

**Meeting Minutes
New Prague Park Board
Tuesday, June 6, 2017
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, Terry Murtaugh, Amy Jirik, Margaret Solheid, and Matthew Ingebrand. Absent was Cortney Amundson and Kelly Holden (arrived at 6:47PM). Staff present was Ken Ondich – Planning / Community Development Director.

2. Welcome New Park Board Members – Margaret Solheid and Matthew Ingebrand

The Park Board welcomed Matthew Ingebrand and Margaret Solheid as new members to the Park Board.

3. Elect Chair and Vice Chair for 2017/2018

A motion was made by Bass, seconded by Jirik to elect Terry Murtaugh as Chair for 2017/2018. Motion carried (5-0).

A motion was made by Murtaugh, seconded by Bass to elect Margaret Solheid as Vice Chair for 2017/2018. Motion carried (5-0).

4. Approve Previous Meeting Minutes

A motion was made by Holden, seconded by Bass to approve the May 9, 2017 regular meeting minutes. Motion carried (6-0).

5. Review Financial Reports

Planning Director Ondich presented the financial reports to the Park Board noting that during the month of May there was \$4,020.83 added to the Park Equipment Fund from 7 single family home permits and 2 townhome permits for a total of 9 permits issued. He stated that 49 new home permits have been issued so far in 2017 with 25 of those units being single family homes and 24 being townhomes.

A motion was made by Jirik, seconded by Bass to accept the financial reports as presented. Motion carried (6-0).

6. Begin 2018 Park Board Budget Process

Planning Director Ondich stated that he had included in the packet a drafted 2018 to 2021 Project Plan for initial review and that the list also included the 2017 projects to show what would be completed in 2017. He stated that to start discussions he would like the Park Board to review the list of past and future projects that were identified previously and to visit parks to add to or modify the lists and to extend the project list out to the year 2022. He stated that

the list of projects included those listed in the Comprehensive Parks Plan from 2013 as well as other projects that had been discussed since the plan was adopted. He stated that the Park Board will continue to review the budget through the August meeting.

Planning Director Ondich stated that some painting and window repair at the cabin in Memorial Park could be added to the 2018 list.

The Park Board discussed the skate park being a busy attraction with no new additions over the past 10 years. They also discussed the mountain bike skills course idea and the need for additional input for potential users.

Planning Director Ondich also suggested reviewing gaps in the sidewalk and trail system as possible projects for completion. He stated that he would bring the sidewalk and trail plan map to the next meeting for review.

The Park Board noted that various projects were listed in a scheduled year along with the long term projects list and that they could be removed from the long term list. They agreed they would continue to review at the July Park Board meeting.

7. Miscellaneous

- a. Memorial Park Log Cabin and Accessory Building** – Planning Director Ondich stated that the exterior restoration work, except painting and window repair, has been completed on the cabin. He stated that the New Prague Area Historical Society has fundraised for the installation of a wood floor to be installed in the cabin that will provide for better accessibility. He stated that the accessory structure is also in progress with the wood shake roof recently installed by volunteers.
- b. 2017 Park Board Project Updates -**
 - i. Native Plantings at Park Entrance Signs** – Planning Director Ondich noted that staff is obtaining quotes for plants to be installed at 8 park sign locations and that it would be reviewed once again at the July meeting, but that plants likely would not be planted until after the heat of the summer had ended.
 - ii. Topographic Surveying of Parks to Identify Solutions to Drainage Issues at Foundry Hill, Southside and Northside Parks** – He stated that staff and City Engineer Chris Cavett of SEH had reviewed 1' contour data of the parks and specifically the ballfield areas and had determined that Foundry Hill Park likely had very minor corrections that staff could make at little to no cost. He stated that Northside Park was found to have elevation issues on the infield and outfield area and that some drain tile and some other corrections could fix the issues and that staff was working on potential costs. Finally, he stated that Southside Park was found to have the biggest drainage issue with water from the parking lot area slowing finding its way to the already saturated ballfield. He stated that drain tile and possibly raingarden areas by the parking lot would help the ballfield be more playable sooner after rain events. He stated that staff

would hope to have some better scope of work or cost estimates this summer so that the projects could be added to the project list.

- c. **Electronic Packets for Park Board** – Amy Jirik suggested that the Park Board move to electronic packets. The Park Board agreed they would like to try electronic packets for the July meeting.

7. Adjournment

A motion was made by Bass, seconded by Jirik to adjourn the meeting at 7:10 PM. Motion carried (6-0).

Respectfully Submitted,

A handwritten signature in black ink that reads "Ken Ondich". The signature is written in a cursive style with a large, stylized "K" and "O".

Ken Ondich
Planning / Community Development Director