

**Meeting Minutes  
New Prague Park Board  
Tuesday, February 10, 2015  
6:30 PM**

**1. Call Meeting to Order**

The regular meeting was called to order at 6:30 PM by Chair Maggie Bass. Members present were Mike Sticha, Cortney Amundson, Amy Jirik, Chris Millard, Cory Magnuson, Mike Puncochar and Marissa Kivi. Absent were none. Staff present was Ken Ondich – Planning / Community Development Director.

**2. Welcome New Member Mike Puncochar**

The Park Board welcomed new member Mike Puncochar who was appointed to the Park Board by the City Council at their meeting on February 2<sup>nd</sup>.

**3. Approve Previous Meeting Minutes**

A motion was made by Sticha, seconded by Amundson to approve the December 9, 2014 regular meeting minutes. Motion carried (7-0).

**4. Review Financial Reports**

Planning Director Ondich presented the financial reports to the Park Board noting that during the month of January there was \$541.96 added to the Park Equipment Fund from 1 new residential home permit and that 1 new home permit has been issued so far in 2015.

A motion was made by Sticha, seconded by Magnuson to accept the financial reports as presented. Motion carried (7-0).

**5. Park Board Budget and Project Plan for 2015**

Planning Director Ondich stated that he included a copy of the 2015 Project Plan for the Park Board which were projects that were submitted to and approved by the City Council to be completed in 2015. He asked if the Park Board would like to prioritize the projects for 2015 to be done in any particular order. He suggested first purchasing the two receptacles to be placed in Memorial Park for the recycling trial because it was noted that the Park Board should re-evaluate in August as to how the recycling trial was progressing. He stated that the other project he'd suggest getting quotes on sooner than later would be the Settlers Park Athletic Field Re-purposing so that work could be done late summer into early fall. He noted that the City also received funding through the Scott County S.H.I.P. program to purchase and install map kiosks that he would like to

order this spring. He asked for the Park Board to discuss the project priorities to provide direction to staff.

Mike Sticha suggested that the grading work on the baseball field might be out to bid for work to begin in August and that the Settler's Park field work might be able to be co-bid with the Memorial Park Baseball field project.

Maggie Bass asked the Park Board if they would like to prioritize the list of projects for 2015.

The Park Board noted that it was important to make sure the Settlers Park field work can be done first before moving forward with the picnic table purchase and entrance sign purchase for Southside Park.

A motion was made by Bass, seconded by Sticha to prioritize the 2015 Project plan to be completed in the following order: Recycling Receptacles from the Park Equipment Fund, Settlers Park Athletic Field Re-purposing from the Park Board Budget, Aluminum Picnic Tables from the Park Board Budget and finally the replacement Entrance Sign for Southside Park from the Park Board Budget, and noting that the Settlers Park Field work must be completed prior to completing the other Park Equipment Fund purchases.

Amy Jirik asked if staff could look into By The Yard for the picnic tables.

Motion carried (7-0).

## **6. Memorial Park Property Discussion**

Planning Director Ondich stated that at their meeting on January 14<sup>th</sup>, the EDA recommended that the Park Board review the merits of the City considering acquisition of two parcels directly adjacent to Memorial Park located at 510 and 514 E. Main Street. He stated that these properties are both actively on the market for \$199,999 and \$334,000 respectively. He noted that these properties are both located in the RH High Density Residential Zoning District at this time and that the total size of both properties together is 2.68 acres. He stated that while the Park Board Park Acquisition Fund balance at this time is just over \$71,000, it is not sufficient to cover the \$533,999 price for both properties. He stated that while the Comprehensive Plan does not specifically mention Memorial Park as needing expansion, it does note that future improvements could include a band shell among other improvements, as well as noting that the life cycle of parks needs to be planned for including population growth in the City. He noted that Memorial Park is a Community Wide Park which services the entire community which will continue to grow and therefore lands added to the park would be warranted. He stated that while staff has not studied whether or not the 2.68 acres of land would be a good location for a band shell specifically, staff does believe that this is a very rare opportunity to obtain additional lands for the City's oldest park and provide additional visibility from Main Street into the park area. He stated that if the properties could be acquired, they would most likely be rented for the near future with the likely assistance of a

management company until plans would be developed for the use of the area. He recommended that the Park Board discuss the properties at 510 and 514 E. Main Street and forward a recommendation to the City Council regarding whether they should continue to explore their acquisition.

Maggie Bass stated that she has environmental concerns on the apartment property considering the vehicles that park on the property and may leak fuels.

Planning Director Ondich stated that the City has completed Environmental Site Assessments on some properties acquired in the past. He also noted that he had heard that at least part of the existing apartment building structure was once used as a hatchery.

The Park Board discussed possible re-use of the single family home and outbuilding at 510 E. Main Street for park use and that the apartments at 514 E. Main Street are an eyesore.

Mike Sticha stated that he doesn't care one way or another whether the two properties are acquired by the City but questioned what the long term plan was for the area if acquired.

Cortney Amundson stated that she thinks a band shell is a good idea, but the properties being discussed were maybe not the ideal location.

Amy Jirik stated that the community band already plays in the park just north of the ballroom.

Chris Millard stated that the acquisition of the properties would open up a great opportunity for the park.

Cory Magnuson stated that the acquisition of the properties was a good opportunity to consider.

Mike Sticha stated that the acquisition of the land and improvements to Memorial Park could be a long term boon to the downtown area.

Cortney Amundson asked stated that the properties could be rented in the interim while plans are made for the property.

Amy Jirik asked if the Park Board would consider using some Park Property Acquisition Fund dollars to assist with the purchase.

The Park Board consensus was that that would be a possible source of funding.

A motion was made by Bass, seconded by Millard, to recommend that the City Council explore the acquisition of the properties at 510 and 514 E. Main Street to be added to Memorial Park and also consider utilizing Park Property Acquisition Funds as a funding source. Motion carried (7-0).

## 7. Miscellaneous

- a. **Visioning for Future Recreational Facility Needs – Update** – Planning Director Ondich stated that at the City Council meeting on January 20<sup>th</sup> the City Council approved a “Resolution of Cooperation” with the School District for a proposed indoor swimming pool/aquatic facility. He noted that the resolution states that the City and School will create a new joint powers agreement if a referendum to construct an indoor pool is approved at the May 5<sup>th</sup> election. He stated that it also conceptually provides for a financial arrangement between the school and city to share operating losses equally subject to a yet to be written joint powers agreement and finally noted that a joint powers committee to be made up from city and school representatives will make decisions on the programming, use of the facility, fees and operation procedures.

Mike Sticha stated that the baseball field committee continues to meet and that plans are progressing with the assistance of I&S Engineers at no cost. He stated the committee hopes to have conceptual plans in the next couple of weeks to bring before the City Council in March.

- b. **Warming House and Ice Rinks Update** – Planning Director Ondich stated that the weather finally cooperated in early January and allowed staff to start flooding the three city ice rinks and that the warming house finally opened on Monday January 5<sup>th</sup>, 2015 which was soon followed by warm temperatures once again with the rinks being closed the week of January 19<sup>th</sup>. He stated that staff at the warming house are logging the use of the warming house while open this skating season.
- c. **Park Board Budget and Project Plan for 2015** – Planning Director Ondich stated that included in the packet is a graph of historical park fees collected from building permits from 2001 through 2014. He noted that there is a sharp drop in fees collected starting in 2008 which correlates with the economic downturn as well as that in May of 2010 the City stopped collecting a quarter percent park fee on all building permits and a new park fee system was adopted (due to changes in state law). He stated that since that time the city can only collect a park fee in proportion of the need placed on the park system. He stated that since the City has not had new plats in the last few years, the revenues to the Park Fund have been essentially nonexistent except for the fact that we are still collecting a park fee for new home building permits that were issued on vacant lots platted prior to April 25, 2010. He stated that we have about 250 vacant residential lots that we will continue to collect a park fee on and that we can expect about \$375 per home for Park Fees on a typical starter home. He stated that the amount collected in 2014 was the highest amount since 2007 and likewise 2014 was the highest new home construction total the City has had since 2007 with 30 new homes built.

## **8. Adjournment**

A motion was made by Millard, seconded by Puncochar to adjourn the meeting at 7:30 PM. Motion carried (7-0).

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Ken Ondich". The signature is fluid and cursive, with the first name "Ken" and last name "Ondich" clearly distinguishable.

Ken Ondich  
Planning Director