7 million in on-going reductions
    - Can be met, but not all easy reductions
  - Will continue the multi-year approach
    - Look at operational and service delivery changes for potential reductions for 2022 budget
    - Utilize fund balance and one-time reductions to make up difference for 2021
  - Final department revenue numbers came in at 2.3% increase, lower than the 3.1% increase included in the model

### **Proposed 2021 County Reductions**

- Administration: \$151,165
  - \$31,600: Federal Lobbyist funding
  - \$12,367: Commissioner Per Diem
  - \$17,000: Historically Underspent Line Items
  - \$90,198: Legislative Coordinator Position
- Community Services: \$53,000
  - \$53,000: CAMA/Tax software maintenance
- Health & Human Services: \$318,964
  - \$75,000: Developmental Disabilities Supported Employment
  - \$30,462: Part-Time Registered Nurse
  - \$40,000: Child Psychiatrist Contract
  - \$138,469: Employment & Training Levy Support
  - \$7,800: Fraud Program IntraCounty Support
  - \$27,233: Shift .30 FTE Data Planner to SHIP Grant
- Office of Management & Budget: \$81,620
  - \$18,000: Historically Underspent Line Items
  - \$63,620: Accounting Technician II

- Sheriff: \$62,351
  - \$62,351: Reduced use of Intermittent Staff for Court Security
- Transportation Services: \$137,262
  - \$4,000: Reduced advertising costs with electronic bidding
  - \$121,391: Professional Engineer
  - \$11,871: Senior Planner

**Total Proposed Reductions: \$804,362**

#### **Discretionary Services Reductions**

- \$30,000 – SCALE
- \$10,700 – Scott County Agricultural Society
- \$14,000 – Historical Society
- \$32,177 – U of M Extension Services
- \$25,000 – Families Moving Forward
- \$5,000 – Fish

Total Discretionary Services Reductions: \$116,877

#### **Proposed Budget – Status**

- \$804,362 in proposed reductions to division budgets
- \$116,877 in proposed reductions to discretionary services
- \$1,708,615 Maximum Fund Balance Usage
- \$658,769 in *yet to identify* reductions (on-going or one-time)

**New Growth: 1.92% Levy Increase** - \$3.25M in reductions and fund balance

- On-Going reductions target at \$1.7M

**New Growth + Inflation: 2.52% Levy Increase** - \$2.83M in reductions and fund balance

- On-Going reductions target at \$1.5M

----End of Summary from County Board Workshop----

#### **Parks Partnership Budget Target**

Direction from the Superintendent of Three Rivers Park District, Boe Carlson, is for the Scott-Three Rivers partnership to play as much of a role in assisting the County with budget savings as possible given the substantial cuts needed in many areas of the County.

Budget solutions are still being explored for the Parks Partnership budget, falling into the 'yet to be determined reductions' category above. With the information provided from the County Board workshop, staff has been asked to look for savings in the range of \$50,000 to \$75,000 in ongoing reductions for 2021. Managers of the partnership budget areas have been asked to provide budget savings solutions in their areas and these will be discussed with County and Park District leadership over the next few weeks for proposal to the two boards in September. Additionally, over the coming year, partnership leadership will work along with other county departments, for service delivery/operational changes for 2022.

**The PAC is asked to provide feedback related to the parks budget, for staff and policy makers to consider, including concerns and suggestions.**

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**PARKS COMMISSION AGENDA ITEM:** 6. c. Cleary Master Plan

**MEETING DATE:** August 12, 2020

**PREPARED BY:** Patty Freeman and Alysa Delgado

**REQUESTED ACTION:** Discussion and feedback

The purpose of this agenda item is to make the PAC aware of staff’s proposal to kick off the Cleary Master Plan in September of this year. The PAC is asked to discuss and provide feedback that can be shared with leadership of Scott County and the Park District and the County Board and Park District Board in their consideration of the project.

Background

**Reasons to Kick Off the Master Plan**

Staff is proposing to kick off the Cleary Lake Regional Park Master Plan (1998) in September 2020. The need to start now is based on two reasons. An updated plan is needed to guide future improvements at the park. Of note is the need for guidance on infrastructure upgrades associated with the campground which is operating out of compliance based on Minnesota Department of Health requirements. The second reason staff is prioritizing the start of the planning process now is in order to balance workloads. Three other planning processes must be completed over the next 3 years including two regional trail master plans and the public engagement planning related to the Spring Lake Lakefront development project. The goal is to wrap up the Cleary Lake in the next 12 -13 months.

**Planning and Public Engagement during Pandemic Circumstances**

Adjustments would be designed into the master planning process to accommodate and mitigate for Covid-19, taking into considerations required social distancing, limitations on gathering sizes, vulnerable populations, stresses on community members, and risk of reduced staff capacity due to illness. Examples of pretty straightforward adjustments include preparing multiple timeline scenarios to account for potential slowdowns or pauses, and identification of back up project area leads and technical resources. Staff has gathered input from regional park agencies in the Twin Cities who have either finished, started or are starting master planning processes under the pandemic conditions. A summary of this feedback is below. This is some of the information we can use to help us successfully prepare for and navigate a master planning process during the pandemic.

**Leadership Feedback to Date**

County leadership supports kicking off the park master plan, noting potential unique opportunities for engagement with the normalization of virtual meetings and a desire to properly plan for needed infrastructure improvements. Staff was asked to engage with the Parks Commission for feedback on moving forward with a master planning effort. Feedback will also be sought from the Park District leadership team, and ultimately the project will only move forward if both the County and the Park District support doing so.

**Experience of Other Regional Park Agencies Planning during the COVID-19 Pandemic**

Staff met with members of the Minneapolis Park Board and the City of St. Paul Parks Department, as well as our colleagues with Three Rivers Park District to discuss their experiences with master planning during the pandemic, particularly on what was and was not successful regarding community engagement. Each agency was at different stages of master planning, which provided helpful and diverse feedback.

Minneapolis experienced success with master planning using a variety of virtual platforms. Examples of this engagement included: multi-lingual Zoom "office hour" sessions and incorporating the use of Mural, a low-cost digital workspace for visual collaboration. Minneapolis staff have noticed that because their engagement was virtual, residents were now listening in for the entirety of the meeting while cooking dinner or watching their kids; if the meeting was held in person, these residents would not have attended. St. Paul, on the other hand, shared more experience with innovative in-person engagement. They have focused on getting their advisory committee engaged by assigning them "homework" after meetings that encouraged members to take paper park elements and lay it out on their own table or assigning groups to meet outside of a WebEx or Zoom setting and walk and talk in the park. St. Paul also has tried implementing signs in their parks with QR codes linking to an engagement survey. For a bike trails improvement effort, they received over 400 responses via this method. Three Rivers, while earlier in their engagement process, also has had success with using signs/flyers and QR codes linking to their online hub "Let's Talk Three Rivers." This hub allows residents to make general comments about the trail or specific comments along the proposed route. The signs were placed at around 60 locations near the planned regional trail, while the flyers were handed out at pop-up events along the trail and at local farmers markets.

Though all agencies have found successes in their recent planning efforts, they each have also mentioned their struggles. For effective virtual engagement, heavy staff presence is needed to fill several roles (solving tech issues, managing the meeting, fielding questions). This is critical to keep the flow of the meeting and keep the audience engaged. Minneapolis indicated that tackling language barriers and varying access to internet and technology are still works in progress. At this time, St. Paul is holding off on continuing their master planning efforts because they cannot reach their target communities in enough ways due to similar barriers. Three Rivers has indicated that pop-up events are not as successful as more direct person-to-person contact and conversation, and they are still brainstorming how they are going to engage target populations and residents that are less tech-savvy. It is important to note that all agencies indicated that they are not sure the right method to tackle some of the unprecedented obstacles of master planning during a pandemic, but that they were doing their best with their staff and resources available to them.

**The PAC is asked to discuss and provide feedback that can be shared with leadership of Scott County and the Park District and the County Board and Park District Board in their consideration of the project.**

Attachments:

-Lessons Learned Chart

# Lessons Learned from Other Park Agencies' Master Planning in a Pandemic Efforts

## The Successes

- multi-lingual Zoom hours
- Virtual Collaboration Tools (Mural, MentiMeter)
- assigning advisory committee "homework"
- QR codes on signs in parks
- centralized website for information
- direct person-to-person information sharing

## The Hardships

- heavy staff presence needed to fill multiple roles in online meetings
- tackling language barriers during virtual meetings
- variances in technical capabilities/access

## The Unknowns

- authentic targeted engagement strategies
- effectively incorporating non-tech or low-tech groups
- the comfort level of each community with in-person engagement of any kind

## The Interesting Comments:

- People can attend part/all of virtual meetings they would not have attended in person
- St. Paul has decided to NOT continue Master Planning at this time
- MetCouncil consultations can be helpful to meet EAR requirements

<b>PARKS COMMISSION AGENDA ITEM:</b>	<b>8.a. Recreation Programs and Events Update</b>
<b>MEETING DATE:</b>	<b>August 12, 2020</b>
<b>PREPARED BY:</b>	<b>Patty Freeman and Tyler Thompson</b>
<b>REQUESTED ACTION:</b>	<b>Discussion and feedback</b>

The purpose of this agenda item is to share a preliminary report on summer programs and camps and to update the PAC on the recreation programs and events planned for this fall.

This information was provided by Tyler Thompson, the Recreation Specialist for the partnership parks.

#### **Preliminary 2020 Summer Programs Report**

After spending much time in May and early June restructuring all programs in response to COVID-19, Tyler has spent most of his time in June and July teaching and leading summer camp groups. While the numbers are not in yet, summer programs have been going well with small but successful summer camp groups and public programs. Kayaking, archery, and geocaching programs have been the most successful. With various pop-up programs we have connected with nearly 50 park users of varying ages and introduced them to programming options and activities. This week we are running a private Archery Camp with Prior-Lake Savage Schools that filled with 16 kids.

#### **August Recreation**

Coming up in August a few things to help spread the word on:

- **Try it Fishing** program on August 31. This is free but people need to register in advance. We have capacity for 60 people over a 4-hour period.
- **Family Adventure Camp** on August 28.

#### **Early Fall 2020 Recreation Programs**

Planning for public programs for September is in process currently. As of today, we are planning three programs at Cleary, two at Cedar Lake Farm and two to three programs are scheduled for Spring Lake in place of the Trailgate event. Preliminary dates and programs include:

- 9/1 – Full Moon Canoe, Cleary
- 9/2 – Healthy Hour, Cleary
- 9/12 – Family Kayaking, Cleary
- 9/19 – Try it: Fishing, Cedar
- 9/26 – Family Bike Tours, Spring Lake (in place of Trailgate)

9/27 – Family Archery, Cedar

**Fall Events and Programs Changes and Possibilities**

Due to staffing capacity and complexities of offering large events, staff has made the decision to replace the Trailgate event for this year with a 2 to 3 programs, including Family Bike tours. More information is coming on these programs as they are finalized.

The SWCD has decided to cancel Outdoor Education Days at Cedar Lake Farm. While that week of events will not be happening, Tyler is working with the SWCD Education Coordinator to be available for some outdoor lessons for teachers who are interested in doing this at their school sites. This is still an unknown, as schools and teachers are busy addressing schooling plans. If they indicate capacity/ability to work with us, it is a priority to try to help offer recreation programs with schools.

Based on what we know right now, we are planning to offer the after-school archery series at Cleary and the elementary Outsiders program with Prior-Lake Savage Schools this fall.

Lastly, we have a new middle school in Lakeville that has scheduled three days of programming for 300+ students with us in late October, February 2021, and May 2021. While they don't know their school plans yet, they are very interested in working with us in one way or another for this upcoming year. Let me know if you have any questions.