

**Meeting Minutes  
New Prague Park Board  
Tuesday, December 12, 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, Margaret Solheid and Cortney Amundson. Absent was Matthew Ingebrand. Staff present was Ken Ondich – Planning / Community Development Director.

**2. Approve Previous Meeting Minutes**

A motion was made by Bass, seconded by Solheid, to approve the November 14, 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 November there was \$1,211.03 added to the Park Equipment Fund from 2 home permits being issued. He stated that 173 new home permits have been issued so far in 2017 with 54 of those units being single family homes, 28 being townhomes and 91 being senior housing units.

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

**4. Park Fees Discussion**

Planning Director Ondich stated that typically at the last Council meeting in December, the City Council would be adopting an updated fee schedule for 2018. He stated that while the fee schedule can be amended at any time that staff is suggesting increases/changes to park related fees. He presented a page from the proposed fee schedule which contained suggested changes but noted that no fees are specifically suggested to be changed for team fees for either youth or adult teams because staff is still in the process of establishing the costs of maintaining the ballfields during the spring/summer/fall time period and will be using that information for further discussions in the near future. He noted that the current fees listed have not been changed in over 10 years while the City's costs to maintain the fields have appeared to have increased over 60% in the last 10 years.

The Park Board requested that the cost breakdown of the field rental versus the shelter rental be noted on the fee schedule for daily use and tournament fees and that the fees should be subject to review annually, rather than wait 10 years to adjust them.

Margaret Solheid noted that specific to the team fees for softball that there may be some pushback from teams as numbers of teams are down from years past and the fields themselves are in need of upgrades.

Planning Director Ondich stated that discussions with the teams would occur before any final recommendations on the fees are made.

Chair Murtaugh suggested that for the Memorial Park Baseball Stadium there should be different team fees or a percentage of concession sales that go back to the City for the upkeep of the field.

Planning Director Ondich stated that the baseball committee would likely be discussing that in the future as well.

A motion was made by Bass, seconded by Amundson to recommend that the City Council approve the park fee increases for park shelter rentals, daily field use and tournaments as reviewed during the meeting (4-0).

## **5. Large Assembly Permits Discussion**

Planning Director Ondich stated that at the November 14<sup>th</sup> meeting, 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. He stated that the Park Board also suggested making the application as simple as possible and to make it available online for filling out. He also noted that the Park Board 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. He stated that since the meeting he used the ordinance and application from both Belle Plaine and Rockford to create the drafted documents for review at the meeting. He stated that he would like the Park Board to review the drafted policy and application at this time which would be forwarded to the City Attorney for further review and comment.

Cortney Amundson asked if it could be noted that ADA accessible portable restrooms are needed to a certain standard based on the number of people that would attend the event.

Maggie Bass noted that the drafted ordinance did not contain language about temporary liquor licenses.

Chair Murtaugh asked about food handler licenses and that it should be referenced in the ordinance. She also suggested that a fact sheet or pamphlet be included about the large assembly permit to make it easier to understand for those holding events for the first time. She also suggested that a filled out example be included for those to reference when filling out the application.

Planning Director Ondich stated that he would research the questions posed and then forward the drafted ordinance to the City Attorney for initial comment before reviewing again with the Park Board.

## **6. Miscellaneous**

- a. 2017 Park Board Projects Update** – Planning Director Ondich stated that all the projects from the 2017 Park Board Budget have been wrapped up for the year with some final billing that should come in before the end of the year.

- b. 2018 Park Board Budget Update** – Planning Director Ondich stated that **the** City Council will adopt its 2018 Budget on December 18, 2017. He noted that there were no changes made to the 2018 Park Board Budget following the December 4<sup>th</sup>, 2018 Truth in Taxation hearing with the Council, but until it's finally adopted on the 18<sup>th</sup> there could still be changes. He also stated that he would be meeting with Dan Puls before the end of the year to discuss the DNR Outdoor Recreation Grant Application for 2018 as noted in the Park Board budget plan for 2018 as the applications just became available from the DNR so we have a few months until they are due. Maggie Bass noted that a resident had e-mailed her information about a DNR grant specific to trail connections. Planning Director Ondich stated that he would look into the grant further.
- c. 2018 Meeting Schedule** – Planning Director Ondich stated that the 2018 meeting schedule was attached that showed all the board and commission meetings as information. Maggie Bass suggested that the Park Board meetings start at 6PM versus 6:30PM each month. A motion was made by Bass, seconded by Amundson to recommend that the Park Board meetings start at 6PM instead of 6:30PM starting in January 2018. Motion carried (4-0).

## 7. Adjournment

A motion was made by Murtaugh, seconded by Amundson to adjourn the meeting at 7:24PM. Motion carried (4-0).

Respectfully Submitted,



Ken Ondich  
Planning / Community Development Director