

**City of Scandia Parks and Recreation Committee  
Monday, November 6, 2017**

**Members Present:** Terry Gorham (Vice Chair), Dustin Hegland, Carol Schwinghammer, Dan Lee, and Cami Van Abel

**Members Absent:** Jim Schneider

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

Vice Chair Gorham called the meeting to order at 7 p.m. There were introductions by Committee members and staff.

**PUBLIC FORUM**

Janie O'Connor informed she was aware of 15 new housing permits issued this year. O'Connor inquired about the amount of park dedication fees. Negus shared this will be addressed in Administrator Soltis' staff report.

**APPROVAL OF AGENDA**

**Motion by Lee, seconded by Hegland, to approve the agenda. The motion carried 5-0.**

**APPROVAL OF MINUTES**

**Motion by Hegland, seconded by Lee, to approve the October 2, 2017 minutes. The motion carried 5-0.**

**REPORTS**

***Vice Chair Report***

Gorham reported he attended the October 17 City Council meeting where the Council approved the after-school winter skating programs and flyer. Negus informed staff has promoted the programs using bulk e-mail, press releases, a news article on the City website (as well as website updates under Parks and Recreation), Facebook posts, posting flyer and placing it in the digital backpack of all students in the Forest Lake School District. Negus shared two registrations have been received to date.

Gorham also shared with the City Council that Vinterfest planning was underway, with return of the button design and snow sculpture contests, and the Pleasant Valley Cloggers' performances.

***City Administrator Report***

Administrator Soltis provided financial reports for Committee members to review, as well as a staff report. Committee members agreed it would be helpful for Administrator Soltis to review the financial reports at a future Committee meeting.

The staff report included the Comprehensive Plan 2040 provides for growth to be concentrated in an expanded village neighborhood district and in a new village neighborhood district on the west side of Big Marine Lake. Administrator Soltis has requested Committee members discuss how best to meet the recreational needs for all age groups living in these areas.

Committee members discussed the need to make bike trails biker-friendly and increase their safety. Administrator Soltis shared a projected cost to include 4 feet of paved shoulders on some of the roads in Scandia. Gorham suggested the 1.4 million projected cost may come in lower in future bids. Lee inquired

if an independent bike path was pursued. Hawkinson shared the cost would likely be three times the cost of adding a shoulder to a road.

Committee members discussed a BMX bike track on 202<sup>nd</sup> Street North, an approximate three-acre site. Schwinghammer offered to research grant opportunities. The Committee agreed to place this topic of discussion on the December 4 agenda. Hawkinson will confirm the location and boundaries of a potential BMX track on 202<sup>nd</sup> Street North.

Soltis' staff report included approval of the installation of an information stand at the Veterans Memorial. Mayor Maefsky encouraged Committee members to review and become familiar with the Veterans Memorial Agreement between the City and the Scandia Marine Lions Foundation.

#### ***Public Works Director Report***

Hawkinson provided a written report to Committee members. Hawkinson informed that due to the completion of the ongoing ice rink board replacement, there should be minimal repairs next year. Hawkinson anticipates the rink will be flooded approximately November 22.

Committee members discussed potential volunteer opportunities. Hawkinson updated the listing last approved by the Parks and Recreation Committee in August 2016. The updated list is more manageable and most appropriate for parks and recreation. Committee members agreed the current list of volunteer opportunities is not ready for recommendation to City Council. The Committee asked for input from the Friends of Scandia Parks and Trails with a deadline to provide to Hawkinson by November 15. Maefsky suggested Hawkinson provide the "working" document at the December 6 City Council Work Session.

#### **OLD BUSINESS**

##### ***Vinterfest Planning***

Gorham confirmed the Scandia-Marine Lions breakfast will be held January 27, 2018 from 8 a.m. to noon. The Lions would no longer need the Community Center hall after 1 p.m. Gorham informed the Gammelgarden is interested in organizing a sale of Swedish treats and a craft opportunity in the hall from 1 to 5 p.m. Committee members agreed to have the snow sculpture contest timelines from 10 a.m. to noon, with registration from 10 to 10:30 a.m. Gorham reported there will not be a Kubb tournament due to a conflict.

Negus reviewed the Vinterfest poster from last year with Committee members. The updates for Saturday, January 27, 2018 will include: removal of any Friday events, removal of the Kubb tournament, changing the Lions' breakfast to 8 a.m. to noon, and changing the Scanley Cup adult hockey tournament to 7 a.m. to midnight. Negus agreed to contact Meister's Bar and Grill to confirm a commitment to host a beer garden.

**Motion by Hegland, seconded by Lee, to recommend approval of the updated Vinterfest poster as described. The motion carried 5-0.**

Committee members reviewed last year's Vinterfest banner and agreed to request changing the background to blue and the lettering to white.

**Motion by Lee, seconded by Schwinghammer, to recommend approval of the Vinterfest banner as described. The motion carried 5-0.**

Gorham suggested a fundraising effort by the Scandia-Marine Lions during Vinterfest with proceeds being shared to support parks and recreation. The suggestion was to sell can cozies at a booth.

Committee members reviewed the task assignments from last year and updated as appropriate. Lee agreed to contact Alex Bildeaux to see if he would commit to providing wood for the bonfire, as well as the burning pan, and marshmallow sticks. Lee also agreed to solicit the donation of two portable toilets.

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

Hegland and Gorham provided a proposal for guidelines. Hawkinson corrected the signs should be 35" by 8'. It was recommended there should be a consistency in the design standards. Committee members suggested a template be used with a border reflective of Scandia. Jeni O'Brien or Mary Jo Milbrandt could be resources to design such a template. This topic of discussion will be on the December 4 meeting agenda.

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

The Committee will be finalizing Vinterfest plans at its December 4 meeting.

### **NEW BUSINESS**

#### ***Election of Chair and Vice Chair***

**Motion by Lee, seconded by Hegland, to nominate Gorham as Chair. The motion carried 5-0.**

**Motion by Lee, seconded by Schwinghammer, to nominate Hegland as Vice Chair. The motion carried 5-0.**

### **AGENDA FOR NEXT MEETING**

The proposed agenda for the Monday, December 4, 2017 meeting:

1. Finalize Vinterfest
2. BMX Bike Track
3. Lilleskogen Plan Update
4. Hockey Signage

### **ADJOURNMENT**

**Motion by Lee, seconded by Schwinghammer, to adjourn the meeting. The motion carried 5-0.**

The meeting adjourned at 9:09 p.m.

Respectfully submitted,

*Judi Negus*  
*Office Assistant*