

## City of Scandia Parks and Recreation Committee

May 4, 2015

**Members Present:** Ryan Jinks (Chair), Brad Borg (Vice Chair), Matt Rasmussen, Greg Zauner, and Dan Lee (City Council Representative)

**Members Absent:** Alex Bildeaux

**Staff Present:** Tim Kieffer (Director of Public Works) and Judi Negus (Office Assistant)

### **PUBLIC FORUM**

Pam Arnold addressed the Committee. Arnold informed the Forest Lake Wildlife Science Center presentation that was to be a prize for the Vinterfest button design contest will not take place. Therefore, the \$350 in the budget will not be spent this year.

Arnold also thanked Kieffer for his contributions and wished him well in his new position.

### **APPROVAL OF AGENDA**

**Motion by Zauner, seconded by Rasmussen, to approve the agenda. The motion carried 4-0.**

### **APPROVAL OF MINUTES**

**Motion by Rasmussen, seconded by Zauner, to approve the April 6, 2015 minutes. The motion carried 4-0.**

### **REPORTS**

#### *Chair's Report*

Chair Jinks reported the recommended dates for Vinterfest 2016 and deadlines were approved at the April 21, 2015 City Council meeting. Negus pointed out that the original preliminary event proposal deadline date of September 7, 2015 was changed to September 14, 2015 due to the Labor Day holiday.

Jinks informed the Committee of concerns with garbage and fires at Log House Landing. Jinks stated it is possible to enforce any violations if reported at the time of the offense. Zauner suggested putting up a "No Fires" sign. Lee stated there has been an increased presence by local law enforcement.

Borg shared he would like more research on the history of the title to the Log House Landing and the intent for the use of the property. Borg shared the family who donated the property specifically asked to donate it as a park. Borg felt the land should be treated with respect due to its historical significance. Arnold addressed the Committee and shared the City was given use of the land and it was not donated, but happened as a course of law. Arnold suggested including the property owners in this discussion. Kieffer informed research has been done on the Log House Landing and, although it was never recorded, the City owns one-half of the landing and the Summersbys own one-half of the landing. Kieffer shared the road has been platted for many years. It was suggested Zauner would work with Lisa Schlingerman regarding signage at the landing. Borg informed the National Park Service offered to do signage free of charge.

*Staff Report*

Negus informed summer recreation program flyers will be going home with all Scandia Elementary students this week. Negus also stated she has been submitting several press releases to various newspapers to promote the programs.

Negus recently sent out letters to the businesses who have advertising signs at the Wayne Erickson Memorial Ball Park. The businesses pay an annual \$150 fee that is reserved for improvements at the lighted ball field.

Negus shared the bids to complete the parking lot at Lilleskogen will be opened on May 13 and awarded at the May 19 City Council meeting.

Kieffer informed the Washington County Conservation District is scheduled to work with college volunteers on May 26 for the planting phase of the bio-retention pond (formerly referred to as rain garden).

**OLD BUSINESS**

*Vinterfest 2016*

Chair Jinks requested the Committee develop guidelines for Vinterfest donations. The Committee agreed on the following:

For-profits: 50% of the proceeds

Scandia non-profits: \$200 donation (to receive 100 Vinterfest buttons at \$2/piece and sell for a profit as an option) or in-kind donation valued at approximately \$200

Other Non-profits: Minimum \$500 donation (with preference given to local non-profits)

PRC: No donation required; consideration of alternative donations on special case proposals

**Motion by Jinks, seconded by Zauner, to recommend the above donation guidelines. The motion carried 4-0.**

Jinks asked for suggestions for the Vinterfest 2016 theme. Jinks also hoped to solicit ideas from the community. Zauner shared several theme ideas including "Moose," "Crayfish," "Alfred Nobel" and "Selma." Jinks offered to assist Negus compose a solicitation for theme ideas to post on the City website and Facebook page. Zauner also suggested the theme could be "Ice" and the events could include an ice bar, ice sculpting, etc. Jinks asked Committee members to send any additional theme ideas to him prior to the June 1 meeting.

Jinks suggested asking Mayor Simonson to continue to be in costume as the Reindeer Herder Elder.

Jinks recommended having a permanent Vinterfest logo based on the existing snowflake design, as well as the need for graphic support. This logo would be included on all promotional materials for all events. Arnold offered to provide graphic support as an in-kind donation. Ryan agreed to work with Arnold to develop a proposal for the June 1 meeting.

**Motion by Jinks, seconded by Rasmussen, that Jinks will work with Arnold to develop a Vinterfest graphic proposal. The motion carried 4-0.**

Jinks informed the City of Scandia Development Code currently allows no more than 3 signs advertising the same event. Any changes to the Development Code would need to go through the Planning Commission. Jinks stated the Economic Development Authority is also proposing changes to the Development Code for signage. Because of the complexity in signage requirements by the City, Arnold suggested the City be responsible for all Vinterfest events signage. Jinks suggested recommending an additional clause to the Development Code that would not limit signage for City events. Zauner also suggested the number of days to display signs be increased to 14 days prior to any event. Kieffer reminded Committee members of the need to obtain property owner approval to display any signs.

Jinks offered to work with the Economic Development Authority to develop a signage proposal for Planning Commission consideration that would include the Committee's recommendations.

**Motion by Jinks, seconded by Zauner, to request an additional clause to the Development Code that addresses City of Scandia event signage with no limitations on the number of signs displayed and the authority to post signs 14 days ahead of City of Scandia events. The motion carried 4-0.**

## **NEW BUSINESS**

### *Park Capital Improvement Plan*

Negus summarized her written Staff Report and asked the Committee to make any recommended changes to the CIP. Negus pointed out there is a total of \$83,000 of expenses for the Lilleskogen Park Improvements project and asked the Committee to recommend where the funding might come from, as well as addressing if any of the tasks identified should be removed or changed.

Borg shared information on the Park Dedication fees collected since 2005. Borg questioned what park expenses were dedicated to the fees collected from 2005 to 2008. Negus shared some expenses included lights at Wayne Erickson Ball Park, an extensive Parks and Open Space Plan, parking lot and bike path at Hay Lake shelter, and improvements to the Wojtowicz Skate Park and warming house. Borg shared concern that the Park Dedication fees may have been inadvertently moved to another fund. Negus suggested the annual audit would identify any discrepancies.

Borg recommended staff research where the Park Dedication fees went prior to 2004 and provide details on the Park Capital Improvement projects and documentation regarding the cost of each project. Kieffer informed it would be a very time-consuming effort.

Jinks advised the Committee's recommendation for the CIP will be reviewed by the Capital Improvement Committee on Monday, May 11. Borg recommended asking the City Council to approve an inner-fund loan of \$30,000 to be paid off over a period of time when additional funds become available with Park Dedication fees. Borg informed the Capital Improvement Committee has three more meetings and will present their recommendation at the August City Council meeting.

Kieffer asked Committee members to review all three projects listed in the CIP to include Zamboni Replacement, Tennis Court Reconstruction, and Lilleskogen Park Improvements. All Committee members were in agreement with the dates and funding sources for the Zamboni

Replacement and Tennis Court Reconstruction. The Committee then reviewed the dates, improvements, and costs for Lilleskogen Park Improvements.

Borg informed the Friends of Scandia Parks and Trails would be providing funding for the butterfly garden estimated to be \$2,000. Jinks stated that once we get the funding to finish the parking lot, other potential funding sources might become available. Arnold recollected that once the parking lot was completed, the Department of Natural Resources and Carnelian-Marine-St. Croix Watershed District may be able to fund wetland improvement. Arnold suggested that other potential funding sources could support our request to fund the completion of the parking lot.

Kieffer informed the City Council will be voting on awarding the bids that come in for Quinnell Avenue and Lilleskogen projects at their May 19, 2015 meeting. Kieffer recommended the Committee ask for the approval of accepting the bid to complete the Lilleskogen parking lot. Since Chair Jinks will be out of town, Borg will represent the PRC at the May 19 City Council meeting.

**Motion by Jinks, seconded by Borg, to request the PRC attend the May 19, 2015 City Council meeting and ask for the parking lot to be funded based on the bid received out of the Capital Improvement Fund. The motion carried 4-0.**

Jinks clarified he is recommending the cost for the parking lot should be a request for funding and the loan of \$30,000 should be requested for 2016. Zauner shared the City Council would be most likely to approve the expense of the parking lot if the PRC asks for a loan. Kieffer recommended the Committee request an inner-fund loan for 2015.

**Motion by Jinks, seconded by Rasmussen, to rescind the previous motion and ask for a \$30,000 inner-fund loan from the Capital Improvement Fund in 2015. The motion carried 4-0.**

Jinks recommended the Committee approach the Capital Improvement Committee for support to request an additional \$29,800 be advanced from the Capital Improvement Fund to the Parks Capital Improvement Fund in 2016. Kieffer recommended the request for funding come out of the General Fund.

Kieffer encouraged the Committee to review the projects listed for each year and make any changes as the projects listed are what the Committee is recommending to City Council to fund. Borg suggested moving the picnic shelter to 2017. Jinks shared confidence that the picnic shelter would be funded by another source.

**Motion by Jinks, seconded by Rasmussen, to ask for \$29,800 for 2016 to come out of the General Fund. The motion carried 4-0.**

*Review 2016 Budget; 2015 Budget Amendments*

Due to the time, Chair Jinks suggested this agenda item be postponed until the June 1, 2015 meeting. Committee members were in agreement.

**AGENDA FOR NEXT MEETING**

The Committee agreed on the following agenda items for the June 1, 2015 meeting:

1. 2016 Budget
2. Vinterfest Theme
3. Taco Daze Dodgeball Planning
4. Log House Landing

**ADJOURNMENT**

**Rasmussen, seconded by Jinks, moved to adjourn the meeting. The motion carried 4-0.**

The meeting adjourned at 9:11 p.m.

Respectfully submitted,

Judi Negus  
*Office Assistant*