



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** June 9, 2020

**Title of Item:** LLCC - COVID Revenue and Staffing

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Rich Courtemanche		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner		<b>Estimated Time Needed:</b> 20
<b>Summary of Issue:</b> <p>Long Lake Conservation Center (LLCC) is an "enterprise" division of Aitkin County and is highly dependent on schools, camps, and others groups for its accommodations and educational facilities for its revenues. Since the onset of the COVID crisis in March, revenue opportunities have ceased. Nearly the entire staff has been furloughed. Courtney Dowell (education mgr.) and Anthony Miller (maintenance) are working reduced hours. Recognizing the financial situation, the Land Dept and LLCC met with the budget committee on 6/2/2020 with options to move forward. LLCC and the Land Dept. now seek the direction from the entire County Board.</p> <p>Attached are three scenarios regarding staffing of LLCC.</p> <ol style="list-style-type: none"> <li>1) Close LLCC and lay off staff through 2020,</li> <li>2) Retain only education manager on reduced hours and to furlough maintenance until August. At that time reopen, LLCC to non-school groups on a limited basis. Continue to seek relief funding, alternative funding, and grants, or</li> <li>3) Identical to option #2, but retain both admin. and maintenance staff at reduced hours.</li> </ol> <p>Attachments to be forwarded to Board prior to meeting with hard copies available at the meeting.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Provide LLCC and Land Dept. with direction for staffing and maintaining LLCC facilities through the COVID emergency.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ \$175,000 to \$200,000* Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> COVID related loss revenues. *Calculations of scenarios to be provided at the meeting.		

## Long Lake Finances 6/1

<b><i>Beginning Balance as of 3/31</i></b>	<b><i>(\$63,141)</i></b>	
Receivables	\$11,505	(outstanding revenues collected)
Marcum House Insur. Reimb	\$15,307	
Camper/Event Refunds	<i>(\$9,173)</i>	
Salaries+Benefits	<i>(\$58,437)</i>	
Utilities	<i>(\$8,974)</i>	
Liftstation/Pumphouse Repair	<i>(\$6,370)</i>	Septic System repair
Accreditation Fees	<i>(\$1,200)</i>	
IP Alarm Dialer	<i>(\$1,375)</i>	Emergency Autodialer due to change in internet changes
Misc	<i>(\$3,366)</i>	
<b>6/1 Standing</b>	<b><i>(\$125,224)</i></b>	

2020 Year-End ESTIMATES

2020 ADOPTED BUDGET		CAMPS CANCELLED SCHOOLS and NONSCHOOL events RETURN		SCHOOLS+CAMPS CANCELLED NONSCHOOL events HERE Courtney+Anthony furloughed 8 weeks		SCHOOLS+CAMPS CANCELLED NONSCHOOL events HERE		ALL EVENTS CANCELLED Shut down campus	
Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue
743,941	754,402	541,198	514,018	425,509	260,146	436,847	260,146	368,349	193,289
	10,461	(\$27,179)		(\$165,363)		(\$176,700)		(\$175,060)	
		*Anthony and Courtney furloughed 8 hours per week *Support staff furloughed thru Aug 7		*Anthony and Courtney furloughed 8 weeks + 8 hrs/wk through Dec. *loss of maint + admin needs		*Anthony furloughed June-July *Anthony furl 8 hrs/wk Aug-Dec *Courtney furl 8 hrs/wk Aug-Dec *maintain connections w/ groups *seek additional revenue streams *work w/ RELCs on recovery \$\$\$\$		*Furlough all staff and shut down through Dec 31. *heating? Plowing? Building checks? *risk of losing all current staff?	