

**Meeting Minutes
New Prague Park Board
Tuesday, August 17, 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, and J.C. Ingebrand. Absent were Sharon Brown and Mike Slavik. Youth Representative Darren Brown was also absent. 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 Ingebrand to approve the July 13, 2010 meeting minutes. Motion carried (5-0, Brown and Slavik absent).

3. Review Financial Reports

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

A motion was made by Wilcox, seconded by Ingebrand to accept the financial reports as presented. Motion carried (5-0).

4. Foundry Hill Park – Eagle Scout Alex Project

Planning Director Ondich stated that an Eagle Scout named Alex was present at the July Park Board meeting and was invited back to tonight's meeting to provide more specific details on the trail project he proposed to complete in the woods. He stated that he had not heard from the Eagle Scout since last month's meeting and subsequently did not have any recommendation for discussion at this time.

5. Warming House – Rules Sign Quote Review and Approval

Planning Director Ondich stated that at the July 13th Park Board meeting the Park Board reviewed language for proposed rules signage for the warming house. He stated that staff has obtained a quote from Signature Graphics in Jordan two 24" x 36" rules signs which would be gloss laminated. He stated that the cost for each sign would be \$149.90 a piece plus tax. He stated that also discussed by the Park Board was the need for a large "open/closed" sign and that Signature Graphics has proposed a cost of \$99.97 for a 12" x 24" reversible sign that would be easily read from the parking lot to signify if the shelter were opened or closed. He stated that the cost for all the signs would be \$399.77 plus tax.

Kay Wilcox asked if a light could be installed for the “open/closed” sign so that it is more visible at night for warming house users.

Jim Calliguri stated that he would look into the possibility of installing a light for the sign.

A motion was made by Ingebrand, seconded by Lasch to approve the purchase of the two rules signs and one open/closed sign from Signature Graphics in the amount of \$399.77 plus tax to be paid from the Park Equipment Fund – Warming House Project. Motion carried (5-0).

6. Park Shelter Rental – Weddings/Large Events

Planning Director Ondich stated that City staff often puts 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. He stated that the City’s Park Rental Policy does not address if City Staff will move picnic tables or other amenities for a fee or free of charge. He suggested that the policy 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 per hour labor charge would be added to the cost of the rental for both set up and clean up of the event as it relates to moving tables and garbage cans that are not normally at the park shelter being rented. He stated that it could also be noted that City staff will not provide labor for moving additional tables and garbage cans, even if paid for the time, and if needed for the event the person(s) renting the shelter shall provide them on their own. He added that either way, City staff cannot continue to put hours of work into park rentals for large groups at the regular rental rate.

Kay Wilcox asked Jim Calliguri what the City of Eden Prairie does in terms of large group rentals.

Jim Calliguri stated that he would check with Eden Prairie and some other cities regarding their policies for park shelter rentals.

Allen Mahowald asked if City Staff could put together a list of what is provided at each shelter, specifically such as number of grills, if electric is provided and how many tables are provided.

Matthew Lasch asked if residents renting the shelters request the tables be moved to the parks.

Jim Calliguri stated that some people do expect that the City will provide as many tables as they need for their large group events. He stated that staff would provide the tables prior to his starting work with the City and that has continued to present day.

Planning Director Ondich asked the Park Board if they would be inclined to support a fee for the moving of tables or other requested amenities not typically located at a park

shelter or if the Park Board would simply suggest not providing the service and the renters of the shelters would have to provide additional tables on their own.

J.C. Ingebrand stated that a per-table moving fee might be an idea to look into further.

Allen Mahowald stated that the City should charge something for the moving of amenities and also provide a list of what basic amenities are at each shelter.

Kay Wilcox stated that she would support if staff provided with the basic rental charge the blowing out of the shelter, checking electrical and providing garbage service. She stated that beyond that should be at the cost of the renter. She also thinks it should be noted to the renters renting shelters that they are cleaned and checked in the early morning and that the City is not responsible for the shelters after that time.

Planning Director Ondich stated that at the next meeting he would provide further information about what other cities do for shelter rentals and costs for further discussion.

7. Carver/Scott S.H.I.P. Update

Planning Director Ondich stated that attached to the packet is the “Community Active Living Intervention Assessment Summary” for the City which is the results of an on-line survey that staff completed earlier this year to provide an overview of our active living amenities. He stated that the date for the Walkable Communities Workshop has also been scheduled for Wednesday September 15th at 5PM to 8PM at City Hall and that invitations will be mailed to possible participants two weeks prior to the workshop. He stated that he also included a document called “City Implementation Action Plan” which is the document that outlines the activities we plan to do to increase opportunities for active living in New Prague. He stated that he is looking for feedback on any additional action plans that the City should consider.

The Planning Commission accepted the assessment and action plan as presented with no changes suggested.

8. Miscellaneous

- a. **Southside Park – Parking Lot Light Thank You** – Planning Director Ondich stated that staff was contacted by the resident that asked for the light in Southside Park’s parking lot and that the resident says the light is perfect and wanted to thank everyone involved.
- b. **September Park Board Meeting** – The Park Board suggested that in light of the Walkable Community Workshop on September 15th that the regularly scheduled meeting on September 14th be cancelled unless an urgent matter would need recommendation of the Park Board.
- c. **Dog Park** – J.C. Ingebrand stated that he some input for the dog park following the article in the City News. He stated that in Minnetonka they have a dog park with a 4’ fence which is basically just used as a boundary and not has a

containment for the animals. He stated that if a 4' instead of a 6' fence was used for a New Prague dog park we could save a lot of money on the fencing costs. He also passed along some ideas for user fees and noted that dog waste stations would be a good idea. Planning Director Ondich stated that since the article was in the City News, he had received numerous responses both for and against a dog park being established in New Prague. He stated that at the next meeting he would have a copy of the comments for review by the Park Board.

- d. **Foundry Hill Park Woods** – Kay Wilcox stated that regardless of if the Eagle Scout project takes place for the path through the Foundry Hill Park Woods that staff would look to complete the project in 2010 by simply cutting a path through the woods. She also suggested placing any boulders the City might have in the woods for kids to climb on. Ondich and Calliguri stated that they would check to see if the resources would be available for completion of the project by staff in the fall of 2010.

9. Adjournment

A motion was made by Wilcox, seconded by Jirik to adjourn the meeting at 7:22 PM.
Motion carried (5-0).

Respectfully Submitted,



Ken Ondich
Planning Director