

**Meeting Minutes  
New Prague Park Board  
Tuesday, May 9, 2017  
6:30 PM**

**1. Park Board Tour**

The Park Board started their annual Park Tour at 5:30PM and visited the new Indoor Aquatics Center. The tour was provided by Aquatics Manager Bryce Bachman. Also present were City Administrator Mike Johnson, Mayor Chuck Nickolay and Councilmember David Bruzek.

**2. Call Meeting to Order**

The regular meeting was called to order at 6:30 PM by Chair Maggie Bass. Members present were Kelly Holden, Terry Murtaugh, Amy Jirik and Cortney Amundson. Absent was Youth Representative Katie Calliguri. Staff present was Ken Ondich – Planning / Community Development Director.

**3. Approve Previous Meeting Minutes**

A motion was made by Holden, seconded by Murtaugh to approve the April 11, 2017 regular meeting minutes. Motion carried (5-0).

**4. Review Financial Reports**

Planning Director Ondich presented the financial reports to the Park Board noting that during the month of April there was \$9,240.47 added to the Park Equipment Fund from 5 single family home permits and 8 townhome permits for a total of 13 permits issued. He stated that 28 new home permits have been issued so far in 2017 with 16 of those units being single family homes and 12 being townhomes.

A motion was made by Jirik, seconded by Amundson to accept the financial reports as presented. Motion carried (5-0).

**5. Pivo Prosim – New Prague Beer Fest at Memorial Park – Saturday, August 19, 2017**

Planning Director Ondich stated that the New Prague Rotary Club is proposing to hold what they are calling the Pivo Prosim – New Prague Beer Fest in Memorial Park on Saturday August 19, 2017 from 12PM to 4PM.

Matt Goldade, New Prague Rotary Club, was present at the meeting and provided additional detail. He stated that the entertainment would either be KCHK or possibly live music depending on the number of attendees. He stated that those 21 and older would be provided with a wrist band to obtain samples and those younger would not get a wrist band. He stated that the main entrance would be on the north side of the area. He stated that they would likely only need to fence off the north and south sides of the area as the east side would have booths acting as a barrier and the west side will have the baseball field fencing. He stated

that they will have pre-sale tickets and tickets available at the door and the event will be occurring rain or shine.

A motion was made by Bass, seconded by Cortney to recommended approval of the Pivo Prosim – New Prague Beer Fest event at Memorial Park on Saturday, August 19, 2017 with the following conditions:

1. The City of New Prague shall be named as additional insured for the event since it is taking place in Memorial Park and shall also be provided a copy of the Certificate of Insurance. The City shall be held harmless for any injuries or damages occurring during the event.
2. All of Memorial Park shall be reserved for the event from 8AM through 11PM on Saturday August 19, 2017.
3. The City of New Prague will provide up to 15 garbage cans for the event above what exists in the park during normal operations. The New Prague Rotary Club is required to have a dumpster at the site and will be responsible for pulling garbage bags out of the cans and put into the dumpster. The City can provide bags to the New Prague Rotary Club for a fee or they can provide their own bags.
4. The New Prague Rotary Club officials/volunteers are responsible for clean-up of the park by placing trash in appropriate receptacles. Any clean up charges from the City will be the responsibility of the New Prague Rotary Club.
5. The speakers for the entertainment shall be faced to the south/southwest away from residential homes.
6. The New Prague Rotary Club shall be responsible for the \$26.72 park reservation fee and \$100 damage deposit.
7. The City cannot provide any additional picnic tables at the park above what exists during normal operations. The New Prague Rotary Club should plan to rent picnic tables from an outside source.
8. The New Prague Rotary Club shall provide notification of the event and associated activities to residential properties adjacent to Memorial Park at least one week prior to the event.
9. The New Prague Rotary shall be allowed to utilize the bathrooms in the park during the event, but must also provide additional portable rest rooms to support the expected number of attendees.
10. Electrical provisions in the park and shelter areas are limited. Events that require large amounts of electricity may require temporary service connections or a portable generator. All temporary electrical connections or portable generators will be required to be inspected by the state electrical inspector. Event holders should

contact the New Prague utilities to review the event requirements and any cost that may be incurred.

11. The New Prague Rotary Club shall provide for their own set up of the stage, controlled area, crowd control and parking attendance.
12. No part of the event is allowed within any of the ballfields.
13. A Temporary liquor license must be obtained by the New Prague Rotary Club and all areas where consumption of alcohol occurs must be within a fenced (minimally orange snow fence with supports to prevent the fence from being pushed down and booths which create a barrier) or contained area with controlled access and exit points. A final map of this contained area with fencing details must be provided to staff for approval prior to the event. The City does not provide temporary fencing.
14. The City will provide a barricade at Main Street and Park Ave. as well as 2<sup>nd</sup> Street SE and Park Avenue to prevent vehicles entering the event area.
15. Tent or fence stakes cannot be driven into any asphalt surface.
16. The event will utilize sampling glasses and they acknowledge that any broken glasses must be cleaned up by the New Prague Rotary Club.
17. No off-sale of alcohol is allowed (including growler sales).
18. Police officers are required to be present at the event during the hours of 12PM to 4PM (with the number to be determined by the Police Department based on pre-sale tickets) and to be paid for by the New Prague Rotary.

Motion carried (5-0).

## 6. Miscellaneous

- a. **Memorial Park Log Cabin and Accessory Building** – Planning Director Ondich stated that the work on the log cabin restoration was underway and that the accessory building construction was also in progress.
- b. **2017 Park Board Project Updates -**
  - i. **Replacement Archery Targets** – The Parks Department purchased bulk target foam and made 9 new targets (with additional material to make 3 or 4 more targets as needed). They are up at the range and being used.
  - ii. **Southside Park Concrete Tee Boxes** – Staff is working on obtaining quotes for the tee boxes to be installed as concrete (using a standard sidewalk spec.).
  - iii. **Native Plantings at Park Entrance Signs** – Staff is obtaining quotes for the plants to be installed at the 8 park sign locations.
  - iv. **Memorial Park Baseball Field Improvements** – Field conditions are reported to be great by teams that have used the fields this spring. Phase 3

of the work is anticipated to be awarded via a contract by the Council the week of May 1<sup>st</sup>.

- v. **Topographic Surveying of Parks to Identify Solutions to Drainage Issues at Foundry Hill, Southside and Northside Parks** – Staff is having City Engineer SEH produce high resolution contour maps of the parks and specifically the ballfield areas with no initial surveying needed as LiDAR will be used for this task which is available free of charge. Once the contour maps are created (sometime in June) staff will meet with the Engineer and discussion options for fixing drainage issues to either have staff fix or to bid out in the future.
- vi. **Repair Bricks at Brana** – Staff is working to have a contractor start the project sometime this summer.
- vii. **Pickleball Courts** – As previously discussed, staff will work towards a DNR Outdoor Recreation Grant when funding is made available again. The New Prague Pickleball Association will review alternate locations for permanent courts, including Foundry Hill Park, and will let the Park Board know what their preference might be.

## 7. Adjournment

A motion was made by Bass, seconded by Holden to adjourn the meeting at 6:49 PM. Motion carried (5-0).

Respectfully Submitted,



Ken Ondich  
Planning / Community Development Director