

**Meeting Minutes  
New Prague Park Board  
Tuesday, January 14, 2025  
6:00 PM**

**1. Call Meeting to Order**

The regular meeting was called to order at City Hall at 6:01 PM by Chair Joe Barten. Members present were Joe Barten, Maggie Bass, Matt Becka, Jessica Dohm, Shannon Sticha, Debra Tharaldson, and Youth Representative Jacob Bisek. Absent was Christine Wolf. Staff present were Ken Ondich – Planning / Community Development Director, and Kyra Chapman – Planner.

**2. Approve Previous Meeting Minutes  
November 12, 2024 Regular Meeting  
December 10, 2024 Regular Meeting**

A motion was made by Becka, seconded by Dohm, to approve the November 12th and December 10<sup>th</sup>, 2024, regular meeting minutes. Motion carried (6-0).

**3. Review Financial Reports**

Planning / Community Development Director Ondich presented the December financial report. There were no new residential home permits or commercial permits in December. In 2024, there were 10 new single family home permits issued. Park fees were collected from three commercial building projects in 2024. The 54-unit apartment building in 2024 previously met park dedication requirements and thus did not contribute to the park equipment fund.

A motion was made by Barten, seconded by Sticha, to approve the financial reports. Motion carried (6-0).

**4. 2025 Creek Clean Up Event**

Planner Chapman stated that at the November Park Board meeting the Park Board discussed the 2025 Creek Clean Up event and tentatively scheduled the event on April 26<sup>th</sup>. The National Honor Society at the High School requires volunteer hours to be submitted on April 25<sup>th</sup>, a day before the proposed event. At the previous meeting, the Park Board had recommended doing the 2025 Creek Clean Up along Philipps Creek north of 7<sup>th</sup> St NE (near Chart and the Living Lab) as well as Greenway. She recommended that the Park Board further solidify 2025 Creek Clean Up plans such as location of clean up (private or public property), exact time, advertising, etc.

The Park Board recommended having the event on April 26<sup>th</sup> and having May 3<sup>rd</sup> as an alternative if the weather was poor. The event could be held from 9:00am to 11:00am. It was recommended that flyers regarding the event should be posted at the Fitness and

Aquatics Center as well as a digital flyer on New Prague Happenings. The City could also reach out to churches about the event to increase participation. Digital flyers could also be emailed to volunteers who participated last year. The Park Board also suggested sending letters to property owners along Philipps Creek for consent to clean up their property.

Dohm stated that ASI parking lot can be utilized for volunteers to park their vehicles during the event.

## 5. Miscellaneous

- a. **Soleris Sunshades at Central Plaza** – Planning / Community Development Director Ondich explained that the Soleris Sunshade structures were purchased in January 2025 and will likely arrive around March. The product, mounting hardware, and freight will cost \$24,596. The City will do the installation. At this time, staff do not know when the sunshade structures will be installed.
- b. **POPS Update: T-Mobile Grant** – Planner Chapman stated that POPS submitted a grant application for the T-Mobile Hometown Grant to purchase audio/visual equipment for the POPS facility. They requested \$46,179.98 to purchase a video wall system, support system, laptop, and DVD player, which would be used to have movie nights in the park, educational programming, and presentation showings. Grant status notifications will be known by March 1<sup>st</sup>, 2025.

Planning / Community Development Director Ondich provided additional information on the progress of the POPS facility. The City Engineer and City staff met with the POPS Construction Leadership group. Due to the 500-year flood elevation of Philipps Creek, the elevation of the stage will be higher. A grading plan is being developed to accommodate stormwater needs. Soil boring and test pits to examine the conditions of soil will be completed to ensure the soil can bear the weight of the structure. City council approval for the building will be needed after confirmation of the soil/location to handle the building weight.

Barten stated that the Park Board should have a conversation with POPS for input on the site design such as berming.

Planning / Community Development Director Ondich mentioned that \$100,000 in park board funds have been set aside for the POPS contribution such as phasing of signage, trees, drainage, etc. The grading plan is needed first before making a determination. The stormwater pond will include piping for the pond to quickly drain large rainstorms. Engineers estimate that grading and seeding will be \$130,000.

Barten believed that the park funds should go towards physical park features and experience rather than piping, grading, or drainage. Funds could instead go towards slopes walking into the park. He stated that there needs to be a discussion

on who will keep the facility running. Would city staff reach out to organizations, and who would they pay for the act? The City should do some research on how the facility will be used.

- c. **Portable Pickleball Nets** – Planning / Community Development Director Ondich mentioned that the 2025 Park Board budget allocated \$5,000 to portable pickleball nets and striping. There will be 6 wheeled nets for the middle school tennis courts and 1 net at Heritage Park and 1 net at Foundry Hill Park. The nets will be removed from the courts in the winter and stored indoors until the spring. The pickle ball nets likely won't last 20 years.

Barten recommended that the City purchase one of each of the recommended pickleball nets to compare.

- d. **Unified Development Code / Park Plan Update** – Planning / Community Development Director Ondich explained that staff met with Bolton & Menk in December 2024 for their kick-off meeting for Unified Development Code (UDC) update. The Planning Commission will serve as the Steering Committee for the review process, starting on January 22<sup>nd</sup>. A significant section of the Subdivision Regulations, which is part of the UDC, is the Park Dedication requirements. Park Dedication requirements must fit with the Comprehensive Plan and as such, staff will begin working on a new park plan as the UDC continues. The Park Board will review the park dedication section during the UDC update.

- e. **Approved 2025 Budget and Work Plan** – Planning / Community Development Director Ondich presented the 2025 Park Board Budget and Work Plan. The table showed multiple projects being funded either through grant funds, annual park board budget, or park equipment fund. 2025 projects include POPS Contribution (full engineering, plans for build out, plantings, signage), portable pickleball nets, Park Plan, and sidewalk/trail for 12<sup>th</sup> Ave SE, Lexington Ave N, and 6<sup>th</sup> St NW.

## 7. Adjournment

The meeting was adjourned at 6:44 PM by order of Chair Barten.

Respectfully Submitted,



Kyra J. Chapman  
Planner