

**Meeting Minutes
New Prague Park Board
Tuesday, November 14, 2017
6:30 PM**

1. Call Meeting to Order

The regular meeting was called to order at 6:30 PM by Chair Terry Murtaugh. Members present were Maggie Bass, Matthew Ingebrand and Cortney Amundson. Absent was Margaret Solheid. Staff present was Ken Ondich – Planning / Community Development Director.

2. Approve Previous Meeting Minutes

A motion was made by Bass, seconded by Amundson, to approve the October 10, 2017 regular meeting minutes. Motion carried (4-0).

3. Review Financial Reports

Planning Director Ondich presented the financial reports to the Park Board noting that during the month of October there was \$2,237.34 added to the Park Equipment Fund from 5 home permits being issued. He stated that 80 new home permits have been issued so far in 2017 with 52 of those units being single family homes and 28 being townhomes.

A motion was made by Amundson, seconded by Ingebrand to accept the financial reports as presented. Motion carried (4-0).

4. Brett Wegner – Future Athletic Complex Discussion

Planning Director Ondich noted that Mr. Wegner did not appear to be in attendance and suggesting moving on to the next agenda item.

5. TH19 Project Update

Planning Director Ondich stated that the 2020 Main Street Reconstruction project had an open house on October 26th in which designs for the reconstruction of Main Street were reviewed. He stated that he wanted to make sure the Park Board reviewed the concept drawings as it included streetscaping in front of the library and Memorial park and that a self-activated flashing crossing beacon was proposed to be added to the crossing of Main Street into the park. He stated that the two designs for parking in front of the library were up for debate including the angled back in parking design. He did note that the angled back in parking likely would not make it much further in the design process. He noted that the Park Board Members were welcome to fill out the online survey for the project as well.

6. Park Shelter Rental Discussion

Planning Director Ondich stated that the City recently experienced an issue with a park shelter rental involving a fee we intended to charge for staff to move picnic tables from one

shelter in Memorial Park to another. He stated that the users had moved tables on their own to a shelter they had rented but failed to move the tables back. They argued that the rental contract didn't mention the need to move them back, but we did point out that the cost for the City to move them for their event was on the fee schedule. He stated that while he could have argued the point further that it was a small amount of tables and that it would be best to review the shelter rental application and checklist to add more specific language that the park needs to be put back in the order in which it was found. He recommended that the Park Board approve the additional language be added to the Park Shelter Checklist and Permit application as proposed.

The Park Board suggested that it be noted specifically that the deposit would not be returned until the shelter were put back in order. The Park Board also discussed if the language should be more specific as to what "in order" meant so that there would not be further confusion on the topic.

A motion was made by Bass, seconded by Amundson to approve adding the language to the park shelter rental application and park shelter checklist that it is the responsibility of those using the shelters to put it back in the order in which it was found and that the deposit would not be returned until it was verified by staff that all was in order. Motion carried (4-0).

7. Large Assembly Permits Discussion

Planning Director Ondich stated that for the past year staff has been exploring the idea of drafting a large assembly permit process that would better address when review by the Park Board is needed for large events in the parks. He stated that he included as review examples the information from Belle Plaine, Rockford and Ham Lake that would suggest a minimum number of attendees to be 250 and up. He stated that a fee should also be implemented for the review of the permits as there is time involved by various departments in the review process.

The Park Board discussed the idea of a large assembly ordinance and application process and agreed that it would even the playing field for applicants so that they would know what information they must provide when holding an event. The Park Board also suggesting making the application as simple as possible and to make it available online for filling out. They also suggested that there should be a minimum application deadline of 60 days prior to the event so that there would be ample time to process the request.

8. Miscellaneous

- a. 2017 Park Board Projects Update** – Planning Director Ondich stated that the concrete tee boxes at the disc golf course are substantially complete but that there is some dirt work left to be done at this time to be considered fully complete. He also stated that the brick repair at the Brana is expected to be completed the week of November 13th.
- b. 2018 Park Board Budget Update** – Planning Director Ondich stated that the City Council held a final budget workshop on Thursday, November 9th and that no further discussion had taken place specific to the Park Board's budget request.

9. Adjournment

A motion was made by Amundson, seconded by Bass to adjourn the meeting at 7:23PM.
Motion carried (4-0).

Respectfully Submitted,

A handwritten signature in black ink that reads "Ken Ondich". The signature is written in a cursive style with a large, looped "O" and a distinct "ndich" at the end.

Ken Ondich
Planning / Community Development Director