

## City of Scandia Parks and Recreation Committee

February 4, 2013

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

**Members Absent:** None

**Staff Present:** Kristina Handt (City Administrator), Tim Kieffer (Maintenance Superintendent) and Judi Negus (Office Assistant/Recreation Coordinator)

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

### **PUBLIC FORUM**

No public comments were made.

### **APPROVAL OF AGENDA**

**Motion by White, seconded by Zauner, to approve the Agenda. The motion carried 5-0.**

### **APPROVAL OF MINUTES**

**Motion by White, seconded by Zauner, to approve the January 7, 2013 minutes. The motion carried 5-0.**

### **REPORTS**

#### *Chair's Report*

Bildeaux stated there was nothing to report.

#### *Staff Report*

Handt reported the City Council voted to appoint Lee as liaison for the Parks and Recreation Committee and shared an updated listing of Committee members. Handt also reported the Scandia Community Market will meet on February 21, 2013.

Handt reminded Committee members of the City's purchasing policy. City Council needs to approve purchases over \$5,000. Handt, Kieffer, and the Fire Chief are authorized to approve all other purchases. White suggested a monthly report from the Treasurer would be helpful to keep purchases within the budget.

Handt reported the results from Vinterfest contests would be posted on the City's website as well as the City's Facebook page. Arnold suggested the Committee recap and evaluate Vinterfest 2013. The Committee agreed to add a Vinterfest recap to the March 4, 2013 meeting agenda.

### **OLD BUSINESS**

***Scandia Parks and Trails Sign Program***

Bildeaux stated the Committee needs to determine guidelines versus requirements for signage while considering the versatility in our parks. Arnold shared the importance of ensuring our standards meet future needs for continuity and suggested the need for coherent signage.

The Committee agreed each sign should require the City logo, "City of Scandia," "All City Ordinances Apply", two supports, emphasize the type of location, and multiple signs would be acceptable.

The Committee agreed a map, rosemailing, and hours of operation would be optional.

Arnold stated the parks signs should subscribe to the same standards as other City signs. Arnold suggested the size, color, form, and space between letters could be defined in the guidelines. Arnold agreed to provide recommendations for signs at a future meeting.

### ***Scandia Parks and Trails Native Plant Program***

Handt shared a copy of Screening and Landscaping Section from Chapter 2 of the Development Code and asked if the Committee wanted more restrictive guidelines requesting or requiring native plants in City parks and recreational areas. Arnold stated that native plants contribute to soil health, are low maintenance, and prevent erosion. Arnold agreed to develop a directory with the help of Karen Schik. The directory would serve as a visual guide as well as list our preferred natural and native plants. **Motion by White, seconded by Zauner, to approve Arnold preparing a list of preferred native natural plants to present at a future meeting.**

### **NEW BUSINESS**

#### *Selection of Chair and Vice-Chair for 2013*

**Motion by White, seconded by Arnold, to appoint Zauner as Chair. The motion carried 5-0.**

**Motion by Arnold, seconded by Zauner, to appoint Rasmussen as Vice-Chair. The motion carried 5-0.**

#### *Discuss Process to Create 2013 Strategic Action Plan*

Handt questioned if the Committee should develop and recommend a strategic action plan to establish priorities for the future. Committee members agreed once the Committee identifies the priorities the Committee would invite community partners to a future meeting to discuss the priorities and welcome feedback.

### **AGENDA FOR NEXT MEETING**

The Committee recommended the following items for the March 4, 2013 PRC meeting:

- Set priorities for Strategic Action Plan
- Ironman Bike Ride
- Vinterfest Recap

Bildeaux wanted to publicly thank Vogen for his contributions to the Committee.

**ADJOURNMENT**

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

The meeting adjourned at 9:43 p.m.

Respectfully submitted,

Judi Negus  
*Office Assistant/Parks & Rec Coordinator*