

## City of Scandia Park and Recreation Committee

June 4, 2012

**Members Present:** Mike White (Vice-Chair), Pamela Arnold, Matt Rasmussen, Tom Vogen, Greg Zauner

**Members Absent:** Alex Bildeaux (Chair), Dan Lee, Laurie Monson (Recreation Coordinator)

**Guests Present:** Sally Swanson (City Council Rep), Beryl Halldorson (citizen)

**Staff Present:** Anne Hurlburt (City Administrator), Brenda Eklund (Deputy Clerk)

Vice-Chair White called the meeting to order at 7:00 p.m. Introductions were made to new member Pamela Arnold.

**Approval of Agenda:** White stated that he had announcements to add under the Chair's Report. *Motion by Zauner, seconded by Rasmussen, to approve the Agenda with the addition. The motion carried 5-0.*

**Approval of Minutes:** *Motion by Vogen, seconded by Zauner, to approve the May 7, 2012 minutes as presented. The motion carried 5-0.*

### Reports

#### a) Chair's Report

##### 1) City Council Meeting

Hurlburt reported that the City Council approved the Committee's request to allow staff to prepare agenda packets for mailing and to provide a recording secretary for each meeting.

##### 2) Announcements

White reported that the Washington County Historical Society will be holding their annual Beer Tasting Fundraiser on June 23<sup>rd</sup> at the Hay Lake Museum. New this year is a baseball game between the Scandia-Marine Lions Club and a nationally ranked blind players' baseball team. White also announced that the Big Marine Lake Association will hold a garage sale fundraiser at the Vets Camp on June 7-9.

#### b) Committee Reports

##### 1) Lilleskogen Park Subcommittee

Hurlburt reported that Lee is researching quotes for surveying and grading of the parking lot. He needed CAD files, which SRF recently provided. Zauner obtained one quote for curb and gutter (Curb Masters, Inc.) at a cost of \$5,850.00. The subcommittee will be collecting additional bids.

##### 2) Scandia Community Market

Swanson reported that the Community Market is set to begin on Wednesday, June 13. Swanson passed around an ad that will run in the Country Messenger this week to announce the kick-off event with kids' games sponsored by the Gammelgarden Museum. Smaller ads will run through the season. Recreation Coordinator Laurie Monson will be assembling a directory of vendors. The Committee recommended that a representative to the Market be appointed. Arnold volunteered for this position, as she is also a vendor.

*Motion by White, seconded by Rasmussen, to appoint Pamela Arnold as the Park Committee representative to the Community Market. The motion carried 5-0.*

Swanson began a discussion on applying for grant funds, as the Forest Lake Arts in the Parks receives each year. Arnold volunteered to research the criteria of the MRCA grant.

## **c) Staff Reports**

### **1) Summer Recreation Program**

Hurlburt reported that the recreation program registrations are going well. The Marine Library Association is scheduling a summer reading program with some events scheduled on the Community Center grounds.

## **General Business**

### **a) Yard Waste Composting**

The Council requested that the Park Committee research the issue of opening a public yard waste composting site, following a request from resident Beryl Halldorson. Staff provided background information on zoning requirements, city-owned land, and composting sites in surrounding communities. Hurlburt stated that the city has stringent zoning requirements on yard waste facilities; the city does not own enough land to meet the minimum lot area requirement of 10 acres.

Vogen commented that a public composting facility would be an expensive operation and most property owners have sufficient space on their lots to do their own composting.

The Committee was provided with a County directory of compost sites, most of which were open to only residents of that community. The Committee discussed perhaps negotiating a fee with nearby communities, such as Marine on St. Croix, which would allow Scandia residents use of their facilities. The Committee also discussed creating a "match service" directory through the city's website. The city would collect names from those residents who wish to dispose of their leaves and grass clippings and also list those residents looking for yard waste material for their composting needs. The Committee thought this to be an efficient and low-tech solution. It was also recommended that the city website add a link to the County's composting site disposal guide.

*Motion by Zauner, seconded by Rasmussen, to recommend to the City Council that the City create a directory of residents who wish to dispose of yard waste to match them with those in need of yard waste material for composting; and to add a link on the City's website to the County's compost site directory. The motion carried 5-0.*

### **b) Amendments to Park and Recreation Committee Bylaws**

Hurlburt provided a draft of the Committee's bylaws as revised by the elimination of a Recording Secretary – the Council agreed that staff support be provided to prepare meeting agenda packets and minutes. The Committee was in consensus that the document be approved, with an update to the Special Events listing. The Community Market, in collaboration with Gammelgarden, will be added as an event; and the winter festival will be listed as "Vinterfest".

*Motion by Zauner, seconded by Vogen, to approve the amendments to the Park and Recreation Committee Bylaws as recommended. The motion carried 5-0.*

### **c) 2013 Budget and 2013-2017 CIP Update**

Hurlburt provided an overview of the budget and capital improvement program.

White suggested that the replacement of the Zamboni, scheduled for 2015, could be lowered to a cost of \$10,000. Further discussion led to consensus to leave the replacement cost at \$40,000, as it is questionable as to what type of machine could be obtained at the lowered cost. It was agreed to move the replacement out to 2016, and continue to list the funding source as grants and donations.

The Committee agreed that the Lilleskogen Park Improvements project needs to move forward with completion of the parking lot in order to spur the ability to receive grant funds for the remaining work. The benefits of paved versus gravel surface were discussed, and it was concluded that a paved surface is less costly in the long run. Hurlburt recommended that the discussion on Lilleskogen Park Improvements for the CIP be deferred one month until firm cost estimates are available for the surveying, grading, and construction of the parking lot. It is anticipated that donations and cost sharing will bring the final cost down.

The Wind in the Pines Park Improvement CIP includes the completion of a Natural Resources Management Plan at a cost of \$10,000, designated for 2013. Vogen stated that the park is in good shape and that this project could be pushed out and that the funds would be better put towards the sidewalk projects. It was agreed to move the NRM Plan out to 2014.

Two sidewalk construction CIP projects have been identified for 2013 and 2015 -- from 209<sup>th</sup> Street to the South Ball Field and from the Lighted Ball Field to Olinda Lane. The Committee agreed that both projects should be designated for 2013, as the need for the sidewalks were identified in last year's Trails Plan.

Obtaining grant funds will be a higher priority in order to proceed with these projects. The Committee would like to set a special meeting with the Friends of Scandia Parks to further discuss sources and opportunities, and to work together with a grant writer. Swanson and White will attend the June 11 Friends of Scandia Parks meeting to inquire about a joint meeting on researching grant opportunities.

Hurlburt recommended that the funding sources for the Lilleskogen and sidewalk projects be changed to a 50/50 split of city funds and grants/donations. Hurlburt will prepare the CIP draft for review at the July Parks Committee meeting.

The Committee then moved into a discussion of the 2013 budget. The City has received a request from a resident that the tennis courts be resurfaced. The Committee was given photos which showed that the courts are badly cracked and in need of resurfacing. It was recommended that this expenditure be added to the 2013 budget. Staff will obtain cost estimates.

#### **d) Proposed Procedure for Park Volunteers (Zauner)**

Zauner submitted a written procedure to be adopted and posted on the website for any group work event being done by volunteers outside of the Park and Recreation Committee. This will allow for permission and continuity for park volunteers to provide park maintenance.

The Committee reviewed the procedures. Hurlburt recommended that the wording in #4 be changed from "approval by the City Council" to "approval by the City Administrator or designee". A link will be added to the list of invasive plants on the DNR website in #6.

The Committee approved the written procedures, and they will be posted on the website once Zauner makes the recommended changes.

### **Old Business**

#### **a) Volunteer Work Dates**

Since Vogen will not be available for the June 23 work day, it will be rescheduled to Saturday, July 14. General clean-up at Wind in the Pines is planned for that day.

**b) Warming House Repairs**

The interior of the Warming House is scheduled for painting on Wednesday, June 13, beginning at 6:00 p.m. Swanson reported that all is set for the work event. The stucco refinish and repairs to the exterior is in progress.

**c) Signage at Log House Landing**

Vogen provided a photo as an example of a sign, sent to him by Lisa Schlingerman.

**d) Ball Park Improvements**

Swanson reported that the dedication for the "Wayne Erickson Memorial Ball Field" sign is scheduled for June 8, beginning at 7:30 p.m. The Mayor will speak along with commentary from the family. Zach Boesel plans to complete the landscaping around the sign this Wednesday, June 6, as part of his Eagle Scout project. Boesel will also be selling concessions for the ball game on Friday evening as part of his fundraising efforts for the electronic scoreboard.

Volunteers completed the installation of the three grills at the ball field last month.

**Agenda for Next Meeting (July 2, 2012)**

The Committee will continue to discuss the 2013 budget and CIP. Swanson will provide a draft of written procedures for future Boy Scout projects. Arnold would like to discuss the use of chemicals on park grounds.

**Adjournment**

*Motion by Rasmussen, second by Vogen, to adjourn the meeting. The motion carried 5-0.*

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Brenda Eklund  
Deputy Clerk