

## City of Scandia Parks and Recreation Committee

February 2, 2015

**Members Present:** Greg Zauner (Chair), Matt Rasmussen, Brad Borg, Ryan Jinks, Alex Bildeaux (arriving at 7:05 p.m.), and Dan Lee (City Council Representative)

**Staff Present:** Judi Negus (Office Assistant) and Tim Kieffer (Director of Public Works)

Chair Zauner called the meeting to order at 7 p.m.

### **PUBLIC FORUM**

There were no public comments.

### **APPROVAL OF AGENDA**

**Motion by Jinks, seconded by Rasmussen, to approve the agenda. The motion carried 4-0.**

### **APPROVAL OF MINUTES**

**Motion by Rasmussen, seconded by Jinks, to approve the January 5, 2015 minutes. The motion carried 4-0.**

### **REPORTS**

#### *Chair's Report*

Chair Zauner informed the City Council approved the Parks and Recreation 2014 Annual Report. Zauner suggested changing the term rain garden. Kieffer informed a rain garden could also be referred to as a bio retention pond.

#### *Staff Report*

Negus informed she supervised the January 29 Pleasure Skating program. Negus shared 8 of the 13 registered students participated. Rasmussen noted most students usually participate.

### **OLD BUSINESS**

#### *Vinterfest Updates*

Zauner informed there will be live reindeer. Zauner shared the City Attorney advised the City not to sign the presented contract with Johmar Farms, which releases Johmar Farms from liability. Zauner stated Sue Rodsjo agreed to sign the contract and the reindeer will be located behind her place of business. Negus informed that although Rodsjo signed off on the contract, the \$700 fee will come from the solicited business donations for Vinterfest and/or the "Events" budget. Jinks shared concern regarding the cost for a two-hour reindeer appearance. Negus informed that if the reindeer lose their antlers prior to Vinterfest, the contract would be void.

Zauner shared the Elim church parking lot would be blocked off to prevent parking to accommodate viewing of the fireworks display.

Zauner stated the 10 a.m. kickoff ceremony on Saturday, February 7, would include invited dignitaries, such as Mayor Simonson, Corey Roberts, Lisa Pothen, Pam Arnold and McKenna Andrews. Zauner suggested the Committee present Arnold with a plaque of appreciation at the ceremony. Committee members agreed Zauner should order the plaque at a cost of \$7.50 plus an additional charge for each letter. The Committee agreed the plaque should read similar to "In Appreciation for Your Contributions to the Success of Vinterfest."

Negus asked for clarification of the location for the snow sculpture contest. Although it was initially planned to be located between the parking lot and warming house, the Committee agreed the snow sculpture contest should be south of the pleasure skating rink.

Negus asked Jinks to follow up with Arnold regarding any grooming that may be needed for the LilleTour/Quiz Promenade.

Lisa Pothen reported she has 52 registrations for the ice fishing contest. Pothen also reported the Cub Scouts never received Vinterfest buttons to help with sales. Pothen will have them available for sale at the contest. Lee estimated 100 more buttons could be made. Jinks reported there are buttons available for sale at Meister's, Scandia Old Towne Liquor, Scandia Market & Mercantile, Scandia Café, and Scandia Hair Design.

Negus shared the flyer that went home with all of the students at Scandia Elementary. Negus also shared the total donations and expenses to date. Committee members shared concern regarding the Vinterfest budget including \$450 for the Forest Lake Wildlife Science Center presentation at Scandia Elementary.

Negus provided Zauner with waiver forms for the snow sculpture contest participants. Negus also gave Zauner a key for the sound system and door. Zauner agreed to lock the Community Center after the fireworks display.

## **NEW BUSINESS**

### *Election of Chair and Vice Chair*

Chair Zauner informed the Committee needs to select a Chair and Vice Chair for a year term. Bildeaux nominated Jinks for Chair. Rasmussen nominated Borg for Vice Chair. The Committee members agreed on the nominations.

Zauner also recommended the term of Chair and Vice Chair to end the last day in February, rather than the last day in January and the election of Chair and Vice Chair be changed to the first meeting in March of each year. Zauner suggested the proposed date change would eliminate potential conflict with Vinterfest obligations. Bildeaux asked whether there would be any concerns for the current term expiration dates. The Committee agreed their terms would be extended another month.

**Motion by Zauner, seconded by Rasmussen, to revise the Parks and Recreation Committee Bylaws to change the selection of Chair and Vice Chair to the first meeting in March and to change the term expiration date to the last day in February. The motion carried 5-0.**

### *Preliminary Budget Planning*

Zauner suggested the Committee could benefit by reviewing the monthly Expenditure Guideline report. Although Negus does not have access to this information, Negus reported Brenda Eklund agreed to print these for the Committee meetings.

Negus provided the 2015 Adopted Budget report for Committee review. Jinks requested staff to walk through the changes in the budget. Kieffer shared City Council did not approve a year-round part-time maintenance position. Operating supplies went down based on past trends. Building repair went up due to hockey rink board replacement. Other services is for unforeseen contracted services, such as the replacement of a door at the warming house last year.

**AGENDA FOR NEXT MEETING**

Jinks informed he would be providing Negus with a recommendation to set the framework for next year's Vinterfest for Committee review prior to the March 2, 2015 meeting.

The Committee agreed on the following agenda items:

1. Vinterfest Recap and Preliminary Planning for 2016
2. Review and Approve Summer Recreation Programs Brochure

**ADJOURNMENT**

**Rasmussen, seconded by Jinks, moved to adjourn the meeting. The motion carried 5-0.**

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Judi Negus  
*Office Assistant*