

City of Scandia Parks and Recreation Committee

May 10, 2016

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

Staff Present: Dan Lee (City Council Representative), Neil Soltis (City Administrator), Dave Williams (Public Works Director)

Guests: Dave Wilson, George Galleberg

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

PUBLIC FORUM

There were no comments.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

REPORTS

Chair's Report

Chair Jinks shared the City Council's acceptance of Vinterfest 2016 donations to benefit Lilleskogen Park and Wojtowicz Skate Park. Jinks also mentioned ongoing discussions with the Friends of Scandia Parks and Trails and the Scandia Veterans Memorial Committee to help coordinate efforts at Lilleskogen Park.

Vice Chair's Report

Vice Chair Zauner shared there was nothing to report

PRC Member Report

Gorham shared a report on the Veterans Memorial meeting he attended April 11, 2016 which included a site visit to review the planned location for the memorial.

Staff Reports

Administrator Soltis shared plans for Log House Landing upgrades and recommended the PRC delay installation of DNR signage until this work is complete. Soltis also shared a detailed timeline for updates to the City Comprehensive Plan.

Public Works Director Williams shared options and a recommendation for planned bleacher replacement at the Wayne Erickson Memorial Ball Park.

Motion by Jinks, seconded by Zauner to approve the recommended option. The motion carried 5-0.

Administrator Soltis shared the financial status of Parks and Recreation accounts. The committee discussed the reporting format, and the status and structure of existing accounts.

OLD BUSINESS

Veteran's Memorial Update

Dave Wilson reviewed design and construction plans for the Veteran's Memorial project at Lilleskogen Park. Construction is targeted to begin in late June.

A Motorcycle Ride and Car Show event is scheduled for May 21, 2016 to benefit the Veteran's Memorial project. The event will be based at Meister's in Scandia.

Wilson has a donation offer for fill at the memorial site but additional fill would be at a cost. Council Member Lee informed the Committee that Forest Lake may have free fill from the Highway 61 intersection project available. Public Works Director Williams agreed to contact Forest Lake and investigate if the fill project can be completed 100% from free sources.

Wilson also shared progress on negotiations between the Scandia-Marine Lions Foundation and the City for long term maintenance of the Veteran's Memorial.

Identify Summer Park Volunteer Activities

Jinks noted we need a detailed list of volunteer opportunities that could be published on the City website. Council Member Lee shared he has a list started. Jinks agreed to work with Lee to make this available for the next PRC meeting.

Administrator Soltis suggested an administrative mechanism be designed to speed up projects. Soltis suggested the PRC generate a list of pre-approved projects for this purpose and agreed to work towards an administrative mechanism to support this.

Lilleskogen Strategic Action Plan Updates

Jinks noted for Committee members that all existing plans for Lilleskogen Park were included in the materials for this meeting. Jinks asked the members to review this material in preparation for a formal plan update at the July meeting.

Review Park Capital Improvement Plans

Tabled this item until the June meeting to better align with the City Council schedule.

NEW BUSINESS

PRC Park On-Site Reviews

Jinks shared he would like the PRC members to schedule special meetings for site visits of the major parks in Scandia. Jinks also encouraged members to visit smaller parks independently.

Committee members agreed to a special PRC meeting on May 24, 2016 at 7pm at Lilleskogen Park to review the site. Jinks will notify Negus to make the public notices required.

Review and Approve 2017 Budget; 2016 Budget Amendments

Tabled this item until the July PRC meeting to better align with the City Council schedule.

AGENDA FOR NEXT MEETING

The proposed agenda for the June 6, 2016 meeting:

- 1) Lilleskogen Strategic Action Plan Updates
- 2) Taco Daze preliminary planning
- 3) Guidelines for Parks Small-Projects Administrative Approval
- 4) Identify Summer Park Volunteer Activities
- 5) Review Park Capital Improvement Plans
- 6) Review PRC Operating Calendar

ADJOURNMENT

Motion by Gorham, seconded by Zauner, to adjourn the meeting. The motion carried 5-0.

The meeting adjourned at 8:23 p.m.

Respectfully submitted,

Ryan Jinks
Committee Chair