

**Meeting Minutes
New Prague Park Board
Tuesday, August 16, 2022
6:00 PM**

1. Call Meeting to Order

The regular meeting was called to order at City Hall at 6:03 PM by Chair Joe Barten. Members present were Jessica Dohm, Maggie Bass, and Christine Wolf. Matt Becka arrived at 6:27pm. Absent was Al Hansen and Brian Molitor. Staff present was Ken Ondich – Planning / Community Development Director, and Kyra Chapman – Planner.

**2. Approve Previous Meeting Minutes
July 19, 2022 Regular Meeting**

A motion was made by Dohm, seconded by Wolf, to approve the July 19, 2022 regular meeting minutes. Motion carried (3-0). Bass abstained because she was not present at the July 19th meeting.

3. Review Financial Reports

Planning Director Ondich presented the financial reports to the Park Board.

Barten inquired if the board doesn't rely on fundraising, how does timing work with city budgets, especially projects that would cost a substantial amount of money.

Planning Director Ondich explained that for 2023's budget the City Council will see a specific capital project line item for sidewalk and trail extensions which is new. The improvement plan will identify and set aside money for projects. As more properties are platted in the city, more money additionally will contribute to the city budget and future projects.

Barten inquired about the bonding process.

Planning Director Ondich stated that that historically the city has limited its bonding to about one million each year but that smaller projects would be budgeted for.

A motion was made by Bass, seconded by Dohm to accept the financial reports as presented. Motion carried (4-0).

4. Traffic Study by Heritage Park – Results/Reports

Planner Chapman presented the traffic study reports to the Park Board. Chapman explained that a traffic enforcement radar was positioned across from the Homefield Loop trail on Lexington Ave North from June 27th to July 8th. The results showed that with a 0-mph tolerance, 2% of vehicles were speeding, whereas with a 5-mph tolerance, 0% of vehicles were speeding.

Planning Director Ondich clarified that a concern for speeding would have to be over 10% of vehicles. Considering that there was a 0-2% of vehicles were speeding, there is no concern for speeding near Heritage Park.

Dohm explained that it's relatively impossible to speed near Heritage Park because of the stop signs at the intersection at Lexington Ave N and Heritage Trail NE as well as at the intersection of Lexington Ave N and Bohemia St. Despite the lack of speeding, she was mainly concerned about the number of vehicles that pass by Heritage Park. The data showed that 923 vehicles drove past the park daily. This is a relatively high value for a residential street. Dohm suggested various ways to control traffic such as through painted crosswalks, and signs.

Bass also recommended bollards near the trail where it turns to head south to the intersection of Lexington Ave. N. and Bohemia Street to mitigate trail users from crossing mid-block.

Barten suggested that part of traffic could be contributed to the closure of Columbus Ave.

Planning Director Ondich stated that many students use Lexington Ave. N. during the school year instead of Columbus Ave. N. and that traffic in the area may increase as students drive to school starting in the fall.

There was a recommendation to record the traffic during the school year at the same location to get a better understanding of traffic most of the year.

Planning Director Ondich noted that he will provide the reports to the Police Department and that the Planning Department could ask Public Works to paint a crosswalk.

5. Updated Memorial Park Bench and Tree Brochure

Planner Chapman presented the memorial bench and tree brochure and map.

Planner Chapman explained that she visited the all the parks in New Prague to determine the names and locations of all the memorial benches and trees. She compiled this data in a map and table so the city can better track memorial benches and trees. Furthermore, she updated the brochure for the program.

The park board suggested that the table should include the condition of the trees or benches. The conditions would help determine if replacement or fixes need to be made.

Dohm inquired about the purpose of the brochure.

Planning Director Ondich explained that the brochure acts to advertise the program so people can memorialize their loved ones and contribute to the park system. The brochure would be displayed in the funeral home, City Hall, and posted on the city website.

Dohm suggested that the brochure should include pictures of the different types of benches and trees available. The pictures would be compiled in the same column rather than pasted randomly in the brochure. She also recommended that the brochure should specify the differences in the various kinds of plaques and that the costs should be in their own isolated column.

Some park board members wanted the costs to be removed from the brochure, considering that shipping and taxes influence the final cost of the benches and trees.

Barten recommended that the costs should remain on the brochure so people have an idea of what they would be getting into. Rather than having an exact cost, Barten suggested that the prices should be rounded.

Becka proposed the removal of the order form on the brochure. He believed that no one would use the form. Rather than displaying the information on a brochure, Becka believed that the program should be presented in the form of a flyer.

Planner Chapman suggested the idea of having additional information posted on the city website to prevent the brochure from becoming too busy.

6. Updated Park Kiosk Map

Planner Chapman introduced the updated park kiosk map.

Planner Chapman explained that New Prague updates their maps each year and places them in all the park kiosks. Symbols for picnic shelters and parking were added to the maps.

Dohm suggested that bathrooms and water fountains could be added to the map as well. Dohm proposed that the map should include language that states that individuals can rent the picnic shelters.

Barten recommended that to make more room for the symbols and details on the map, the map could be zoomed in further without the future athletic complex and the eastern part of the city where car dealerships are located. Barten also suggested that yellow boundary line of the city could be removed or at least depicted in a different color to make the map less busy.

Planner Chapman introduced the idea of having a QR code attached to the map. The QR code would direct the user to the image of the map, therefore, they would have the ability to zoom in or out.

Many park board members liked the QR code idea.

7. Miscellaneous

- a. **2022 Project Updates** – Planning Director Ondich stated that the fountain at southside park had been completed.
- b. **2023 Park Board Budget Update** – Planning Director Ondich noted that the City Council’s first budget workshop will take place on August 29th to discuss the 2023 budget process.
- c. **Central Plaza Update** – Planning Director Ondich stated that most of the work at Central Plaza has been completed. However, outdoor furniture such as tables and benches will not arrive until the end of September. For the time being, staff has placed two aluminum picnic tables on the plaza so it can be utilized. Once the sign is delivered, it will be installed at the Plaza.

- d. **Dog Park Update** – Planning Director Ondich stated that city staff met with the Dog Park Group on July 28th to discuss the dog park layout. The group requested various revisions to the layout such as including solar lighting, dog washing station and more parking spaces. Costs estimates will be identified, further influencing the design of the park. The project will then be presented to the Park Board and City Council to discuss fundraising, grants, and construction.

- e. **Towering To Our Future Update** – Planner Chapman explained that she is working with Kiersten Dahl-Shetka to write a grant to receive funding from Prairie Lakes Regional Arts Council to reconstruct a public art sculpture. The sculpture will include a QR code, directing the user to YouTube videos documenting the artistic process as well as descriptions of each plaque.

8. Adjournment

The meeting was adjourned at 7:05 PM by order of Chair Barten.

Respectfully Submitted,



Kyra Chapman
Planner