

**Meeting Minutes
New Prague Park Board
Tuesday, November 9, 2010
6:30 PM**

1. Call to Order

The meeting was called to order at 6:31 PM by Chair Allen Mahowald. Members present were Kay Wilcox, Amy Jirik, Allen Mahowald, Matthew Lasch, Sharon Brown, Mike Slavik and J.C. Ingebrand. Absent was Youth Representative Darren Brown. Staff present was Ken Ondich – Planning Director and Jim Calliguri – Parks Maintenance Supervisor.

2. Approve Previous Meeting Minutes

A motion was made by Ingebrand, seconded by Wilcox to approve the October 12, 2010 meeting minutes. Motion carried (7-0).

3. Review Financial Reports

Planning Director Ondich presented the financial reports to the Park Board, noting that during the month of October there were no funds added to the Park Equipment Fund from residential and commercial permits.

A motion was made by Brown, seconded by Slavik to accept the financial reports as presented. Motion carried (7-0).

4. Northside Park – Girl Scout Landscaping by Entrance Sign

Planning Director Ondich stated that since last month's meeting he received a call from Tara Nelson stating that the girl scouts would like to do a project to do some landscaping involving planting and taking care of plants around the entrance sign for Northside Park. He stated that the girl scouts have adopted Northside Park, but they would like permission to start the landscaping project in the spring of 2011. He stated that staff would like the Park Board to discuss the possible Girl Scout project to complete some landscaping around the entrance sign to Northside Park. He stated that he had received a memo from Alexis Everson and Alexis Nelson requesting permission to do the landscaping.

Kay Wilcox asked if there would be cost to the City.

Planning Director stated that the City would not be expected to pay for any of the landscaping.

Sharon Brown asked if they would be using annuals or perennials.

Allen Mahowald suggested that perennials be used and that if they do the landscaping that they not walk away from continued up keep after a couple of years.

Jim Calliguri stated that he would prefer that no edging be installed around the landscaping for ease of maintenance.

Mike Slavik said it would be crucial that they continue upkeep of the landscaping.

Kay Wilcox asked that the girl scouts bring in a plan before they start any landscaping around the sign.

5. Approve 2011 Park Board Projects and Goals Listing

Planning Director Ondich stated that attached for review was the revised 2011 Park Board Projects and Goals Listing. He stated that since the October meeting staff has revised the list and as currently drafted, there are no "Park Equipment Fund" projects identified and \$14,100 in Park Board Budget projects which is \$4,900 short of the requested \$19,000. He stated that staff would be comfortable with the Park Board keeping the list at \$14,100 in total projects as it would show the council that the Park Board is being realistic with the proposed projects for 2011 rather than asking for the full \$19,000.

Mike Slavik asked about the sign at Memorial Park being removed from the project list.

Planning Director Ondich stated that the sign was recently repainted and was actually in decent condition. He stated that ideally a joint sign with info about the golf course, park and ballroom would be beneficial for all parties involved but that budget constraints were limiting discussions at this point.

J.C. Ingebrand asked that \$500 be added to the project and goals listing to purchase a bench for Yackly Cabin Park just north of Caseys as it would be a good resting place for those utilizing the city's sidewalk and trail system.

Planning Director Ondich noted that he would add the project and expense to the list as requested by the Park Board.

A motion was made by Ingebrand, seconded by Slavik to recommend that the 2011 Park Board Projects and Goals listing be approved and forwarded to the City Council for consideration. Motion carried (7-0).

6. Warming House: Volunteer Program

Planning Director Ondich stated that attached for review was the final draft of the City of New Prague volunteer program, volunteer warming house attendant job description and finally a volunteer job application. He stated that while staff is unsure at this time if funding will be available for paid staff in 2011 for the warming house, the best action at this point to take is establishment of the volunteer program as a back up so that the warming house can for sure be open for use this winter. He added that it was estimated

that labor for a middle December through middle February open date for the warming house would cost about \$4,500 for a season with no volunteer labor being used. He stated that at this time, budget funds for part time warming house help are still available, but until the Council adopts a final budget it could change.

Kay Wilcox asked if additional hours could be added for use of the rink such as “midnight hockey”.

Planning Director Ondich stated that the City Code limits hours of use for the park to 11PM at the latest, but also noted that special events could be reviewed on the case by case basis.

Amy Jirik asked if each volunteer would be required to complete a background check.

Planning Director Ondich stated that each volunteer would be required to have a background check performed which is especially important when working in and around children.

A motion was made by Brown, seconded by Wilcox to recommend that the City Council review and approve the volunteer program, volunteer warming house attendant job description and volunteer job application as a back-up plan if paid staff is not an option for operation of the warming house.

7. Park Shelter Rental Policy – Weddings/Large Events

Planning Director Ondich stated that at the August Park Board meeting, it was discussed that City staff often put in many hours related to moving picnic tables to accommodate large groups and that the City is not compensated for the additional time and work involved for these larger events. He stated that currently the rental fee is \$25 for residents and \$50 for non-residents to rent a park shelter and that the Park Rental Policy does not address if City Staff will move picnic tables or other amenities for a fee or free of charge. He stated that the cities of Northfield, Jordan and Prior Lake were surveyed and park shelter rental prices varied from \$40 to \$100 and specifically for City residents it was between \$45 to \$50 and non-residents was between \$75 to \$100. He stated that the City of Prior Lake charges \$15 to move picnic tables with a minimum of 4 tables moved and the City of Northfield also charges \$10 per table rental with the renter responsible for moving and returning the picnic table but only in cases where additional tables are needed at a shelter.

He added that attached for review was the “Park Shelter Rental and Softball Tournament Policy” with amendments added to note that included with the rental fee would be picnic tables and garbage cans normally located at the park, but if additional tables or garbage cans are needed, a charge of \$15 per table would be charged. He also stated that the policy was amended to state that provided with the basic rental charge that staff would blow out the shelter, check electrical outlets (if available) and provide garbage cans.

Amy Jirik asked if residents that rent the Memorial Park softball field shelter can utilize the indoor space.

Jim Calliguri stated that Roman Seurer typically arranges use of the room for larger groups.

The Park Board reached consensus and suggested that the \$15 per table fee for picnic table rental, for tables not normally found at a shelter, be included on the 2011 Fee Schedule.

8. Miscellaneous

- a. **Metal Roof Discussion – Park Shelters** – Planning Director Ondich stated that attached to the packet is a brochure on metal roofing and that staff would like the Park Board to provide an opinion on replacing park shelter asphalt roofs with metal roofs like the ones shown in the brochure. He stated that the first roof to be replaced is the roof in Memorial Park on the shelter by the softball fields which was damaged in a recent storm. He also noted concerns about potential dents from hail and also that kids often climb on the roof at the Memorial Park Shelter which could lead to dents and other damage not typically visible on an asphalt shingle roof.

Mike Slavik asked what the cost of metal versus asphalt was.

Jim Calliguri stated that it was about the same.

Matthew Lasch asked if there should be concerns about a metal roof on a shelter next to softball fields.

Jim Calliguri stated that the idea would be to possibly covert all the shelters over, but to start with the shelter in Memorial Park first to see how it works out.

The Park Board reached consensus that the Memorial Park Shelter would be the first trial of a metal roof.

- b. **Walkable Community Workshop Mailer** – Planning Director Ondich stated that attached to this month’s packet is a near final draft of the 2 page “mailer” that will be mailed directly to all residents within the City of New Prague in November which provides information about the Walkable Community Workshop which was completed on September 15, 2010. He added that there is no cost to the City for the mailing as it was prepared by the SHIP Staff and mailed by them as well.
- c. **Expiring Park Board Member Terms / Applications** – Planning Director Ondich stated that the terms for J.C. Ingebrand, Mike Slavik and youth member Darren Brown all expire on December 31, 2010 and that an ad was placed in the November 2010 City Newsletter asking for applicants for all boards and commissions which are due December 1, 2010.

- d. **Memorial Park Landscaping Areas** – Allen Mahowald stated that he and Matthew Lasch had discussed the planting areas that were installed with the park improvements. Matthew Lasch stated that there was no landscape fabric installed underneath the planting areas and that some weeds were showing up and suggested that fabric might need to be installed. He stated that he had some possible donations of plants lined up for shrubs and grasses.

9. Adjournment

A motion was made by Slavik, seconded by Brown to adjourn the meeting at 7:10PM. Motion carried (7-0).

Respectfully Submitted,



Ken Ondich
Planning Director