

**Meeting Minutes
New Prague Park Board
Tuesday, February 13, 2024
6:00 PM**

1. Call Meeting to Order

The regular meeting was called to order at City Hall at 6:00 PM by Chair Joe Barten. Members present were Joe Barten, Maggie Bass, Christine Wolf, Matt Becka, and Jessica Dohm. Absent was Al Hansen. Staff present were Ken Ondich – Planning / Community Development Director, and Kyra Chapman – Planner.

**2. Approve Previous Meeting Minutes
January 9, 2024 Regular Meeting**

A motion was made by Wolf, seconded by Becka, to approve the January 9, 2024, regular meeting minutes. Motion carried (5-0).

3. Review Financial Reports

Planning Director Ondich presented the January financial report. No new home or commercial permits were issued during the month of January, which means \$0 has been added to the Park Equipment Fund other than interest income.

A motion was made by Bass, seconded by Barten, to approve the financial reports. Motion carried (5-0).

4. Absence of Park Board Member

Barten stated that Park Board member, Al Hansen has been holding a position as a Park Board member but has been absent for several meetings. He inquired how to best approach this situation.

Planning Director Ondich stated that under the City Code, if a member is absent three times in a row, the City may vacate their seat. Upcoming seat expirations will be made aware in March. The City Council could either vacate the position or wait until the term is complete. So far, there has been a quorum for most Park Board meetings, so it's not necessary to vacate the position.

Bass recommended that the Park Board could wait for Hansen's position to expire.

Planning Director Ondich noted that Hansen's term ends on May 31st, 2024. Brian Molitor's old position is also vacant. Molitor's position would be available as a partial term since it expires on May 31st, 2025.

The Park Board decided it would be best to wait for Hansen's term to expire and to find individuals to take Hansen's and Molitor's positions.

5. Large Assembly Permit: City-Wide Block Party in Memorial Park– 7/18/2024

Planner Chapman introduced the Large Assembly Permit. Calvary Church proposes to host a City-Wide Block Party on Thursday July 18th, 2024 from 5:00pm-8:30pm. Similar to last year's event, the City-Wide Block party will consist of free food/water, inflatables, face painting, games, guest speakers, and a live concert. They expect 2,000 people will participate in the event. City parks close at 11:00pm and therefore all clean-ups would need to be completed with everyone out of the park by 11:00pm.

Dohm inquired if there were any requirements for who can rent parks such as radical hate groups.

Planning Director Ondich said there are no requirements for those who may rent the parks as long as they are not breaking any state or federal laws.

Becka noted that the submitted map layout indicates a registration booth. Since there is a registration area, he asked if the event will be fenced in.

Bass stated that she went to the event last year, the purpose of the registration was to receive free food.

Dohm asked if a political rally could rent the park.

Planning Director Ondich stated that a political rally would still have to do a Large Assembly permit.

Barten asked as a general comment toward large assembly permits, if staff provides alternative event plans based on the weather conditions such as rain. For instance, the stage could sag into the ground if alternative locations are not chosen.

Planning Director Ondich stated that oftentimes staff will add conditions to the Large Assembly Permit such preventing the use of the ballfields if it is rainy.

Barten suggested that there should be a rain event plan or rain contingency plan for the permit.

A motion was made by Becka, seconded by Barten to recommend approval of the City-Wide Block Party to the City Council. Motion carried (5-0).

6. Large Assembly Permit: Run New Prague in Memorial Park– 5/4/2024

Planner Chapman introduced the Run New Prague event, which is proposed to take place on May 4th, 2024 from 8:00am-12:00pm. The Chamber of Commerce will host the event along Central Plaza, Main St, and Memorial Park and consist of a 5k, color run, and bike race. One major change is that the start of the race will begin on Main Street, leading to road closures from 10:00am-11:00am and the police blocking intersections. The Chamber of Commerce will provide outdoor sound systems to broadcast the radio at Central Plaza and Memorial Park from 9:00am-12:00pm. Giesenbrau Bier Co will provide alcoholic beverages and the Chamber of Commerce will provide bottled water for runners.

Barten inquired where the race would start.

Planning Director Ondich stated the race will begin on Main Street near Kubes Furniture & Flooring and end at Memorial Park. The reason for the starting location was to involve more local businesses, hopefully reviving life into the event.

A motion was made by Barten, seconded by Wolf to recommend approval of the Run New Prague to the City Council. Motion carried (5-0).

6. Creek Clean Up Discussion

Barten recommended that the Park Board should host the Creek Clean Up day on April 20th based on the Park Board's availability and the date's proximity to Earth Day.

Dohm stated the school's football team showed interest in participating in the event.

A motion was made by Becka, and Barten to host the Creek Clean Up day on April 20th, 2024. Motion carried (5-0).

Barten stated that the City could contact property owners who own portions of Philipps Creek so volunteers would be able to clean sections of the creek. The City could send out letters to the property owners.

Planning Director Ondich stated that the City Attorney would draft a permission letter that staff would mail to the property owners. The City needs written consent from the property owners such as in the form of a letter or an email.

Barten mentioned that he'd be willing to door knock at different properties if the City hasn't heard anything by late March or early April.

Bass suggested that an alternative Creek Clean Up location would be Greenway Park.

Barten was willing to reach out the Rotary.

Becka recommended that the City could start a Sign Up Genius for volunteers to register. Registration should require phone numbers or emails, so volunteers are aware of any changes to the event.

Barten offered to post Creek Clean Up information on New Prague Happenings. Emails should be required for Sign Up Genius in case notifications are needed for group clumping.

7. Miscellaneous

- a. **Summary of Historical Park Fees Collected** – Planning Director Ondich explained that in 2023, the City received \$12,508.23 in park fees collected from building permits. In the Park Board packet, data showed the number of park fees collected from 2014-2023. Some years were higher or lower than others. In 2023, most of the revenue came from large industrial or commercial properties. As we receive more plats and building permits, the fees collected will increase. For the Comprehensive Plan Amendment, the City will revisit the park fee calculation to make sure it's up to pace with current development. The park dedication fee will likely increase after the Comprehensive Plan is complete.

Dohm inquired why 2017 was so high.

Planning Director Ondich explained that during 2017, there were lots of new residential home permits submitted and Praha Village submitted a building application.

Barten stated that 2023 seemed low compared to other years.

Planning Director Ondich replied that the data does not show or account for additional revenue such as the development fee.

Barten inquired what statute requires for park collection fees and if the City is within range of what we are allowed.

Planning Director Ondich responded that there isn't an exact number. There has to be an essential nexus between your fee collected or land dedication compared to what your City has built out or plans to build out. Historically cities aimed for 10% of development for land dedication. As a rough estimate, the park dedication fee is approximately \$500-\$600 per new residential home permit.

- b. **Ball Team Fees Discussion Update** – Planning Director Ondich stated that City Council approved the ball team fees for Memorial Baseball Stadium, which adds a \$40 per game additional fee to the base team fee that applies to all other fields in the City. The New Prague School District asked for a payment delay/waiver for the use of the Memorial Baseball Stadium. The City Council allowed the payment delay, but the School District decided to pay the fee up front.

- c. **POPS Update**– Planning Director Ondich explained that at the January 16th City Council meeting, Council approved the City Center site as the preferred location for the POPS facility. City Council also approved the City’s Comprehensive Plan consultant, MSA to complete the Small Area Plan at the City Center. At the latest Steering Committee meeting for the Comprehensive Plan, Steering Committee members agreed to participate in discussions and meetings for the Small Area Plan. Staff had an internal kick-off meeting with MSA regarding the small area plan. In the next few weeks, the Steering Committee will join the discussions and consider design features. Our consultant may suggest that the City Center may not be a preferred site location due to the stormwater plan or other restrictions. It’s anticipated that the Small Area Plan will be complete by mid-June.

- d. **Disc Golf Course Update** – Planner Chapman explained that staff have determined the layout of the disc golf course on 1/11/2024. The practice basket will be incorporated as part of the course. A new standard basket will be placed in the northeast section of the park, near the park entrance sign. A hanging basket will be installed on a willow tree between existing route #5. In the next few weeks or months, when the weather is decent, staff will stake the locations of the baskets and the tee pads. Work will likely begin in spring or summer 2024. Staff will also start designing the disc golf course maps.

Becka asked if there will be wayfinding signs for each route.

Planner Chapman explained that in the grant application, the City intended to install wayfinding signs at each route as well as 9-hole course map near the parking lot.

Becka asked how many new baskets there will be.

Planner Chapman replied that there will be two new baskets. One will be a standard basket and the other will be a hanging basket.

- e. **Comprehensive Plan Update** – Planning Director Ondich explained that the fifth Steering Committee for the Comprehensive Plan occurred on 2/8/2024. During the meeting, members had an opportunity to provide feedback on the action plans/goals, future land use map, and mobility map. In the next few weeks, there will be a Joint Powers meeting with the City Council and the Steering Committee.

- f. **Warming House Use Report** – Planner Chapman introduced the warming house and skating rink report. The 2024 season length was one of the shortest on record, which was open for 8 days (1/18/24-1/26/24) and had 33 visitors per day. Last year, the warming house was open for 32 days with an average number of 64.5 visitors per day.

8. Adjournment

The meeting was adjourned at 6:52 PM by order of Chair Barten.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kyra J. Chapman". The signature is written in a cursive style with a large initial 'K' and a distinct 'J'.

Kyra J. Chapman
Planner