

## City of Scandia Parks and Recreation Committee

October 7, 2013

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

**Staff Present:** Kristina Handt (City Administrator), Tim Kieffer (Public Works Director) and Judi Negus (Office Assistant)

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

### **PUBLIC FORUM**

No comments were received.

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES**

**Motion by White, seconded by Rasmussen, to approve the September 9, 2013 minutes. The motion carried 5-0.**

### **REPORTS**

#### *Chair's Report*

Chair Zauner shared the Lions are in the planning stages of a group Veterans Memorial at Hay Lake Park. The Lions invited the Committee to be involved in the process.

#### *Staff Report*

Handt provided the September expense report in the meeting packet. Chair Zauner questioned whether unused dollars in the budget could go towards Lilleskogen. Handt reported, although it is possible, Capital Improvement is for parks.

### **OLD BUSINESS**

#### *Lilleskogen Parking Lot*

Kieffer provided quotes for the installation of driveway aprons for the Lilleskogen parking lot. Kieffer and the City Engineer feel the quotes are too high and recommended we wait until spring to solicit bids in hopes of getting better prices. Bildeaux did not agree. Handt pointed out there is no rush to install the driveway aprons since we do not yet have gravel. Arnold shared a concern about a condition by the County that the access to the parking lot would be limited if future development of CR52 is needed and a median is installed. Kieffer felt it was very unlikely that would happen.

**Motion by White, seconded by Rasmussen, to postpone the installation of driveway aprons for the parking lot until spring. The motion carried 4-1. Bildeaux opposed.**

#### *Vinterfest*

Handt informed Corey Roberts plans to attend the November Committee meeting to share details for the planned hockey tournament. Roberts has a portable AV system if our system does not meet their needs. Handt reported Roberts expects 150-200 people to attend the tournament and there would be no need for bleachers. Piled snow could be used for spectator viewing. Roberts would be providing the cash prize and a Scanley Cup. Handt shared the need for PRC support for the maintenance of the ice rink during the tournament. Rasmussen and White agreed to help maintain

the rink. White expressed a need to start making the ice one week ahead to build up the ice and the need to make ice the night prior to the tournament. Handt asked Rasmussen and White to inform her of their availability during the Friday night and Saturday tournament.

Handt informed Roberts was working on the logo and marketing for the tournament. Arnold agreed to provide a draft press release with timeframes for Vinterfest events to Handt and Negus to review prior to bringing to the November Committee meeting.

Arnold reported a route has been established for the loppet/quiz promenade. The City of Marine is allowing the use of trail making equipment. Arnold shared the use of the trail to Designs of Sweden is a sensitive issue. Even though the City Council is not willing to vacate the land, they do not want the land used as a trail. Lee suggested the Committee bring the use of the trail for the loppet/quiz promenade to the City Council for approval. Chair Zauner agreed to bring to the City Council. Handt shared concern that if the land is used during Vinterfest, the public may use the trail in the future. Arnold stated if the use of the trail is not approved, she will consider another plan.

Registration for the loppet/quiz promenade will take place at the Gammelgarden. The winter survival skill workshop will take place at the Lilleskogen parking lot.

Arnold proposed two levels of sponsorship for businesses that wanted to participate in Vinterfest. The Committee agreed the Lutefisk level of sponsorship should offer a minimum cash contribution of \$100. Arnold offered to prepare several sponsorship poster concepts for review at the November PRC meeting.

Handt prepared an assignment chart for Committee member responsibilities at Vinterfest. In addition to those listed, Negus will be responsible for obtaining supplies for the chili cook-off and Lee agreed to welcome and direct contestants. Bildeaux agreed to provide sticks for the roasting of marshmallows. Ryan Goodman will be judging the snow sculpture contest and Chair Zauner and Negus will be responsible for the supplies. The snow sculpture contest will be moved to near the playground area. Negus will also be responsible for coordinating the Pleasant Valley Cloggers' performances. Handt shared the need for all Committee members to help to clean up the sites after Vinterfest activities.

## **NEW BUSINESS**

### *Winter Recreation Programming*

Negus proposed a new Learn to Skate program be offered for the 2013-2014 winter recreation program season. The program would be taught by Katy Herman, the Skating Director of Cutting Edge Skating Association in Forest Lake. The program would be structured to offer a variety of drills based on skill level and last six weeks at a cost of \$59, with 80% reimbursement of registration fees being paid to Herman.

Rasmussen recommended the Committee continue to offer the Pleasure Skating program we have offered in the past and reconsider whether or not to offer the Open Skating program that was cancelled last year due to low enrollment. Handt recommended the Committee accurately describe program differences when promoting the programs.

**Motion by Chair Zauner, seconded by White, to offer the Pleasure Skating program and the Learn to Skate program. The motion carried 5-0.**

*Eagle Scout Guidelines Update*

Handt suggested changes to the Scout Project Guidelines. The proposed changes included the submission of an Eagle Scout Service Project Proposal and the completion of a donation form prior to Committee presentation. Arnold recommended any Scout requests to appear before the Committee be made at least one month in advance.

Chair Zauner recommended the wording in "Presentation to City Council" be changed to read: "After the Park and Recreation Committee *approval...*" Handt reminded the Committee does not have to approve projects, but makes recommendations. The Committee agreed to change the wording to "After the Park and Recreation Committee *makes a recommendation...*"

White recommended the addition of a final inspection of projects. Handt agreed to include the staff approval of completed projects in "Execute your Project." Handt also reminded the Committee members to answer each of the questions (and document the answers) in the Checklist for Accepting Donations for all future proposed projects.

The Committee agreed to the following additions to the Scout Project Guidelines: reference to signage guidelines, increase requests from 7 days to one month in advance of PRC meeting, staff would be contact person for executing projects, and projects would be presented to the City Council after PRC recommendation.

**Motion by White, seconded by Bildeaux, to accept the Scout Project Guidelines as amended. The motion carried 5-0.**

**AGENDA FOR NEXT MEETING**

The Committee agreed on the following agenda items for the November 4, 2013 PRC meeting:

1. Vinterfest
2. Future Park and Recreation Committee Proposed Projects

**ADJOURNMENT**

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

The meeting adjourned at 8:53 p.m.

Respectfully submitted,

Judi Negus  
*Office Assistant*