

# SCOTT COUNTY PARKS ADVISORY COMMISSION PRELIMINARY AGENDA

**5:00 P.M. – September 2, 2020**

\*\*\*\*\* **Note Meeting Location and Time Change**\*\*\*\*\*

**Meeting location: Holmes Street Historic Bridge. Shakopee MN**

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 September 2, 2020

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

6) Administration, Planning and Development

a. Cleary Master Plan (5:05)

7) Operations and Natural Resources

8) Outreach, Visitor Services, Recreation and Education

9) Informational Items (5:20)

a. Projects/Other Updates (Verbal)

i) Prior Lake Pickleball Project at Spring Lake

b. Advisory Commissioner Reports (Verbal)

10) Upcoming Meetings - Tentative Topics (5:25)

a. 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 (5:30) to a PAC Tour - Intro to the Scott County Cultural Consortium as we walk the MN Valley State Trail from Holmes Street Bridge to Dangerfields. Heather Hoagland, Executive Director of Scott Historical Society will lead the tour. Jake Grussing, County Library Director will also join the tour.

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## SCOTT COUNTY PARKS ADVISORY COMMISSION MEETING MINUTES August 12, 2020

The Scott County Parks Advisory Commission held their August meeting on August 12, 2020 at the Cedar Lake Farm Regional Park Picnic Shelter at 25875 Juniper Ave, New Prague, MN 56071. Staff members present were Patty Freeman, General Manager of Scott County Parks and Trails, Nathan Moe, Parks Planner, Alysa Delgado, Parks and Natural Resources Coordinator.

- 1) **Roll Call:** Chair Mark Ewert called the meeting to order at 6:02 PM and proceeded with the roll call.  
**Members Present:** Kristin French, Kathy Gerlach, Jerry Hennen, Eric Spieler, Patrick Stieg, Barb Hedstrom and Mark Ewert.  
**Members Absent:** Commissioner Jon Ulrich

- 2) **The Pledge of Allegiance followed roll call.**

- 3) **Approval of Agenda**

**Motion by Commissioner Ewert second by Commissioner Hedstrom to approve the agenda. The motion carried unanimously.**

- 4) **Approval of meeting minutes for 06/24/20**

**Motion by Commissioner Ewert second by Commissioner Gerlach to approve the 06/24/20 meeting minutes as written. The motion carried unanimously.**

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

- No citizen comments.

- 6) **Administration, Planning, and Development**

a. **Covid-19 Operations Update**

- Parks and regional trails are 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.
- Staff reminded commissioners that the Three Rivers Park District website is the most up-to-date information regarding Covid-19 updates

- Commissioner Ewert asked if public restrooms are open. Staff responded that around 80% of them are, but to check the website for park specifics.
- Patty reminded commissioners that staff are primarily working from home at the moment
- Patty provided updates from Tom Balk, Parks Operations Supervisor, on impacts to golf, camping, and boat rentals. Overall, golf tee times and the driving range are having record breaking years.
- Commissioner Hennen commented that the numbers for golf are great especially since we have had a very hot summer. He asked if the revenue is up because TRPD changed fee prices? Staff responded NO.
- Commissioner Spieler mentioned that at Cleary some of the Social Distancing signs have been damaged, but that he has noticed an increase in mask use from staff.

b. 2020 County Budget Update

- Early measures helped
- Hiring freeze, heavy limits on spending, cross function support
- Golf operations revenue critical
- Budget report through May, a lot of unknowns, but projects has us close to balanced
- Second quarter budget report coming in a few weeks

**Proposed 2021 Budget – Status**

- \$804,362 in proposed reductions to division budgets across Scott County
- \$116,877 in proposed reductions to discretionary services (outside partners)
- \$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

**Parks Partnership Budget**

- Direction from Park District and County leadership to find savings, look at operational changes within the partnership as means of lowering expenses in 2021 operating budget
- Managers are reviewing/analyzing
- Targeting \$50,000 to \$75,000 reduction/savings
- Continued conversation about savings through 2021 for the 2022 budget
- Changing revenue structures not supported at this point; stay the course
- Patty asked Commissioners if Parks was doing anything well or are there things of concern to pass along to the board for final discussion on funding? Commissioner French indicated that Parks has worked to keep the delicate balance of acquiring, maintaining, and improving parklands and has been successful for over a decade now. Commissioner Hedstrom commented that when money gets spent on projects, the perception is that it is often at a higher cost to match the level of excellence that has been previously established by Three Rivers. She noted it is helpful when staff explores cost reduction options and alternatives whenever possible and include the results of these explorations in presentation to the PAC, like what staff did with the regional trail wayfinding kiosks. She indicated that in the future SC could loop in the local community more from a finance perspective to keep costs local and low.
- Commissioner Ewert asked if budget conversations were on the fiscal year or the calendar year? Patty indicated fiscal.

- Commissioner Ewert expressed that he feels the pace of doing what we say we are going to do in our master plans is way too slow. Patty commented that a consideration to remember is that master plans are intended to guide development over a 10 to 20 year timeframe.
- Commissioner Spieler mentions a missed opportunity to fund raise for the parks during peak visitation times earlier this summer. Commissioner Hedstrom asked if the County would commit to raising more money for the parks?

#### c. Cleary Master Plan

- Patty indicates that Master Planning for Cleary Lake Regional Park is critical to update some amenities and because of grant timelines
- Commissioner Ewert asked what the traditional costs of Master Planning are (not in a pandemic). Patty responded between \$60-100k, but it varies. Commissioner Ewert followed up with a question about the traditional length of a Master Plan. Patty responded approximately 12 months
- To kick off Cleary Master plan, staff will:
  - Design a process with accommodations and means to mitigate
    - Stresses in community
    - Gathering limitations
    - Vulnerable populations
    - Risk of participants, staff becoming unavailable
  - Have multiple back up timeline scenarios
  - Back up project leads and technical resources
  - Learn and use new engagement techniques – Social Pinpoint
- Staff shared lessons learned about master planning in a pandemic from Three Rivers Park District, Minneapolis Parks, and St. Paul Parks.
- No concerns were brought up by the PAC regarding master planning during a pandemic.

### 7) Operations and Natural Resources

- No updates.

### 8) Outreach, Visitor Services, Recreation and Education

#### a. Recreation Program and Events Update

- Cancelled Events
  - SWCD Outdoor Recreation Days
  - Spring Lake Trailgate
- Upcoming Events:
  - Try it Fishing (8/31)
  - Family Adventure Camp (8/28)
- Planned Events
  - Full Moon Canoe, Cleary (9/1)
  - Healthy Hour, Cleary (9/2)
  - Family Kayaking, Cleary (9/12)
  - Try it: Fishing, Cedar Lake Farm (9/19)
  - Family Bike Tours, Spring Lake (in place of Trailgate, 9/26)
- New Partnerships
  - Lakeville Middle School

**9) Informational Items**

- a. Legislative Update
- b. Projects/Other Updates
- c. Advisory Commissioner Reports
  - Commissioner Spieler has been visiting many parks in and outside of the Metro area. He indicated another field trip to the Minnetonka Regional Trail would be nice to refresh Commissioners the vision for a regional trail network that is off road for Scott County.
  - Commissioner French indicated that food trucks would be a great addition to Cedar Lake Farm and that the local community is crying out for more public amenities. This sparked conversation about formally bringing up the topic of food and alcohol sales at the park to be included in a future PAC meeting.
  - Commissioner Hedstrom indicated that Shakopee Parks are now all tobacco-free.

**10) Upcoming Meetings – Tentative**

- a. September 2, 2020
  - Shakopee Trail and Cultural Partnership Tour
  - Cleary Master Plan – Planning Teams Approach
  - Trail Naming
- b. October 7, 2020
  - Recreation Programs – Spring and Summer Summary and Plan for Winter
  - Healthy Hour Program
  - Cleary Master Plan

**11) Adjourn**

**Motion by Commissioner Ewert; Second Commissioner Hedstrom to adjourn the meeting. The motion carried unanimously.**

The meeting was adjourned at 8:06 pm.

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**Pat Stieg, Chair**

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**Date**

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**Patty Freeman, General Manager of Parks and Trails**

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<b>PARKS COMMISSION AGENDA ITEM:</b>	<b>6. c. Cleary Master Plan - Teams, Engagement Network Inventory, and Kickoff Events</b>
<b>MEETING DATE:</b>	<b>September 2, 2020</b>
<b>PREPARED BY:</b>	<b>Patty Freeman</b>
<b>REQUESTED ACTION:</b>	<b>Discussion and feedback</b>

The purpose of this agenda item is for PAC discussion and feedback on staff’s proposal for the Cleary Lake Master Plan team approach and plan kick off events.

Background

**Master Planning Teams**

Scott County’s approach to regional park and trail master planning has until recently been unique amongst our regional park peers in the extent of resident engagement integrated at all levels of the planning process. It is just in the last couple of years that other agencies have begun inviting the level of resident participation the County has set as a standard over the past decade in its regional park and trail planning.

In our five most recent master planning efforts we formed a Citizen Design Team or “CDT” made up entirely of residents, and this group with support from three key staff and a consultant team, guided the creation of the master plan concepts. We did not identify a separate project or technical support team. This model worked very well in engaging our policy makers, generating community interest, and framing issues and goals from grass roots input. This also resulted in a large group of individuals across the county who remained engaged in county plans, issues, projects, etc. A challenge of the model was a lack of consistent administrative, communications and technical supports for the duration of the project.

For the Cleary Lake Regional Park master plan, staff envisions two planning teams; a technical team consisting of staff and consultants that would support and be a part of a larger Resident Design Team. The Resident Design Team would consist of residents from Scott County and the region, park users and non-park users, and individuals from under-represented groups, along with the technical team.

Technical Team Representation

- Maintenance
- Facilities and Operations
- Natural Resources
- Planning
- Public Engagement
- Highway Transportation
- Landscape Architect
- Engineer

- Programming
- Administrative Support
- Consultants
- City and township officials

#### Resident Design Team

- Residents of Scott County and the region
- Parks Advisory Commission members

### **Engagement Network Inventory**

Staff has prepared a draft engagement network directory that the PAC is asked to review and contribute to either during the meeting or in the coming weeks as we engage the public and our networks to be involved and engaged in the planning.

### **Kick Off Events**

The master planning process is being kicked off with a series of public tours and small events at Cleary Lake Regional Park from mid to late October. Planning is still underway for these events. The goal is to attract existing and new park visitors to seeing a new part of the park or trying a new activity after which we will capture general feedback as well as invite folks to be a part of the planning process.

**The PAC is asked to discuss and provide feedback for staff. PAC members are also asked if they would like to assist with the kickoff events.**

#### Attachments:

- Draft – Community Engagement Network Inventory

## Inventory of Community Engagement Network - Context: Cleary Lake Regional Park Master Plan

Entity	Contact Name	
<b>Community Non-Profit</b>		
FISH		
CAP Agency		
YMCA		
Community Leadership Team (defunct? Now: CHIC)		
Community Health Improvement Committee		
<b>Community Non-Profit Organizations with focus on Black, Indigenous, and People of Color</b>		
Esperanza		
Shakopee Diversity Alliance		
Outdoor Afro		
<b>Active Community Members from Under-Represented Areas in our Community</b>		
Individual	Ibrahim Mohamed	Cultural liaison Shakopee Schools; DiversityAlliance Former Board member; CLT; He is very connected to the Somali community in Scott County.
Individual	Abdi Farah	Owner, Empire Gas & Grocery; Partner for the Good Food Sold Here Pilot Program with SHIP. He helps offer healthier options for customers and runs a halal market.
Individual	Sung. Ask Marty for contact information	Marty Schmitz neighbor - Lives in PL; Laotian Faith leader
Individual	Anthony Taylor	MPOSC member; Youth recreation development and advocate
Individual	Toddy Kemery	MPOSC member; Disabled Veteran Leader; Advocate for persons with disabilities
<b>Active Community Member</b>		
Individual	Tamara Severson	Public health, health disparities? - she is active on CHIC
<b>Schools</b>		
Prior Lake-Savage District	Jennifer Perry	Teacher - Junior high/middle school
Burnsville - Eagan - Savage District	Ask Greg Boatman for contact ideas	
Lakeville District	Ask Greg Boatman for contact ideas	
Rosemont-Apple Valley-Eagen	Ask Greg Boatman for contact ideas	
Intermediate School District 288 & International Walking Club	Kathleen O'Neil	Teacher - Adult learners, foreign born, English language learners
<b>Faith Organizations in Under-Represented Communities</b>		
Buddhist Temple in Savage - Tu Vien Tay Phong		
<b>Recreation or Conservation Advocacy Group Connections</b>		
MORC Minnesota Off-Road Cyclists		
MN Valley Audubon		
Saint Paul Audubon		
Barefoot walkers	Jim Guttman	They will likely want to be involved in some capacity
Sno-Trails	Tom Wills	
<b>City/TownShip Government</b>		
City of Savage	Greg Boatman	
Shakopee Mdewakanton Sioux Community	Bill Rudnicki, Tribal Administrator; Nicole, Planner; Public Health, ?	
City of Prior Lake	Jason Wedel, City Admin; Angie Barstad, Parks; Planning ?	
Credit River Township	Board Chair	
Spring Lake Township	Board Chair	
City of Burnsville	City Administrator, ?; Parks, ?; Planning, ?	



## Inventory of Community Engagement Network - Context: Cleary Lake Regional Park Master Plan

Entity	Contact Name
City of Lakeville	City Administrator, ?; Parks, ?; Planning, ?
Dakota County	Parks Director, Steve Sullivan; Public Health (Mary Montagne?)
<b>County Departments/Workgroups - to help make community connections</b>	
Libraries - Savage Library	Jake Grussing Library Director
County Sherriff Office	Sheriff Hennen, Anna (Community officer?)
SC - Public Health - Child and Teen Checkups Program & General Public Health	Darcy Maskevich
<b>TRPD Departments/Workgroups - to help make community connections</b>	
Outdoor Recreation and Education School	Tyler Thompson
Community Engagement	Amanda Fong
Planning	Kelly Grissman