



## **JOINT BOARD MEETING**

### **Three Rivers Park District and Scott County Boards of Commissioners**

**Thursday, July 11, 2019  
1:00 p.m.**

Cedar Lake Farm Regional Park  
Lakeside Picnic Shelter  
25875 Juniper Avenue  
New Prague, Minnesota

**Note:** In the event of inclement weather, this meeting will be held  
at Cleary Lake Regional Park – Visitor Center  
18106 Texas Avenue, Prior Lake, MN

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

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

**Thursday, July 11, 2019  
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 11, 2019, JOINT BOARD MEETING OF THREE RIVERS PARK DISTRICT AND SCOTT COUNTY.

3. NEW BUSINESS

- A. [Regional Park System and Partnership Growth and Milestones](#)

Recommendation:

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

- B. [2020 Scott County-Three Rivers Partnership Budget](#)

Recommendation:

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

- C. [Cleary Maintenance Shop Replacement Project](#)

Recommendation:

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

3. NEW BUSINESS (continued)
  - D. Cedar Lake Farm Overview (verbal)
  - E. Cedar Lake Farm Tour (verbal)
4. ADJOURNMENT  
MOTION TO ADJOURN.

**THREE RIVERS PARK DISTRICT AND SCOTT COUNTY**

**JOINT BOARD MEETING  
REQUEST FOR BOARD ACTION**

Meeting Date: 07/11/19

Business Item: New

Item Number:

**3A**

Agenda Item: Regional Park System and Partnership Growth and Milestones

---

---

Superintendent's Recommendation:

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

---

---

Background:

Patty Freeman, Scott County Parks and Trails General Manager, will present information on the growth of the regional park system in Scott County and success of the partnership. Copies of the presentation will be handed out at the meeting.

# THREE RIVERS PARK DISTRICT AND SCOTT COUNTY

## JOINT BOARD MEETING REQUEST FOR BOARD ACTION

Meeting Date: 07/11/19 Business Item: New Item Number: **3B**

Agenda Item: 2020 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 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 2020.

### 2020 Budget Overview

The recommended 2020 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 ability to expand operations while facing increasing costs is a testament to the creativity and out-of-the box thinking of the budget team.

The 2020 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.

Staff will provide an overview of the budget (**Reference 3B-1** - *PowerPoint Presentation*) and receive feedback from Commissioners.



in partnership with



# 2020 Proposed Partnership Budget

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

July 11, 2019

# 2020 Preliminary Budget Overview

- 2019 Budget – \$2,464,635
- Budget Challenges for 2020
  - Wage and Benefit changes for existing staff - \$50,766
    - Needed to maintain existing service levels/park hours
  - Funding shortfall in County Contribution - \$25,000
    - Tax Forfeit Revenue Issue
  - Custodial needs - \$52,135
    - Not first year of request
    - Growth of programming and park use increasing need
    - Currently higher paid staff doing this work instead of other duties

# Details of Proposed Changes

- Funding deficit in County Contribution - \$25,000
  - Tax Forfeit Revenue Issue
    - Tax forfeit sale revenue used in early years to fund partnership operations to remove the need for tax increase
    - Not sustainable source
    - Operationally for parks, tax forfeit sale or tax levy revenue look the same.
    - Able to refund part of 2018 County Contribution without adversely impacting fund balance
- No Proposed fee changes
  - Various Fees have been increased over the last couple of years
    - Need to see how increases impact revenue and usage before making additional fee increases.
    - Do not want to raise fees too high or too quickly



# Details of Proposed Changes

- Request for New Custodian - \$52,135
  - Has been requested for the past couple of years but has lost out to higher priorities/needs or funding limits
  - Justifications for adding new position
    - Inefficient use of staff
    - Need to clean more often and address more significant wear and tear
    - Other maintenance staff would be freed up to address more technical, repairs, rehab and improvement projects and program and event support.

# Budget Bottom Line

- Increased contribution from County needed to operate the same as 2019
  - Base budget costs include the wage and benefit increases (\$50,766) and replacement of the tax forfeit funding (\$25,000)
    - Increase in County Contribution needed is \$50,766. Tax levy increase would be \$75,766.
  - Add new custodian (\$52,135)
    - Increase in County contribution needed is \$102,901 and property tax of \$127,901
- Total Proposed increase in County contribution - \$102,901
  - Total increases in tax levy would be \$127,901

# Next Steps

- September – County and Park District each sets preliminary levy
- December – County and Park District each adopts budget

Questions?

**THREE RIVERS PARK DISTRICT AND SCOTT COUNTY**

**JOINT BOARD MEETING  
REQUEST FOR BOARD ACTION**

Meeting Date: 07/11/19

Business Item: New

Item Number:

**3C**

Agenda Item: Cleary Maintenance Shop Replacement Project

---

---

Superintendent's Recommendation:

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

---

---

Background:

Jason Zemke, Three Rivers' Senior Manager of Architecture, will give a PowerPoint presentation (***handout***) and discuss the current status of the design progress for the Cleary Maintenance Shop Replacement project, as per the Cooperative Agreement between Scott County and Three Rivers Park District, approved on January 8, 2019.