

**Meeting Minutes  
New Prague Park Board  
Tuesday, April 9th, 2024  
6:00 PM**

**1. Call Meeting to Order**

The regular meeting was called to order at City Hall at 6:02 PM by Chair Joe Barten. Members present were Joe Barten, Christine Wolf, Matt Becka, and Jessica Dohm. Absent was Al Hansen and Maggie Bass. Staff present were Ken Ondich – Planning / Community Development Director and Kyra Chapman – Planner.

**2. Approve Previous Meeting Minutes  
March 12, 2024 Regular Meeting**

A motion was made by Wolf seconded by Becka, to approve the March 12, 2024, regular meeting minutes. Motion carried (4-0).

**3. Review Financial Reports**

Planning Director Ondich presented the March financial report. The park fees were collected from two commercial building projects and from two new residential home permits so far this year. Some of the park revenue is not reflected in the financial that's in the packet. Approximately \$5,800 needs to be added to the Park Equipment Fund 230. This will be updated for the next park board meeting.

A motion was made by Becka, seconded by Dohm, to approve the financial reports. Motion carried (4-0).

**4. Creek Clean Up Discussion**

Planner Chapman explained that the creek clean up flyer and information has been posted on the City's Facebook page and posted in the hallway on April 7th. Staff will also post this on the City's news and announcements webpage. Property owners who signed the Temporary Access Agreements were also sent flyers, inviting them to the event.

Barten explained that he posted the flyer on Facebook's New Prague Happenings. He suggested that he could do some door knocking for gaps of property owners.

Planner Chapman said she could print off Temporary Access Agreement forms.

Barten stated that by Wednesday, there will be a better understanding of the number of volunteers. The Park Board will be able to split into separate group leaders. The public could be notified on the Friday before.

Dohm stated that individuals could meet up and park at Autowash Systems Inc.

Dohm asked if the registration link for the creek clean up could be sent to the Park Board members.

Barten suggested that all Park Board members should arrive at 9:00am at ASI parking lot.

## **5. Wold Recreation Needs Study – Review Council Presentation**

Planning Director Ondich introduced the Wold Recreation Needs Study. Wold conducted a study that reviewed the existing athletic fields/facilities as well as their condition, scheduling, and usage. The objective of the study was to determine if the recreational facilities meet the needs of the community. In the study, peak usage was from 5-7pm and vacant for the majority of the day. The results of the study found that New Prague has adequate facilities based on the city's population. The study will be added as an addendum to the Comprehensive Plan. As the City continues to grow, the City will look at the fields and determine their demand. In the future, the City and the New Prague Area School District may need to partner together to identify a potential field house.

Barten mentioned that there is a lack of wayfinding field signs. For instance, the sports game may be held on field 4 but there is no signage that identifies this.

## **6. Large Assembly Permit Requests**

Planning Director Ondich stated that the Chamber of Commerce will be hosting the Czech Out New Prague, Dozinky Festival, and Holiday Parade Event again this year. All the event details and conditions are the same as last except for date changes.

Park Board expressed their gratitude for the good work that the Chamber of Commerce does to host these events.

A motion was made by Barten, seconded by Dohm to recommend approval of the three large assembly permits to the city council. Motion carried (4-0).

Planning Director Ondich provided an update on the Run New Prague Event which was a large assembly permit the Park Board approved earlier this year. MnDOT did not approve the permit to close highway 19 for the requested two hours. As a solution, runners will begin the race at Central Plaza. For the event, there will be temporary no parking signs in the south parking lane and people will run in the parking lane. MnDOT does not have control over the parking lane.

## **7. Miscellaneous**

### **a. Possible Historical Society Improvement Near Centennial Cabin**

Planning Director Ondich shared that the New Prague Area Historical Society would like to add a raised concrete platform near the Centennial Cabin in Memorial Park. They intend to install it near north/northwest of the cabin near where an existing tree is marked for removal.

Barten inquired what kind of tree will be removed.

Planning Director Ondich clarified that it's an old oak tree that has a hole near the base of the trunk.

Dohm inquired what the concrete stage will be.

Planning Director Ondich replied that it would be a concrete pad that may be about a foot tall. They intend to put a tent on the pad during the demonstrations.

Becka asked if the Historical Society hosts a lot of events.

Planning Director Ondich believed that they wanted to host more events. They have school groups that go out there occasionally, and during Dozinky, and Parade of Lights.

Dohm asked who would pay for the concrete.

Planning Director Ondich stated that the Historical Society would pay for the concrete.

Barten inquired what the master plan or the ultimate vision of the area. He believed that the northwest location of the concrete pad would be an odd place since it's in the opposite direction of where you access the cabin.

Wolf stated that concrete pad doesn't go with the site. If it's supposed to be historical, it takes away from the cabins.

Becka stated that it would look better if the raised stage looked more natural. For instance, it could be gravel with landscaping and it would look better.

The Park Board wanted a plan for what the site intends to look like in the future.

- b. POPS Update**– Planner Chapman explained that in the most recent POPS newsletter, POPS Gala II will occur on Friday October 4<sup>th</sup> from 6:00pm-9:00pm at the Park Ballroom. There will be live music, and silent auctions. Last year's gala raised \$20,000 in funds. So far, POPS has received \$830,000 in pledges. On Saturday June 1<sup>st</sup> from 1:00pm-4:00pm there will be an event called Bourbon and Broz, where there will be a live performance, whiskey tasting, 1319 appetizers, and cigars.
- c. Disc Golf Course Update** – Planner Chapman stated that staff will begin ordering the vegetation, landscaping features, and baskets for the disc golf course in the next few weeks. Some landscaping features include blanket flowers, butterfly milkweed, small pavestone retaining wall, mulch, and rocks. This project

was made possible through the Southern Minnesota Initiative Foundation's Small Town Grant.

- d. **2024 Tree Giveaway Update** – Planner Chapman explained that as of 4/9/24 there were only three Common Hackberry trees left. The American Plum and Red Oak trees are all sold out. Reminder emails will be sent out to residents who preordered a day or two before the event. The Tree Giveaway will occur on April 27<sup>th</sup> from 10am-12pm.

Barten explained that at Dakota County SWCD, if several people sign up for the landscaping for the clean water program, they'll send out emails to those participants of future lake water monitoring volunteer events. For the past two or three years, there has been a lot of interest. The City could potentially send emails to people who have signed up for the Tree Giveaway regarding the creek clean p event.

- e. **Dog Park Update** – Planning Director Ondich explained that at no cost, the New Prague Utilities Commission agreed to provide a wooden light pole and lighting for the parking lot/entrance. Staff contacted Scott County regarding the possibility of creating a pedestrian crossing to the dog park area. Scott County replied that they do not want a painted/signed pedestrian crossing at uncontrolled (non-stop condition) intersections, especially at multi-lane environments. They would consider permitting them, subject to a pedestrian engineering study that would determine if a crossing is appropriate. If the study found that a crossing was needed, it would require advanced signage and a rapid flashing beacon sign (similar to what the city just installed via a grant at 10<sup>th</sup> Ave SE/1<sup>st</sup> St SE).

Dohm inquired if the speed limit could be reduced.

Planning Director Ondich responded that the City could request a traffic study. Speed must be set by what the 85<sup>th</sup> percentile of traffic is going. He suggested that city staff could set up the traffic counter to see how fast vehicles are traveling to get an idea of current speeds of vehicles. The County would have to do their own speed study to lower or increase the speed limit.

Dohm has heard that residents have shared their concerns regarding speed since it's near residential properties, it's approaching two school zones and a roundabout. The turn lane would be a good location to decrease the speed limit. She inquired what the process of reducing the speed limit.

Planning Director Ondich stated that the traffic study would have to be done by Scott County. According to state law, if the study finds that the vehicles are driving faster than the posted speed limit, the speed limit would increase. However, if the vehicles are found driving slower, the speed limit would decrease. The current posted speed limit along 12<sup>th</sup> St NE is 55 mph.

Planning Director Ondich added that the waterline at the dog park is nearly complete. The waterline work was taking longer to complete. There is a sanitary sewer line from Ceder Lake that comes in near the dog park site. There was no tracer wire on it and staff were guessing when doing borings. If the city had hired out, it would have likely cost between \$12,000-\$14,000 for boring.

- f. Settlers Park Prairie Restoration Update** – Planner Chapman explained that the city received three RFPs for the Settlers Park project and is in the process of reviewing them. The three firms are RES, Rock Leaf Water Environmental, and MNL Heal the Earth. Staff intend to make a recommendation to City Council for their April 15<sup>th</sup> meeting.

Barten asked how the firms are ranked or scored.

Planning Director Ondich stated that the City will consider the lowest bids and review their references.

Barten recommended that the City should consider getting estimates of maintenance plans for three years after the work is completed.

Planning Director Ondich stated that Settlers Park had a lot of internally rotting trees that were in need of removal.

Barten inquired how much money the grant has set aside for contractor work.

Planner Chapman stated that there is about \$39,000 in grant funding for contractor work and the purchase of seeds.

A motion was made by Barten seconded by Becka to allocate a maximum of \$15,000 for establishment period and maintenance for up to 3 years. Motion carried (4-0).

- g. Comprehensive Plan Update / Small Area Plan** – Planning Director Ondich stated that the Comprehensive Plan update is on hold while the Sanitary Sewer Feasibility Study and Small Area Plan are completed. The second Steering Committee meeting for the Small Area Plan will occur on Wednesday April 10<sup>th</sup> at 6pm at City Hall.

Barten asked if there have been discussions with adjacent landowners.

Planning Director Ondich stated that staff will start discussions soon. As of right now, some of MSA's concept maps of the city center have shown the use of the adjacent landowner's property.

## **8. Adjournment**

The meeting was adjourned at 7:09 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 'C'.

Kyra J. Chapman  
Planner