

**Meeting Minutes
New Prague Park Board
Tuesday, October 11, 2011
6:30 PM**

1. Call to Order

The meeting was called to order at 6:30 PM by Chair Sharon Brown. Members present were Matthew Lasch, Allen Mahowald, Amy Jirik, Sharon Brown, Council Representative Shawn Ryan and Youth Representative John Knoer. Absent were Maggie Bass and Mike Slavik and. Staff present was Ken Ondich – Planning Director and Jim Calliguri – Parks Maintenance Supervisor.

2. Approve Previous Meeting Minutes

A motion was made by Lasch, seconded by Mahowald to approve the September 20, 2011 meeting minutes. Motion carried (5-0).

3. Review Financial Reports

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

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

4. Fall Flag Football Fee

Director Ondich stated that enclosed in the packet was an e-mail “letter” from Eric Steinhoff who organizes a fall flag football league in New Prague and utilizes the Memorial Park Softball Fields outfield areas. He stated that Mr. Steinhoff is objecting to the fall rate fees which were developed a few years ago specifically for softball field use by both softball teams. He stated that on the City’s fee schedule there is a per team fee of \$120 (two or more times per week) and \$60 (up to one time per week) for reserving the use of fields exclusively for use after Labor Day to the end of the year which is a departure from the pre-Labor Day rates which are \$210 and \$177 respectively which is based on more mowing and other prep work being provided during the summer months.

Eric Steinhoff, flag football league organizer, stated that he did not have a problem with the fee itself, but rather the amount of the fee. He stated that if each team would have to pay \$60 to the City for the use of the fields that it would make the league unaffordable to those who participate. He stated that they play one night per week for up to 10 weeks and that during that time he personally paints the fields in the grass and mows the areas where the games take place which is over and above the general mowing that takes place in the fall.

Jim Calliguri noted that the fields would be mowed on the same schedule, regardless of flag football taking place or not.

Mr. Steinhoff stated that he has 4 teams that would play and if they all paid \$60 it would be a \$240 cost. He stated that he has not yet paid the fee for this year.

Sharon Brown asked how many hours for each game the group uses the lights.

Mr. Steinhoff said that it varies depending on the time of the year, but that it would probably average 2 hours per week for the games and up to 10 weeks in a season.

The Park Board suggested that a fee for non-baseball/softball use be established based on the lighting costs for fall use only.

Planning Director Ondich stated that he would need to check with Dennis Sueur, Public Works Director, regarding the costs of operating the lights.

A motion was made by Jirik, seconded by Lasch, to recommend that the City Council consider establishing a fee specific to non-baseball/softball fall use of city ball fields at \$30 per team to be adjusted lower if actual costs for lighting are determined to be lower than the equivalent of \$30 per team. Motion carried (5-0).

5. Youth Ball Field Reservation Policy Final Review

Planning Director Ondich stated that during last month's Park Board meeting, comments were received regarding the proposed youth team reservation policy draft and suggested fees. He stated that only a few comments were received for review at the last meeting and that at the request of the Park Board staff has updated the costs to the City for the use of the fields in a document titled "2011 New Prague Ball Field Use Costs". He stated that the costs for the youth teams to utilize the fields is certainly increasing as it increased from \$7,865 in 2009 up to \$11,942 in 2011 (an increase of \$4,077 based on the increased games and days of use by the ball teams). He stated that the proposed fee of \$210 and \$177 (based on their proposed use) certainly will not cover all the costs, but only help partially off-set them. He stated that youth team fees will allow staff to be hired to properly prepare all the fields for both games and practices which is not feasible today.

A motion was made by Brown, seconded by Mahowald to forward the draft youth ball field reservation policy and application along with the "2011 New Prague Ball Field Use Costs" memo to the City Council for review and comment. Motion carried (5-0).

Council Representative Shawn Ryan asked that staff inform those groups that have provided comments of the date that the Council would hear the agenda item.

Planning Director Ondich indicated he would do so but that it would likely not be at the October 17th Council meeting.

6. Final Review and Approval of 2012 Park Board Projects and Goals Listing

Planning Director Ondich presented the list of the 2012 Park Board Projects and Goals as discussed at the September Park Board with changes incorporated based on the feedback. He stated that the Park Board Budget is balanced as proposed at the \$14,600 amount as requested. He stated that he obtained quotes from Flanagan Sales for budgeting purposes for a 2-5 play structure for Southside Park. He stated that the cost of the structure ended up being more than allotted at the September meeting and therefore he split the costs so part of the 5' wide concrete sidewalk surround and woodchips would be paid out of the Park Board Budget while part of the sidewalk/woodchips cost and all the equipment itself including tax, shipping and install would be paid for from the Park Equipment Fund. He stated that the Park Equipment fund will have about \$20,000 remaining at year's end and the fund is specifically to be used for expansion projects for park equipment such as this. He stated that he would also recommend that if the Park Board is in agreement on the list that it be ranked in priority. The projects were ranked:

1. Partial Payment for Sidewalk Surround and Woodchips for Play Structure at Southside Park for 2-5 Age Group
2. Survey and Sign Property Lines for Settlers Park / Settlers Park Native Prairie Restoration Project
3. Bathroom Surround (ADA) for Greenway Park
4. Pet Waste Station
5. Buffet Table Additions

A motion was made by Lasch, seconded by Mahowald to adopt the 2012 Park Board Projects and Goals listing with the priority of the projects as indicated and recommend approval to the Council for inclusion in the final 2012 Budget Motion carried (5-0).

7. Miscellaneous

- a. **Thank You for Tietz Memorial Softball Donation** – Planning Director Ondich stated that included as information is a letter that he wrote to the organizers of the Tietz Memorial Softball tournament held each year in Memorial Park over Dozinky weekend thanking them for the donation of \$4,337.20. He added that the funds are being donated to help with the construction of a future athletic complex. Funds donated to date are just under \$88,000.

8. Adjournment

Chair Brown adjourned the meeting at 7:06 PM. Motion carried (5-0).

Respectfully Submitted,



Ken Ondich
Planning Director