

**Meeting Minutes
New Prague Park Board
Tuesday, August 14, 2007
6:30 PM**

1. Call to Order

The meeting was called to order at 6:30 PM by Vice Chair Amy Jirik. Members present were Kay Wilcox, Amy Jirik, Teri Hodapp, Ryan Hauser, and J.C. Ingebrand. Absent were Kristin Guerrette and Dominic McConnell. Staff present was Ken Ondich – City Planner, Calliguri – Parks Maintenance Supervisor. Also present was Mayor Bink Bender.

2. Approve Previous Meeting Minutes

A motion was made by Hodapp, seconded by Hauser to approve the July 10, 2007 meeting minutes, which passed unanimously (5-0, Guerrette and McConnell absent).

3. Review Financial Reports

Planner Ondich presented the financial reports to the Park Board, noting that \$9,017.33 was added to the Park Equipment Fund from residential and commercial permits during the month of July. He also summarized the bills paid in July as well as the still outstanding purchases for the 2007 Budget and the Park Equipment Fund.

A motion was made by Wilcox, seconded by Ingebrand to accept the financial reports as presented, which passed unanimously (5-0).

4. Sun Shelters Discussion –

Planner Ondich stated that at the July Park Board meeting discussion took place about picnic shelters, specifically for Heritage Park and Settlers Park. He stated that Heritage Park has plenty of space for a 20' x 20' shelter. He added that Settlers Park has very little room for any sort of shelter but that staff would double check possible locations again. He stated that the Park Board asked staff to look into smaller shelters or sun shade ideas for Settlers Park. He stated that staff has found two options which are similar. He stated that one product is the Sunshelter from Poligon which is sold by Flanagan Sales, Inc. which he included pictures of in the packet. He noted that it is basically two posts and a small roof, which can hold a 6' picnic table underneath for shade. He stated that the other product is the Mini Steel Frame Shelter from Iron Mountain Forge which is also sold by Flanagan Sales, Inc. He stated that it is basically the same design as the other shelter and that he also included a copy of the brochure in the packet. He noted that the Sunshelter was \$4,202.50 including tax and delivery only and that the Mini Steel Frame Shelter was \$2,102 including tax and delivery only and that for \$2,816 a picnic table could be integrated into the shelter. He noted that with this shelter city staff would have

to purchase and install the asphalt shingles. He noted that the two quotes were just for discussion purposes about the idea of the sun shelters and that staff could certainly build something similar for much less money.

Ryan Hauser stated that he felt both quotes to purchase the sun shelters were too much money for what the City would get. He stated that they could be built locally for much less money.

Kay Wilcox asked if the design could be lengthened to accommodate more tables.

J.C. Ingebrand stated that he would like any city staff design to accommodate for some extra room to move the table around or even to provide shade for two tables. He stated that the quoted sun shelters for one table are too small.

Amy Jirik stated that in the pictures provided the roof is never actually providing shade for the table underneath.

J.C. Ingebrand asked if staff could fancy up the design of the sun shelter by possibly adding a gable end. He stated that he would at least like them on a cement pad and would like the design to hold two tables in some fashion.

The Park Board directed Jim Calliguri to come up with ideas for sun shelters to be square or rectangle and to hold one or two tables underneath.

Ryan Hauser stated that he would be willing to work for free to help build the sun shelters to keep the cost down.

Planner Ondich stated that he would check on the possibility of volunteer labor building the sun shelters and if there was any liability in doing so.

Amy Jirik asked for discussion on the picnic shelter idea for Heritage Park.

Planner Ondich stated that in speaking with the City Administrator and Police Chief they wanted the park board to consider the on street parking issue that would be created on Lexington Ave. N. which is a minor collector street on the city's transportation plan. He also noted potential concerns with the new homes and residents in the area likely not expecting cars to be parking in front of or near their homes. He stated that consideration should be made for the future of the park and its development.

Amy Jirik asked staff if trees would be planted in Heritage Park.

Planner Ondich stated that there is budget money available for trees in Heritage Park if they would be desired.

Kay Wilcox asked staff to bring some suggestions to the Park Board for tree planting at Heritage Park.

J.C. Ingebrand asked if an eight sided roof would be possible on a sun shelter.

5. Archery Range Rules Discussion -

Planner Ondich stated that with work beginning shortly on the archery range that staff has been working on other items for the park, including rules which need to be posted on a sign at the site for insurance purposes. He stated that he has been consulting with John Love and Dennis Tietz, the two local archers that suggested the idea of an archery range earlier in the year. He stated that the set of rules located in the packet have been suggested for approval. He stated that the rules sign would be the same layout and design as the Skate Park Rule sign so that the entire park has uniform signage for rules.

J.C. Ingebrand asked what the rules were at the new Shakopee Archery Range.

Planner Ondich stated that he had not been there yet to know if they had rules posted. He added that the rules that were drafted were reviewed by many archers to include rules that work best for ranges they have been to.

A motion was made by Hauser, seconded by Ingebrand to approve the archery range rules as presented, which passed unanimously (5-0).

6. Heritage Park Playground Platforms -

Planner Ondich stated that following the installation of the playground equipment at Heritage Park staff noticed that the monkey bars were very high and hard to reach for kids. He stated that staff thought about lowering the height of the bars but instead would like to suggest purchasing a platform to be installed on each end that would allow kids to better reach the monkey bars. He stated that without landings the monkey bars are basically unusable by the kids. He stated that Flanagan Sales, Inc. has offered to pay for one of the two landings and the cost to the City would be \$295.54 including tax and shipping and that staff recommends approval and that they be purchased from the Park Equipment Fund.

A motion was made by Ingebrand, seconded by Hodapp to purchase the two landings for the Heritage Park monkey bars in the amount of \$295.54 from the Park Equipment Fund, which passed unanimously (5-0).

7. Sliding Hill Skate Park Final Items -

Planner Ondich stated that the DNR has reviewed the Sliding Hill Skate Park and has noted that two items must be taken care of before they can pay the final \$8,500 they owe in grant funds. He stated that one of the items is that 50% of the benches must be made accessible by adding an arm rest. He stated that the cost of one retrofit arm rest for two benches is \$120.35 including tax and shipping. He stated that the second item to be addressed is to ensure that the lip to the ADA bathroom be no more than ½". He stated

that staff will be fixing this issue with the installation of the bathroom surround this fall. He stated that the City will receive the final payment check when the two items are addressed.

The Park Board asked what arm rests did to provide for accessibility.

Planner Ondich stated that the DNR has accessibility rules that encompass those with physical impairment as well as for the elderly. He stated that the idea with the arm rests is to help people get onto and off of the park bench. He added that only one arm rest is needed for 50% of the benches, which in this case is 2 benches out of the three at the park.

Amy Jirik asked if the arm rests would make the benches more attractive to the skaters.

Planner Ondich stated that he thought the arm rests might deter skating on the benches.

J.C. Ingebrand stated that he would like to see arm rests on all three benches to be uniform.

The Park Board recommended purchasing 3 arm rests which can be placed in the middle of each bench.

A motion was made by Hauser, seconded by Wilcox to purchase three arm rests to match the Sliding Hill Skate Park benches in the amount of \$175 from the 2007 Park Board Budget and to install the arm rests in the middle of each bench, which passed unanimously (5-0).

8. Required Accessible Amenities – Past DNR Grants (Foundry Hill Park and Greenway Park) -

Planner Ondich stated that during the same site inspection as the Sliding Hill Skate Park, DNR staff reviewed past grant funded park areas to ensure that they are still in compliance with the grant programs. He stated that those parks are Foundry Hill Park, funded in 1987 and Greenway Park, funded in 1991. He stated that one review is done every five years and that some issues were found at each park. He stated that Greenway Park was lacking a funding acknowledgement sign which would cost \$14.00 from the DNR Sign Shop and also that one of the picnic tables must be made accessible by adding a minimum 19" overhang on one end for wheelchair access. He stated that there would not need to be anything ordered by the Park Board for making the table accessible. He stated that Foundry Hill Park had an issue with having more than 1/2" drop from the sidewalk surround to the wood fiber surface which will be addressed by adding a concrete ramp into the chips. He also stated that it was noted that an accessible picnic table was needed for the site, but staff believes one is already available there once part of the bench is removed and that the lip to the picnic shelter must be no more than 1/2" which will be fixed by staff. He stated that the final issues involved the bathrooms and that the lavatory faucets must be replaced with accessible ones using self-closing valves or

motion sensor valves. He stated that loop type handles must also be added to the inside of the stall doors. He stated that once the items are fixed the parks will be in compliance with the grant program requirements.

Jim Calliguri explained the issues at Foundry Hill Park and stated that the concrete ramp down into the woodchips had been poured earlier in the day, that the accessible picnic table will be modified by removing a portion of a bench to comply with the 19" overhang requirement, that crushed rock would be added around the perimeter of the picnic shelter and that the faucets in the bathroom would be looked at to see if they can be adjusted to stay open for 10 seconds to be accessible.

A motion was made by Wilcox, seconded by Ingebrand to authorize the purchase of the funding acknowledgement sign in the amount of \$14.00 from the DNR Sign Shop from the 2007 Park Board Budget for Greenway Park and to also authorize the purchase of concrete for the ramp at Foundry Hill Park and the crushed rock at Foundry Hill Park for the picnic shelter, which passed unanimously (5-0).

9. Miscellaneous

A. Philipps Park Landscaping Project Update – Planner Ondich stated that the cleaning of the creek and culvert area in Philipps Park took place during the week of August 6th through the 10th. He stated that in early September staff would be planting spirea at the corner of the park by TH 21 and TH 19 in front of the culvert and also planting Bur Oak, Skyline Honey Locust and Techny Arborvitae in various locations around the creek and in the highway right of way. He stated that the project was made possible by a \$4,500 grant from MnDOT's Community Landscaping Partnership Program.

Kay Wilcox asked what happened with the native grasses in the park and the trail.

Planner Ondich stated that the native grasses was associated with the plaza and sitting wall project money which isn't happening now. He added that the woodchip trail was planned through the native grasses and is not needed now. He stated that he has spoken to the DNR about getting a grant from the native roadside project which would provide expertise and money for planting native grasses in the park.

B. Input from Comment Cards from August 8, 2007 Sliding Hill Skate Park Grand Opening – Planner Ondich stated that at the Sliding Hill Skate Park Grand Opening he had put out two poster boards with future expansion ideas on them for the skate park and had put out comment cards to get feedback. He stated that idea one simply showed the addition of a mini-pipe or half-pipe on it. He stated that idea two showed a "street course" layout with various components somewhat similar to what was already located on the pad area. He stated that 20 comment cards were received and that 18 votes were cast requesting idea one for the mini-half pipe and only two were cast for the street course idea.

Kay Wilcox stated that it might be possible to order the half pipe in the spring with the current Park Equipment Funds.

Planner Ondich stated that ordering more equipment in the spring is possible but stated that Kristin Guerrette has been an advocate of having the kids form a group to help fund raise for the equipment. He asked the Park Board for their thoughts on that idea.

Ryan Hauser stated that he didn't think the kids using the park would be real likely to form a group and follow through on fundraising.

Amy Jirik said that she thought a local club would be a good idea for the park.

- C. Community Education: Archery and Skate Park** – Kay Wilcox asked staff to contact Community Education to see if they could set up programs to utilize the skate park and the archery range.

Planner Ondich stated that he has spoken to the Community Education Office about the skate park and archery range being available next year for programs. He noted that the City of Elko New Market had a skate camp this summer at their park with the 3rd Lair Skate Park providing the instructors.

Kay Wilcox also asked staff to tell Community Education about the Disc Golf Course as well.

- D. Inline Skating Area Request** – Kay Wilcox stated that at the Skate Park Grand Opening last week a resident requested an area where she could inline skate on a flat circular area and not on paths, sidewalks or parking lots.

- E. 2008 Budget Request** – Kay Wilcox stated that she would like the Park Board to discuss the idea of asking the City Council to include a bituminous trail from the Foundry Hill Park parking lot out to the west water tower in the 2008 CIP Street Project. She stated that such a project would be a very small amount of money compared to the overall cost of the project.

A motion was made by Ingebrand, seconded by Hauser, to request to the City Council that in the 2008 CIP Street Reconstruction Project an 8' bituminous trail in Foundry Hill Park from the parking lot west out to the west water tower be added (about 2,200 feet), which passed unanimously (5-0).

- F. Livingstone the Tour** – J.C. Ingebrand asked if the Livingstone the Tour Concert had taken place yet in Memorial Park.

Planner Ondich stated that it would not take place until this coming weekend on Saturday August 18th.

Mayor Bink Bender stated that the Polka Fest 2007 was taking place at the Park Ballroom this weekend and that they were expecting to park RV's and campers in the park.

Planner Ondich stated that he would look into the possible conflict further and added that Livingstone the Tour received permission from the City in January to hold the concert and had not been asked for permission from the Polka Fest group to use the park that weekend.

G. Mayor Bink Bender Comments – Mayor Bink Bender was in attendance at the Park Board meeting. He stated that he had a few comments for the Park Board. He stated that he first wanted to congratulate the Park Board for the Grand Opening Celebration that took place last week. He stated that he noted that the Park Board submitted a 2007 Goals list to the City Council back in January. He stated that he would like to see some costs associated to the goals. He also stated that in the City's CIP Plan it states that Memorial Park is scheduled for some reconstruction with the addition of a band shell in 2011. He stated that he would like to see this date moved up if possible.

Kay Wilcox stated that the plan for the park was to be funded by a referendum which was voted down previously and was attached to the athletic complex project.

10. Adjournment

A motion was made by Ingebrand, seconded by Hauser, to adjourn the meeting at 8:02 P.M., which passed unanimously (5-0).

Respectfully Submitted,



Ken Ondich
City Planner