

**Meeting Minutes
New Prague Park Board
Tuesday, April 12, 2005
6:30 PM**

1. Call to Order

The meeting was called to order at 6:36 PM by Vice Chairperson J.C. Ingebrand. Members present were Kay Wilcox, Jim Westall, J.C. Ingebrand, Kristin Guerrette, Dominic McConnell, Matthew Eldred, and Kelly Mamer (arrived after minutes were approved). Member absent was Gary Meyer. Staff present was Ken Ondich – City Planner.

2. Approve Previous Meeting Minutes

A motion was made by Wilcox, seconded by McConnell to approve the March 8, 2005 meeting minutes and March 16, 2005 special meeting minutes, which passed unanimously (5-0, Meyer absent and Mamer had not arrived yet).

3. Review Financial Reports

A motion was made by Wilcox, seconded by Westall to accept the Financial Reports, which passed unanimously (6-0).

Kay Wilcox asked what the remaining balance was for the payment on the Tupy Athletic Complex.

Planner Ondich stated that he would check on the remaining balance.

As requested by Kay Wilcox at the March 8th meeting, Mr. Ondich provided a summary of committed spending from the Park Equipment Fund and the 2005 Budget.

Jim Westall asked if the City was paying for the four building permits in Heritage Estates 11th Addition as part of the land swap.

Kay Wilcox stated that the City only allowed Witt to have four building permits to start construction before the streets and utilities were complete. She added that the Park Board is paying the \$15,000 for the land swap to increase the park size on the east side of Lexington Avenue.

4. Review Bid Specifications Information for Memorial Park Playground

Planner Ondich presented draft competitive bid specifications and information to the Park Board for the Memorial Park playground replacement project. He specifically presented

a draft public notice, draft general specifications sheet, and draft bid form. He noted that he had used bid forms and request for proposals from the City of Eden Prairie and the City of Rochester as a basis for the drafted materials.

The Park Board indicated that they would like the advertisement to be published on May 12th in order to possibly have the Park Board review the bids and award the contract for the June 14th meeting.

Planner Ondich stated that staff would need some time to review the bids before bringing them to the Park Board for awarding the contract and stated that if there was not enough time to review the bids before the June 12th meeting that a special meeting could possibly be held to review the bids and award the contract.

The Park Board indicated that the equipment must be installed by Dozinky in September and further stated that installation should start in late July if possible.

Kay Wilcox asked if there is a digital file of the Memorial Park Master Plan that the City has and could use to overlay the location of the replacement playground equipment onto the Master Plan.

Planner Ondich stated that the City has a PDF file only of the Master Plan document. He presented a map showing the location of the playground replacement equipment hand drawn onto the Master Plan document. He further stated that he would check into getting a file to use with the City's mapping system.

J.C. Ingebrand noted that moving the equipment wouldn't be a huge cost when considering the entire redevelopment of the park in the future.

5. Settlers Park Sign Location

Planner Ondich presented a site map of Settlers Park to use as a discussion to determine a location for the Settles Park Sign.

Kay Wilcox suggested that the sign be placed on the corner of 12th Avenue SE and 9th Street SE at an angle.

Kristin Guerrette stated that most traffic travels on 9th Street SE and suggested that the sign be placed on that side.

The Park Board agreed that this location near the parking lot and the point where Horseshoe Lane connects with 9th Street SE would be the best place for the sign. The further suggested that the sign be angled with the curve in the road at that location.

Matthew Eldred stated that he thought a “Park This Way” sign pointing east on 9th at the intersection with 10th Avenue SE. would be appropriate.

Kay Wilcox stated that the “Green Meadow” sign could be placed at the corner to announce the location of that area of the park in addition to placing a “Green Meadow” sign near the SW corner of the Parking Lot in Settlers Park.

Planner Ondich asked if they would like to see Cliff Johannes clean up the wooded area in the “Green Meadow”.

The Park Board unanimously agreed to have Cliff clean up the wooded area.

Kay Wilcox asked if Cliff could mow a path through the “Green Meadow” area this summer that would go west from the parking lot in Settlers Park, around the wetland area to the south and then exit north near the corner of 9th Street SE and 10th Avenue SE.

Kelly Mamer asked that the trail not be mowed too short.

Mamer made a motion approving the location of the Settlers Park Sign across from the intersection of 9th Street SE and Horseshoe Lane on the east side of the parking lot area and approving the location of a “Green Meadow” sign near the SW corner of the parking lot and at the corner of 10th Avenue SE and 9th Street SE, seconded by Guerrette, which passed unanimously (6-0)

Planner Ondich also presented a revised sign design for the Settlers Park Sign based on the narrative nameplate material only being available in a 12” by 24” size instead of 12” by 36” size.

6. “Green Meadow” Sign – Settlers Park

Planner Ondich presented a draft sign design from Les Johnson for the “Green Meadow” sign in Settlers Park and also indicated that it was quoted to cost \$245.30.

Wilcox made a motion approving the purchase of two “Green Meadow” signs for Settlers Park as shown on the design from Les Johnson for \$245.30 each from the 2005 Park Board Budget, seconded by Westall, which passed unanimously (6-0).

7. Greenway Trail Extension in Heritage Estates

Planner Ondich presented a site map of the proposed Greenway Trail Extension in Heritage Estates and an overall greenway trail system map were presented for review showing that the trail currently ends in the middle of City owned property and could now connect to the east with Heritage Park. It was estimated that the 280 lineal feet of trail would be approximately \$4,200 and be completed with the Heritage 11th street

construction project this summer. He added that the trail cannot cross mid-block on Lexington as such a crossing was not approved during the platting of Heritage Estates 11th Addition.

Jim Westall added that it seemed like trail redundancy but stated that it would be needed for safety purposes.

Westall made a motion approving the payment of \$4,200 out of the 2005 Park Board Budget to Witt for the extension and construction of the trail east from its current terminus to Lexington Avenue then south to the intersection with Bohemia Street where it will cross at a controlled intersection, seconded by McConnell, which passed unanimously (6-0).

8. Yackley Cabin Discussion

Planner Ondich presented a set of pictures of Yackley Cabin including a picture of the sign at the site. He explained that staff has observed that sections of the cabin are rotted and in bad shape and asked for possible solutions to either restore or tear down the cabin.

Matthew Eldred stated that places such as Murphy's Landing, the Scott County Historical Society, or the Minnesota Historical Society could be contacted regarding the future of Yackley Cabin and to see if they would possibly want to take the cabin before the City tears it down.

Jim Westall stated that it was moved from down by the creek and that it wasn't maintained correctly or even restored correctly.

J.C. Ingebrand stated that there must be people who restore cabins such as this.

Kay Wilcox stated that Steve Frost who helped restore the cabin, suggested to just take pictures of it and remove it.

J.C. Ingebrand stated that the City should at least get estimates to restore it and estimates on what it would cost to maintain it.

Kelly Mamer stated that maybe it could be moved to another park and put to use as a building.

Matthew Eldred stated that it could be restored and possibly be used for community education or another such use.

J.C. Ingebrand stated that if the Oral Cabin in Memorial Park is not properly maintained it could end up like Yackely Cabin.

Kay Wilcox stated that Charles Nelson at the Minnesota Historical Society could be contacted about this cabin.

Planner Ondich stated that he would contact the Historical Societies and bring any information gathered to the next Park Board meeting.

9. National Park Service Property – 301 Lexington Avenue S.

Planner Ondich presented information regarding the 301 Lexington Avenue S. property which was given to the City through the Federal Lands to Parks Program. He indicated that the property is not in compliance with the program because no compliance reports have been filed on the property and because a sign was never installed as required by the program.

Jim Westall stated that because the City gets the rent on the building that they should buy the sign and not the Park Board.

Westall made a motion to ask that the City pay for the required sign for the Federal Land to Parks Program rather than the Park Board, seconded by McConnell, which passed unanimously (6-0).

10. Miscellaneous

A. Skate Park Insurance Information

Planner Ondich provided information in the packet from the League of Minnesota Cities Insurance Trust regarding tier 1 skate board parks.

B. Foundry Hill Park Trailway

Planner Ondich presented a map for a trail installation to Foundry Hill Park that the City recently received money for. The trail would go between the Shardan Townhomes and 701 2nd Street NW and lead into Foundry Hill Park. Planner Ondich explained that the Park Board may wish to pay to continue the path to the ball field and parking lot to extend the original 130' section that the City received money for to install it.

Kay Wilcox asked if a sign could be put up at the point where the new trail will connect near 2nd Street NW.

Planner Ondich stated that a sign may not be possible as it is only a drainage and utility easement where the trail is being placed. He stated the he would further check into this matter.

Kay Wilcox stated that the trail should connect up to the parking lot in Foundry Hill Park and also should connect to the Raven Stream Village Development in the future. She

asked that the trail extension be added to the list of projects that the Park Board will ask the City to pay for.

C. Sliding Hill/Skate Park Water Line Installation

Planner Ondich presented a quote from K.A. Witt for the installation of a water line and hydrant to service the proposed Skating Rinks in the park at a cost of \$12,700.

The Park Board stated that the water line would be a good idea and would wait to commit to installing the water line until an announcement is made on the DNR Grant application for the park.

Kelly Mamer asked that a portion of the water line should be paid for by the City as it would provide fire protection into the park as well.

D. Wetland/Detention Basin Planting Information

Kelly Mamer presented information to the Park Board from Prairie Moon Nursery for detention pond seed mixes and plants that could be used in town. She also presented information out of a Boundary Water Ponds Catalog.

Kay Wilcox asked that Kelly Mamer contact Cliff Johannes about the information.

E. Phillips Park

Jim Westall requested that all the park board members take a look at Philips Park before the next meeting to give ideas on what can be done to spruce up the park.

F. Height of ADA Swings

Kay Wilcox asked what the appropriate height for ADA swings should be as she noticed some seem to be a little high.

Planner Ondich stated that he would contact Flanagan Sales to obtain the correct height information.

G. Maintenance of Greenway Trail

Kay Wilcox stated that the greenway trail near the Fahey's and 7th Street NE may need seal coating. She also stated that a garbage can on the greenway trail needs repair.

Planner Ondich stated he would pass along the information.

Kay Wilcox also stated that the greenway trail sign posts of a 4" by 4" sign are not holding up well and that 6" by 6" posts should be installed instead. She asked that Cliff provide a quote for the posts.

H. Tour of Parks

Jim Westall asked if the Park Board would be touring any of the parks this spring as has been done in the past. He stated that within the next month or two before a meeting at maybe 6PM the Park Board could tour Philipp's Park, Settlers Park, Heritage Park, and Memorial Park.

Planner Ondich stated that he would look into it.

I. DOT Roadside Enhancement Program Training

Jim Westall asked if the MnDOT still offers Roadside Enhancement Training sessions.

Planner Ondich stated that he would look into it.

11. Adjournment

The Meeting was adjourned at 8:33 PM.

Respectfully Submitted,

Ken Ondich