

## City of Scandia Parks and Recreation Committee

April 6, 2015

**Members Present:** Ryan Jinks (Chair), Brad Borg (Vice Chair), Greg Zauner, Alex Bildeaux, and Dan Lee (City Council Representative)

**Members Absent:** Matt Rasmussen

**Staff Present:** Kristina Handt (City Administrator), Tim Kieffer (Director of Public Works), and Judi Negus (Office Assistant)

**Guests Present:** Karen Schik and Janie O'Connor

Due to the Board Room not being immediately available, Chair Jinks called the meeting to order at 7:04 p.m.

### **PUBLIC FORUM**

There were no comments.

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES**

**Motion by Zauner, seconded by Bildeaux, to approve the March 2, 2015 minutes. The motion carried 4-0.**

### **REPORTS**

#### *Chair's Report*

Chair Jinks reported he attended the March 17, 2015 City Council meeting. The Council approved the amendment to Parks and Recreation Committee Bylaws to alter the election dates of Chair and Vice Chair and to adopt an ordinance to alter the term dates of Committee members. Chair Jinks also shared the Council accepted donations for Vinterfest, Lilleskogen, and the Wojtowicz Skating Park. Although Chair Jinks' report included the Vinterfest discussion, he chose to hold off on the report until the Vinterfest agenda item.

#### *Staff Report*

Negus provided the 2014 closing expenditure report as well as the March 2015 expenditure report. The worker's comp expense was questioned. Handt informed this expense is usually paid early in the year and is usually a one-time expenditure. Handt shared we went over budget last year due to unemployment expenses.

Handt informed the City recently received a second park dedication fee. To date, the City received \$6,000 in park dedication fees this year. There is a total of \$7,000 in park dedication fees, but \$1,000 is earmarked to complete the rain garden at Lilleskogen.

### **OLD BUSINESS**

#### *Vinterfest 2016*

Jinks recommended the Committee consider the donation structure for Vinterfest/Lilleskogen and shared he would like to maintain income flow for the PRC. Jinks suggested nonprofits

would not be required to make a financial donation, and for-profit businesses would give a percentage to the PRC fund. Handt suggested an in-kind donation could be required for nonprofits. Another suggestion was to limit the guidelines to include only local nonprofits would not be required to make financial donations.

The Committee agreed it should establish guidelines for financial and in-kind donations for PRC project sponsorship.

Jinks asked the Committee to agree on promotional guidelines for Vinterfest. Several organizers were promoting Vinterfest differently and not using consistent themes and logos. Jinks suggested the Committee could be responsible for Vinterfest promotions, and members of the community could come forward to volunteer to organize Vinterfest events with Committee approval. Zauner informed Lynne Moratzka at Gammelgarden has already offered to help organize the Quiz Promenade and/or some other event. Zauner plans to talk to the Elim Church Council to pursue their involvement.

There was discussion regarding the weekend Vinterfest would be held next year. There would be conflicts with St. Paul Winter Carnival and Celebration of the Lakes if held on January 29 and 30, but potentially better chance for good ice. Zauner pointed out the banners that promote Vinterfest as the first weekend in February would need to be replaced.

After discussion of the proposed Vinterfest timelines, the Committee agreed on the following:

Preliminary Event Proposals: Submit for PRC review at September 7, 2015 meeting (with documentation to Negus by August 28). **\*\*NOTE: Upon writing these minutes, Negus discovered the September PRC meeting will be on September 14 due to Labor Day.\*\***

Final Event Submission: To November 2, 2015 PRC meeting for approval (with documentation to Negus by October 23).

City Council Approval: November 17, 2015

Vinterfest 2016: January 29 and 30, 2016

Lee questioned how to communicate these deadlines to the community. Handt suggested creating a Facebook page for Vinterfest and giving administrative rights to event organizers. The City could have final approval of posts and authority to remove any posts. Negus agreed to share the approved timelines with previous event organizers.

**Motion by Zauner, seconded by Bildeaux, to approve the agreed upon timelines. The motion carried 4-0.**

## **NEW BUSINESS**

### *Lilleskogen Presentation (Friends of Scandia Parks and Trails)*

Karen Schik addressed the Committee as a representative of the Friends of Scandia Parks and Trails' butterfly committee. Schik attended a PRC meeting last fall to request funding support of \$22,000 for completion of Lilleskogen parking lot. Although the PRC agreed to recommend funding, the issue was never brought to the City Council. Schik was informed it wasn't the right time to ask for funding.

Schik provided Committee members with documentation of the proposed timelines for a five-year plan addressing improvements to Lilleskogen, including the tasks, priorities, funding requests, and recommendations. Schik asked the Committee to consider planning requests for funding not only this year, but subsequent years. The documentation that Schik provided is hoped to be used as a tool to get the conversation started on how to proceed with Lilleskogen restoration. Jinks suggested removing Wind in the Pines from the documentation and focusing on Lilleskogen only.

Janie O'Connor approached the Committee to report on the amount of support there has been for the butterfly garden and Lilleskogen park. O'Connor reviewed the written documentation she provided to Committee members. Since the documentation, O'Connor has received three more volunteers. In addition to the original total of \$3,387 in cash donations, O'Connor reported receiving \$50. O'Connor informed a donation jar is placed out at butterfly garden promotional events. O'Connor informed the EDA plans to donate \$1,000. Handt stated the EDA decided to give an undetermined donation if other funds were found.

The topic of the need to have topsoil was discussed. Kieffer shared there is ditching planned that could bring in approximately 1,500 cubic yards. Schik was concerned about the quality of the soil. Jinks asked how many inches of top soil would be needed. Schik informed 8 inches would be a good start. Jinks recommended postponing the expansion of the butterfly garden until the success of it is determined. O'Connor shared the butterfly garden will take a couple years to become established.

Handt would not support volunteers pulling buckthorn as this is a difficult task that should be done right by professionals. Handt also reminded that there is a potential the Veterans Memorial will be at Lilleskogen and may impact the butterfly gardens. Jinks stated he felt the Veterans Memorial was not a good fit for Lilleskogen. Although, Handt reminded the Committee previously approved to have the Veterans Memorial at Lilleskogen.

To fund Lilleskogen, Handt suggested asking for 50 percent donation and 50 percent approval from the City Council for an inner-fund loan. Handt feels the City Council would not be supportive of the City being totally financially responsible for Lilleskogen improvements. Handt also recommended that funding requests be specific.

O'Connor inquired who should be asking for donations from the Scandia Marine Lions. Handt recommended the Friends of Scandia Parks and Trails make requests that impact the butterfly garden and the Committee make requests for other Lilleskogen improvements, such as the picnic shelter.

Handt stated the plan that Schik presented is a great tool for the Committee to use in going forward with Lilleskogen restoration.

**Motion by Jinks, seconded by Zauner, to work in collaboration with the Friends of Scandia Parks and Trails toward the goal of Lilleskogen restoration. The motion carried 4-0.**

*Ironman Bike Ride*

In past years, flyers were handed out listing Scandia history and museums and businesses and posters were displayed, as well a Power Point presentation was shown. None of these promotions received a lot of attention. Handt suggested there was little or no value in showing the Power Point presentation again this year. Committee members agreed they could volunteer by contacting Scandia Marine Lion Bill Jabbas or come to greet the riders.

**AGENDA FOR NEXT MEETING**

The Committee agreed on the following agenda items for the May 4, 2015 meeting:

1. Vinterfest (donation structure/promotional guidelines/theme and graphics)
2. Capital Improvement Plan (requests finalized)

**ADJOURNMENT**

**Bildeaux, seconded by Borg, moved to adjourn the meeting. The motion carried 4-0.**

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Judi Negus  
*Office Assistant*