

**Meeting Minutes  
New Prague Park Board  
Tuesday, June 8, 2010  
6:30 PM**

**1. Call to Order**

The meeting was called to order at 5:30 PM by Chair Allen Mahowald. Members present were Kay Wilcox, Sharon Brown, Allen Mahowald, Matthew Lasch, Amy Jirik and J.C. Ingebrand (arrived following the tour). Youth Representative present was Darren Brown. Absent was Mike Slavik. Staff present was Ken Ondich – Planning Director and Jim Calliguri – Parks Maintenance Supervisor.

**2. Annual Park Tour**

The Park Board toured the following parks as part of their annual park tour:

- A. Sliding Hill Skate Park
- B. Foundry Hill Park
- C. Philipps Park
- D. Southside Park

**3. Approve Previous Meeting Minutes**

A motion was made by Wilcox, seconded by Brown to approve the May 11, 2010 meeting minutes. Motion carried (6-0, Slavik Absent).

**4. Review Financial Reports**

Planning Director Ondich presented the financial reports to the Park Board, noting that during the month of May an additional \$88.75 was added to the Park Equipment Fund from residential and commercial permits. He also noted that some bills for concrete work at the warming house had posted in May as well.

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

**5. Southside Park Light – Parking Lot**

Planning Director Ondich stated that at the April Park Board meeting the discussion of installing a light at the parking lot in Southside Park took place. He stated that the Park

Board felt a light was a good idea and asked staff to obtain an estimate and to also investigate whether one light or two lights would be appropriate to preclude the questionable nighttime activity that has been taking place there. He stated that he discussed the light in more detail with Public Works Director Dennis Seurer and he indicated that the New Prague Utilities Commission staff could install a directional parking lot light that would not glare onto neighboring properties at a total cost of about \$1,000. He noted that the light would need to be installed on the south side of the driveway to the parking lot because that is where the transformer for electricity was located and would provide an easy connection to power. He stated that attached with the memo was a set of pictures and an air photo showing the location of where the light could be installed. Staff feels that the light would be visible from the roadway and also provide adequate light to preclude the questionable activities from taking place. He added that because the project was not budgeted or included on the 2010 Park Board Projects and Goals listing, that an amendment to the 2010 Park Board Projects and Goals listing would be in order to include the \$1,000 cost of the light to be paid from the Park Equipment Fund. He stated that at this time there appears to be at least \$3,000 in the Park Equipment Fund that is not already committed to the warming house project. He recommended that the Park Board recommend Council approval of an amendment to the 2010 Park Board Project and Goals listing to include the \$1,000 for the parking lot light at Southside Park to be installed by the New Prague Utilities Commission.

Amy Jirik suggested that the light be moved from the staff proposed location at the NE corner of the parking lot to roughly 2/3 of the way south on the east side of the parking lot to provide coverage in the corner of the lot.

J.C. Ingebrand asked that public works and/or police review coverage of the proposed light to determine the optimal placement for light coverage while not glaring into the adjacent residential homes.

A motion was made by Jirik, seconded by Wilcox to recommend approval of an amendment to the 2010 Park Board Project and Goals Listing to include \$1,000 from the Park Equipment Fund for a parking lot light at Southside Park to be installed by the New Prague Utilities commission with the exact placement of the light to be determined by Public Works to provide optimum light coverage for the lot. Motion carried (6-0).

## **6. Settlers Park – On-Street Parking**

Planning Director Ondich stated that enclosed with the packet were some police reports concerning parking issues of cars being parking on both sides of the street along 12<sup>th</sup> Ave. SE adjacent to Settlers Park during youth baseball games. He stated that some adjacent residents and others driving through the area feel that the parking on both sides of the road is a hazard. He stated that police have responded and have noted that for the most part cars are legally parked (parking is allowed on both sides of the street). He added that typically there are not any cars parked in the 30 space parking lot, which may be due to a perceived danger of fly balls near cars. He stated that on Tuesday May 25, 2010 the Police Department took pictures which are attached to the packet for your review and information and that the pictures show only two cars in the parking lot while

there are numerous cars parked in on both sides of 12<sup>th</sup> Ave. SE and also 9<sup>th</sup> Street SE. He stated that staff has discussed the matter internally and does not believe there is an easy solution to the matter. He added that the options would seem to be to sign 12<sup>th</sup> Ave. SE adjacent to the park as “No Parking” on both sides of the road, or either the east or west side of the road. He stated that signage for “Resident Parking Only” is not an option as it is not enforceable because it’s not possible to identify residency by running license plate checks. He stated that since the issue only happens for a few hours during the middle of the week during baseball game times from about 5 to 8PM, staff believes that “no parking” signage would not be a practical option whether the entire portion or just one side or the other is signed as no parking. He stated that if the park side was signed as “no parking”, you would have people parking in front of homes or even into other area residential streets and if the residential side was signed as “no parking” you would have some residents upset that they can’t park in front of their own homes. He added that regardless of the parking occurring on both sides of the road, there is always a passable lane for vehicles; including emergency vehicles and that the residents haven’t made a formal petition to the City to consider on-street parking restrictions.

Matthew Lasch stated that he believes the biggest safety issue is cars parking too close to the intersection of 12<sup>th</sup> Ave. SE and 9<sup>th</sup> Street SE.

Planning Director Ondich stated that he would check with the Police Department on the distance that cars were not allowed to park within either the intersection or stop signs.

The Park Board asked that staff look into if the curb could be painted yellow at the corner to signify “no parking” or if signs could be installed.

Planning Director Ondich stated that he would consult with Police and Public Works on the matter.

The Park Board consensus was that the on-street parking was only during the middle of the week for a short period of time and did not feel that it warranted any further discussion at this time.

## **7. Settlers Park – Basketball Hoop Request**

Planning Director Ondich stated that a letter from Mark Bartusek, a resident who lives adjacent to Settlers Park and who is also a Council Member, was included in the packet requesting that the Park Board explore the installation of a basketball hoop in Settlers Park and to work with the New Prague Boys & Girls Basketball Associations to assist in funding the project as well a recent call from another resident in the vicinity of Settler’s Park. He noted that the Park Board last discussed this topic back in April and June of 2007. He stated that based on the new requests, he once again reviewed the site for a possible site for a regulation half court (which for youth would be 37’ x 42’ and for NBA size would be 47’ x 50’). He added that there is not a good location for even a youth sized half-court.

Amy Jirik asked if a smaller court area which could just be used for shooting hoops would be an option, maybe the depth of a three-point line.

Sharon Brown stated that upon moving into the neighborhood she felt a basketball half court would have been nice at the park.

The Park Board noted that a basketball hoop is a nice amenity for older children in the area.

Planning Director Ondich stated that since the parking lot was not being utilized as much as originally thought that maybe the south end could be reserved and painted as a court despite the past opinion of the League of Minnesota Cities Insurance Trust.

The Park Board asked staff to look into striping the south end of the parking lot as a basketball court and also for the placement of a basketball hoop.

## **8. Dog Park Update**

Planning Director Ondich stated that at the April Park Board Meeting it was suggested that staff place discussion of a dog park back on a future agenda so for this month's meeting he included an air photo of Sliding Hill Skate Park with the previously identified location for a dog park of 1.28 acres and additionally some cost estimates for fencing that were obtained in early 2008 and finally a StarTribune Article from April 2010 regarding dog parks in the north metro area. He stated that basically the only thing that is needed is installation of the fencing, a trash can and rules signage and that at this point, the Park Board does not have the funds to complete the project. He stated that since 2007 a Dog Park has been listed as a short or long term goal of the Park Board.

The Park Board suggested that in a future City Newsletter that an article be written about the possibility of a dog park and what the interest level of the community might be in establishing a dog park.

## **9. Warming House: Volunteer Groups**

Planning Director Ondich stated that it has been determined that funds for paid staff at the warming house may not be available for the end of 2010 and possibly for 2011 and that in order to be prepared for the 2010/2011 Winter Season and inaugural operation of the new Warming House, volunteers may need to be utilized. He stated that the League of Minnesota Cities Insurance Trust provided some basic information while the Cities of Bloomington, St. Cloud, Red Wing, Plymouth, Burnsville and Wayzata provided additional information regarding their own volunteer programs. He stated that while staff is not certain that we will need to utilize a volunteer program, staff believes that having a program ready to be utilized is the best course of action. He stated that staff has estimated a total labor cost of about \$4,500 for a season with no volunteer labor being used with suggested operating hours being Monday through Friday 4PM to 9PM and Weekends/Holidays from 10AM to 9PM, depending on weather and ice conditions. He stated that for initial review he attached a very simple "Volunteer Program" description, a volunteer warming house attendant job description and finally a volunteer application which are all rough drafts at this point for initial review and comment. He stated that

volunteer programs are still relatively new for cities, particularly for the operation of warming houses so the policies and programs were being created from scratch.

Amy Jirik asked if staff could explore the possibility of an electronic key system that residents could purchase to gain access to the warming house, particularly in off-hour times.

The Park Board noted that volunteers could also utilize the concession area that would be set up in the warming house to help with fundraising efforts of their particular groups which might garner interest in volunteering to keep the warming house open and operating.

Sharon Brown stated that the volunteer program could really be a trial for the first year and the program changed if needed following the year.

Amy Jirik thought that the suggested hours of operation seemed too long on weekends for volunteers and suggested a shorter operation time of possibly noon to 9PM instead of 10AM to 9PM.

Planning Director Ondich stated that staff would continue to work on the program and details for a volunteer program and would also be submitting a request for part time warming house labor for 2011. He stated that review of the volunteer program information would be brought back for review at a future meeting.

## **10. Miscellaneous**

- a. **New Prague Youth Baseball Association Adoption of Foundry Hill Park** – Planning Director Ondich stated that since last month’s meeting Foundry Hill Park has been adopted by the New Prague Youth Baseball Association and that there is a need to order an “adopted by” sign band from Brushworks Sign to acknowledge their adoption. He stated that the cost of this sign will be \$270 (same as the last two we ordered in 2008) and can be paid for from the Park Equipment Fund by being added as an amendment to the Park Equipment Fund Budget for 2010.

A motion was made by Wilcox, seconded by Brown to make a recommendation to add the cost of the “adopted by sign” to the Park Equipment Fund Budget for 2010 and to forward to the Council for consideration. Motion carried (6-0).

- b. **Roberta McGuiggan Adoption of Heritage Greenway Trail** – Planning Director Ondich stated that since last month’s meeting the Heritage Greenway Trail has been adopted by Roberta McGuiggan and that Ms. McGuiggan has stated that it is not necessary to have a sign created to acknowledge her adoption of the section of the greenway trail.
- c. **Park Ave. S. and 3<sup>rd</sup> Street SE and Pool Parking Lot Construction Update** – Planning Director Ondich stated that construction of 3<sup>rd</sup> Street SE and the parking

lot by the pool and baseball field started in early May and was completed on Friday June 4th.

## **11. Adjournment**

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

Respectfully Submitted,

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

Ken Ondich  
Planning Director