

**Meeting Minutes
New Prague Park Board
Tuesday, December 5, 2006
6:30 PM**

1. Call to Order

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

2. Approve Previous Meeting Minutes

A motion was made by Ingebrand, seconded by McConnell to approve the October 10, 2006 meeting minutes, which passed unanimously (4-0).

3. Presentation of the Parks Brochure – Minnesota State University, Mankato Students

Dr. Janet Cherrington from Minnesota State University, Mankato introduced the presentation and the students giving the presentation about the Park Brochure they created for the Park Board. She noted that the Minnesota State University students created the brochure by researching, writing, and designing and that South Central College Students completed the layout and printing of the brochure. She stated that .pdf files were also given to the City to upload to the city's website. She stated that community-university partnerships are promoted by Minnesota State University, Mankato and South Central College. She noted that because of this project, the Minnesota State University's Athletic Department has extended an offer to have student athletes help the city install playground equipment at a park if such a project will be available in 2007. She stated that the class was interviewed by KEYC TV in Mankato before the presentation and that it would air on the 6PM KEYC Newscast.

The following students from Minnesota State University, Mankato worked on and presented the brochure to the Park Board: Jessica Thessing, Angelique Pate, Kelly Deter, Michael Boulton, Bryce Bachman, Dan O'Conner, Heather Jergenson and Zach Verdin. The following students from South Central College also worked on the brochure but were not present at the meeting: Tim Ehrenberg, Justin Harvey, Jacob Anderson, Cory Stencel, Alisha Scott, Emily Brown, Kelly Wolle, Raymond Drayfahl, Anthony Freitas, and James Melchoir.

J.C. Ingebrand thanked the students and congratulated them on a job well done.

Kay Wilcox asked if the Explore Minnesota Logo in the brochure would place information on the Explore Minnesota Website about the brochure.

Dr. Janet Cherrington did not believe that there would be information placed on the Explore Minnesota website about the brochure, but that they thought it was a great project and they supported it by allowing the use of the logo in the brochure. She stated that it was also good to note the use of the logo in press releases.

The Park Board thanked the students for their efforts.

4. Waive Park Fee Request – New Prague High School Addition Tim Rybak, New Prague School District

Planner Ondich stated that Tim Rybak of the New Prague Schools had made a request that the City waive the park fee on the permit for the high school addition project. He stated that all building permits in the City are charged a .25% fee based on the value of the work performed on the permit for the park equipment fund. He stated that the New Prague schools would like the fee waived because they reason that they already maintain many acres of recreational areas in the City. He stated that the City has waived park fees in two cases in the past. He stated that the first case was to waive the fee for the St. Wenceslaus school addition because they added a new neighborhood playground at the site and also for the Raven Stream Village Elementary School because the school district installed ballfields on City Park land and also installed playground equipment next to the school. He added that the School District has obtained permits in the past for smaller projects where they have paid the park fee without question such as for the Central Campus remodeling project. He stated that where the City has waived the park fee in the past, this case is different because the school district is not adding any additional recreational facilities.

Tim Rybak, New Prague Schools, stated that the school district is in the same business as the City when it comes to providing recreational opportunities. He stated that the City has about 71 acres of active park land while the school district has 73 acres. He stated that the city has 4 parks connected to the trail system and the school district has 3 parks connected to the trail system. He stated that overall, the city and the school district each maintain a lot of the same type of recreational facilities.

J.C. Ingebrand stated that without income to the park equipment fund, the Park Board can't continue to grow park facilities. He stated that the exception for Raven Stream Elementary and St. Wenceslaus both produced facilities that are the focus of the park board.

Amy Jirik stated that the lack of income to the Park Board doesn't allow growth for the park facilities. She did state that she wants to maintain a good relationship with the schools in relation to park facilities.

Mr. Rybak stated that the city and school district have a joint powers agreement for community recreation programming where each entity contributes funds.

Kay Wilcox stated that it is great that the school district had the foresight to plan for park facilities in the past. She stated that it is a struggle to get funds for the city to complete park projects because the city is reliant on funds only from within the city. She added that funds for the school district come from a much larger population base to pay for recreational facilities. She stated that this coming year the city would be installing equipment in Heritage Park and in the future would expect to have another park north of 12th Street. She stated that she is not in favor of waiving the park fee for the high school project.

Dominic McConnell stated that he agreed with Kay Wilcox. He stated that the high school is not adding any additional facilities. He did note, however, that it was strange to take money from one public entity and give to another.

J.C. Ingebrand stated that he would be in favor of denying the request to waive the \$30,000 park fee to maintain the park board income.

A motion was made by McConnell, seconded by Ingebrand, to recommend to the City Council that the New Prague School District be required to pay their \$30,000 park fee for the high school addition project, which passed unanimously (4-0).

5. Concert in Memorial Park – Livingstone The Tour 2007 **T.J. Smith, Livingstone Tour**

Planner Ondich stated that a request was recently made to hold a small music concert in Memorial Park on Saturday August 18th, 2007 from 8:00 PM to 10:30 PM. He added that it was called Livingstone the Tour and that it was a free outdoor Christian concert for between 50 and 150 people. He stated that the live music would only be from about 9:00 PM to 10:30 PM and that some local food vendors would be asked to sell food. He stated that there would be no alcoholic beverages at the event and that setup would begin at 7:00 AM the morning of the show and that tear down and clean up could last until 1:00 AM after the show. He stated that the parks officially close at 11:00 PM, but that an exception could be made to allow them to clean up the park and stage before the morning as long as they are quiet. He stated that they will also provide full liability insurance for the show naming the city as "additional insured". He stated that since the City does not have any current policies for concerts in the parks that the City Administrator asked the Park Board to make a recommendation to the City Council about whether the concert

could be held at Memorial Park. He stated that the show was held this year in Jordan, Northfield, Shakopee and Faribault with none of the cities reporting any issues or problems. He stated that the Police Chief also does not have any issues with the concert and does not anticipate needing any additional police staff the night of the concert. He added that parking may be an issue particularly if an event is also going on at the Park Ballroom.

Max Denton, Livingstone Tour 2007 Producer, stated that the background information provided by city staff was accurate. He stated that he had reference letters from the City of Faribault and Jordan approving of the concerts held in those cities in the past. He provided a map of Memorial Park showing the layout of the stage. He stated that Youth For Christ is the entity providing the liability insurance for the concert which names the City as additional insured. He stated that they are planning 14 concerts for 2007. He stated that the stage is 16' x 24' in size. He added that they provide their own power for the show by a generator located in their truck.

J.C. Ingebrand stated that the stage was appropriately pointed away from the adjacent residential homes.

Kay Wilcox stated that she felt that any activity like this which utilizes the parks and especially Memorial Park is great.

Amy Jirik asked the representatives from Livingstone the Tour why they chose the location for the stage in the park.

Mr. Denton stated that they planned the stage for that particular area of the park because they need road access for their truck and also need space for the audience to watch the concert.

A motion was made by Jirik, seconded by McConnell, to recommend to the City Council that the Livingstone Concert be allowed in Memorial Park provided they are able to reserve the park for their intended time by calling after the first of the year, pay the park reservation fee of \$50 along with the \$100 deposit, speakers shall be pointed away from the adjacent residential homes, a certificate of liability insurance with the city named as additional insured shall be submitted, the concert shall be completed by 10:30 PM with all concert attendees out of the park by 11:00 PM and with the park completely vacated and cleaned up by 1:00 AM., which passed unanimously (4-0).

6. Review Financial Reports

Planner Ondich presented the financial reports to the Park Board. He noted that the report did not include the November totals because there was not time to prepare the November statement because the meeting was being held a week earlier than normal. He noted that the final payment to Witt for the Sliding Hill Skate Park work was not included

in the totals as well as the final reimbursement for the DNR grant funds. He stated that the final page of the financial was a quarterly breakdown of park equipment funds received for the past few years.

A motion was made by McConnell, seconded by Jirik to accept the financial reports as presented, which passed unanimously (4-0).

7. Expiring Terms for Park Board Members

Planner Ondich stated that the terms for Katie Trewartha and Mark Remfert were up at the end of the year for their youth representative seats and that Stacey Witty's term was up at the end of the year for her regular seat along with the seat left open by Jim Westall earlier in the year. He stated that Witty and Remfert are able to reapply for their seats, but that the other two will have to be filled by new applicants. He noted that Witty has notified staff that she does not intend to reapply for her seat on the park board which leaves two regular seats open for applicants.

Kay Wilcox asked if the openings for the boards and commissions had been advertised yet.

Planner Ondich stated that he did not know but stated that if not already advertised they would be advertised very shortly.

Kay Wilcox asked if staff could send the park board youth representative application to the High School so they could post the information.

8. Miscellaneous

- A. "Teens Get on Board for Skate Park Efforts" StarTribune Article from October 10, 2006** – Planner Ondich stated that an article was enclosed as information in the packet about the skate park that recently opened in Jordan as well as other skate parks that have recently opened up in the area.
- B. "Unusual Playgrounds" Parks and Rec. Business Magazine from October 2006** – Planner Ondich stated that an article was enclosed as information in the packet about a new and unusual playgrounds that have been constructed. He stated the article was included because of the upcoming development of Heritage Park and the possible playground equipment that could be built there.
- C. "Trail Lights" Parks and Rec. Business Magazine from October 2006** – Planner Ondich stated that an article was enclosed as information in the packet about trail lights in Grand Forks, North Dakota.

J.C. Ingebrand stated that it would be interesting to find solar power lights for placement along city walking trails.

- D. “New Skate Park Built Near High School” Trojan Times from October 26, 2006** – Planner Ondich stated that an article was enclosed as information in the packet about our skate park which says that users would like more equipment including a mini-pipe, a pop machine or just some place to get water.
- E. Athletic Complex Land Payment Resolution** – Planner Ondich stated that a resolution was included in the packet that was passed at the November 20, 2006 City Council Meeting providing for payment of the Athletic Complex land following the depletion of the fund used to pay for the land. He noted that the resolution also provides for \$100,000 payment to the fund in 2007 which is expected to pay off the land in full.
- F. Sliding Hill Skate Park Lights** – Planner Ondich stated that the Public Works department has shut off the lights for the winter at the Skate Park. He added that they would also like input from the Park Board about having the lights for the ice skating rink shut off automatically at 10PM rather than 11PM as they did during the summer.

J.C. Ingebrand stated that maybe the City could just leave the lights off at 10PM for the time being and see what the response is from the Community.

Planner Ondich stated that his concern was that the city parks are open until 11PM. He added that even if there was a conflict with curfew, it would only occur in the middle of the week for those less than 16 years of age.

Dominic McConnell stated that adults may want to use the rink until 11PM and that he didn't see the lights being on until 11PM as a problem.

Planner Ondich stated that the way the lights work is that once the button is pushed, they will stay on until the timer shuts them off. He stated that it is a concern to have the lights on for hours with nobody using the ice skating rink at night.

It was the consensus of the Park Board to suggest that the lights be left on a timer until 11PM, but noted that it may cause the lights to be on longer than the rink may be used on certain days.

- G. Parks Maintenance Update** – Jim Calliguri stated that he began flooding the ice rink at the Sliding Hill Skate Park this week for the first time but that the weather forecast shows warm temperatures this weekend so he will not be flooding until the weather cools down again. He also stated that following Thanksgiving there

was a lot of vandalism in the parks with various graffiti and damage to playground equipment at Memorial Park.

9. Adjournment

The meeting was adjourned at 7:45PM.

Respectfully Submitted,

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

Ken Ondich
City Planner