

**Meeting Minutes
New Prague Park Board
Monday, February 13, 2006
6:30 PM**

1. Call to Order

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

2. Introduction of New Members

Chairperson Jim Westall introduced himself to the new members of the Park Board and asked that everyone present introduce themselves as well. New members introduced were Amy Jirik and Stacey Witty as regular members and Katie Trewartha and Mark Remfert as youth representatives for the year.

3. Approve Previous Meeting Minutes

A motion was made by McConnell, seconded by Wilcox to approve the January 10, 2006 meeting minutes, which passed unanimously (5-0, Guerrette and Ingebrand absent).

4. Review Financial Reports

Planner Ondich presented the financial reports to the Park Board.

Chairperson Westall accepted the financial reports as presented.

5. Sliding Hill Skate Park – Review Sign Quotes, Review Plans and Specifications, Construction Review Services and Construction Staking

Planner Ondich presented four price quotes for the rules sign for the new skate park that will be constructed in the summer. The price quotes were from Signature Graphics, Earl F. Anderson, Brushwork Signs, and Les Johnson. Planner Ondich stated that the companies were asked for a quote meeting the minimum specifications for the rules sign discussed at the January meeting. He recommended that Signature Graphics be authorized to complete the sign.

A motion was made by McConnell, seconded by Wilcox to authorize Signature graphics to complete the Skate Park Rules Sign in the amount of \$165.00 plus shipping, handling and tax out of the Park Equipment Fund for the Sliding Hill Skate Park Grant Project, which passed unanimously (5-0).

Planner Ondich recommended that Bonestroo be authorized for construction review services and construction staking in an amount not to exceed \$8,600 contingent upon the project starting construction. He explained that \$5,000 was the fee for Bonestroo to conduct construction review on site throughout the project to ensure that the plans are being followed correctly, just as is done with street construction projects throughout the City. He explained that \$3,600 was the fee for Bonestroo to conduct construction staking to ensure that the amenities are constructed at the correct elevation and in the correct locations on the site. He noted that for drainage purposes and to stay out of the wetland buffer areas that it was important to have the construction staking done.

A motion was made by Wilcox, seconded by McConnell to authorize Bonestroo for Construction Review Services in a not to exceed amount of \$5,000 and Construction Staking in a not to exceed amount of \$3,600 for the Sliding Hill Skate Park Project with funds to be taken from the 2006 Park Board Budget contingent upon the project being started, which passed unanimously (5-0).

Planner Ondich presented the plans and specifications for the Sliding Hill Skate Park project. He stated that the Park Board would need to recommend to the City Council that the plans and specifications be adopted and that they give an authorization to advertise the bids for the project.

The Park Board reviewed the final draft of the plans and specifications and did not note any changes to the plans and specifications.

A motion was made by Westall, seconded by McConnell to recommend that the plans and specifications for the Sliding Hill Skate Park Project be forwarded to the City Council for approval and to authorize the advertisement for bids, which passed unanimously (5-0).

6. Philipps Park Project Update

Planner Ondich provided an update on the Philipps Park plaza project. He stated that the City Council decided to fund the plaza project except for the trail paving and authorized the application for the community roadside landscaping partnership program to be submitted to Mn/DOT. He stated that the council made the project an alternate project for 2006 with a definite start and completion date in 2007. He stated that this was done to ensure that staffing resources would not be stretched too thin with the street reconstruction projects and the sliding hill skate park project taking place this summer. He asked that two Park Board members agree to be listed as project contacts on the application to Mn/DOT as required by the application. He stated that he hopes to have the application completed by late February or early March.

Kay Wilcox and Dominic McConnell stated that they agreed to be listed as committee members on the community roadside landscaping partnership program application to Mn/DOT.

Jim Westall stated that Kelly Mamer was also a committee member in the past and that her replacement, Stacey Witty, could take over her spot.

Stacey Witty agreed to be on the committee to replace Kelly Mamer.

7. Future Trail and Sidewalk Project Cost Estimates

Planner Ondich presented a map of the future trail and sidewalk projects that were discussed at the January meeting. He also presented a list of the projects and their potential costs for review.

Kay Wilcox stated that the projects should be prioritized in the following order of completion: Foundry Hill Park Trail Extension to Raven Stream Village, Heritage Trail Sidewalk Extension, Green Meadow Loop Trail in Settlers Park, and Philipps Park Trail Paving and Extension. She added that the Park Board could petition the City Council to commit \$25,000 each year over the next four years to complete the trail projects in the order suggested. She suggested that the petition letter not be submitted to the City Council until July.

The Park Board discussed that the Foundry Hill Park trail extension is an important link between the Shardan Development and the Raven Stream Village Development and Raven Stream Elementary School especially since 2nd Street NW does not connect west into Raven Stream Village at this time.

A motion was made by Wilcox, seconded by Westall to petition the City Council in July to commit \$25,000 per year over the next four years to complete the following trail projects in the following order: Foundry Hill Park Trail Extension to Raven Stream Village, Heritage Trail Sidewalk Extension, Green Meadow Loop Trail in Settlers Park, and Philipps Park Trail Paving and Extension.

8. Miscellaneous

A. Cabin in Memorial Park – Planner Ondich presented some background information on the history of the Oral Log Cabin in Memorial Park and also informed the Park Board that a citizen had asked about donating some items to put in the cabin that had historical significance to the cabin itself. He stated that he and other staff were unsure of the condition of the cabin and referred the person to the New Prague Historical Society for donating the items at this time.

Kay Wilcox suggested that park staff members could review the cabin sometime in the next few months and suggest what work might be needed on the cabin.

Planner Ondich stated that the Park Board could take a closer look at the condition of the cabin during the yearly spring park tour. He stated that he would have park staff look at the cabin before that tour for a summary of its condition.

B. Skate Park Grand Opening – Dominic McConnell stated that he had an idea for the grand opening of the skate park. He stated that the 3rd Lair Skate Park in Golden Valley has a demonstration team that you can pay to come to your skate park and demonstrate the equipment and that they could even bring some of their own equipment with them.

The Park Board agreed that this would be a good idea and would look into it further closer to the completion of the skate park.

9. Adjournment

A motion was made by McConnell to adjourn the meeting. The meeting was ordered adjourned by Chairperson Westall at 7:38 PM.

Respectfully Submitted,

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

Ken Ondich