

**City of Scandia Parks and Recreation Committee  
Thursday, January 5, 2017**

**Members Present:** Ryan Jinks (Chair), Greg Zauner (Vice Chair), Terry Gorham, and Dustin Hegland

**Members Absent:** Jodi Feldmann

**Staff Present:** Judi Negus (Office Assistant) and Adam Hawkinson (Public Works Director)

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

**PUBLIC FORUM**

There were no comments.

**APPROVAL OF AGENDA**

Jinks requested adding two items to the agenda to include Parks and Recreation Committee appointments to the Comprehensive Plan Steering Committee and the Capital Improvement Plan Committee as well as discussion on hockey rink signage.

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

**APPROVAL OF MINUTES**

**Motion by Zauner, seconded by Hegland, to approve the December 5, 2016 minutes. The motion carried 4-0.**

**REPORTS**

***Chair Report***

- Jinks introduced Adam Hawkinson as the City's new Director of Public Works.
- Jinks reported Feldmann gave birth to a baby boy on December 27 and hopes to join the Committee at the February 6, 2017 meeting.
- Jinks informed Jim Schneider was appointed the new City Council representative for the Parks and Recreation Committee.
- Jinks attended the January 4, 2017 City Council work session where the composition of the Comprehensive Plan Steering Committee and Capital Improvement Plan Committee was determined.
- Jinks shared the City Council approved waiving the \$100 fireworks permit application fee at their December 20, 2016 meeting.
- Committee members agreed on an alternate meeting date to be the first Thursday of the month in the event of a conflict with meeting on the first Monday of each month. Jinks will review the Committee's bylaws to see if they need to be amended.

***Vice Chair Report***

Zauner informed his report on Vinterfest will be addressed under the subsequent agenda item.

***City Administrator Report***

Administrator Soltis provided a written report. Jinks reviewed the report with Committee members. This report was provided with the meeting materials. Jinks informed the Comprehensive Plan Steering Committee will meet three times and will be comprised of one representative from the City Council,

Planning Commission, Economic Development Authority, Parks and Recreation Committee, and four volunteer citizens. Administrator Soltis and a representative from Bolton and Menk will facilitate the discussions.

The Capital Improvement Plan Committee is appointed every two years and will likely meet monthly for a year. The Committee consists of City staff, Commission and Committee members, and volunteer citizens.

***Public Works Director Report***

Hawkinson reviewed a written report he provided to the Committee, which included maintenance at the skating rink as well as the parking lot at Lilleskogen.

***Staff Report***

Negus reported skating programs began this week. There are a total of 24 registrations for the beginner and advanced Learn to Skate programs. There are 9 registrations for the Pleasure Skating program.

**OLD BUSINESS**

***Finalize Vinterfest Plans***

Negus provided a current expenses and donations spreadsheet and shared there would be an additional \$50 expense for two date-specific banners that are being printed by Forest Lake Printing.

Jinks reviewed the inventory of Vinterfest buttons and will follow up with Dan Lee if additional Vinterfest buttons need to be made. Jinks offered to look into creating the website [www.scandiavinterfest.com](http://www.scandiavinterfest.com). It is included on the Vinterfest posters but the website does not work.

Negus informed the Kubb scramble tournament currently has 39 registrations and will cap at 42.

Jinks reviewed the task assignment list provided by Negus with Committee members. Jinks agreed to follow up with Alex Bildeaux regarding the preparation of fire rings and wood for bonfires, as well as providing sticks for marshmallow roasting.

Negus will be placing the order for three portable toilets (one regular and one handicap at the Community Center and one regular at the T-ball field). Negus suggested Lee received a donation for these portable toilets from Air Fresh and will confirm upon ordering.

Hawkinson agreed Public Works will get barricades out of storage and place three of them on 209<sup>th</sup> Street while there is sledding on Elim hill. Jinks will contact Dan Lee to see if he would provide hay bales as he has in past years to place at the base of the hill.

Negus shared City Engineer Ryan Goodman offered to have a colleague dress in a Gnome costume during the snow sculpture contest to draw attention to the event. Committee members agreed this would be welcome.

Negus will be ordering four recycle bins for use at the Community Center and T-ball field.

### ***Summer Recreation Programs***

Jinks suggested recreation programs be considered for seniors. Negus reminded of the need to find volunteers who would be willing to lead these programs since the 2017 budget did not include the expense. Jinks suggested leading a discussion at a Scandia-Marine Lions board meeting.

Negus shared information regarding the student programming at Camp Lakamaga scheduled for summer of 2017 that would include the full-day and half-day camps that have been offered the past several years. Committee members agreed not to offer tennis camps this summer as they have not been successful the past couple years.

**Motion by Jinks, seconded by Hegland, to recommend the summer 2017 camps at Camp Lakamaga as presented. The motion carried 4-0.**

### ***Review PRC Operating Calendar***

Jinks informed the Committee's annual report will be reviewed at the February 6, 2017 meeting. Negus agreed to send Committee members the annual report for 2015 for their review and input for the 2016 annual report. Jinks also encouraged Committee members to obtain feedback during Vinterfest to share at the February meeting.

## **NEW BUSINESS**

### ***MN DNR Outdoor Recreation Grant Program***

Jinks asked Committee members for suggestions for projects that would meet the requirements of the grant program and suggested the barrier might be the matching requirement of 50%. Jinks and Gorham agreed to review eligible projects at Lilleskogen which could include a picnic shelter and expansion of the butterfly garden. The Committee discussed the need for bleacher replacement at the lighted ball field. Hawkinson agreed to follow-up with Administrator Soltis regarding the status of the project and funding. The concession stand was also discussed as a possible project at the lighted ball field.

## **ADDED AGENDA ITEMS**

### ***Committee Appointments***

The Committee discussed the need for representatives on the Comprehensive Plan Steering Committee, which will meet three times, and the Capital Improvement Plan Committee, which would, most likely, meet once a month. Committee members identified their interests.

**Motion by Jinks, seconded by Zauner, to appoint Hegland to the Comprehensive Plan Steering Committee and Gorham to the Capital Improvement Plan Committee. The motion carried 4-0.**

### ***Hockey Rink Signage***

Hegland pointed out the discrepancy of signage at the oval hockey rink. The green sign posted on the rink indicates no hockey until 6 p.m. daily. Negus informed the schedule does vary and is also posted on the doors of the warming house and inside the warming house.

**Motion by Hegland, seconded by Gorham, to recommend removal of the exterior green sign posted on the hockey rink. The motion carried 3-0. Zauner abstained.**

**AGENDA FOR NEXT MEETING**

The proposed agenda for the February 6, 2017 meeting:

1. Vinterfest Recap
2. PRC Annual Report
3. Outdoor Recreation Grant

**ADJOURNMENT**

**Motion by Zauner, seconded by Hegland, to adjourn the meeting. The motion carried 4-0.**

The meeting adjourned at 8:34 p.m.

Respectfully submitted,

Judi Negus  
*Office Assistant*