

**Meeting Minutes  
New Prague Park Board  
Tuesday, March 14, 2006  
6:30 PM**

**1. Call to Order**

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

**2. Introduce Jim Calliguri – Parks Maintenance Supervisor**

Jim Calliguri, the new Parks Maintenance Supervisor was introduced to the Park Board.

Everyone present at the meeting introduced themselves to Mr. Calliguri and welcomed him to the City of New Prague.

**3. Approve Previous Meeting Minutes**

A motion was made by Wilcox, seconded by McConnell to approve the February 13, 2006 meeting minutes, which passed unanimously (7-0).

**4. Review Financial Reports**

Planner Ondich presented the financial reports to the Park Board.

A motion was made by Ingebrand, seconded by Witty to accept the financial reports as presented, which passed unanimously (7-0).

**5. Sliding Hill Skate Park Project Update**

Planner Ondich provided an update on the Sliding Hill Skate Park Project. He stated that since last month's meeting he and the City Administrator had explored the idea of utilizing fill from the 2006 Street Reconstruction project to save money on the project because less cutting would be required into the side of the sliding hill. He stated that the idea did not save enough money to make changes to the plans worthwhile. He also noted that Bonestroo became very backed up in their landscape architect department and that the plans and specs were not yet completed and had not yet been reviewed by the City Council. He stated that the City Council was expected to review the plans and specs at their March 20<sup>th</sup> meeting when the advertisement for bid would also be approved. He added that a bid opening could take place the first week in April.

## **6. Philipps Park Plaza Project Update**

Planner Ondich provided an update on the Philipps Park plaza project. He stated that he had completed writing and had submitted the Community Roadside Landscaping Partnership Program application to Mn/DOT. He stated that Mn/DOT is now drafting the agreement between the City and Mn/DOT for the program. He once again noted that the project has an alternate start date of the fall of 2006 and a definite start and completion date of 2007.

Kay Wilcox asked if ditch cleaning was a part of the project scope.

Planner Ondich stated that cleaning the ditch within Philipps Park near the culvert was included in the scope of work.

Kay Wilcox asked if the ditch would be cleaned on the other side of the highway.

Planner Ondich stated that in a meeting on site with Mn/DOT officials from District 7 Mankato and the Metro District that they determined that there was not an immediate maintenance concern with the sediment in the culvert at this time to warrant a cleaning.

Jim Westall noted that Philipps Park was the Park Board's adopted park and that the Park Board always does a spring cleaning there.

## **7. Memorial Park Wedding Discussion**

Planner Ondich stated that a couple had reserved a picnic shelter in Memorial Park for a wedding and that they wanted to have a live D.J. at their reception there on Saturday July 8<sup>th</sup>. He noted that park hours are 6AM to 11PM and noted that the sound level and orientation of the speakers would be the main issues to be concerned about. He asked for Park Board input on if the D.J. would be allowed at the park for the wedding.

Jim Westall noted that the volley ball court was also in the vicinity and that people using it probably would get loud as well and that there hadn't been any problems.

Kristin Guerrette asked if noise from weddings at the ballroom is ever a problem or if they ever open up the doors during wedding receptions. She also stated that she would like to know the number of people that would be at the wedding.

Jim Westall stated that he felt an inspection of the park before and after a large group such as a wedding uses it should be done to keep track of any damage or extra garbage that could be attributed to the event.

Kristin Guerrette stated that she has a block party each year and that she didn't see that as being much different than a wedding in the park as long as they point the DJ speakers away from the residential area and suggested that the people having the wedding could be good neighbors by talking to the residents in the area to let them know when the event will be. She also added that they would have to be done by 11PM as noted in the City Code for park use, and that they should let the City know the approximate number of people that will be at the event.

Kay Wilcox stated that if they have 200 or more adults that they should have to hire a security officer to be on site during the event. She added that she wanted this wedding to be a trial situation to see how it works out.

Kristin Guerrette stated that the City of Minneapolis requires much of this same information when renting their parks.

Amy Jirik stated that it would be good to have a policy.

Kay Wilcox stated that a questionnaire could possibly be sent out to people within 2 blocks of the event to ask if they were disturbed by the noise. She also noted that the volume for the D.J. should be kept at a reasonable level so as not to disturb the neighbors.

Dominic McConnell stated that the Park Ballroom should be told about the event as well since there could be a wedding taking place at the Ballroom that day as well.

A motion was made by Westall, seconded by McConnell that wedding events in the parks shall be subject to the following conditions:

1. The estimated number of guests at the event shall be provided to the City and 200 or more adults in attendance shall require that a security officer be hired and on site during the event.
2. The event must be completed by 11PM at night.
3. The volume for the live D.J. shall be kept at a reasonable level so as to not disturb the adjacent residential properties and the speakers shall be pointed away from the residential areas.
4. An inspection of the park before and after large groups should be made to determine if any damage was done to the park.

And noting that this first wedding is on a trial basis and that future rental paper work for the park shelters shall list these conditions, which passed unanimously (7-0).

## **8. Spring Park Tour Discussion**

Planner Ondich provided background information about the yearly Park Board spring park tour. He noted that last year the Park Board took the tour at the May meeting.

Jim Westall stated that the annual park tour is important because it provides an overview of projects and improvements that can be made in the parks for the coming summer and fall. He asked that staff set up a schedule for the park tour. He noted that the park tour typically takes place at the May meeting.

Planner Ondich stated that he would set up a schedule for 4 park visits during a one hour period of time.

Kay Wilcox stated that Oral Cabin in Memorial Park should be one of the four stops on the tour.

Jim Westall asked that Jim Calliguri take a look at the cabin before the tour to determine what work might need to be done to it so it can be opened up for Dozinky Days or even for the City's 150<sup>th</sup> Celebration.

## **9. Miscellaneous**

**A. Change April and May Meeting Dates** – Planner Ondich stated that due to conflicts with his final two graduate school classes he would like to change the meeting dates of the April and May Park Board meetings. He stated that he would like to change the April meeting date to Monday, April 10<sup>th</sup> and change the May meeting date to Tuesday, May 16<sup>th</sup> which would be the night of the Park Tour.

The Park Board indicated that they would like the meeting dates changed.

**B. Parks Brochure Update** – Planner Ondich stated that he would be meeting with a professor at Minnesota State University, Mankato to discuss a possible class project to complete a brochure in the fall for New Prague Parks. He stated that they will ask for reimbursement on the printing costs but that he did not know what that cost might be. He stated that he hopes to have more information available at the April Park Board meeting.

The Park Board stated that the brochure is a good idea to promote the City of New Prague Parks and stated that reimbursement for printing costs would be a good deal for the City.

**C. PCJ – Making Connections Article** – Planner Ondich presented an article from the Planning Commissioners Journal about trails and walking paths in Arizona and California and how their master plans have guided the development. Planner Ondich noted that New Prague has similar plans on a smaller scale.

**D. Raven Stream Village** – Kay Wilcox asked if the streets were constructed in Raven Stream Village at this time.

Planner Ondich stated that the streets are not completed, but that building permits had been issued for two 6 unit townhomes at the east edge of the development on 6<sup>th</sup> Street NW.

**E. Golf Course Parking Lot** – Planner Ondich stated that the City Council had approved the project to pave the parking lot for the Golf Course and Park Ballroom. He noted that the project will not match the Memorial Park Master plan exactly, but that the exit to Lexington Ave. S. will be moved south in order to attempt to line up 3<sup>rd</sup> Street SE with the parking lot entrance.

The Park Board stated that the project will be a great improvement over the existing parking lot.

## **10. Adjournment**

A motion was made at 7:30 PM to adjourn the meeting by Kristin Guerrette, seconded by Dominic McConnell which passed unanimously (7-0).

Respectfully Submitted,

A handwritten signature in black ink that reads "Ken Ondich". The signature is written in a cursive, flowing style.

Ken Ondich  
City Planner