

**Meeting Minutes
New Prague Park Board
Tuesday, March 9, 2010
6:00 PM**

1. Call to Order

The meeting was called to order at 6:30 PM by Chair Allen Mahowald. Members present were J.C. Ingebrand, Kay Wilcox, Sharon Brown, Allen Mahowald, Matthew Lasch and Amy Jirik. Youth Representative present was Darren Brown. Absent was Mike Slavik. 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 Brown to approve the February 9, 2010 meeting minutes. Motion carried (6-0, Slavik absent).

3. Review Financial Reports

Planning Director Ondich presented the financial reports to the Park Board, noting that during the month of February an additional \$21.50 was added to the Park Equipment Fund from residential and commercial permits.

A motion was made by Ingebrand, seconded by Lasch to accept the financial reports as presented. Motion carried (6-0).

4. Movie in the Park: Memorial Park Baseball Field

Planning Director Ondich stated that Patty Cole has once again made a request to hold a “Movie in the Night” event on Friday, September 17th of Dozinky Weekend. He stated that the last time the event was held was in 2008. He stated that the event is proposed to be held within the Memorial Park Baseball field (also known as the D.R.S. Field). He stated that he asked Police Chief Mark Vosejka to review the proposal and to comment on any problems encountered during the 2008 event and that his comments are attached to the packet in which he ultimately recommends approval of the event as long as at least one of the softball field lights is turned on to reduce problems in the rest of the park. He suggested conditions to place on the event’s approval. He stated that staff recommends approval of the Movie in the Park on Friday September 17th, 2010 subject to the following conditions being met: at least one of the Memorial Park softball field lights must be on during the movie, the group must deliver notices to surrounding residential properties regarding the event taking place that night, the group must reserve the field for the night and to pay the required \$100 damage deposit for the use of the ball field, the

group must provide contact information and final details to the Police Chief the week prior to the event, the City of New Prague must 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 with the City being held harmless for any injuries or damages occurring during the event, and finally the park must be cleared out of all users by 11PM as required by City Code.

Sharon Brown asked if the event was held within the baseball field.

Planning Director Ondich stated that the baseball field was used because it provides a secure entrance and exit that can be monitored and make sure the participants pay for the event.

A motion was made by Brown, seconded by Wilcox to approve the Movie in the Park Event on Friday September 17th, 2010 subject to the following conditions being met: at least one of the Memorial Park softball field lights must be on during the movie, the group must deliver notices to surrounding residential properties regarding the event taking place that night, the group must reserve the field for the night and to pay the required \$100 damage deposit for the use of the ball field, the group must provide contact information and final details to the Police Chief the week prior to the event, the City of New Prague must 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 with the City being held harmless for any injuries or damages occurring during the event, and finally the park must be cleared out of all users by 11PM as required by City Code. Motion carried (6-0).

5. Warming House: Volunteer Groups

Planning Director Ondich stated that the City has been subjected to state budget cuts which severely limits the ability of the City to provide services and amenities like it has in the past. He stated that one of the areas of possible cuts is the part time labor for the Parks Department. He stated that it is likely that part-time labor will not be available for operating the warming house next winter. He stated that last month's meeting he brought up the option of leaving the warming house open with no attendant but the idea did not garner much, if any, support. He stated that the idea of utilizing volunteers to staff the warming house had been discussed in the past, but staff would like to propose a new twist on the volunteer idea that was raised by member Amy Jirik. He stated that there are a lot of groups in the City seeking ways to fundraise for their causes and that a possible way to facilitate having the warming house open is to allow volunteer groups to sell concessions that they would bring in on their own and keep the profits, while the City is getting a free service of having the warming house staffed. He stated it would be possible to advertise over the summer for groups seeking to utilize this opportunity.

Kay Wilcox asked if rules signs would still be posted if volunteers were utilized in the warming house.

Planning Director Ondich stated that he would suggest that rules for acceptable use of the warming house still be posted even with supervision. He also stated that he would contact other cities, such as Bloomington, that utilize volunteers for warming house operations and how they manage the volunteer participation.

Amy Jirik stated that she would suggest a set schedule be used for groups to sign up to work at the warming house so that users of the park would know when to expect the warming house to be open. She stated that she thought consistent hours would be the key to successful operation of the warming house.

The Park Board discussed possible hours of operation and closing times which would fit the schedule of volunteers. It was suggested that 9PM would probably be the closing time for the warming house.

Kay Wilcox asked about “adult groups” that might want to utilize the warming house from 9PM until 11PM when the park officially closes and when the lights are turned off automatically.

Planning Director Ondich stated that he would research the topic further.

Sharon Brown asked if it would be possible to mix and match times of volunteers and either closing or leaving the warming house unattended.

Amy Jirik stated that depending on the groups that might volunteer that operation hours could be expanded at a later date.

Allen Mahowald asked when the warming house would open on weekends.

Jim Calliguri stated that they had anticipated an opening of 10AM on weekends if utilizing paid part-time labor.

Kay Wilcox stated that coordination of volunteers and operations for a winter season could be a good Eagle Scout project.

J.C. Ingebrand asked if there could be a mix of volunteers and paid labor for the warming house.

Planning Director Ondich stated that he would check into the programs of other cities that utilize volunteers for their warming houses.

The Park Board decided to continue discussion at a future meeting. They also suggested publicizing a volunteer program as much as possible if one is implemented.

6. Team Fees for Field Use Discussion

Planning Director Ondich stated that attached to the packet is a document titled “2009 New Prague Ball Field Use Costs” which is a summary of the costs associated with the utilities, mowing, in-field dragging and clean up for all the fields used for competitive use within the City. He stated that this topic is at the forefront as the City faces large budget

cuts this year. He stated that the information is being provided so that the Park Board can discuss possible increases to the team fees, asking teams to participate in some of the maintenance work or to simply cut back on the amount of maintenance that is completed for the games. He stated that the biggest area of concern at this time is the costs associated with the youth team use of fields. He also provided for review the Park Board's Park and Recreation Facility Policy which was developed in 2008 to address the additional strain on the City's resources that competitive team use places on the park system.

Jim Calliguri stated that all the youth fields are dragged one time per day.

J.C. Ingebrand asked who completed the chalking.

Jim Calliguri stated that the City did not complete any of the field chalking.

Amy Jirik stated that she did not believe that the Park and Recreation Facility Policy allowed the City to assist in the competitive use of the fields and that the teams should chip in to help pay for the costs.

Kay Wilcox stated that she suggests increasing the fee for the teams that utilize the DRS field to \$420 per year. She suggested that the softball field team fees be kept the same and that youth teams all be charged a \$315 fee to utilize the City fields to help offset the maintenance costs.

Amy Jirik stated that she would rather have a safe field available and affordability than to keep the fields up to a high standard and have children that can't afford to play.

A motion was made by Wilcox, seconded by Ingebrand to recommend that the City Council approve a \$420 team fee for those teams that utilize the Memorial Park Baseball Field (aka D.R.S. Field), and \$315 per team for non-summer recreation related youth teams that utilize fields within the City. Motion carried (6-0).

Kay Wilcox additionally asked if staff could keep detailed information on the use of the D.R.S. field over the summer.

7. Southside Park – Directional Signage from Highway 13/21

Planning Director Ondich stated that at the December Park Board meeting, the topic of signage on TH13/21 for Southside Park was brought up by member Kay Wilcox. He stated that he researched the topic further and in speaking with Ken Wenkel of MnDOT it appears that within the right-of-way along TH13/21 near 5th Street SW, there is the ability to install a directional sign that points the way from TH13/21 east on 5th Street SW towards Southside Park. He stated that the signs could simply read "City Park" or "Southside Park" with a brown colored background and the cost through MnDOT would be about \$900 each for a 30" x 36" sign or about \$1,100 for a 36" x 54" sign.

Kay Wilcox asked if a "donated by" space on the sign might be available in case someone might want to donate the signs and receive recognition.

Planning Director Ondich stated that he would contact MnDOT to ask if an “adopted by” line on the sign would be a possibility.

8. Miscellaneous

- a. **Cedar Lake Farm Regional Park Article** – Planning Director Ondich stated that for the Park Board’s information he included an article about Cedar Lake Farm Regional Park’s recent acquisition of additional shore land for the park. He added that Cedar Lake Farm Regional Park was open to the public and for group events during the summer of 2009 and that it is expected this will again be the case in 2010. Allen Mahowald provided an explanation about the location of the land being located on the south shore of the lake.
- b. **Carver-Scott Statewide Health Improvement Program** – Planning Director Ondich stated that included in the packet is a cover letter from the Carver-Scott Statewide Health Improvement Program. He stated that he included the letter in the packet to let the Park Board know that on behalf of the City he submitted an initial interest form so that we will be contacted again about participating in the program further.
- c. **Historical Markers Grant Update** – Planning Director Ondich stated that enclosed with the packet is a letter from the state informing the City that we’ve received a Minnesota Historical and Cultural Program Grant in the amount of \$900 for the historical markers at Southside Park and Yackly Cabin Park. He stated that work cannot begin on the project until the grant agreements have been signed and finalized by the grants office.
- d. **Stream Bank Stabilization** – Kay Wilcox asked staff if there was money available for helping maintain the creek banks. Planning Director Ondich stated that the Scott County SWCD might have funds available for such a project, but that he believed the funds were being targeted to critical areas such as ravines at this time.

9. Adjournment

A motion was made by Wilcox, seconded by Ingebrand to adjourn the meeting at 7:32 PM. Motion carried (6-0).

Respectfully Submitted,



Ken Ondich
Planning Director