

City of Scandia Parks and Recreation Committee

December 1, 2014

Members Present: Alex Bildeaux (Vice-Chair), Brad Borg, and Ryan Jinks

Members Absent: Greg Zauner (Chair), Matt Rasmussen, and Dan Lee (City Council Representative)

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

Guests Present: Janie O'Connor, Pam Arnold

Vice-Chair Bildeaux called the meeting to order at 7 p.m.

PUBLIC FORUM

There were no public comments. Bildeaux recognized Friends of Scandia Parks and Trails' members for their contribution of the installation of the butterfly garden at Lilleskogen park. On behalf of the Parks and Recreation Committee, Vice-Chair Bildeaux presented a Certificate of Appreciation to Janie O'Connor for the Friends of Scandia Parks and Trails' contributions.

APPROVAL OF AGENDA

Motion by Jinks, seconded by Borg, to approve the agenda. The motion carried 3-0.

APPROVAL OF MINUTES

Motion by Borg, seconded by Jinks, to approve the November 3, 2014 minutes. The motion carried 3-0.

REPORTS

Chair's Report

Chair Zauner provided a written report. Negus summarized by informing Chair Zauner attended the November 18, 2014 City Council meeting and shared the fireworks application for Vinterfest was approved provided Fire Chief Hinz and the pyrotech find an acceptable location for the display. The City Council also approved the winter skating programs and the corresponding flyer.

Staff Report

Negus reported staff had nothing to report in addition to the other Staff Reports included with the agenda.

OLD BUSINESS

Vinterfest - Food and/or Beverage Vendor

Negus shared one proposal, from Meister's Bar and Grill, was submitted for selling food and/or beverages during Vinterfest. Negus informed Meister's Bar and Grill is proposing to sell alcohol, beer and, possibly, food on Saturday, February 7, 2015 from 9 a.m. to 1 a.m. on Sunday, February 8, 2015. Staff recommended sales conclude at 10 p.m. Committee members agreed sales should last past 10 p.m.

Taylor is also proposing to donate half of all profits to Lilleskogen park. Bildeaux requested Taylor provide a summary of expenses and sales.

Negus reported the two conditions of the proposal: 1) The City/Parks and Recreation Committee will post signs that prohibit alcohol from being brought or bought on the property except for Meister's Bar and Grill, and 2) The Board will come up with a fair solution to reward loyalty to establishments who

have helped promote Vinterfest. Negus suggested Scot Taylor of Meister's Bar and Grill collaborate with Corey Roberts, organizer of the Scanley Cup adult hockey tournament, for future Vinterfests. Negus informed Roberts could choose whoever he wanted to sell food and/or beverages and include the information in the Special Event Permit Application. Taylor supported Negus's suggestion.

Bildeaux shared he supported the condition of placing signs at numerous locations prohibiting alcohol from being brought in. Negus suggested it may be difficult to enforce. Taylor offered to make the signs. Negus provided Taylor with an Application for Temporary Off-Premise Sales Liquor License.

Motion by Bildeaux, seconded by Jinks, to recommend Meister's Bar and Grill provide food and/or beverages on Saturday, February 7, 2015 between the hours of 9 a.m. until the end of the hockey tournament, or 1 a.m. on Sunday, February 8, 2015, whichever comes first. The motion carried 3-0.

Vinterfest - Pack 173 Ice Fishing Contest

Jim Schneider addressed the Committee and shared he was in attendance to show support of the Pack 173 ice fishing contest being added to the list of events promoted for Vinterfest. Lisa Pothen was in attendance to request the Committee's approval. Pothen stated last year the contest was open to the public and they had approximately 70-80 participants. This year, Pothen is limiting the contest to children under 15 years old. Pothen proposed a registration fee of \$10 per participant with funds going to Pack 173. Bildeaux reminded other events with registration fees help benefit Vinterfest and Lilleskogen park. Pothen stated Pack 173 would be happy to donate a portion of the proceeds. Pothen also shared the Pack 173 would buy Vinterfest buttons. Jinks shared the ice fishing contest would be a great opportunity to offer more events during Vinterfest. Jinks asked for clarification of the contest date. Pothen informed the contest is scheduled for Saturday, February 7, 2015. Pothen stated she would provide insurance listing the City of Scandia as an additional insured. Pothen also stated ice fishing contest participants would be bringing their own food and/or beverages.

Bildeaux suggested the contest run from noon to 3 p.m., with winners announced at the Community Center to bring more people to the other Vinterfest events taking place. Taylor stated he would be willing to donate coupons to participants of the ice fishing contest. Bildeaux agreed to provide wood for Pack 173 for a bonfire.

Motion by Borg, seconded by Jinks, to recommend Pack 173 Ice Fishing contest be included as a promoted Vinterfest 2015 event with some proceeds benefiting Vinterfest and/or Lilleskogen park.

Vinterfest Final Plans

There was a special appearance by Saami Council Chief Randall Simonson. Mayor Simonson appeared before the Committee in his official Saami costume and accessories.

Pam Arnold approached the Committee to share Vinterfest planning updates. Arnold suggested the goal for brand development was to unify all event materials, including the Scanley Cup. Arnold recommended an event chair be appointed next year.

Arnold stated the fundraiser associated with the luminary loppet will no longer take place. Arnold is hoping the luminary loppet will take place and is planning to work with the Friends of Scandia Parks and Trails to organize the event.

Kieffer agreed to prepare the pond at Gammelgarden for the choreographed ice performance on Friday night, February 6, 2015.

Arnold shared she had spent seven hours preparing the Saami display at Scandia Elementary. Arnold, Eleanor Edman and Mayor Simonson are preparing a Saami presentation for the sixth graders at Scandia Elementary on Friday, December 12, 2014. They will share the contest rules at that time. The contest ends December 19. Arnold recommended printing 500 buttons, with 100 buttons donated to Scandia Elementary. Arnold shared the button design contest rules. The Scandia Marine Lions Club agreed to sell the Vinterfest buttons. Borg informed Dan Swanson has already ordered supplies for the buttons.

Borg suggested holding a special meeting for Committee members to judge the button design contest. Borg offered to take minutes if Negus was unable to attend the meeting. The winner is planned to be announced on Tuesday, January 6, 2015.

Motion by Borg, seconded by Jinks, to hold a Parks and Recreation Committee special meeting on Saturday, January 3, 2015 from 10 a.m. to noon. The motion carried 3-0.

Arnold provided a Vinterfest poster for Committee review. Pothen inquired if the ice fishing contest would be included. Arnold noted "youth ice fishing contest" will be added to the final poster. Negus asked the Committee for approval of the design concept with Arnold and staff approval to update the promotional materials as necessary. Jinks shared his frustration that the Committee did not have a final poster to review. Arnold stated that between Committee review and final production some things are likely to change.

Motion by Jinks, seconded by Borg, to approve the Vinterfest design concept and related promotional materials and adding "youth ice fishing contest" to the poster. The motion carried 3-0.

Committee members reviewed the proposed sponsorship brochure. Bildeaux requested to remove the fondue benefit. Negus informed to correct the Loperer level to \$100-\$249. Jinks requested to move the ice fishing contest under Scanley Cup since it is sponsored by Pack 173. Jinks also asked to remove "Free" from the Events title. Borg suggested informing sponsors where the fundraising dollars are going and adding "financial proceeds benefit Lilleskogen Park Improvement Fund."

Motion by Jinks, seconded by Bildeaux, to approve the sponsorship brochure with the recommended changes. The motion carried 3-0.

Negus shared a spreadsheet of individuals and businesses that were solicited last year for fundraising for Lilleskogen park. Arnold shared it is our goal to have at least 12 businesses sponsor the \$250 level of support. Negus suggested Chair Zauner coordinate who Committee members will solicit. Committee members agreed to contact Chair Zauner by December 8, 2014, with the names of which individuals/businesses they will solicit.

Committee members reviewed the list of Vinterfest tasks and responsibilities:

Negus will contact Corey Roberts to see if he has found any volunteer DJs. As well, Negus will contact Rasmussen to see if he has followed up with Dan Swanson.

Pam Arnold will ask Carl Nordgren if he will help with grooming the Lilletour trail. Jinks will follow up with borrowing a snowmobile. Kieffer suggested the City of Hugo may allow the City of Scandia to borrow their equipment. Arnold suggested requesting grooming equipment in a future budget.

Bildeaux will provide wood for bonfires at the Community Center, Gammelgarden, Goose Lake, Lilleskogen, and Rodsjo location.

Bildeaux suggested Taylor may be able to get our Vinterfest banners printed by one of his sponsor's. Arnold recommended it would be ideal to have new banners each year featuring the sponsors. Jinks suggested the Committee consider two large banners like last year; one at the Community Center and one at Gammelgarden. Arnold stated the Quiz Promenade and Lilletour had a smaller banner and recommended the Committee consider having a small banner for events taking place at the Community Center.

AGENDA FOR NEXT MEETING

Borg suggested the Committee have more financial oversight of the park dedication fees; when they are being collected and where they are going. Kieffer shared this information is a line item under the Capital Improvement Plan.

The Committee agreed on the following agenda items:

1. Draft Annual Report

ADJOURNMENT

Bildeaux, seconded by Jinks, moved to adjourn the meeting. The motion carried 3-0.

The meeting adjourned at 9:58 p.m.

Respectfully submitted,

Judi Negus
Office Assistant