

City of Scandia Parks and Recreation Committee

April 1, 2013

Members Present: Greg Zauner (Chair), Matt Rasmussen (Vice-Chair), Mike White, Pam Arnold, Alex Bildeaux, Dan Lee (City Council Representative)

Members Absent: None

Staff Present: Kristina Handt (City Administrator), Tim Kieffer (Maintenance Superintendent) and Judi Negus (Office Assistant)

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

PUBLIC FORUM

Rick Smith introduced himself as currently running the men's fast-pitch baseball team at the lighted baseball field. Smith wanted direction on how to access funds set aside for improvements at the ball field. Smith will be sending out a letter soliciting monetary donations and would like to identify in the letter how the funds will be used. White shared there is \$6,700 in the Lions' fund. Bildeaux suggested putting together a priority list of improvements for the ball field. Handt shared the only documented improvements to the ball field are for the infield. White stated Sally Swanson has information regarding the history of the ball field and the funds. Smith agreed to meet with White and Swanson and provide a priority list of improvements to the PRC for approval at an upcoming meeting.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Arnold identified a spelling correction to the March 4, 2013, minutes. Lilleskogen Park Additions for 2013 showed "aliopathic grasses" in Phase 2. The minutes should show "allelopathic grasses." **Motion by White, seconded by Rasmussen, to approve the March 4, 2013, minutes as amended. The motion carried 5-0.**

REPORTS

Chair's Report

Zauner reported the Committee's priorities for Lilleskogen at the March 19, 2013, City Council meeting. The City Council also approved Corey Olson's Eagle Scout project.

OLD BUSINESS

Lilleskogen: Capital Campaign/Fundraising Plan

Arnold shared a recap of a meeting she had with Sarah Milligan-Toffler, who reviewed the Lilleskogen Park Restoration plan and made recommendations for framing a process from which to create a capital campaign strategy. The key attributes of Lilleskogen were identified as:

1. Lilleskogen is a “restoration” project, including tie-ins to future trails and capital projects in Scandia (Scandia Bike Trail Plan and the 2030 Comp Plan).
2. Wet land component. Native species planting and recovery.
3. Role of the park: recreation and interpretive nature preserve.
4. Location: proximity to the City, Scandia Elementary School, other natural features, and visibility from Scandia Trail (Hwy 97). Lilleskogen is a landmark entry point to the City of Scandia.

Recommendations:

1. Tie the vision for Lilleskogen directly to Scandia’s vision for itself and its future.
2. Begin the fundraising drive with grant writing and political appeals to establish an initial public funding component.
3. Public funding as a base for a “matching” campaign supported by local groups. Foundations and large individual donors should be approached first.
4. Structure: Friends of the Parks to serve as fiscal agent and cosponsors of the capital campaign. Local businesses identified as key supporters and promoters. Individuals who are connected to funding opportunities identified and included. City of Scandia stands behind the project for the long-term, investing in its process and final success.
5. Communications: web site, signage (thermometer to show progress), printed materials that illustrate the beauty of the park and shows its importance.
6. Celebrate hitting benchmarks, communicate to all constituents, including funding sources, on an ongoing basis.
7. Identify key audiences and constituents.

Arnold recommended getting another opinion for our capital campaign strategy. Arnold agreed to contact John Herman, who also has experience in grant writing, for a second opinion.

Site Survey

Kieffer reported he received a quote of \$1,450 from Landmark and a quote of \$1,600-\$1,800 from Holt. The quotes do not include staking. A site survey would allow obtaining accurate quotes for Lilleskogen’s planned improvements. **Motion by White, seconded by Rasmussen, to recommend the City Council approve the quote from Landmark. The motion carried 5-0.**

Signage Guidelines

Zauner recommended adding a guideline that would determine the lifespan of signs. For example, the sign should last up to 15 years without maintenance. White suggested the use of native vegetation compatible to the area as an additional guideline. Arnold recommended the Committee specify the size of the logo by defining the percentage of overall area, placement rules, and acceptable fonts. Kieffer stated the most readable font is reported to be "Clearview." The Committee agreed to revise the signage guidelines "Required Components" to include "All park system signs should be constructed with two brick or other stone supports to last 15 years for park entry signs."

Arnold agreed to bring examples of signs showing various sizes of the City logo and font styles to the May 6, 2013, meeting.

PRC at the MN Ironman Bicycle Ride

Handt recommended revising the Scandia History and Museums flyer by replacing the map with the Farmers Market information. The map is also included on another flyer that will be handed out. If spacing allows, Handt suggested including a listing of events on the flyer. Handt shared that the Farmers Market vendors are considering handing out honey sticks. The Committee did not support the expense of handing out honey sticks at the Ironman Bicycle Ride. Zauner, Arnold, and Rasmussen all agreed to represent the Committee during the Ironman event on April 28. Handt reported 12 organizations were invited to set up a table at the event.

NEW BUSINESS

Garbage Collection at Log House Landing

Zauner suggested that if the garbage container was removed, the public would continue to discard garbage. Bildeaux suggested a smaller container would deter the public from discarding large items. **Motion by White, seconded by Bildeaux, to replace the garbage bin at Log House Landing with a smaller container. The motion carried 5-0.**

Teen Dance during Taco Daze

White suggested the Committee sponsor a teen dance during Taco Daze to raise funds. White stated the dance could be held outside at the skating rink weather permitting. White proposed the dance could be held from 8 to 11 p.m. for 13 to 16 year olds and charge \$10 admittance. Handt stated the PRC would have to commit to chaperoning the event, collecting admission, and recruiting volunteers to prepare for the event and clean-up afterwards. Arnold questioned how many students would participate and shared a concern regarding the Committee's time commitment. The Committee agreed to discuss other fundraising ideas for Taco Daze at the May 6, 2013, meeting.

AGENDA FOR NEXT MEETING

The Committee agreed on the following agenda items for the May 6, 2013, PRC meeting:

1. Park vision
2. Fundraising ideas for Taco Daze
3. Signage

4. John Herman recommendations for capital campaign

ADJOURNMENT

White, seconded by Rasmussen, moved to adjourn the meeting. The motion carried 5-0.

The meeting adjourned at 9:42 p.m.

Respectfully submitted,

Judi Negus
Office Assistant