

## City of Scandia Park and Recreation Committee

November 5, 2012

**Members Present:** Mike White (Vice-Chair), Pamela Arnold, Dan Lee, Matt Rasmussen, Greg Zauner, Sally Swanson (City Council Representative)

**Members Absent:** Alex Bildeaux, Tom Vogen

**Staff Present:** Kristina Handt (City Administrator), Tim Keiffer (Maintenance Superintendent), Brenda Eklund (Deputy Clerk), Judi Negus (Office Assistant/Recreation Coordinator)

Vice-Chair White called the meeting to order at 7:00 p.m.

### **PUBLIC FORUM**

Judi Negus, Office Assistant, was introduced to the Committee. Negus will assume the Park and Recreation Coordinator duties for the City, due to the resignation of Laurie Monson.

### **APPROVAL OF AGENDA**

White recommended that Agenda Item 6.a) Luke Eklund Eagle Scout Project and Item 5.b)2) Community Market Summary, be moved up in the order of the agenda. **Motion by Lee, seconded by Zauner, to approve the Agenda as amended. The motion carried 6-0.**

### **APPROVAL OF MINUTES**

**Motion by Rasmussen, seconded by Lee, to approve the October 1, 2012 minutes as presented. The motion carried 6-0.**

### **LUKE EKLUND EAGLE SCOUT PROJECT**

Luke Eklund, Scandia Boy Scout Troop 173, presented his plan for improvements to the Swedish Monument site as his Eagle Scout project. Mr. Eklund explained that he has obtained funding from the Scandia-Marine Lions to add low maintenance shrubs and flowers, replace posts on the informational sign, and add two concrete benches which will be donated from Elim Lutheran Church.

Zauner recommended the use of “treat to refusal” posts for the informational sign, which will hold up better over the years. Handt questioned the amount of maintenance the new plantings will require. Eklund stated that the shrubs will need to be trimmed annually, and the perennial daylilies should not require much care. Kieffer recommended that landscape cloth be used in the planting beds for weed control. Lee stated that, as the adjacent property owner to the site, he will provide a source of water for the new plantings. The Committee appointed Lee as the liaison to oversee Eklund’s project.

**Motion by Lee, seconded by Rasmussen, to approve Luke Eklund’s Eagle Scout Project with the noted changes (treat to refusal posts, landscape cloth). The motion carried 6-0.**

Eklund will present his Eagle Scout Project proposal to the City Council at their meeting on November 20<sup>th</sup>.

### **SCANDIA COMMUNITY MARKET – 2012 RECAP AND PLANS FOR 2013**

Arnold presented a summary of the 2012 Community Market. Twenty-two vendors registered for the seasonal event, for total revenue of \$955. Expenses for signs and advertising came to \$950. A committee of vendor representatives recently met to begin planning for the 2013 season. Cathy Mackiewicz participated in presenting the report.

It was recommended to change the name to “Scandia Community Farmers Market” and set the hours as 4:00 p.m. to 7:00 p.m. A dedicated web page for the Market will be established, and efforts to partner with local businesses, improve signage and publicity for the Market will be undertaken. Arnold stated that most vendors plan to return and many positive comments were received. She sees a strong future and continued growth for the Market.

### **COMMITTEE REPORTS**

#### ***Lilleskogen Park Subcommittee***

Lee reported that the Council accepted a bid of \$3,500 from AMC to clear 8-foot trails in Lilleskogen Park. Bildeaux will work with the contractors for this trail project. Lee stressed the importance of having a sequence of events for the development of the Park, such as clearing the canary grass and then completing the parking lot. Handt recommended that future bid management be handled by staff. White indicated it may be likely that the chemicals for treating the invasive plants may be donated. Arnold stated that volunteer hours need to be documented and included in grant applications as in-kind donations.

#### ***Grant Writing Subcommittee***

White reported that he will discuss the Safe Routes to School Grant with the Friends of Scandia Parks and Trails at their November meeting. Arnold offered to research the proposal in greater detail. It was noted that no local match is required for this federal grant.

#### ***Lions/ Friends of Scandia Parks and Trails/ PRC Liaison Report***

Lee reported that the Committee has put together a wish list of projects that would be revenue neutral, to be completed through donations of funds and labor. A trail connection and crosswalk from the Hay Lake site to the obelisk, plantings near the bridge, bike racks at the parking lot, and a bike route sign inside the pavilion are proposed projects at the Hay Lake site. A quote was received from Roger Rydeen to excavate sod and add trap rock along a trail connection to the obelisk. Handt reminded the Committee to review the checklist for accepting donations which was recently recommended for use by the City. Arnold questioned the use of trap rock as an acceptable material for a trail, as it may not meet ADA approval. Lee stated that he will further research the requirement of ADA accessibility for the proposed trail.

### **GENERAL/ NEW BUSINESS**

#### ***Review Scale Slip for Lilleskogen Trees***

Bildeaux provided a scale slip from Woods Run Forest Products for documentation of the amount of trees removed from Lilleskogen Park last April. Handt explained that the company did

not reimburse the city for the logs as it was in exchange for travel costs in loading and removing the trees from the Park. White stated that he was under the impression that Bildeaux would haul the logs out and donate the value of the wood.

**White moved to pass the information on to the City Council for a decision on how to proceed. The motion was dropped for lack of a second.**

Lee stated that the issue should be dropped and reminded Committee members to follow procedures for future donations.

### ***Vinterfest 2013***

The Committee discussed ways to improve community participation in the annual Vinterfest event, scheduled for February 2, 2013. Zauner recommended a survey be sent home with students at Scandia Elementary for ideas on activities to include in the 2013 Vinterfest, although Handt stated that it may be too late in the planning stage to collect survey results. White suggested changing the date to a Saturday in January to avoid warmer weather. Handt stated that it is best to stick with the established date of the first Saturday in February, and weekend dates in January coincide with surrounding community events.

Swanson suggested a sign be made and posted at the corner of Olinda Trail and Highway 97 for advertising the event. Arnold offered to design the sign and Swanson will order it.

**Motion by White, seconded by Zauner, to approve the purchase of a promotional sign for Vinterfest. The motion carried 6-0.**

The Committee agreed that the activities and hours of the event will remain the same. A few changes were suggested for the poster, which Negus will present to the Committee at the December 3<sup>rd</sup> meeting.

### ***Discuss Winter Recreation Programs***

Rasmussen offered to continue to instruct the K-6<sup>th</sup> Pleasure Skating class and suggested the enrollment maximum be increased to 30 students. Open Skating will again be held once a week for students in grades 4-6. A late fee of \$5 will be added to any registrations received after December 28<sup>th</sup>.

**Motion by Zauner, seconded by Rasmussen, to set the cost of the skating classes at \$25, with a \$5 late fee for any registrations received after December 28, 2012. The motion carried 6-0.**

**Motion by Rasmussen, seconded by Zauner, to accept a maximum of 30 students in the K-6<sup>th</sup> Grade Pleasure Skating program and a maximum of 20 students in the 4<sup>th</sup>-6<sup>th</sup> Grade Open Skating Program. The motion carried 6-0.**

**OLD BUSINESS**

***Signage Recommendations – Log House Landing and Wind in the Pines Preserve***

It was recommended to delay discussion on signs at the Log House Landing the Wind in the Pines Preserve due to the absence of Committee member Vogen.

**Motion by Lee, seconded by Rasmussen, to table discussion of signs at the Log House Landing and the Wind in the Pines Preserve until a future meeting. The motion carried 6-0,**

***Signage Recommendations – Other Signs***

Lee stated that Friends of Scandia Parks/Lions subcommittee is investigating the installation of a new sign at the intersection of Olinda Trail and Old Marine Trail at the Hay Lake Park site, to replace the deteriorated Hay Lake School sign. They would like to designate it as the Hay Lake Historic Area and have proposed a brown, Forest Service style sign which would have yellow routed letters.

The Committee discussed whether there should be continuity of signs among the city's park areas. Swanson recommended that the shape of the signs be kept the same. Zauner added that the brick work should also remain.

Arnold recommended that the Committee determine basic sign standards and controls for City parks and offered to create a graphic standards guide.

Lee stated that he would inform the Lions project volunteers that the sign proposal needs to conform to the City's zoning standards for signs.

**AGENDA FOR NEXT MEETING**

The Committee recommended the following items for the December 3, 2012 PRC meeting:

- Vinterfest 2013
- Korey Olson Eagle Scout project
- Graphic standards for park signs
- Safe Routes to School Grant proposal

**ADJOURNMENT**

**Rasmussen, seconded by Zauner, moved to adjourn the meeting. The motion carried 6-0.**

The meeting adjourned at 9:12 p.m.

Respectfully submitted,

Brenda Eklund  
*Deputy Clerk*