

**Meeting Minutes  
New Prague Park Board  
Tuesday, March 11, 2025  
6:00 PM**

**1. Call Meeting to Order**

The regular meeting was called to order at City Hall at 6:00 PM by Chair Joe Barten. Members present were Joe Barten, Christine Wolf, Maggie Bass, Shannon Sticha, and Youth Representative Jacob Bisek arrived at 6:06pm. Absent was Debra Tharaldson, Matt Becka, and Jessica Dohm. Staff present were Ken Ondich – Planning / Community Development Director, and Kyra Chapman – Planner.

**2. Approve Previous Meeting Minutes  
February 11, 2025 Regular Meeting**

A motion was made by Wolf, seconded by Barten, to table the February 11th, 2025, regular meeting minutes to the next Park Board meeting since some members were not present for the previous meeting. Motion carried (4-0).

**3. Review Financial Reports**

The financial report was reviewed as information only.

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

**4. Public Invited to Be Heard on Matters Not on the Agenda**

No comments were given.

**5. Large Assembly Permit in Memorial Park – Rotary Clubs' Craft Beer Tasting/Fundraiser Event**

Planner Chapman introduced the large assembly permit request from New Prague Rotary Club. The New Prague Rotary is requesting to host a Craft Beer Tasting/ Fundraiser Event on Saturday, August 16<sup>th</sup> from 12pm-5pm in Memorial Park. They anticipate that a maximum of 500 participants will be at the event. Although the band has not been determined, they will have live music from 2pm to 5pm. Barricades will be located at the entrance and exit to Memorial Park. Individuals will be able to sample craft beer, but it will not be sold on-site. There will be 15-25 beer tents, 5-10 food trucks, and 2-4 shade tents. The Rotary Club intends to card visitors and provide wristbands to those 21 years or older. Individuals who are not of age will not be given wristbands and breweries will not supply alcohol to minors. Visitors will use side street parking rather than utilizing the parking stalls at Memorial Park. Visitors will utilize the on-site restrooms, and the Rotary Club intends to rent portable restrooms. The City will need to provide additional trash receptacles. Staff provided a copy of this large assembly to the Police Department, who

decided to make condition number 9. This condition would require fencing around the entirety of the brewery tents to control alcohol consumption.

Dan Jacobson from New Prague Rotary Club stated that they hope to have this proposed event become an annual occurrence. Furthermore, it's important to note that the proposed event would not be alcohol sales but rather alcohol sampling.

Sticha inquired about the process of payment.

Jacobson said that the visitors would purchase a wristband for access. The price will be dictated by the number of breweries participating in the event.

Sticha asked about tracking the number of times a of visitors goes to a beer tent for samples.

Jacobson stated that they could look into that. Perhaps they could give visitors a stamp or punch.

A motion was made by Bass, seconded by Sticha to recommend approval to the city council for the Craft Beer Tasting/Fundraiser Event with staff's recommended conditions below:

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 10am to 8pm August 16th, 2025.
3. The City of New Prague will provide for up to 20 additional garbage receptacles in the park to be used for the event.
4. Rotary Club of New Prague shall provide notification of the event and associated activities to residential properties adjacent to Memorial Park at least one week prior to the event.
5. 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.
6. If there will be live or recorded music must, it must cease at 10pm or earlier.
7. Rotary Club of New Prague shall provide for their own set up of the stage, crowd control and parking attendance.

8. Rotary Club of New Prague or any other vendor selling alcoholic beverages shall be limited to an area within the licensed premises, which is an area designated by barricades with controlled entry and exit points, for the specified time limit.
9. All the brewery tents must be located in one general area and fencing must enclose all the brewery tents. The sales and consumption of alcohol may only occur in the fenced area. Rotary Club staff must card individuals at the entrance and exit of the fenced area. The food trucks must be located outside the fence.
10. All glass containers are prohibited within the licensed premises and the licensee agrees to notify all liquor establishments authorized to sell or otherwise dispense alcoholic beverages during the assembly that only plastic or aluminum containers shall be allowed.

Motion carried (4-0).

## **6. Park Plan Survey**

Planner Chapman stated that the Park Master Plan is a document that specifies detailed plans and goals for the park systems. To create the Park Master Plan, a questionnaire will be needed, which will help gather public input and generate initial objectives. Since the last Park Board meeting, staff have created a draft questionnaire including a description, optional demographic questions, and confirmation message, submission details. The questionnaire will be available online and in paper copy. Staff intend to have the questionnaire available by spring or summer this year.

Bisek suggested that the survey could include a QR code similar to POPS and that it could be posted at parks.

Barten inquired about potentially doing an open house like the Small Area Plan last year.

Planning/Community Development Director Ondich stated that for the initial survey, an open house is not needed. An open house would be more appropriate if the City had more concrete park plans to share.

Barten suggested that question number nine could be more open ended. He also mentioned that the city could expand on question 12. Question 12 could provide some background information on how other cities pay for parks improvements. Or perhaps the question could be rephrased or softened. For instance, there could be a question that asks “is more tax allocation to our parks a better use of city funds?” Another question could ask “how do parks rank compared to other city amenities?”

Bass proposed that for question 14, the athletic complex could include a parentheses for soccer or lacrosse.

Barten recommended that explanations or pictures be added to the survey. Cedar Lake connection seems like too large of a project to include in question 14. Instead, there could

be a question specifically about the connection to Cedar Lake Regional Park. There could be a question on regional trails versus loop trails or thoughts on greenways or sidewalks. It would be beneficial to have multiple questions regarding trails such as different types of trails (unpaved).

Park Board also suggested that mountain bike parks, pickleball courts/complex, handicap accessible playground, and alternative activities could be added to number 14.

Barten explained that the questionnaire could tease or see if there is any public interest for the city to have a larger role in recreation or public events/programs. So far, the questionnaire has been heavily infrastructure focused. It should be worded so not overcommitting.

Planning/Community Development Director Ondich said that there is a Joint Powers Agreement with the School District, which has been focused on the Aquatics Center, but it also does cover summer recreation. The City could reach out to Sandi Loxton at Community Education to see if she could help formulate a general question about that.

Bass noted that the Scott County Library offers outdoor programs such as the book truck event at City parks.

## **7. Miscellaneous**

- a. Tree Giveaway Update**– Planner Chapman stated that residents may now preorder for the Tree Giveaway event. The event will be on Saturday, April 26<sup>th</sup> from 10am-11:30am at the Memorial Park shelter. The City will be offering 3’-4’ tall American Hazelnut shrubs as opposed to trees. The Tree Giveaway is a way to celebrate Arbor Day to maintain the City’s status as a Tree City USA.

Barten suggested that for future Tree Giveaway events, direct mailings could be sent to neighborhoods that had their tree decimated by the street reconstruction project.

Planning/Community Development Director Ondich replied that staff did mention the Tree Giveaway program during street reconstruction discussions.

- b. Field Rental Fees (Lacrosse / Soccer)** – Planning / Community Development Director Ondich stated that there was an inquiry from the youth soccer teams to rent baseball field area in Settlers Park and Southside Park. Currently the city does not have fees on the fee schedule for soccer or lacrosse rentals. The youth teams also asked if they could paint lines, but this would likely conflict with baseball games if their uses overlapped. This topic was brought to the Park Board for their direction.

Wolf inquired if the open space north of the DRS baseball could be utilized.

Planning/Community Development Director explained that that area has not been graded so it may be uneven. The City does not actively promote or rent the site for games for this reason. In the future, the area will be expanded into a water treatment plant but the timing is not determined.

Park Board recommended that staff continue to look into the researching of soccer and lacrosse fees.

- c. **Dugouts at Memorial Park Ball Fields** – Planning/Community Development Director Ondich said that the City Council approved the dugouts at Memorial Park ballfields at their February 18<sup>th</sup> meeting. Construction will likely begin in fall 2025 and be ready for use in spring 2026.
- d. **POPS Update** – Planning/Community Development Director Ondich said that the soil borings were conducted and preliminary findings show that 22’ of undocumented fill and swampy base. The project would require the contractor to either remove all the soil and correct it or add helical piers. Helical piers would be cheaper than filling. The contractor who would be doing the street reconstruction project is the apparent lot bidder and would utilize the aggregate fill from the site for the street project in part.

Barten inquired if the City could get more than 6” of topsoil.

Planning/Community Development Director Ondich stated that as the project continues, the City can amend the contract as needed.

- e. **Unified Development Code / Park Plan Update** – Planning / Community Development Director Ondich explained that the City’s consultants for the Unified Development Code (UDC), Bolton & Menk, are currently working behind the scenes on the UDC. The Park Board will be asked to review the park dedication language during the UDC update process.

## 8. Adjournment

The meeting was adjourned at 6:54 PM by order of Chair Barten.

Respectfully Submitted,



Kyra J. Chapman  
Planner