



COMMITTEE OF THE WHOLE AGENDA

COUNTY BOARD ROOM
GOVERNMENT CENTER
RED WING, MN

APRIL 16, 2024
8:30 A.M.

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 266 673 214 074
Passcode: wknxqK

OR CALL IN
[+1 872-240-8960,,925976225#](#)

PHONE CONFERENCE ID: 925 976 225#

Parks And Trails Position

Documents:

[Richard Samuelson Pavilion.pdf](#)



Richard Samuelson Pavilion



Byllesby Park

- Location: Stanton Township – 1 mile west of Cannon Falls off of TH 19
- Established: 1977
- Size:
 - approximately 60 acres at the main park area
 - 10 acres at the upper boat landing
 - an additional 100 acres of County property exists between these two areas, which is mostly wetland



Photo credit: Dakota County



Byllesby Park



Recent Lake Byllesby Park History

- 2013 – Present Day
 - Lake Byllesby Park Service Expansion
 - Goudy Property purchase east of main park
 - Park Master Plan created - [Byllesby Park Master Plan Link](#)
 - Lake Byllesby Park – Regional Significance awarded
 - Goodhue County Board approved applying for a grant to build the pavilion
 - ~\$1.4 million GMRPTC grant for pavilion + Goodhue County grant match
= ~\$2.0 million



GMRPTC Grant & Board Action

- Application to GMRPTC:
 - Goodhue County applied for funds to provide for a pavilion structure that would include modern restroom facilities, the availability of potable water, and amenities that would be expected at this location by trail users and park attendees.
- Grant Requirements:
 - “..the State’s authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.”
 - “The Grantee shall keep the facility open to the general public at reasonable hours and at times of the year consistent with the purpose and type of use of the property and appropriate management and protection of natural resources.”
- Board Action:
 - Resolution approved on May 21, 2019 by County Board (3-1 vote): “BE IT FURTHER RESOLVED that as we are fully aware of the information provided in the funding request, including any non-state match and other long-term commitments (as defined in the funding request), related master plan and any supporting information as submitted.”



Why is this information important?

- Acceptance of grant
 - Required level of service
 - Ensure proper cleaning on a regular basis
 - Make needed repairs
 - Grounds/landscape maintenance
 - Coordinate use by public and security
 - Construction of Richard Samuelson Pavilion
 - Septic
 - Reservations
 - Joint Powers Agreement
 - Department of Health
 - Potable water
 - Restrooms
 - Security
 - Stanton Township



Where do we go from here?

- Option #1 - Approve Parks & Trails (Manager, Coordinator, or Lead) position at Public Works
 - **Service level met**
- Option #2 - Contract the required work to meet the new level of service
 - **Service level met**
 - Costs unknown at this point but likely more expensive for fewer services provided
 - Would require staff to manage the contract to ensure conformance
- Option #3 - Create additional hybrid positions
 - **Service level questionable**
 - No positions, in Public Works, are currently available to take on this type of work and the time commitment necessary
- Option #4 - Deny Parks & Trails position request
 - **Service level NOT met**

***** A decision to provide the level of service needed at Byllesby Park has to be made *****



Current Staffing

- Director / County Engineer
 - Parks & Trails is a division and responsibility of the position
- Administrative Accounting Assistant
 - 55% of current job description
 - Unrealistic percentage given the tasks currently assigned to the position
 - Will be unable to manage the pavilion/reservations/and commitments to operate and maintain the pavilion
 - Projects that need to be completed: park hosts, park host sites, septic drain field, fish cleaning station, etc.

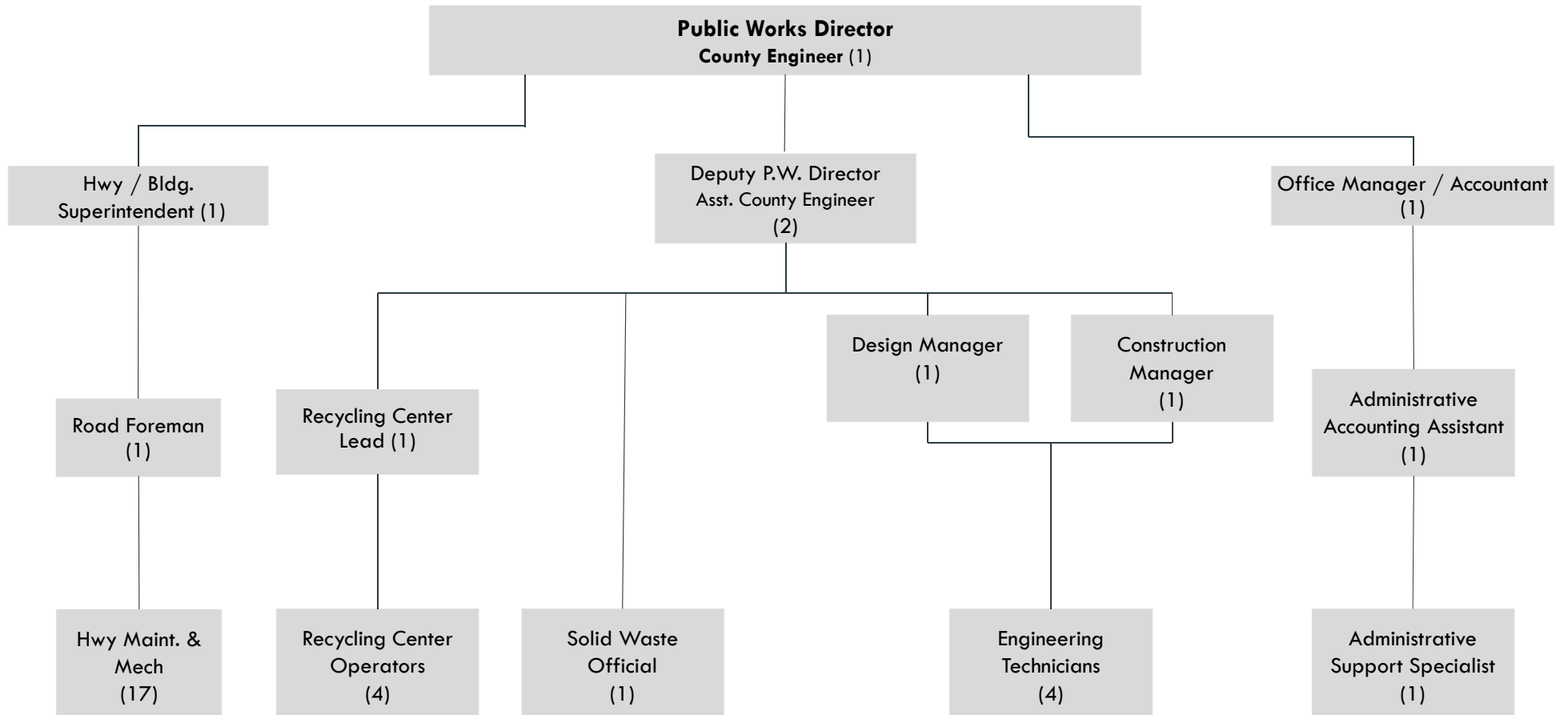


Proposed Structure & Staffing

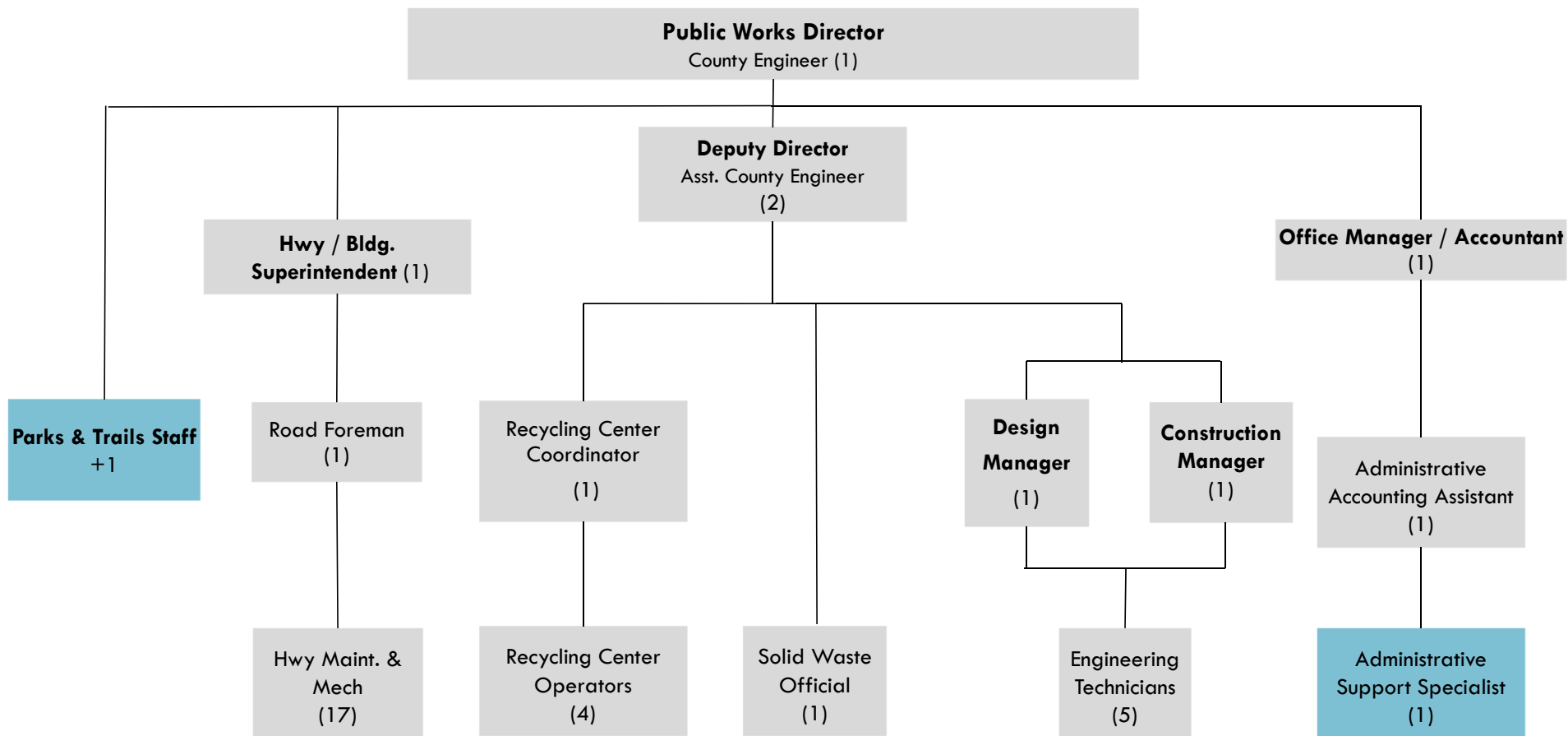
- Currently 2 of the 3 administrative positions are vacant at Public Works
 - Office Manager/Accountant & Administrative Support Specialist
- Opportunity to offset 2024 Parks and Trails position cost
- Take 2024 to evaluate the administrative support specialist position
- Replace Administrative Support Specialist based on need after the evaluation period



Public Works Organizational Chart (2023)



Proposed Organizational Chart w/Parks & Trails Staff



Follow-Up Questions

- #1. What are the costs of the position?
 - The estimated salary is a Grade 112 at Step 2 (DDA to analyze the job description for appropriate placement)
 - Salary w/single insurance: \$ 99,595.61
 - Salary w/family insurance: \$113,361.08
 - Office essentials
 - Computer, etc: \$1,000.00
 - Desk: \$ 500.00
 - Vehicle
 - Former Director / County Engineer vehicle still available
\$ 0.00



Follow-Up Questions

- #2. Can this position be funded through a new funding source or will levy dollars be utilized?
 - A new funding source has not been identified to cover the cost of the position other than levy dollars. Revenues from reservations will offset some expense but will likely not offset the cost of the position.
- #3. Why should the Board consider this position now as opposed to waiting for the budget process?
 1. Administrative staffing changes at Public Works allow for a possible restructure and time to analyze without making an outright replacement.
 2. The Board approved a higher service level at Byllesby Park with the newly constructed pavilion that requires dedicated staffing to accomplish the obligated operations.



Follow-Up Questions

- #4. When compared to other counties, how does Goodhue County rank? *(Data obtained from Rice County's "Park System Plan" - 2022)*

| County | Number of Parks | County Park Acreage | Residents per Park | Trail Miles | Parks FTE | Dept. Structure |
|------------|-----------------|---------------------|--------------------|-------------|-----------|-----------------|
| Goodhue | 3 | 150 | 15,860 | 1.34 | 0.55 | Public Works |
| Rice | 13 | 1,109 | 5,161 | 12.5 | 0.2 | Facilities |
| Olmsted | 5 | 2,086 | 32,569 | 27 | 11 | Parks |
| Dakota | 7 | 6,020 | 62,840 | 136.9 | 21 | Parks |
| Sherburne | 4 | 345 | 24,296 | 19.3 | 1 | Parks |
| Blue Earth | 9 | 363 | 7,679 | 25 | 1 | Public Works |
| OtterTail | 3 | 300 | 20,027 | 0 | 2 | Parks |

