

City of Scandia Parks and Recreation Committee

May 5, 2014

Members Present: Greg Zauner (Chair), Alex Bildeaux (Vice-Chair), Matt Rasmussen, Ryan Jinks and Dan Lee (City Council Representative)

Members Absent: Brad Borg

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

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

PUBLIC FORUM

There were no comments.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motion by Bildeaux, seconded by Rasmussen, to approve the April 7, 2014 minutes. The motion carried 4-0.

REPORTS

Chair's Report

Chair Zauner prepared a written report.

Staff Report

Negus reported the draft 2015-2019 Capital Improvement Plan was updated to reflect the \$400,000 cost estimate in the grant application for the "Log House Landing Improvements" project. Also, the full project has been moved to 2015. In addition to the \$200,000 grant recently awarded by the DNR, the project assumes \$100,000 cost share from the watershed district and \$100,000 from the Capital Improvement Fund.

Negus shared the summer recreation programs flyer she provided to Forest Lake Community Education for approval to be distributed at Scandia Elementary. Negus reported to date there are 16 registrations for Outdoor Explorers day camp, 6 registrations for Junior Explorers day camp, 3 pending tennis registrations, and 1 archery registration.

OLD BUSINESS

Lilleskogen Parking Lot Bids

Kieffer informed that due to the high water table and shallow catch basin at Lilleskogen, it would not be feasible to build a rain garden. Kieffer also noted the watershed district is no longer a resource for funding since we no longer plan to build a true rain garden. Kieffer reported erosion concerns filling the rain garden and recommended the installation of concrete curb around the rain garden. Kieffer reported there are currently no designs for vegetation in the rain garden.

Kieffer shared the lowest bid for completing the curb work was from Knife River Concrete at \$7,250. Additional costs include \$600 for each catch basin, plus delivery and tax. Kieffer estimated we are approximately \$1,000 short (in addition to \$1,500 for plants and top soil). Kieffer stated he believes the project may be considered to be funded by an interdepartmental loan. Bildeaux suggested he may be able to solicit a donation for the top soil and questioned how many cubic feet were needed.

Motion by Bildeaux, seconded by Chair Zauner, to recommend to City Council the installation of two driveway aprons, replacement of the existing apron with bold-face, and the installation of curb around the rain garden. The motion carried 4-0.

Motion by Chair Zauner, seconded by Jinks, to recommend to City Council the work be provided by Knife River Concrete and additional funding to come from Parks Capital Improvement Fund and from donations provided for Lilleskogen from Vinterfest 2014.

Lilleskogen Strategic Action Plan Updates

Negus reported she and Kieffer met with several members of the Friends of Scandia Parks and Trails to clarify the role of the Friends as related to Lilleskogen projects and shared minutes with Committee members from that meeting. During that meeting, the Friends proposed updating the Lilleskogen Strategic Action Plan to remove Friends from the action steps under the Completion of Gravel Parking Lot and replace with Volunteers since the Friends would not be directly responsible for completing this task. In addition, the Friends also requested that the action plan to "Obtain and install rain barrels" for the Installation of Butterfly Gardens goal be removed since we no longer plan to use rain barrels as a source of water supply.

Negus shared the Friends wanted clarification from the Committee with regards to the vision for Lilleskogen Park as to whether it would be a "manicured" park or have a "prairie feel." Committee members agreed that the vision has been, and will continue to be, a manicured park. Janie O'Connor was present at the meeting and shared that she felt the plan for Lilleskogen Park was to have an ecological approach as a goal.

Motion by Chair Zauner, seconded by Bildeaux, that Lilleskogen Park would be a manicured park, and the updates to the Lilleskogen Strategic Action Plan as requested by the Friends of Scandia Parks and Trails would be approved and recommended to City Council. The motion carried 4-0.

O'Connor asked if the Friends of Scandia Parks and Trails could prep the site for the butterfly garden in July. Committee members agreed to stay on task with the plans for Lilleskogen and not jump around the action steps. O'Connor shared it would be helpful if the Friends were given 6 to 7 weeks' notice when they might be able to begin work on the butterfly garden. Negus questioned if the additional funding needed for the butterfly garden was received.

Capital Improvement Plan Review of Pending Projects

Committee members reviewed the descriptions for all pending projects in the Capital Improvement Plan as provided by Negus. Lee agreed to follow up with a status update to the scoreboard project as identified in PR-008 Lighted Ball Field Improvements project.

Motion by Bildeaux, seconded by Chair Zauner, to update PR-007 Lighted Ball Field Improvements-Infield project in the 2015-2019 Capital Improvement Plan to reflect "Grade and rebuild infield to correct drainage" has been completed and "grade and plant trees behind west outfield fence" has not been completed. The motion carried 4-0.

NEW BUSINESS

2015 Budget

Chair Zauner shared a cost estimate of the expenses incurred by Pam Arnold for the LilleTour and Quiz Promenade events for 2014 Vinterfest. Total expenses included \$450.10 for print and paper and \$150 for food, in addition to in-kind contributions and donated prizes. Chair Zauner shared the Committee may incur additional expenses if the Committee would choose to hire a celebrity for Vinterfest 2015 as suggested. Chair Zauner informed the Vinterfest sponsorship banner would need to be updated each year as well as the Quiz Promenade questions. Bildeaux reported in the past

we would budget \$600 for Vinterfest. Lee suggested due to the success of Vinterfest 2014, the City Council may consider increasing the budget.

Negus shared there is currently \$500 for "Events" in the proposed 2015 budget. Of that \$500, \$400 has been earmarked for dodge ball tee shirts and \$100 for Vinterfest. The Committee may want to consider using some of the funds earmarked for tee shirts for Vinterfest expenses if we do not have a dodge ball tournament during Taco Daze or if \$400 is not needed for tee shirts. Bildeaux and Rasmussen agreed to coordinate the dodge ball tournament for Taco Daze 2014. Further planning for Taco Daze is scheduled for the Committee's June 2 meeting.

The Committee agreed the need to keep \$400 budgeted for dodge ball expenses and the need to increase the Events budget to \$600 for Vinterfest 2015, with \$400 to cover the advertising and printing expenses and \$200 to cover additional expenses in the hopes of expanding Vinterfest 2015.

Kieffer advised the Committee the proposed addition of a year-round parks maintenance position to work 28 hours per week. This position would offset the seasonal maintenance position and unemployment expenses incurred. Kieffer also advised fuel costs were increased by 3 percent for 2015.

Motion by Chair Zauner, seconded by Bildeaux, to increase the proposed \$500 budget for "Events" to \$1,000 and recommend City Council approval.

AGENDA FOR NEXT MEETING

The Committee agreed on the following agenda items for the June 2, 2014 PRC meeting:

1. Taco Daze Planning
2. St. Croix Fat Cat Triathlon
3. Vinterfest

Jinks offered to invite Ross Brunfelt to attend the June 2 meeting to identify what role the Parks and Recreation Committee might play at the St. Croix Fat Cat Triathlon.

ADJOURNMENT

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

The meeting adjourned at 8:51 p.m.

Respectfully submitted,

Judi Negus
Office Assistant