

**JOINT BOARD MEETING**  
**THREE RIVERS PARK DISTRICT  
AND  
SCOTT COUNTY  
BOARDS OF COMMISSIONERS**

COMMISSIONERS WILL BE PARTICIPATING FROM REMOTE LOCATIONS.

**Thursday, September 10, 2020  
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 SEPTEMBER 10, 2020, JOINT BOARD MEETING OF THREE RIVERS PARK DISTRICT AND SCOTT COUNTY.

3. COMMUNICATIONS

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

The public is invited to visit <https://www.letstalkthreerivers.org/board-of-commissioners-meetings> and make comments that will be shared with the Boards of Commissioners. People may comment on specific agenda items or provide general comments. Feedback received by 5 p.m. on the Wednesday before the Board meeting will be shared with the Boards at the meeting.

4. NEW BUSINESS

A. [2021-2025 CIP Projects in the Partnership Parks](#)

Recommendation:

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

4. NEW BUSINESS (continued)

B. [Cleary Maintenance Shop](#)

Recommendation:

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

C. [Regional Trail Updates](#)

Recommendation:

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

D. [2020 Budget Update](#)

Recommendation:

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

E. [2021 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: 09/10/20 Business Item: Communications Item Number: **3A**

Agenda Item: Citizens Wishing to Address the Boards

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Superintendent's Recommendation:

NO ACTION REQUIRED.

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Background:

The public is invited to visit <https://www.letstalkthreerivers.org/board-of-commissioners-meetings> and make comments that will be shared with the Boards of Commissioners. People may comment on specific agenda items or provide general comments. Feedback received by 5 p.m. on the Wednesday before the Board meeting will be shared with the Boards at the meeting.

# THREE RIVERS PARK DISTRICT AND SCOTT COUNTY

## JOINT BOARD MEETING REQUEST FOR BOARD ACTION

Meeting Date: 09/10/20 Business Item: New Item Number: **4A**

Agenda Item: 2021-2025 CIP Projects in the Partnership Parks

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### Superintendent's Recommendation:

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

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

### Background:

The Parks Improvement Program is one of five chapters in the Scott County CIP, including Transportation Improvement Program (TIP), Building Improvement Program (BIP), Technology Improvement Program (TECH) and Capital Equipment Program (CEP), and the Parks Improvement Program.

Scott County separates its CIP projects into three categories:

- Preservation – Maintain or replace something at the end of its useful life
- Enhancement – Improving an existing capability that needs to be updated or replaced to a higher standard
- New Capabilities/Strategies – Ability to change way of operating or doing business; does not exist today

### ***CIP Process***

Staff from both the Park District and Scott County may propose capital improvement needs for the partnership parks. Proposed projects are reviewed and ranked by the partnership team, the Scott County Parks Advisory Commission, the Park District Capital Planning Committee, and the Scott County Governance Committee. Pavement preservation needs are evaluated and proposed through a collaborative pavement management group consisting of the Park District Design group and the Scott County Highway Maintenance group. Preservation submittals are not ranked but are reviewed and discussed. For the 2021-2025 process, new project submittals were considered only for mandated items or year 2025 needs.

### ***2021-2025 Partnership Parks CIP***

This year, changes to the 5-year partnership parks CIP included reviewing and making needed updates to preservation projects; the addition of three pavement preservation projects in 2025; and pushing back the Regional Trail Master Plans from 2020 to a 2021

start date. A draft summary sheet with the 2021-2025 proposed projects is provided (**Reference 4A-1**).

A few highlights of the five-year CIP include:

*Pavement preservation* – the 5-year CIP includes preservation of all the internal trails at both Spring Lake Regional Park and Cedar Lake Farm Regional Park. The collaborative pavement workgroup is working well, with projects being delivered by both entities and good opportunities for information and lessons learned sharing.

*Regional Trail Master Planning* – In the 2022-2023 timeframe a regional trail master planning process will be implemented for a trail search corridor connecting Cedar Lake Farm to Cleary Lake Regional Park, and planning for the regional trail connection between the Merriam Junction Trail and the Scott West Regional Trail (**Reference 4A-2**). Planning supports and collaboration from the Park District and Scott County are already being identified in preparation of these projects.

*Spring Lake Lakefront Development* – Planning and design of this project is scheduled for 2022 with construction targeted for 2023-2024. Similar to the Regional Trail Master Plan projects, Park District and County staff are working to identify a project manager based on review of workloads across the two agencies. Additionally, staff are working on an operations need analysis associated with the planned new infrastructure and those findings will accompany the planning and engagement process associated with this development project.

#### *Timeline*

The 2021-2025 CIP projects were reviewed at the September 1, 2020 County Board Workshop, and final consideration and adoption is planned at the December 2020 County Board meeting.

Scott County, Minnesota  
*Capital Improvement Program*  
**PROJECTS & FUNDING SOURCES BY CATEGORY**  
 Category: Parks

Year	Project Name	Department	Project Cost
<b>2021</b>			
PIP2021-05	Cleary Lake Reg Park - Road and PL Sealcoat	PRM-Parks and Trails	52,000
PIP2020-05	Regional Trail Master Plans	PRM-Parks and Trails	197,500
PIP2021-15	Regional Trail Pavement Preservation	PRM-Parks and Trails	95,000
PIP2021-20	Spring Lake Reg Park - Trails Microsurfacing	PRM-Parks and Trails	144,000
<b>2021 Total</b>			<b>488,500</b>
<b>2022</b>			
PIP2022-05	Internal Park Trails Microsurfacing - Cedar Lake Farm	PRM-Parks and Trails	25,000
PIP2022-10	Murphy-Hanrehan Park Reserve - Boardwalk Replacement	PRM-Parks and Trails	60,000
PIP2022-15	Spring Lake Reg Park - Lakefront Development	PRM-Parks and Trails	2,408,730
<b>2022 Total</b>			<b>2,493,730</b>
<b>2023</b>			
PIP2023-05	Cleary Campground Potable Wells	PRM-Parks and Trails	75,000
<b>2023 Total</b>			<b>75,000</b>
<b>2024</b>			
PIP2024-10	Cleary Campground RV Sanitary Dump Station	PRM-Parks and Trails	100,000
PIP2024-05	Cleary Lake Reg Park - Trail Reconstruction - Segment ID 940	PRM-Parks and Trails	172,000
<b>2024 Total</b>			<b>272,000</b>
<b>2025</b>			
PIP2025-01	Cleary Lake Regional Park - Road Mill and Overlay	PRM-Parks and Trails	97,000
PIP2025-03	Internal Park Trails Microsurfacing - Cleary Lake	PRM-Parks and Trails	171,000
PIP2025-02	Regional Trail Pavement Preservation	PRM-Parks and Trails	116,000
<b>2025 Total</b>			<b>384,000</b>
<b>Grand Total</b>			<b>3,713,230</b>

# Scott County 2040 Comprehensive Plan Update

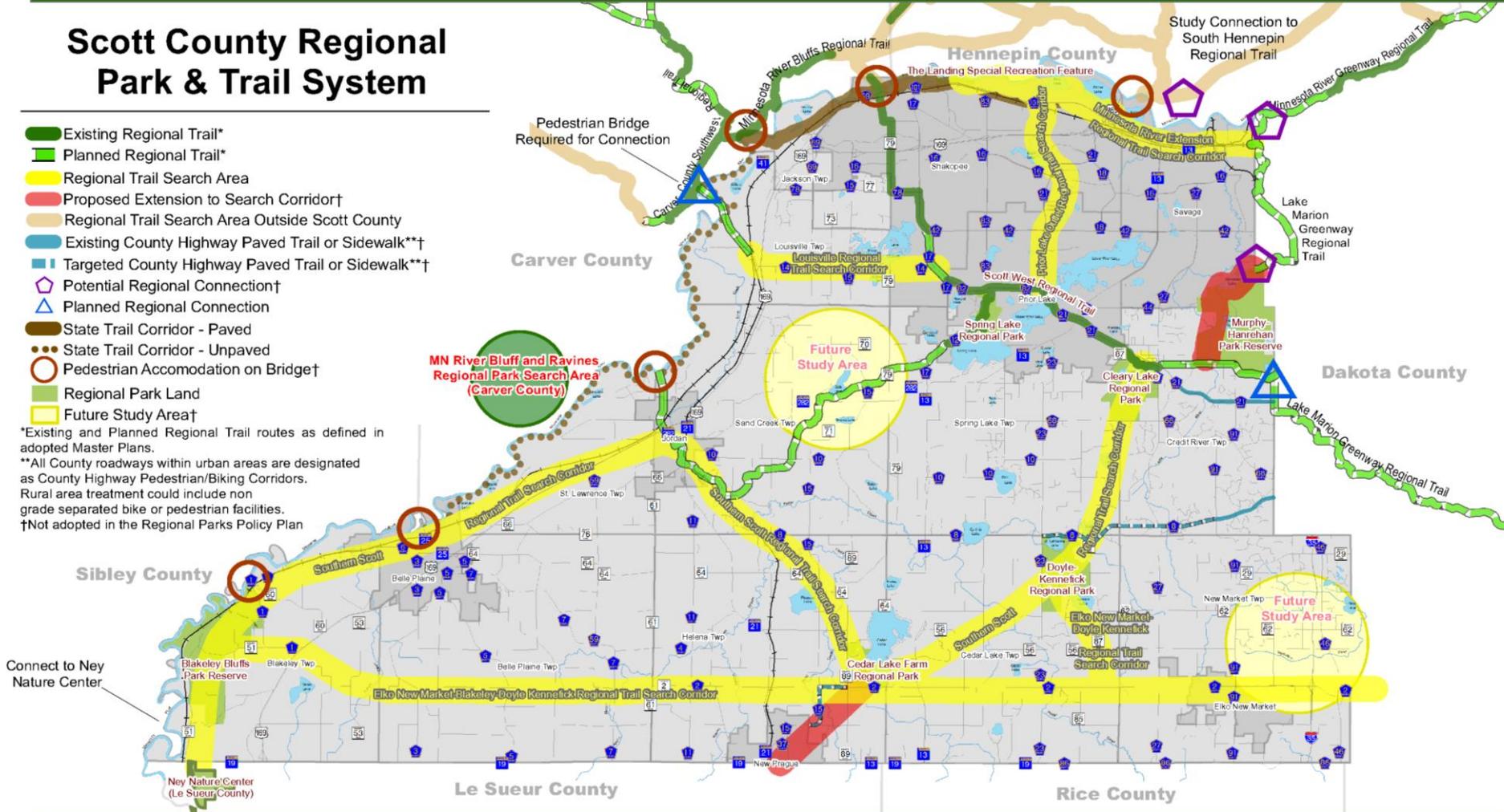
## Scott County Regional Park & Trail System

- Existing Regional Trail\*
- Planned Regional Trail\*
- Regional Trail Search Area
- Proposed Extension to Search Corridor†
- Regional Trail Search Area Outside Scott County
- Existing County Highway Paved Trail or Sidewalk\*\*†
- Targeted County Highway Paved Trail or Sidewalk\*\*†
- Potential Regional Connection†
- Planned Regional Connection
- State Trail Corridor - Paved
- State Trail Corridor - Unpaved
- Pedestrian Accomodation on Bridge†
- Regional Park Land
- Future Study Area†

\*Existing and Planned Regional Trail routes as defined in adopted Master Plans.

\*\*All County roadways within urban areas are designated as County Highway Pedestrian/Biking Corridors. Rural area treatment could include non grade separated bike or pedestrian facilities.

†Not adopted in the Regional Parks Policy Plan



# THREE RIVERS PARK DISTRICT AND SCOTT COUNTY

## JOINT BOARD MEETING REQUEST FOR BOARD ACTION

Meeting Date: 09/10/20 Business Item: New Item Number: **4B**

Agenda Item: Cleary Maintenance Shop Update

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### Superintendent's Recommendation:

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

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This information was prepared by Jason Zemke, of the Design group and Patricia Freeman, Scott County Parks and Trails General Manager.

### Background:

The purpose of this agenda item is to share an update on the Cleary Maintenance Facility including a few observations from staff about the process and project.

The new maintenance shop at Cleary Lake Regional Park that will serve the growing Three Rivers – Scott County partnership parks system is the largest collaborative project undertaken jointly by the Park District and Scott County, and staff is pleased to report that the building is complete and project is slightly under budget (***Reference 4B-1***). Feedback from the project manager and team is that the process went very smoothly, and the building features and associated site development will significantly improve maintenance operations. As we move towards project close out, we are dealing with an issue related to the installation of the roof. The contractor has been cooperative to this point and a comprehensive response from the contractor is anticipated soon.

In terms of the process of collaboratively delivering a project of this size, the Executive Team formed for the project with County and Park District leadership was helpful for the project manager and appreciated by leadership as a good means to communicate and provide direction and support to the project manager.

### A few anecdotes from Jason Zemke the Project Manager:

This is the first project in my 20-year career where the total sum of Change Orders was a net deduct to the General Construction Contract (total deduct was \$17,225, 0.8% of the original Contract Sum).

- A significant portion of the deduct total is due to Scott County's withdrawal of the Building Permit Fee and the County's paving of the driveway through separate contract.
- A third public Agency was technically a partner for a short time in this project: the City of Prior Lake graciously let us use their City Hall facilities for most of our design team meetings, free of charge.
- This is only the third building in Three Rivers Park District with bird-safe glass - similar to the Cleary Visitor Center windows, but with a much more cost-effective window film instead of permanently printed glass. A new, cost-effective window film for solar shading was also used in lieu of interior window blinds.

- The project had one delay as a result of Covid-19. The contractor was granted a 30-day extension due to a material delay. The out of state manufacturer of the garage doors experienced a shut down due to a Covid-19 outbreak and this caused a delay in the fabrication and delivery of the doors. The local crews were able to work continuously.

Feedback from Maintenance Supervisor Justin Markeson:

- Impressed that construction took less than one year, which minimized impact to operations and was relatively quick compared to recent, similar projects.
- Pleased that the whole project, start to finish, went smoothly.
- With every project there are lessons learned and we have noted those to help improve other future projects.

Next Steps

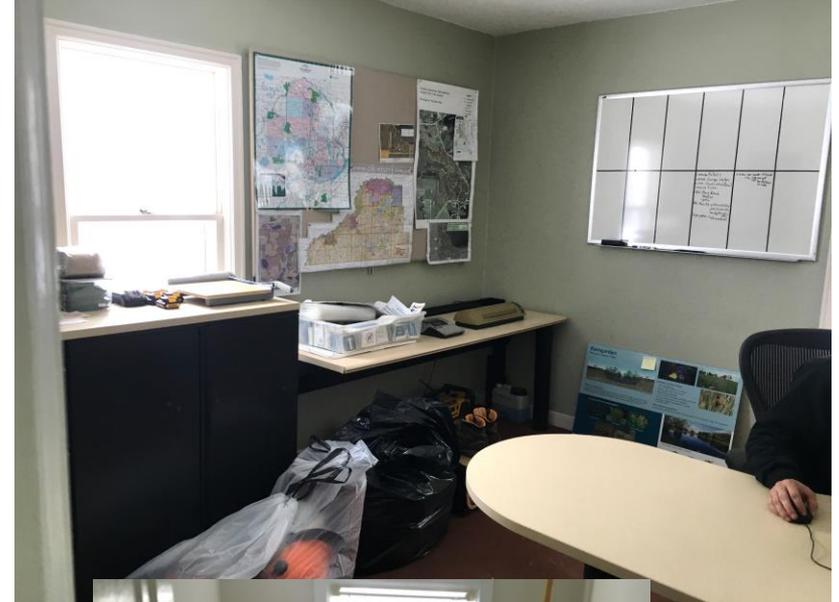
The building is complete, and we are now moving to close out the project. Staff is working on coordinating a final executive team meeting to review the final budget and report on progress in working with the contractor to resolve the roof issue.

Reference 4B-1

# Cleary Maintenance Shop

## Before









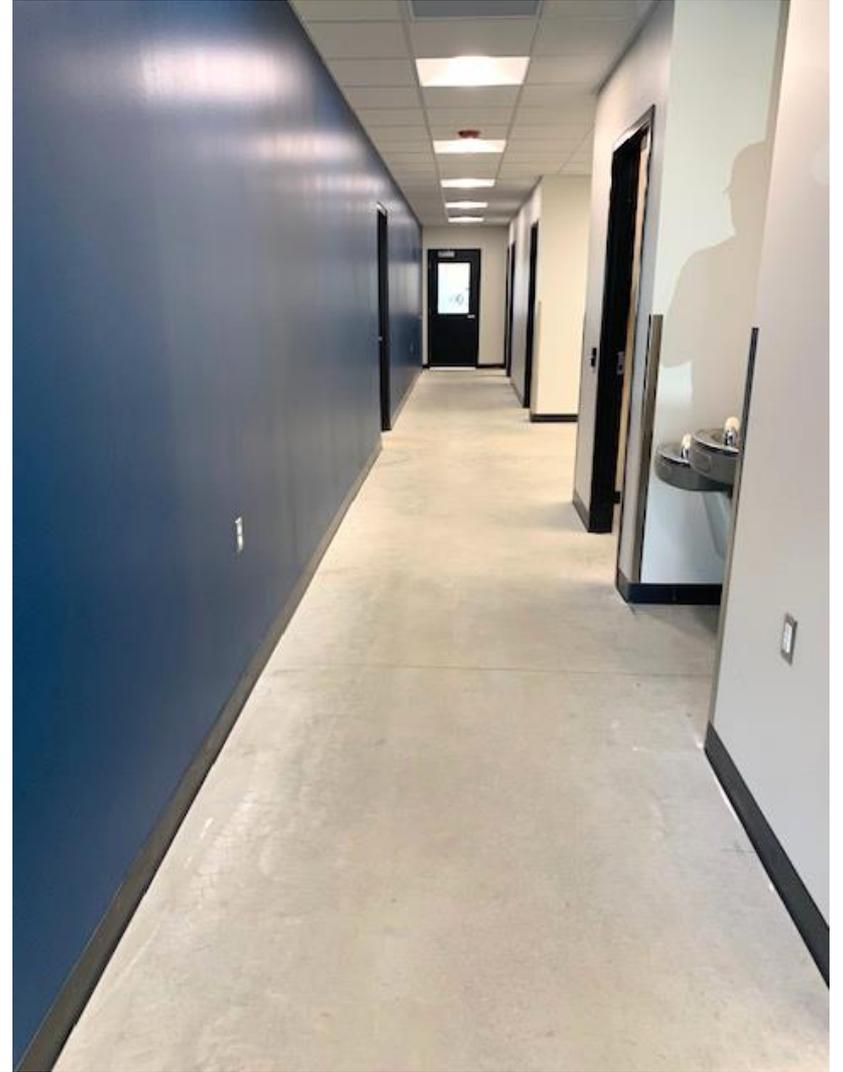
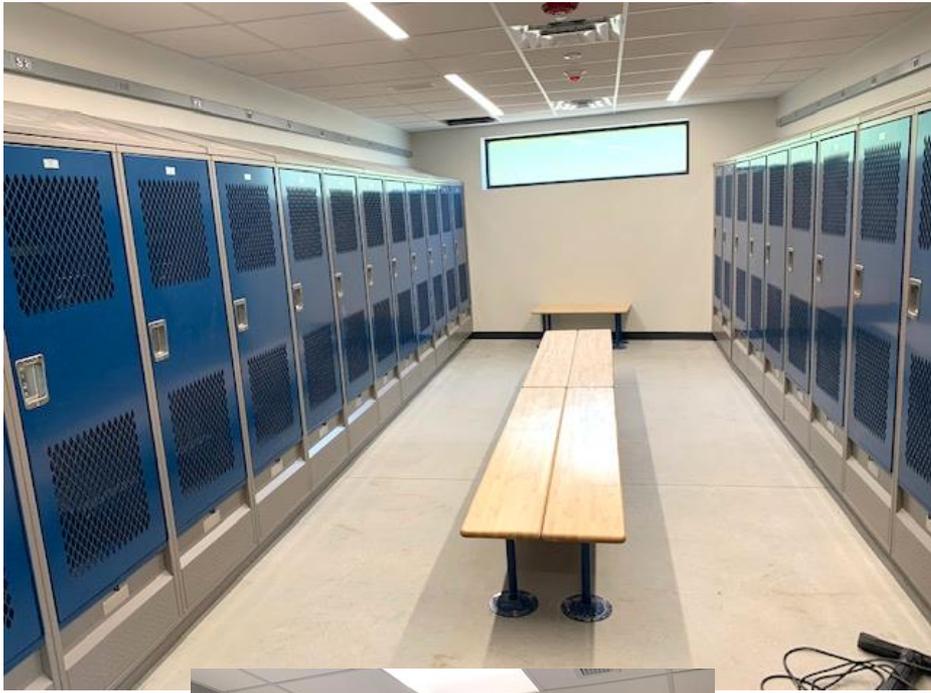
# Demolition



# After









# THREE RIVERS PARK DISTRICT AND SCOTT COUNTY

## JOINT BOARD MEETING REQUEST FOR BOARD ACTION

Meeting Date: 09/10/20 Business Item: New Item Number: **4C**

Agenda Item: Regional Trail Updates

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### Superintendent's Recommendation:

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

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### Background:

The purpose of this agenda item is to provide a brief update on two regional trail items:

#### *Naming the Scott West Regional Trail*

Scott County is in the process of naming the Scott West Regional Trail (**Reference 4C-1**). This trail that traverses three cities and a township, touches the MN River on a historic bridge, and connects three parks characterized with remnant Big Woods has an accidental name left over from decades ago, from a planning document.

In February, staff kicked off an effort to find a proper name for the trail. Since that time, staff has held workshops with the Parks Advisory Commission, the Shakopee Mdewakanton Sioux Community, and the Scott County Historical Society. We generated name ideas from the public via a social media campaign, and we sought name suggestions from Park District and Scott County employees.

Many name ideas have been generated to date through these efforts, including several Dakota language name suggestions shared by the Shakopee Mdewakanton Sioux Community. Several SMSC members and employees have been generous with their time and interest in exploring possible meaningful Dakota language names for the trail, including Nicole Hendrickson a Planner with the SMSC, Andrew Vig, a member of their Voices of our Ancestors Dakota Language Group, Leonard Wabasha, the SMSC Director of Cultural Resources, and the SMSC Business Council.

Staff continues to review a few top finalist names and is seeking final thoughts from the SMSC regarding the Dakota language-based names, and we hope to present a finalist or two for the County Board to consider at the end of September.

#### *Merriam Junction Regional Trail Update*

The Merriam Junction Trail is a planned destination regional trail that will connect with the Minnesota River Bluffs trail in the City of Carver, Carver County and across the Minnesota River into Scott County and continue on the former Union Pacific railroad alignment south and eastward for about 2 miles to Highway 169 (**Reference 4C-2**). Merriam Junction was the location where the tracks of the Minneapolis and St. Louis Railroad crossed with the St.

Paul and Sioux City Railroad in the mid and late 1800's. At one time there were two depots and a small community in this area where steam trains stopped to fill up with water.

At the 2019 joint board meeting staff shared that Scott County intended to seek state bond funding for construction of the trail. A state Capital Bonding Request was made for the project in the 2020 legislative session. While ultimately there wasn't a 2020 Capital Bonding Bill, while working with the Senate and House Capital Bonding Committees, Scott County received feedback that the project was a good bonding candidate but would benefit in their consideration if we had more project development completed.

To respond to feedback from the Legislature and be prepared for the 2021 state capital bond submittal in May of 2021, it was decided to move forward with preliminary design of the trail. Scott County is in the process of finalizing an agreement with SRF Consulting Group to complete preliminary design.

This project is in the 2020-2029 County Transportation Improvement Program as a two phased construction approach, with the first phase in 2026 and the second phase in 2029.

Staff is in the process of preparing an operation needs assessment that will become a component of the project for consideration and planning ahead of construction.

# Scott County 2040 Comprehensive Plan Update

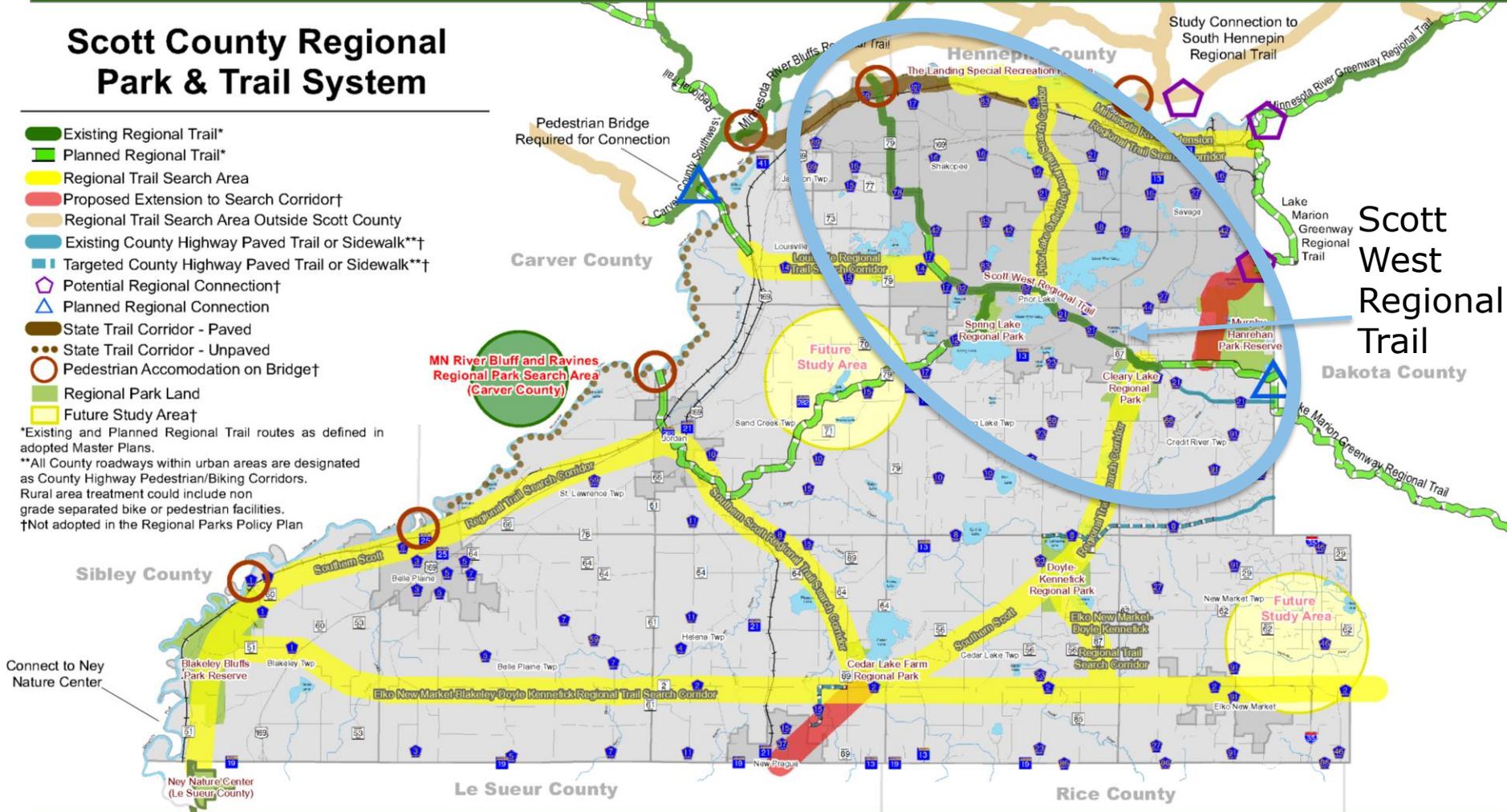
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†Not adopted in the Regional Parks Policy Plan



Scott West Regional Trail

Dakota County



This map is neither a legally recorded document nor a survey and is intended for planning purposes only. Distortions may include the exact.  
Prepared by: Scott County Parks and Trails, 3/13/2019

# Merriam Junction Trail – creating an accessible pedestrian and bicycle link across the Minnesota River Valley.

Reference 4C-2



## About the Merriam Junction Trail Project

- This rails-to-trails project eliminates significant physical barriers on a critical planned trail connection in the regional trail network
- Provides an accessible pedestrian and bicycle link across the Minnesota River Valley, connecting Scott and Carver Counties
- Includes:
  - » 2.12 miles of paved trail
  - » Four bridges
  - » Trailhead parking at the Louisville Swamp

## Project Readiness

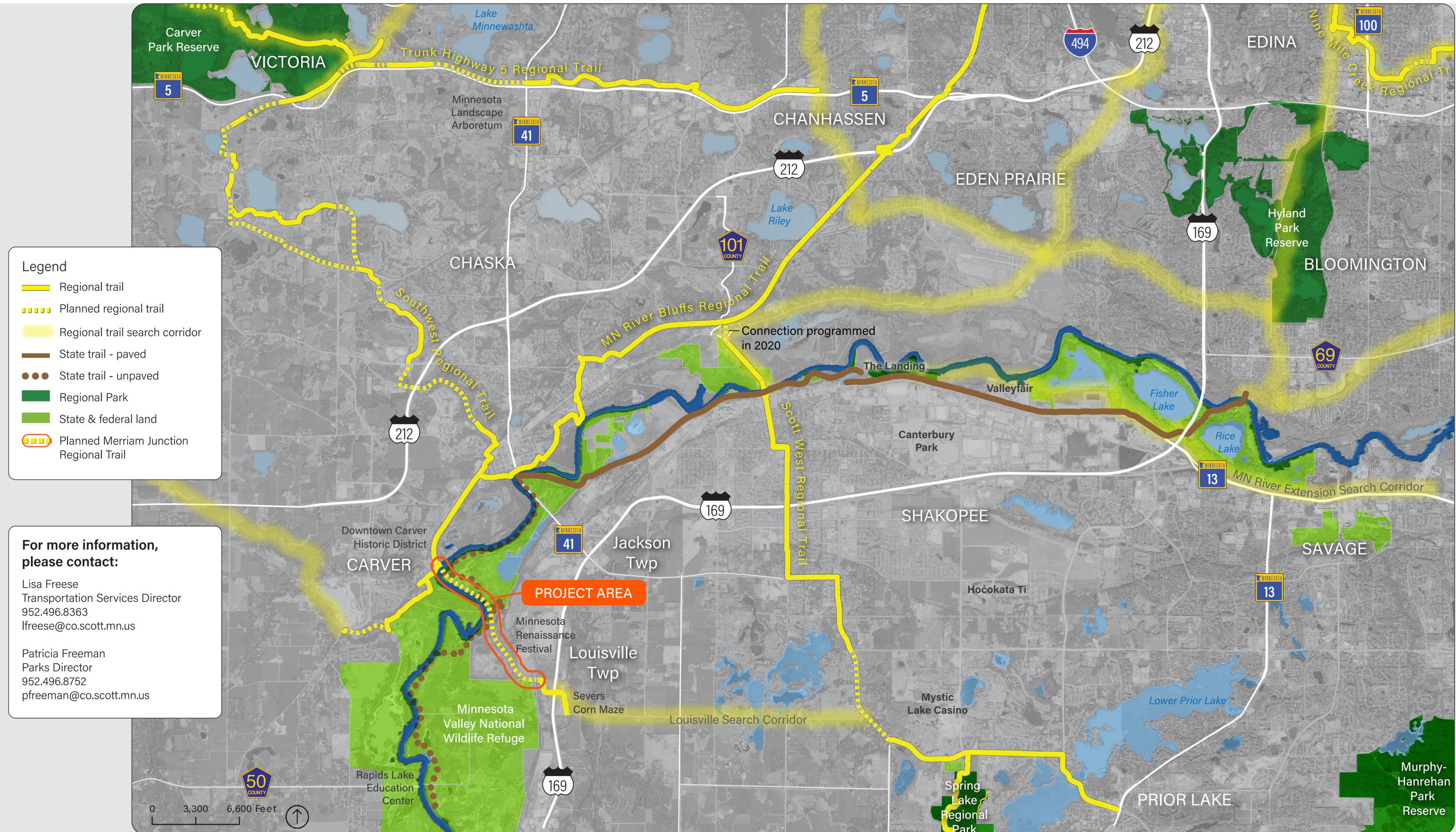
- ✓ Preliminary design
- ✓ Wetland delineation
- Environmental review – 40% complete

## Project Significance

- **Connectivity to a hub of cultural and recreational destinations**
  - » Links Scott and Carver Counties on both sides of the river to existing trails, linking users to the regional network and ultimately downtown Minneapolis
  - » Connects cultural and outdoor recreation destinations by trail from both sides of the river
    - Minnesota River
    - Historic Downtown Carver and Chaska
    - Minnesota Valley State Recreation Area
    - Louisville Swamp of the National Wildlife Refuge
    - MN Renaissance Festival
    - Rapids Lake Environmental Education Center
- **Increases accessibility to the Minnesota River and public amenities**
  - » Provides access for a broader group of users – bicyclists, persons using wheelchairs, persons with limited mobility, and seniors
  - » Provides greater exposure to the Wildlife Refuge and State Lands that are now largely inaccessible



# Merriam Junction Trail – linking the region to the Minnesota River and its communities, history, and wonder.



**Legend**

- Regional trail
- Planned regional trail
- Regional trail search corridor
- State trail - paved
- State trail - unpaved
- Regional Park
- State & federal land
- Planned Merriam Junction Regional Trail

**For more information, please contact:**

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Patricia Freeman  
 Parks Director  
 952.496.8752  
 pfreeman@co.scott.mn.us



# THREE RIVERS PARK DISTRICT AND SCOTT COUNTY

## JOINT BOARD MEETING REQUEST FOR BOARD ACTION

Meeting Date: 09/10/20 Business Item: New Item Number: **4D**

Agenda Item: 2020 Budget Update

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### Superintendent's Recommendation:

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

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### Background:

The Scott-Three Rivers partnership has a 2020 budget totaling \$2,515,401. The COVID-19 pandemic has impacted revenues as buildings, facilities and programs were closed and canceled and public gatherings were limited. The Park District took steps in early spring to limit expenditures including delaying the hiring of seasonal staff. The staff at Cleary Lake Regional Park was aided by regular employees from Hyland Park Reserve and Scott County in order to manage the workload without seasonal staff.

Finance staff has been closely monitoring financial information since spring to provide feedback and planning help for management and park supervisors. Projections which start with actual data and add estimates for the rest of the year based on facility and program operating assumptions are being done on a regular basis. The following projection starts with the actual amounts through June and adds an estimate for July through December, which are based on assumptions of how facilities and programs will operate through the end of the year. 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/Projection as of June 30, 2020

	Budget	June 2020 Actual	Projected Year End Balance	Projected Variance
<u>Revenues</u>				
Park Use Revenue				
Golf Revenues	\$413,516	\$244,181	\$443,965	\$30,449
Equipment Rental	\$63,107	\$22,426	\$43,630	(\$19,477)
Public Program Fees	\$59,600	\$13,604	\$21,059	(\$38,541)
Other Park Use Revenue Fees	\$208,777	\$49,072	\$103,041	(\$105,736)
Scott County Contribution	\$1,592,438	\$0	\$1,592,438	\$0
Met Council Funding	\$171,013	\$74,116	\$171,013	\$0
Other Revenues	\$6,950	\$7,646	\$13,846	\$6,896
<b>Total Revenue</b>	<b>\$2,515,401</b>	<b>\$411,045</b>	<b>\$2,388,992</b>	<b>(\$126,409)</b>
<u>Expenditures</u>				
Regular Salaries	\$1,249,210	\$541,390	\$1,236,130	\$13,080
Seasonal Salaries	\$271,762	\$28,516	\$208,647	\$63,115
Benefits	\$444,669	\$187,759	\$441,296	\$3,373
Supplies	\$166,530	\$59,842	\$120,842	\$45,688
Contracted Services	\$374,100	\$171,688	\$341,688	\$32,412
Other Charges	\$9,130	\$2,704	\$2,704	\$6,426
<b>Total Expenditures</b>	<b>\$2,515,401</b>	<b>\$991,899</b>	<b>\$2,351,307</b>	<b>\$164,094</b>
Revenues Over/(Under) Expenditures	\$0	(\$580,854)	\$37,685	\$37,685

As of the end of June, expenditures have exceeded revenues by more than \$580,000. It is common for revenues to lag behind expenditures until the first half payment from Scott County is received, which usually happens in July. By year-end it is projected that revenues will exceed expenditures by \$37,685. Amounts have been estimated conservatively to consider the impact of COVID-19. The following sections provide detail on each line item to provide understanding of how amounts were projected.

### 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 through June, 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 \$99,000 less than expected through June as programming and facilities were 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 \$164,000 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 June as the County contribution is paid in two installments, one in 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 collections.

### 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 more than \$13,000.

Seasonal Staff - Seasonal salaries are substantially below expected levels through June as all operations were told to limit seasonal staffing. Seasonal staffing is projected to end the year almost \$63,000 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 \$3,400 under budget due to the savings in salaries outlined above.

Commodities, Contractual Services and Other – These categories are projected to be more than \$84,000 below budget based on lower than usual spending through June and an estimate for the rest of the year based on the average spending over the last five years for July through December.

# THREE RIVERS PARK DISTRICT AND SCOTT COUNTY

## JOINT BOARD MEETING REQUEST FOR BOARD ACTION

Meeting Date: 09/10/20 Business Item: New Item Number: **4E**

Agenda Item: 2021 Proposed Scott County - Three Rivers Partnership Budget

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### Superintendent's Recommendation:

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

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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, met over the spring and early summer to develop budget recommendations for 2021.

### 2021 Budget Overview

The recommended 2021 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 upcoming year is filled with unknowns at this time. The impacts of the COVID-19 pandemic and its continuing impact on day to day life may impact staffing, operations and guest visitation well into 2021. How long into 2021 these impacts are felt is unknown at this time. The 2021 budget is designed to provide the flexibility to pivot quickly as the impacts of COVID-19 become more ascertainable. If needed, several the strategies that were used in 2020 to deal with the impacts of the COVID-19 pandemic can be enacted. These strategies include postponing the hiring of seasonal staff, having regular staff from other Park District sites and the County Government Center helping at various parks, and reducing expenses in other areas where possible.

The 2021 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 group and public programming, although the methods and types of programs may be very different than in past years.
- Staffing changes in Public Service/Park Patrol which address on-going budget savings target needed in response to the Covid-19 challenges and designed to improve operations and guest services.

The attached PowerPoint presentation (***Reference 4E-1***) provides detail regarding the 2021 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 November or December.



in partnership with



# 2021 Proposed Partnership Budget

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

September 10, 2020

# 2021 Preliminary Budget Overview

- 2020 Budget – \$2,515,401
- 2021 Proposed Budget - \$2,633,398; increase of \$117,997
- Budget Challenges for 2021
  - Wage and Benefit changes for existing staff - \$139,094
    - Needed to maintain existing service levels/park hours
    - Continued increase in park usage
  - Equipment Internal Service Fund Charge - \$31,496
    - No increase in last three years – timing issue
    - More and newer equipment
  - Impact of COVID-19 Pandemic - ± ??

# Details of Proposed Changes

- Base Budget Wage and Benefit Changes – Increase of \$139,094
  - Regular and Part-time Non-Benefitted Wages
    - 1.0% to 2.5% Inflationary Increase
    - Merit and Union Steps
  - Medicare, Social Security and PERA
  - Health, Life and Dental Insurance
    - 2020 Budget assumed 10% in Health Ins.
    - Actual increase was 16%
    - 2021 budgeted increase is 10%
    - Health Insurance accounts for almost 1/3 of total increase

# Details of Proposed Changes

- Equipment Internal Service Fund Charge - \$31,496 Increase
  - No increase in last three years – timing issue
    - Expanded Operations at Cedar Lake Farm
  - More and newer equipment
- Other Maintenance Issues - \$8,200 increase
  - Temporary (seasonal) Staff Wage set by Contract
  - Need to increase hourly rate
  - Other minor utility increases

# Details of Proposed Changes

- Operational/Service Delivery Changes - \$60,793 decrease
  - Eliminate Park Service Supervisor Position
    - Addresses needed on-going budget savings target
    - Improves Communication lines within Partnership
    - Encourages Customer Service focused approach
    - Creates a clearer leadership structure
    - Integrates into Park District customer service structure
    - Opportunity to Collaborate with County Code Enforcement
    - Increases workload/responsibility for Park Supervisor
  - Increase Seasonal Public Service Asst Staffing
    - Provides greater coverage when needed

# Details of Proposed Changes

- No Proposed fee changes
  - COVID-19 uncertainty makes fee increases very risky
    - Difficult to estimate impact of fee increases when park use patterns could change due to factors beyond our control.
- Increased contribution from County needed to operate the same as 2020

# Budget Bottom Line

- Total Proposed increase in budget and County contribution - \$117,997
  - Wage and Benefit Increase - \$139,094
  - Equipment Internal Service Fund - \$31,496
  - Other Maintenance Costs - \$8,200
  - Operational Changes – (\$60,793)

# Questions

