

**Meeting Minutes
New Prague Park Board
Monday, April 10, 2006
6:30 PM**

1. Call to Order

The meeting was called to order at 6:35 PM by J.C. Ingebrand. Members present were Kay Wilcox, Dominic McConnell, Stacey Witty, Katie Trewartha, Mark Remfert and J.C. Ingebrand. Absent was Amy Jirik, Kristin Guerrette and Jim Westall. Staff present was Ken Ondich – City Planner and Jim Calliguri – Parks Maintenance Supervisor.

2. Approve Previous Meeting Minutes

A motion was made by Wilcox, seconded by McConnell to approve the March 14, 2006 meeting minutes, which passed unanimously (4-0).

3. Review Financial Reports

Planner Ondich presented the financial reports.

A motion was made by McConnell, seconded by Witty to approve the financial reports, which passed unanimously (4-0).

4. Sesquicentennial Discussion

Jill Schoen and Tasha Topka were present to discuss the activities they were planning for the New Prague Sesquicentennial Celebration in Memorial Park on July 13th through the 16th. They stated they were looking for some direction from the Park Board on where to proceed with some of the ideas they had. They stated that other committee members were Amy Jirik, Tammi Tikalsky, and Steve Frost. They stated that the following activities were being discussed:

Thursday: Teen Dance at the Community Center and a “Street Race” at the High School.

Friday: Starting at 6:30 PM, bands at the ballroom and an old timer’s ballgame in Memorial Park.

Saturday: Starting at 10:00 AM with a kiddie parade, utilizing the Oral Cabin as an information center and possibly selling tickets for trolley rides that will leave out of the park, and various food and craft vendors in Memorial Park.

Sunday: Possible church service at Memorial Park or in the cemetery and tour.

Jill Schoen asked where they needed to request assistance with providing electricity, extra garbage cans, roadblocks, and bathrooms.

Kay Wilcox stated that the bathrooms, barricades, garbage, and police would be funded from the City Council, not the Park Board. She asked for clarification on where they would like the church service to take place.

Tasha Topka stated that they would like to have it at either the cemetery or Memorial Park and would prefer to have it in the park and asked if that was possible.

Kay Wilcox asked if there would be enough parking at the park for a large church service. She stated that possibly either the Sliding Hill or the High School could be alternate sites.

Tasha Topka asked about using the Oral Log Cabin in Memorial Park.

Planner Ondich stated that he had been contacted by Mary Fitzgerald at the New Prague Historical Society recently and that they own the artifacts inside the cabin. He stated that the City owns the cabin itself.

Tasha Topka asked if the Oral Cabin could be rededicated with the 150th celebration because it was first dedicated at the City's 100th celebration.

Kay Wilcox stated that the Historical Society has its annual meeting coming up and that they should be contacted concerning the items inside the cabin.

Jill Schoen stated that Jim Morris and Greg Aase were taking care of the financial side of things. She also asked if it was possible to use the softball field concession stand for selling concessions during the events.

Planner Ondich stated that he would speak with the City Administrator about the City supplying the bathrooms, barricades, garbage cans and police as well as the concession stand. He stated that it would probably have to go before the City Council and that the next time they meet is on Monday April 17th.

Dominic McConnell stated that the softball concessions contact is probably Roman Seurer and that they only sell beer there during Dozinky.

Tasha Topka asked that she be contacted following the discussion with the City Administrator.

5. Park Rental Policy

Planner Ondich stated that since last months Park Board meeting a few discussions had taken place concerning the "wedding" policy that was suggested by the Park Board. He stated that the Police Chief did not support requiring a security officer be present at events with over 200 adults. He also stated that at a Council meeting the Mayor had

suggested that a \$100.00 deposit be held for all rental events in the parks regardless of being a wedding or not. He stated that he would like Park Board discussion and a recommendation on whether or not to remove the requirement for a security officer and whether to require a \$100.00 deposit for all rentals in the parks.

Kay Wilcox stated that the security guard idea was just a suggestion and that she was ok with removing that provision from the recommendation.

Planner Ondich added that he misspoke at last month's meeting in which he said that all rentals required a deposit and added that currently only tournaments require a damage deposit.

Dominic McConnell stated that he would like damage to include excess garbage that is not put into or near garbage receptacles at the site.

A motion was made by McConnell, seconded by Ingebrand, to recommend the following policy to be adopted by the City Council for all park rentals which passed unanimously (4-0):

All Park Rentals: The following conditions shall apply:

1. The event must be completed by 11:00 PM.
2. The volume for any live D.J. or other music shall be kept at a reasonable level so as not to disturb the adjacent residential properties and the speakers and/or direction of the sound shall be pointed away from the residential areas.
3. An inspection of the park before and after rental use should be made by city parks staff to determine if any damage (including excess garbage not place in or near garbage receptacles) was done to the park. A \$100.00 deposit shall be required and will be held until the follow up inspection is completed.

6. Park Tour Drafted Schedule

Planner Ondich presented the drafted Park Tour Schedule.

Kay Wilcox stated that the Park Board should take a look at the woods in Foundry Hill Park near Raven Stream Village.

The Park Board stated that the drafted tour schedule looked appropriate.

7. Parks Brochure Update

Planner Ondich updated the Park Board on the status of the possible Parks Brochure Project with Minnesota State University, Mankato students and South Central College students. He stated that they were asking for \$2,500 for 5,000 brochures to be printed with an updatable insert which would include a City Map and a "facilities" matrix and

other city contact information. He also handed out an example brochure from the City of Janesville that the schools had completed last year.

Kay Wilcox stated that she didn't see the need to have 5,000 brochures.

Dominic McConnell asked if the City would own the rights to it after it is completed and also asked if it could be put on a City website.

Kay Wilcox asked if we could possibly get 2,500 brochures for \$1,250.

Planner Ondich stated that he would speak with MSU again to see what the price would be for 2,500 brochures and to update the Park Board at the May meeting.

8. Field Fences at Northside Park

Planner Ondich stated that he had received information from the Public Works Director Dennis Seurer that some neighbors near Northside Park have requested a fence be installed along the baselines at the ball field to keep balls from rolling into the street or hitting cars. He added that the Fire Department was considering donating money for the \$2,800 fence to be installed but that they had not committed to it. He stated that he needed a motion from the Park Board allowing the installation of the fence if it is funded.

A motion was made by McConnell, seconded by Ingebrand to allow the installation of the fences at the Northside Park ball field if it is funded, which passed unanimously (4-0).

9. Miscellaneous

A. Sliding Hill Skate Park Bidding Update

Planner Ondich stated that the bid opening for the Sliding Hill Park Project would take place on Friday, April 21 at 2PM at City Hall. He also stated that the awarding to the lowest bidder would take place at the Monday, May 1 City Council Meeting.

J.C. Ingebrand asked if there was some way to keep people from parking along 12th Street NE when the new parking lot is installed at the sliding hill.

B. Pets for Nature Pet Walk

Planner Ondich stated that the Pets for Nature Pet Walk would be taking place on Saturday May 6th at Southside Park between 9AM and 11:30 AM and that the walk raises money to pay for benches, trees, and pet waste receptacles along park trails in New Prague.

C. Playground Equipment Maintenance

Jim Calliguri stated that he had spent about 3 days retightening all the bolts at the Memorial Park Playground Equipment and putting lock-tite on the bolts. He also stated that the ADA swing had broken as well as a step to the playground.

Planner Ondich also stated that the two diggers in the park had broken last fall after only a short period of use.

Jim Calliguri stated that the Foundry Hill Park swing set is old and in need of replacement.

Kay Wilcox asked that staff send a formal letter on behalf of the New Prague Park Board listing their concerns with the experience in less than 1 year with the playground equipment maintenance needed and broken diggers, swing and step.

D. Girl Scout Flowers

Kay Wilcox asked if staff had received a request from the Girl Scouts for \$100 to plant flowers at the garden near where Yackley Cabin once stood.

Planner Ondich stated that he did not receive the request this year or last year.

10. Adjournment

A motion was made at 7:45 PM to adjourn the meeting by Wilcox, seconded by Ingebrand, which passed unanimously (4-0).

Respectfully Submitted,



Ken Ondich
City Planner