

Meeting Minutes
New Prague Park Board
Tuesday, December 9, 2008
6:30 PM

1. Call to Order

The meeting was called to order at 6:40 PM by Chair Hodapp. Members present were Kay Wilcox, Teri Hodapp and Dominic McConnell. Members absent were Amy Jirik, Allen Mahowald (arrived during agenda item #4) and J.C. Ingebrand (arrived during agenda item #8). 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 McConnell to approve the October 14, 2008 meeting minutes, which passed unanimously (3-0).

3. Review Financial Reports

Planner Ondich presented the financial reports to the Park Board, noting that during the month of October an additional \$586.08 and during the month of November and additional \$78.29 was added to the Park Equipment Fund from residential and commercial permits. He noted that the only payables in the last two months were for the Settlers Park Picnic Shelter. He also noted that permit activity in early December had picked up and would be shown on the next financial.

A motion was made by Wilcox, seconded by McConnell to accept the financial reports as presented, which passed unanimously (3-0).

4. 2009 TRAM – Memorial Park

Planning Director Ondich stated that Kristy Mach on behalf of the Chamber of Commerce had provided information regarding the 2009 MS Tram stop on Thursday July 30, 2009 in New Prague. He stated that the Park Board has been asked to make a recommendation to the City Council regarding the event and that a list of 9 conditions for approval had been drafted by City Staff based on past experience and information presented which could be used as a basis for discussion. He also noted that about 1,200 participants would be expected in the event and that a positive economic impact of about \$50,000 to the community.

Kay Wilcox asked if 3rd Street SE would be closed for the day and if they would need electricity.

Planning Director Ondich stated that 3rd Street had not been recommended for closure at this time but did note that a bathing/bathroom trailer would be parked near 3rd Street SE in the baseball field parking lot because of the water connection required. He stated that this setup was used in 1999 when the event was last in New Prague. He stated that electricity is available at locations in Memorial Park if needed.

Kay Wilcox suggested that thought be given to blocking out use of the baseball field for the day of the event due to possible traffic congestion.

A motion was made by Wilcox, seconded by McConnell, to recommend to the City Council that the 2009 TRAM Stop in Memorial Park on July 30, 2009 be approved with the following conditions:

1. The City of New Prague shall be named as additional insured for the event since it is taking place in Memorial Park and shall also be provided a copy of the Certificate of Insurance. The City shall be held harmless for any injuries or damages occurring during the event.
2. Memorial Park, including the softball fields in Memorial Park, shall be reserved for the event from 8AM Wednesday July 29th, 2009 through noon on Friday July 31st, 2009. In addition, the Baseball field adjacent to the pool shall be reserved for the event on Thursday July 30, 2008 only.
3. The Chamber of Commerce shall have the responsibility to obtain a temporary liquor license from the City for the beer garden, have staff/volunteers checking identification and monitoring the vicinity, and liquor liability insurance shall be provided by the Chamber of Commerce.
4. The City of New Prague will provide additional garbage cans for the event unless the New Prague Chamber of Commerce feels that dumpsters would better provide for trash accommodations. The Chamber of Commerce and MS TRAM officials/volunteers are responsible for clean up of the park and ball fields by placing trash in appropriate receptacles.
5. The semi-trucks with the showers and bathrooms will be provided access to a water hydrant near the Baseball Field/Pool along 3rd Street SE.
6. Live, recorded, broadcast music and other entertainment shall cease on or before 9:00 PM due to the close proximity of the residential homes in the area and because the event is taking place on a week night. The speakers for the entertainment shall be faced to the south/southwest away from residential homes.
7. It is noted that 5th Street SW (between Central Ave. S and TH 21) and possibly TH 19 (west of TH 21) may be under construction during the event time period.

8. The City is granting approval for the MS Tram event on the evening of Thursday July 30th, 2009 to occupy Memorial Park during the park's Ordinance defined closing time between 11PM to 6AM, including support vehicles and participants who are camping for the night. The City's noise ordinance shall be strictly enforced between the hours of 10PM and 7AM.
9. Bikes parked in and around the softball fields shall not damage the field surface and shall be monitored by appropriate event staff.

Motion passed unanimously (4-0).

5. Updated Park Service Areas Map

Planning Director Ondich stated that included in the packet was an updated Park Service Area Map for informational purposes only.

The Park Board accepted the map as information. They also requested that staff provide the Park Board with a Map showing existing trails/sidewalks and future trails for their next meeting.

6. Settlers Park Shelter: Update

Planning Director Ondich stated that staff substantially completed the Settlers Park shelter in November with only staining and painting yet to be completed. He stated that pictures of the shelter were included in the packet as information. He stated that from the original estimate there was approximately \$1,500 in additional costs due in large part to engineering review that required larger footings and more materials. He stated that he recommends the Park Board discuss the additional expenses and approve the costs to be taken from the Park Equipment Fund.

Kay Wilcox stated that she would like consideration for the date of construction to be noted on the shelter.

The Park Board accepted the information as presented.

7. Park Board Seat Vacancies

Planning Director Ondich stated that he had provided a listing of the board and commission seats with expiring terms at the end of 2008. He noted that Ryan Hauser resigned from the Park Board and that youth representative Mark Remfert also left the Park Board. He noted that J.C. Ingebrand's term also expires at the end of 2008. He stated that Ryan Hauser's term to be re-filled would run through the end of 2010, the youth representative seat will run just one year and J.C. Ingebrand's set would be for a full 4 year term. He stated that applications are due by Friday December 12th, 2008.

8. Miscellaneous

A. Warming House Construction by High School

Planning Director Ondich stated that Dave Edberg from the High School stated that he would not have a class available to possibly build a warming house over the winter. He stated that Mr. Edberg did not leave out the possibility of a spring 2009 project. He stated that the size of warming house suggested is approximately 25' x 30' in size. He stated that the City of Lonsdale has a shelter being completed which staff would visit for ideas.

B. Field Boxes Update

Planning Director Ondich stated that the New Prague Youth Baseball Association has submitted to staff a design and materials needed for constructing 3 field boxes for Settlers Park, Northside Park and Foundry Hill Park. He stated that the Park Board voted earlier in the year to provide for up to \$1,000 for the materials for the boxes. He stated that the current estimate was for \$664.85 per box, or \$1,994.55 for all three which is nearly double the funds initially committed by the Park Board. He suggested the Park Board discuss keeping the commitment at \$1,000 or increasing it.

Allen Mahowald asked what the size of the boxes would be.

Jim Calliguri stated that they would be 4' x 4' in size made of ¾" green treated lumber with concrete siding and mach lumber would donate the shingles.

A motion was made by Hodapp, seconded by Mahowald to continue with the \$1,000 contribution from the Park Equipment Fund to be used by the end of 2008, which passed unanimously (5-0).

C. Armory Update

Planning Director Ondich stated that on December 1, 2008 the City Council approved a conditional use permit for Hymnus, Inc. to occupy the armory building for an arts and cultural activities center. He noted that the Department of Interior also approved of the use. He stated that on Monday December 15, 2008 the City Council would be reviewing a "concession agreement" to specify the terms of Hymnus using the building.

D. 2009 Meeting Schedule

Planning Director Ondich stated that a 2009 meeting schedule was included in the packet as information.

E. Athletic Complex

Kay Wilcox stated that she felt the athletic complex should be discussed again despite the lack of planning referendums in the future. She stated that the Rick Tietz Softball tournament has donated over \$80,000 for the athletic complex and thought that a phased approach to development could be looked at. She noted that the donated funds could be used to construct a concession stand next to a couple of softball fields.

Planning Director Ondich stated that he would include the athletic complex design for review at the next Park Board Meeting.

9. Adjournment

A motion was made by Wilcox, seconded by Hodapp, to adjourn the meeting at 7:49 P.M., which passed unanimously (5-0).

Respectfully Submitted,

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

Ken Ondich
Planning Director