

City of Scandia Parks and Recreation Committee

January 4, 2016

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

Staff Present: Neil Soltis (City Administrator) and Judi Negus (Office Assistant)

Guests: Lisa Schlingerman

Chair Jinks called the meeting to order at 7:00 p.m.

PUBLIC FORUM

There were no comments.

APPROVAL OF AGENDA

Motion by Rasmussen, seconded by Zauner, to approve the agenda. The motion carried 5-0.

APPROVAL OF MINUTES

Motion by Borg, seconded by Rasmussen, to approve the December 7, 2015 minutes. The motion carried 5-0.

REPORTS

Chair's Report

Chair Jinks informed there was nothing to report in addition to what would be covered under other agenda items.

Staff Report

Negus shared, since her written report, three additional registrations were accepted for the Learn to Skate program. To date, there are 23 registrations for the beginner program and 6 registrations for the advanced program. There are 19 registrations for the Pleasure Skating program. The programs have been postponed due to weather and ice conditions. The classes will start the second week in January rather than the first week. It is the hope these will be six-week classes.

OLD BUSINESS

Log House Landing Signage

Lisa Schlingerman approached the Committee to address any questions regarding the documentation provided by the National Park Service for proposed signage at Log House Landing. The NPS is proposing to post boating and fishing rules on the sign and is open to the City posting additional information. Chair Jinks asked for Schlingerman to return to a future meeting to provide the exact wording that is being proposed and to define exactly how long the signage would be in place. It was clarified the sign would not be mounted in concrete.

Vinterfest Contingency Plan and Updates

Signage/Promotional Materials--Chair Jinks informed Jeni O'Brien has agreed to create the promotional poster for Vinterfest. Rasmussen shared he would have pricing from a printer this week.

Buttons--Zauner informed the button display boxes have been placed at area businesses. Zauner recommended moving the box placed at the Community Center to Security State Bank.

Media--Borg reported getting started with media and will assist Negus with a press release to go out as soon as possible.

Infrastructure--Bildeaux reported he will have wood available at the Community Center and Big Marine Lake. Jinks stated the need to have four portable toilets made available.

The Committee discussed a contingency plan for Vinterfest due to weather conditions. Committee members were in favor of reducing the events offered rather than cancelling Vinterfest altogether. It was agreed Negus would contact event organizers on January 20 to solicit input whether they were going forward with their events or reduced events. Any cancellations would be determined on January 22 and communicated on the City website and Facebook page.

Motion by Jinks, seconded by Zauner, to approve the Vinterfest contingency plan as noted above. The motion carried 5-0.

Lilleskogen Strategic Action Plan Updates

Jinks shared the plan needs to be updated to include the addition of the Veterans Memorial project. Committee members requested Negus create a draft of the updated plan to include the Veterans Memorial project with action steps based on what was originally presented to the Committee. The plan is also to reflect the parking lot to be paved. Members also requested an additional column in the plan to indicate the status of each action step. Committee members will review the draft presented by Negus at a future meeting.

NEW BUSINESS

2015 Annual Report

Committee members reviewed the 2015 Annual Report as drafted by Negus. It was agreed the picnic shelter under Lilleskogen Park Improvements goals for 2016 be replaced with the Veterans Memorial project. It was also agreed to add the goal of expanding Vinterfest.

Motion by Jinks, seconded by Zauner, to leave the Annual Report as a draft to be updated and reviewed at the February 1, 2016 meeting. The motion carried 5-0.

AGENDA FOR NEXT MEETING

The proposed agenda for the February 1, 2016 meeting:

- 1) Vinterfest Recap
- 2) Lilleskogen Strategic Action Plan review
- 3) Review draft of the Parks Committee annual report

ADJOURNMENT

Motion by Rasmussen, seconded by Zauner, to adjourn the meeting. The motion carried 5-0.

The meeting adjourned at 8 p.m.

Respectfully submitted,

Judi Negus
Office Assistant