

## City of Scandia Parks and Recreation Committee

June 3, 2013

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

**Members Absent:** Alex Bildeaux

**Staff Present:** Kristina Handt (City Administrator), Tim Kieffer (Maintenance Superintendent) 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 White, seconded by Rasmussen, to approve the agenda as presented. The motion carried 4-0.**

### **APPROVAL OF MINUTES**

**Motion by White, seconded by Chair Zauner, to approve the May 6, 2013 minutes as presented. The motion carried 4-0.**

### **REPORTS**

#### *Chair's Report*

There were no questions from the Committee regarding Chair Zauner's report.

#### *Staff Report*

Handt reported low enrollment in our summer recreation programs. Negus shared the programs have been promoted through press releases, the City's website, Facebook postings, the City's spring newsletter, and an advertisement in Scandia Connections. Handt encouraged Committee members to promote the programs as well. Arnold suggested the City provide a class at a Farmers Market weekly drawing. Handt informed the City cannot make donations. Arnold suggested Committee members make a class donation on behalf of the City.

### **OLD BUSINESS**

#### *Bike Route Map Signage at Lion's Shelter*

Handt pointed out the proposed map does not include Log House Landing in order to discourage people from using the park. Zauner suggested we may not want to publicize the park to draw more people and incur more expenses. Arnold disagreed and shared she could not defend not including Log House Landing on the map. Arnold stated it is the only public access the City has to a national park.

Handt recommended the Committee consider the checklist for accepting donations. Handt questioned if the City would be responsible for fixing or replacing the sign in the event something happened to it or if the City could dismantle the sign if it no longer served a purpose. Arnold suggested the City should be responsible for maintaining the sign. Chair Zauner recommended the sign should have a polycarbonate coating. **Motion by Zauner, seconded by White, to require the Friends of Scandia Parks and Trails provide a donation sheet for future reference regarding**

**the value of the sign, include Log House Landing on the sign, note the City will maintain the sign and the City has authority to take down or replace the sign. Motion carried 4-0.**

*Lighted Ball Field Agreement and Improvements*

Handt reported she met with Rasmussen, White, Rick Smith and Tom Triplett to discuss a revised agreement. Under the proposed agreement, the Association would continue to raise funds for the ball field and the funds would be placed in a dedicated City account. At least half of the funds collected would be used for capital improvement and the remaining half would be used for field maintenance. Of the half designated for maintenance, \$250 would be reserved for use by the Association on maintenance projects. **Motion by White, seconded by Rasmussen, to recommend the City Council approve the Agreement as proposed. The motion carried 4-0.**

Handt suggested the pavilion be placed in the Capital Improvement Program since the cost is more excessive than originally thought. White suggested the Committee table the discussion.

*Lilleskogen Park – Next Steps*

Handt suggested the Committee assess the community support for Lilleskogen. Chair Zauner stated if we had money to put into Lilleskogen, the public might get excited. Handt stated the Committee doesn't have someone promoting Lilleskogen. Arnold suggested the Committee is not ready to make a decision regarding the next steps for Lilleskogen.

**NEW BUSINESS**

*Tennis Court Resurfacing*

Zauner questioned the history of when the tennis courts were built and noted we should document any improvements to the courts for future reference. Kieffer reported the tennis courts base as substandard and resurfacing would be a short-term solution. Handt questioned the level of service the public expects and reported there is \$9,912 in the 2013 budget to resurface the tennis courts. Arnold suggested the community provide donations to support the project. **Motion by Zauner, seconded by White, to recommend Surface Pro resurface the tennis courts. The motion carried 3-0. Rasmussen opposed.**

*2014 Budget Recommendations*

Handt reported the proposed four hour per week increase in Negus's work schedule to dedicate to PRC activities. Handt also reported the decrease in operating expenses due to the elimination of sales tax paid by cities. Handt recommended an increase in fuel to include the fuel expense incurred in mowing the parks. Handt shared the proposed budget for advertising and questioned whether the Farmers Market vendor fees were to offset advertising expenses. Arnold shared the collected vendor fees were to pay for the Farmers Market expenses. Handt asked the Committee if they would like to continue to support the Farmers Market or suggest it becomes an independent entity. White felt the Farmers Market should be a separate entity. Chair Zauner shared there would be advantages for the Farmers Market to be their own entity. Arnold shared concern regarding the current chain of command for the Farmers Market. **Motion by White, seconded by Rasmussen, to recommend the Farmers Market become a separate entity in 2014 and remove \$1,000 from advertising in the proposed budget. The motion carried 4-0.**

*Capital Improvement Program Projects*

Arnold reported the boards and steps at Wind in the Pines are deteriorating. Handt questioned who is responsible for the routine maintenance. Chair Zauner shared that volunteers have done work in the past.

Handt suggested the Committee complete a site survey at Lilleskogen prior to the July 1 PRC meeting at 6:30 p.m.

Kieffer reported the lighted ball field has not had any standing water concerns.

After discussion, the Committee agreed to:

1. Lighted Ball Field Improvements: Remove grade and rebuild infield to correct drainage.
2. Lilleskogen Park Improvements: Leave as proposed.
3. Sidewalk, 209<sup>th</sup> to South Ball Field: Leave as proposed.
4. Sidewalk, Ball field to Olinda Lane: Move out the sidewalk to the ball fields to a future budget.
5. Wind in the Pines Park: Leave as proposed (to allow for stair repair and maintenance).
6. Propose a 2018 reconstruction of the tennis courts.

**Motion by White, seconded by Rasmussen, to approve the proposed CIP as amended. The motion carried 4-0.**

#### **AGENDA FOR NEXT MEETING**

The Committee agreed on the following agenda items for the July 1, 2013 PRC meeting:

1. Vinterfest and Taco Daze
2. Promotion of Parks and Recreation (How to present ourselves to the public.)
3. Video Promotion
4. Recap of Friends of Scandia Meeting

#### **ADJOURNMENT**

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

The meeting adjourned at 9:17 p.m.

Respectfully submitted,

Judi Negus  
*Office Assistant*