

City of Scandia Parks and Recreation Committee

November 2, 2015

Members Present: Ryan Jinks (Chair), Brad Borg (Vice Chair), Greg Zauner, Matt Rasmussen and Alex Bildeaux

Members Absent: Dan Lee (City Council Representative)

Staff Present: Kristina Handt (City Administrator), Judi Negus (Office Assistant), and Dave Williams (Director of Public Works)

Guests: Lisa Schlingerman, Jean Vantatenhove, Janie O'Connor, Karen Schik, Linda Marotzke, and Corey Roberts

Chair Jinks called the meeting to order at 7:02 p.m.

PUBLIC FORUM

There were no comments.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

REPORTS

Chair's Report

There was nothing to report.

Staff Report

Negus shared the Scandia Marine Lions have planned a groundbreaking ceremony at Lilleskogen park. The ceremony was reported to take place on Veterans Day, Wednesday, November 11, 2015 at 9:30 a.m.

Negus informed Staff has not received any applications to date for the two Ice Rink Attendant positions we are seeking to fill. Negus reminded the deadline to accept applications is Friday, November 6, 2015 at noon and encouraged Committee members to solicit applicants for the positions. Handt shared the Wojtowicz family offers a yearly scholarship to a high school senior who has worked at the Wojtowicz Skating Park as an Ice Rink Attendant.

NEW BUSINESS

Log House Landing Signage (National Park Service)

Lisa Schlingerman of Quint Avenue identified herself and approached the Committee. Schlingerman informed that although the Committee was approached in the past, plans for signage at Log House Landing was curtailed due to potential road improvements. Schlingerman stated the importance of having a national park in the City of Scandia and the need for visitors to know where they are. Schlingerman proposed removing the old sign and installing a new sign approximately 5 feet to the north of the old sign.

Jean Vantatenhove identified herself as a visual information specialist with the National Park Service. Vantatenhove presented Committee members with a copy of a sign at Hwy 70 Landing. Vantatenhove informed visitors are unaware of river regulations and do not recognize the site as a national park. Due to vandalism concerns, Vantatenhove suggested installing a basic sign that would not include a case or map boxes; just a one-sided bulletin board. If no vandalism is reported over a few years, an improved sign could be installed. Committee members questioned who would maintain the sign and who would pay for the sign. Vantatenhove explained the sign would be donated from another site and Vantatenhove would modify the header and footer with the sign identifying both National Park Service rules and City rules or additional information Committee members would recommend, such as including a Dala horse, "City of Scandia" and "Log House Landing." The information would be printed on adhesive vinyl, placed on aluminum, and would then be laminated to protect it from the elements.

Chair Jinks asked Schlingerman and Vantatenhove to return to a Committee meeting to provide 1) a specific design proposal; 2) a site plan showing the proposed location of the sign; 3) a maintenance plan; and 4) financial obligation. It was agreed this proposal would be placed on the December 7, 2015 meeting agenda.

OLD BUSINESS

Pollinator Planting Project

Janie O'Connor and Karen Schik approached the Committee to review the documentation they provided Committee members in the meeting materials that was requested of them at the October 5, 2015 Parks and Recreation Committee meeting regarding their proposed pollinator planting project. Schik explained the parcel thought to be an easement is an outlot owned by the homeowner's association that includes a pump house. Committee members were provided with a copy of the homeowners supporting the project. Schik informed the planting project would need to be installed in the spring to allow two burnings and then seeding. Jinks questioned whether just a portion of the proposed 1.7 acre site would be initially planted. Schik informed the project would be scaled back if they don't receive additional funding.

Motion by Jinks, seconded by Zauner, to approve the pollinator planting project as presented. The motion carried 5-0.

Vinterfest Final Event Submissions

Linda Marotzke was in attendance at the meeting to address any questions regarding the Special Event Permit Application she provided Committee members for the *Vintage Snowmobile Event*. Jinks suggested sharing the expense of the portable toilets. Marotzke informed the portable toilets would remain at the site after Vinterfest due to a senior citizens fishing contest being held the following weekend. Zauner made a motion to approve the proposed event. Negus interrupted to recommend the Committee approve the event with the condition Staff receive any additional documentation to meet all requirements of the Special event Permit Applications being considered.

Jinks amended Zauner's motion to approve the Special Event Permit Application for the Vintage Snowmobile Event to include Negus's recommendation; seconded by Zauner. The motion carried 5-0.

Negus informed a Special Event Permit Application was not submitted to Staff by the October 23, 2015 deadline for the *Vinterfishing Event*. Negus informed Staff was not contacted with the

intent to withdraw the proposal. Committee members agreed a Special Event Permit Application would need to be submitted to Staff no later than November 9, 2015 to seek approval at the November 15, 2015 City Council meeting and the event would not be publicized as a Vinterfest event if the application was not submitted by the extended deadline.

Motion by Jinks, seconded by Zauner, to approve the Vinterfishing event based on the listed conditions and based on the preliminary proposal. The motion carried 5-0.

Committee members reviewed the Special Event Permit Application for the *Scanley Cup* adult hockey tournament. It was suggested to keep the Community Center open during this event for use of the restrooms. Jinks agreed to lock the Community Center both nights of Vinterfest.

Motion by Bildeaux, seconded by Rasmussen, to approve the Special Event Permit Application for the Scanley Cup, with Negus's recommended conditions. The motion carried 5-0.

Committee members reviewed the Special Event Permit Application for the *Lilletour, Quiz Promenade (and other events)*. Committee members agreed to approve the application if the "To Be Determined" items were clarified prior to November 9, 2015. Jinks made a motion to approve the application based on the conditions. Handt informed if a tent is proposed at Lilleskogen, past practice has been to approve on the condition of approval of the location by the Public Works Director.

Motion by Jinks to amend his motion to include Handt's condition, seconded by Zauner, to approve the Special Event Permit Application for the *Lilletour, Quiz Promenade (and other events)* based on the above conditions. The motion carried 5-0.

Vinterfest Final Planning

Committee members finalized their plans for Vinterfest 2016. Jinks informed he and Rasmussen met with Jeni O'Brien who agreed to volunteer to develop a new Vinterfest logo that would be used annually. Committee members agreed to attend a special meeting to review a variety of logos and decide which one will be used. Jinks will contact O'Brien and advise when the meeting will be scheduled.

1. Signage - Jinks suggested two big banners: one at the ice rink and one at Lilleskogen. Jinks also suggested a brochure listing the schedule of events and maps to be placed at area businesses. Rasmussen agreed to contact a printer to solicit a printing donation. Rasmussen will follow up with the Forest Lake Chamber of Commerce to see if the Committee could use their sandwich boards for advertising.

2. Media Plan - Borg will contact Suzie Lindgren at the Country Messenger to promote Vinterfest. Negus will ensure Vinterfest and its events get promoted on the City's website and Facebook page. Negus will also submit press releases promoting Vinterfest in numerous newspapers, including the Star Tribune, Pioneer Press, Country Messenger, The Lowdown, and Forest Lake Times. Negus will provide LATV with the finalized Vinterfest poster. Negus will ensure a final poster with the schedule of events goes home in the backpack of every Scandia Elementary student upon approval of Principal Julie Greiman. As well, Negus will provide the same poster in the digital backpacks of the entire Forest Lake school district.

3. Buttons - Zauner shared a draft entry form for the button design contest. Zauner suggested the top three entries all receive a button with their artwork. Zauner will be presenting the entry form to sixth graders at Scandia Elementary on November 12, 2015. Negus agreed to print the entry forms. Committee members agreed the first place winner would receive a Wild sweatshirt donated by Rasmussen. Committee members will judge the entries at their December 7, 2015 meeting. Zauner will pick up the entries on November 25. Committee members agreed to make 300 buttons this year. Jinks offered to sell buttons at Scandia Marine Lions meetings and in the community.

4. PRC Sponsored Events - Zauner recommended the snow sculpture contest should run from 1-3 p.m. with registration from 1 p.m. to 1:30 p.m. Bildeaux suggested sledding would run all day and informed Lee agreed to provide the hay bales. Bildeaux will block off 209th Street. Negus shared the Pleasant Valley Cloggers will perform outside (if weather permits) at 3 p.m. and 4 p.m. They will be using portable flooring. Jinks suggested the performances should not be in the parking lot. Bildeaux suggested the performances could be on the pleasure rink.

5. Portable toilets - Jinks recommended 1-2 portable toilets be provided at the Vintage Snowmobile event, 1 portable toilet at Lilleskogen, and 1 portable toilet at the Vinterfishing event. Jinks suggested the Community Center could be left open for use of the restrooms and offered to lock the building both nights of the event. Bildeaux agreed to provide firewood at the Community Center, Gammelgarden, and Lilleskogen.

6. Reindeer Herder - Negus agreed to ask Mayor Simonson if he would take on the role again for Vinterfest 2016.

Motion by Jinks, seconded by Rasmussen, to recommend Vinterfest 2016 as planned. The motion carried 5-0.

AGENDA FOR NEXT MEETING

The Committee agreed on the following agenda items for the December 7, 2015 meeting:

1. Log House Landing Signage (National Park Service)
2. Vinterfest Button Design Contest Judging
3. Lilleskogen Strategic Action Plan Review

ADJOURNMENT

Bildeaux, seconded by Zauner, moved to adjourn the meeting. The motion carried 5-0.

The meeting adjourned at 8:47 p.m.

Respectfully submitted,

Judi Negus
Office Assistant