

Meeting Minutes
New Prague Park Board
Tuesday, April 13, 2010
6:30 PM

1. Call to Order

The meeting was called to order at 6:30 PM by Chair Allen Mahowald. Members present were Kay Wilcox, Sharon Brown, Allen Mahowald, Matthew Lasch, Mike Slavik and J.C. Ingebrand (arrived during 4th agenda item). Youth Representative present was Darren Brown. Absent was Amy Jirik. Staff present was Ken Ondich – Planning Director and Jim Calliguri – Parks Maintenance Supervisor.

2. Approve Previous Meeting Minutes

A motion was made by Wilcox, seconded by Lasch to approve the March 9, 2010 meeting minutes. Motion carried (5-0).

3. Review Financial Reports

Planning Director Ondich presented the financial reports to the Park Board, noting that during the month of March an additional \$1,303.07 was added to the Park Equipment Fund from residential and commercial permits. He also noted that the \$10,000 in contingency for the warming house project would not be needed.

Mike Slavik offered to volunteer some time painting at the warming house.

A motion was made by Slavik, seconded by Brown to accept the financial reports as presented. Motion carried (5-0).

4. Carver/Scott S.H.I.P. Update

Planning Director Ondich stated that on March 24, 2010 he met with Sarah Brainerd-Marsh of the Carver-Scott Statewide Health Improvement Program (SHIP). He stated that the main goal of the program is to make it easy for Minnesotans to incorporate healthy behaviors into their daily lives, such as through walking and other physical activity. He stated that included in the packet is the information that he obtained during the meeting which explains the program in general, the “communities” activities that would be eligible such as walking and biking related assessments, a fact sheet about the Walkable Community Workshops and finally statistics on Active Living. He stated that the City is able to focus on the areas of conducting a community assessment of our walkability, promote existing parks and trails, and improving maintenance plans for existing parks and trails. He stated that grant funds will be made available to

participating communities, but the exact amount is not set at this time. He stated that we would receive funding in three separate stages which are for: 1. Conducting an assessment of our parks and trails and maintenance of those facilities (self assessment questionnaire to be completed by staff), 2. Create an Action Plan (the SHIP will provide a template that staff can fill out in conjunction with the Park Board to create an action plan such as ordinances or policies that need to be completed or holding a walkable community workshop), 3. Implementing the Action Plan (such as actually conducting the Walkable Community Workshop, creating a new parks and trails Capital Improvement Program, etc.). He stated that staff does not see an issue with participation in the program as it will not be a direct cost to the Park Board or City other than some staff time and that work would begin almost immediately and the intent of the SHIP is to have the first phase completed by June of 2010 with the second and third phases to be done at later dates. He stated that the main outcome staff would like to have is the completion of a Walkable Community Workshop which is a 3 to 4 hour session where a facilitator would come to New Prague to work with a group of 20 to 25 volunteers to walk a minimum of 1 mile of New Prague's sidewalks or trails to document roadblocks to making the City more walkable.

The Park Board discussed the program and the consensus was to have staff continue to participate in the program as long as there would not be any new expenses to the City or Park Board.

5. East TH19 Enhancement Project Funding Status

Planning Director Ondich stated that City Staff learned on April 1st, 2010 that the West TH 19 Trail and Lighting Enhancement Project was not funded by MnDOT District 7. He stated that staff will be meeting with MnDOT officials in the coming months to determine what, if any, changes can be made to the application to make it more competitive for future rounds of funding. He stated that the project would have connected a trail from 2nd Street NW, through Philipps Park, along the north side of TH 19 from TH 21 to the roundabout at 11th Ave. NW along with associated decorative lighting to match the theme of the rest of the entrances to the City.

The Park Board accepted the report as information.

6. Southside Park – Parking Lot Discussion

Planning Director Ondich stated that a resident that lives near Southside Park has contacted the Police Department regarding mischief in the park and particularly the parking lot. He stated that the resident suggested that adding a light near the parking lot would be a good idea to stop some of the incidents and that the resident also believes that they were told there would be a parking lot light when the park was developed, but one was never installed. He stated that the caller said there are questionable activities occurring during the hours after dark. He stated that the Police Department supports the installation of a light because the parking lot is not adjacent to a street like other city park parking lots.

Matthew Lasch asked if one light would be adequate for the parking area.

J.C. Ingebrand stated that city staff should look into two lights.

Darren Brown stated that he thought if the light were visible from Central Ave. S. that the cars would probably not make an attempt to drive into the parking lot to begin with.

Planning Director Ondich stated that it would be important to make sure the light would not produce light or glare into the adjacent residential homes.

The Park Board asked staff to obtain a final estimate for the installation of a light and also to investigate if one light will provide adequate light for the parking lot.

Planning Director Ondich stated that he would bring back a final quote and also coverage information concerning lights in the parking lot.

7. Miscellaneous

- a. **Change in Future Meeting Dates: August and September** – Planning Director Ondich stated that he like to inform the Park Board that due to a change in the Primary Election Date this year, the Park Board meeting for August 10th must be moved to August 17th to avoid the Primary Election date. He added that the previously adjusted September Meeting date can be moved from September 21st to September 14th because of the change in the Primary Election Day.
- b. **Annual Park Tour – Suggest June or July Meeting** – Planning Director Ondich stated that the Park Board annually takes a tour of 4 selected parks at its May meeting and that he would recommend moving the tour to either the June Meeting or July Meeting this year as he will very likely be away from work during this time for the birth of his second child. He stated that typically we meet at 5:30 PM and take an hour to tour four parks and begin the regular meeting agenda at 6:30 PM at City Hall. He recommended that this year the tour include Foundry Hill Park (new trail), Sliding Hill Skate Park, Settlers Park (Green Meadow) and Philipps Park.
- c. **Warming House: Volunteer Groups** – Planning Director Ondich stated that since last month’s meeting he collected some information from the League of Minnesota Cities regarding issues with utilizing volunteers at City Facilities. He stated that he also attempted to contact a couple of larger cities that have organized volunteer programs and have not received any useful information back from them. He attached a memo from the League of Cities titled “Loss Control Issues for Volunteers in Parks & Recreation” which outlines some of the main concerns when utilizing volunteers in park and recreation situations and some of the basic training or information they would need to be made aware of. He stated that it appears that setting up some sort of a formal volunteer program is the way to start the process of allowing volunteers to assist in the warming house in the future and at other facilities in the future. He stated that because we are a small

city with limited use of volunteers that our “program” could be set up fairly simply.

- d. Discuss Field Use and Reservations by Leagues** – Planning Director Ondich stated that some youth baseball leagues (St. Benedict and New Prague Youth Baseball) have been attempting to utilize the Foundry Hill Park Field at the same times. He stated that the problem is that St. Benedict reserved the field first and now NPYBA is having trouble scheduling game times, but there is no policy for any particular group to have priority over another and fields are scheduled to any group on a first come, first serve basis. He stated that staff does not believe that any changes can be made at this time to adjust the schedule between the leagues since both have no affiliation with the City and both do not pay team fees for the use of the field. He added that with the policy recommended by the Park Board for 2011, any teams looking to schedule times would be required to pay a team fee first, then could schedule field use as needed which may cut down on the amount of practices and games for the competing leagues.
- e. Memorial Park (DRS) Baseball Field** – Parks Maintenance Supervisor Jim Calliguri stated that volunteers would be painting the structures at the baseball field at no charge to the City. He stated that they would be using a light gray and dark gray color scheme. The Park Board discussed that the baseball field buildings are not currently in the other park color scheme and that even though the new colors would not either, it was acceptable because there was no charge to the City and because the field is somewhat hidden from the public view. Jim Calliguri also stated that the teams that utilize the field might come to the Park Board in the future to discuss temporary advertising banners that could be put up and taken down for game events only.
- f. Mowing Reductions** – Parks Maintenance Supervisor Jim Calliguri handed out maps to the Park Board showing reduced mowing areas in Sliding Hill Skate Park, Foundry Hill Park and Philipps Park. The Park Board concurred with the reduced mowing areas to cut down on maintenance costs.
- g. Walkers** – Kay Wilcox asked the Park Board members to help recruit walkers for the potential future Walkable Community Workshop.
- h. Northside Park** – Kay Wilcox stated that she received a compliment from a resident that Northside Park was in great shape.
- i. Dog Park** – Kay Wilcox stated that she would like to bring back the discussion of the dog park at Sliding Hill Skate Park.

A motion was made by Wilcox, seconded by Slavik to request that staff draft an amendment to add a dog park to the Park Board’s short term goals and to include potential associated costs. Motion carried (6-0).

8. Adjournment

A motion was made by Slavik, seconded by Wilcox to adjourn the meeting at 7:17 PM.
Motion carried (6-0).

Respectfully Submitted,

A handwritten signature in black ink that reads "Ken Ondich". The signature is written in a cursive style with a large, prominent "K" and "O".

Ken Ondich
Planning Director