

**City of Scandia Parks and Recreation Committee  
Monday, December 4, 2017**

**Members Present:** Terry Gorham (Chair), Carol Schwinghammer, Cami Van Abel, and Jim Schneider

**Members Absent:** Dustin Hegland and Dan Lee

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

Chair Gorham called the meeting to order at 7 p.m.

**PUBLIC FORUM**

There were no comments.

**APPROVAL OF AGENDA**

Gorham recommended moving up the agenda for Lilleskogen Strategic Plan Updates.

**Motion by Schwinghammer, seconded by Van Abel, to approve the amended agenda. The motion carried 3-0.**

**APPROVAL OF MINUTES**

**Motion by Schwinghammer, seconded by Van Abel, to approve the November 6, 2017 minutes. The motion carried 3-0.**

**NEW BUSINESS**

***Lilleskogen Strategic Plan Updates***

Gorham informed Mayor Maefsky requested the Committee review the strategic action plan and restoration plan for Lilleskogen. Gorham pointed out there are eleven goals in the strategic action plan; some that have been completed and some that require updating. Gorham provided a written report that identified five key issues that need to be addressed: What is the best use of the space? Who provides input? What funding is available? How do we update the plans? Should a subcommittee be formed?

Committee members agreed a separate subcommittee should be formed to more thoroughly review the plans for Lilleskogen and recommend appropriate updates. It was suggested the Committee's recommendation should be complimentary to the Comprehensive Plan. Gorham recommended receiving input from the community, including representatives from Friends of Scandia Parks and Trails and Scandia Elementary.

**Motion by Gorham, seconded by Schwinghammer, to recommend forming a subcommittee to address updates to Lilleskogen plans based on community needs. The motion carried 3-0.**

A proposed memorandum of understanding by Friends of Scandia Parks and Trails was shared with Committee members. The document between the City of Scandia and Friends of Scandia Parks and Trails addresses ongoing maintenance of the existing butterfly garden at Lilleskogen.

**REPORTS**

***Chair Report***

Gorham attended the November 21, 2017 City Council meeting and provided Vinterfest updates to the Council. Gorham informed the Council approved the appointments of Chair and Vice Chair of the Parks and Recreation Committee.

***City Administrator Report***

Administrator Soltis provided financial reports for Committee members to review. Hawkinson noted the increase in expenditures for wages is due to the need to have full-time staff complete tasks that could be completed by a part-time seasonal worker. Hawkinson suggested soliciting a volunteer to flood the ice rink and perform maintenance.

Negus reported there are currently 9 registrations for the Learn to Skate programs and 1 registration for the Pleasure Skating program.

***Public Works Director Report***

Hawkinson provided a written report to Committee members.

***Volunteer Opportunities***

Hawkinson reviewed the Volunteer Opportunities list and Volunteer Policies and Procedures for the City of Scandia with Committee members. Hawkinson suggested deleting invasive species removal as a volunteer task and noted Sentence to Service participants will be providing buckthorn removal at Lilleskogen the next two Saturdays of this month. Hawkinson shared the Volunteer Opportunities list will be posted on the City website once formally approved by City Council.

Committee members suggested the Volunteer Policies and Procedures be revised to clarify the understanding of "City" versus "City of Scandia" as well as "Council" versus "City Council."

**OLD BUSINESS**

***Final Vinterfest Planning and Judging the Button Design Contest***

Committee members reviewed 26 entries for the button design contest from sixth graders at Scandia Elementary and determined winners. First place was awarded to Maddie Miller; second place to Erica O'Brien; and third place to Ella Tryon. Gorham will provide the outcome to Scandia Elementary staff. Negus informed there are six Vinterfest button boxes that need to be distributed to area businesses. Committee members agreed to visit businesses and request to post a flyer as well as place a Vinterfest button box for community donations. Negus informed last year the Committee suggested a \$2 per button donation and initially placed twenty buttons in each of the six boxes. Committee members agreed to do the same this year.

Negus shared the quotes she received from Rapid Press to print banners and posters. The 2' x 8' generic Vinterfest banner would cost \$58 each; the 12" x 36" date banner would cost \$15 each; the posters would cost 50 cents each. Committee members agreed two new 2' x 8' banners and four 12" x 36" banners should be ordered, using the two 2' x 8' banners from last year. As with last year, the Committee agreed for staff to order 30 posters. Negus is waiting for another quote from Forest Lake Printing.

Negus confirmed Meister's Bar and Grill will have a beer garden during the Scanley Cup. Corey Roberts, organizer of the Scanley Cup, has requested the \$100 fireworks permit application fee be waived as it had been last year due to the non-profit status of the organizer and to show appreciation for his efforts.

Task assignments were reviewed. Gorham agreed to man the sign-up table for the snow sculpture contest. Schwinghammer offered to help if needed.

**Motion by Van Abel, seconded by Gorham, to recommend waiving the fireworks permit application fee. The motion carried 3-0.**

***Hockey Rink Signage***

Jeni O'Brien provided a sample of a business sign for the hockey rink. It was suggested the background be white and the lettering dark. The Committee agreed on a simple color scheme. Van Abel offered to follow-up with O'Brien and share at the January meeting. Hawkinson informed the signs would be placed without spacing to reduce damage.

***Review PRC Operating Calendar***

The Committee will be providing updates to Vinterfest plans at its January 4 meeting.

**NEW BUSINESS**

***BMX Bike Track***

Hawkinson suggested the Committee consider contacting residents in the area of the potential track for input. The track would be on a 3-acre lot off 202<sup>nd</sup> Street. Hawkinson informed the track would be easy to build and maintain. Committee members agreed that with the support of the City Council they would pursue this opportunity. The Committee would consider insurance, obtain community input, and research if there are any restrictions for a track on this parcel of land.

**AGENDA FOR NEXT MEETING**

The proposed agenda for the Thursday, January 4, 2018 meeting:

1. Vinterfest Updates
2. BMX Bike Track
3. Lilleskogen Subcommittee Update
4. Hockey Signage

**ADJOURNMENT**

**Motion by Schwinghammer, seconded by Van Abel, to adjourn the meeting. The motion carried 3-0.**

The meeting adjourned at 8:52 p.m.

Respectfully submitted,

*Judi Negus*  
*Office Assistant*