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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: POPS FACILITY: PARK BOARD RECOMMENDATION FOR FUNDS
REIMBURSEMENT AND DONATION AGREEMENT FOR POPS FACILITY
DATE: APRIL 15, 2025

As the City Council is aware, the City has been working with the Praha Outdoor Performance Stage (POPS) Group, under the umbrella of the Forward New Prague Foundation dating back to the summer of 2022 to find a suitable location for the POPS facility that would host a number of outdoor performances including, but not limited to music and theatrical productions. The process started in earnest with a feasibility study of various locations with the “City Center” that is owned by the City rising to the top for consideration. A “small area plan” was then completed concurrent with the city’s comprehensive plan update to determine the conceptual layout of the city center site to include the POPS facility (a copy of the final concept plan is attached).

The City Council awarded grading of the site at their meeting on March 17th, 2025 which will be completed by Holtmeier Construction.

It is necessary to memorialize the City’s permission for POPS to construct the facility and ultimately accept it as a public facility. City Attorney Scott Riggs recommended a “donation agreement” as the method of approval. The attached donation agreement contains the necessary terms for the construction of the facility and donation to the city and includes the following major provisions:

- POPS will construct the facility at no cost to the city (and will hold all required insurance)
- City will accept the completed facility via resolution at the completion of the project
- POPS has provided a letter of credit for \$20,000 to ensure completion of the project
- POPS / “New Prague Arts Foundation” will have first right of refusal for eight annual performances for 10 years from the completion/acceptance of the facility.

At the City Council meeting on 4/7/25, the City Council voted 4-0-1 (Wolf abstained) to have the Park Board discuss the request from POPS for the City to cover all or a portion of the expected \$100,000+ costs relating to the poor soils on the site. Of the \$346,284 (\$216,917 in Land Acquisition and \$129,367 in Park Equipment) in Park Dedication Funds, the Park Board passed the below recommendation at their meeting on 4/8/25:

A motion was made by Dohm, seconded by Wolf to allow a maximum of \$100,000 from the Park Acquisition Fund to cover the reimbursement for the soil corrections provided that the POPS facility is completed with documentation proving this and to only used to cover soil correction fees. Motion carried (5-0).

As the Park Board is only a recommending body, the City Council will need to take final action on the above recommendation.

Recommendation

I recommend that the City Council consider approval of the attached donation agreement which would include approval of the Park Board's recommendation to reimburse POPS at maximum of \$100,000 for soil correction related expenses once the POPS facility is completed and donated to the City and documentation to the City is provided regarding the soil correction related expenses.

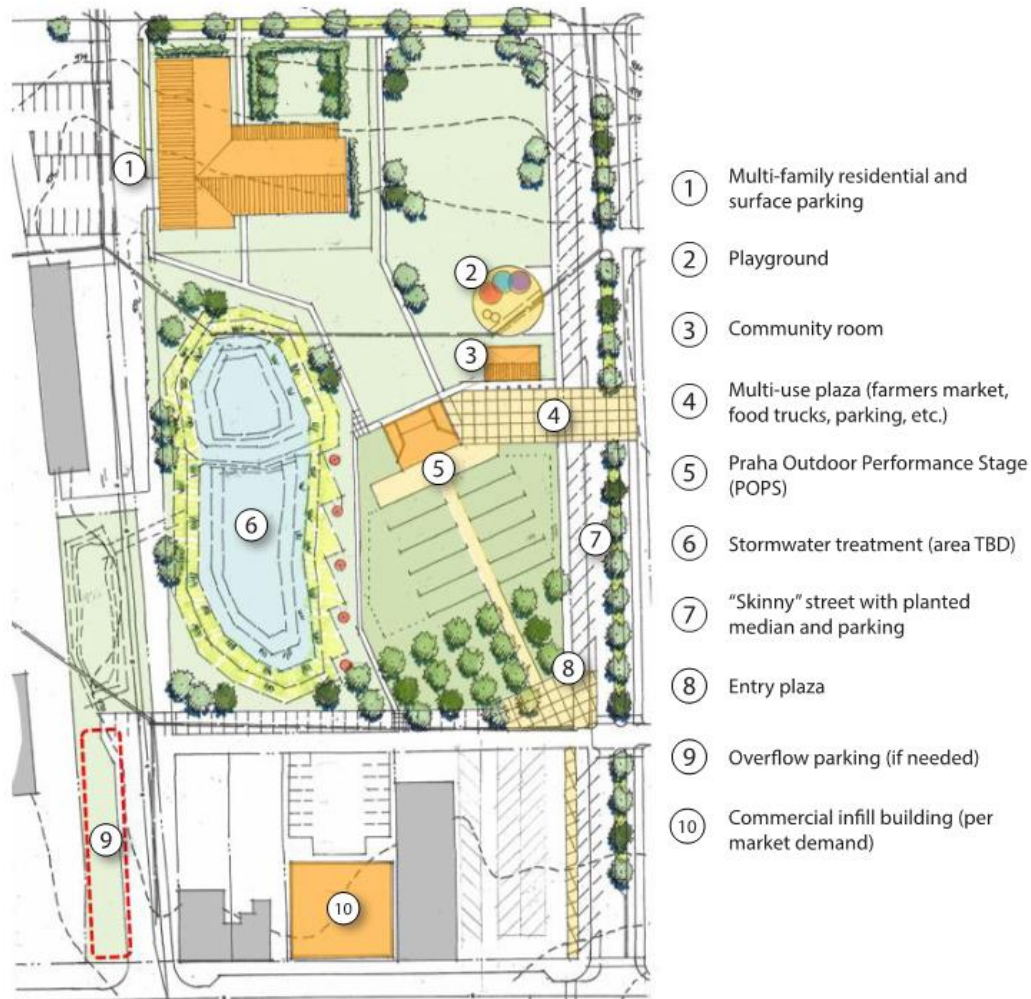
Attachments:

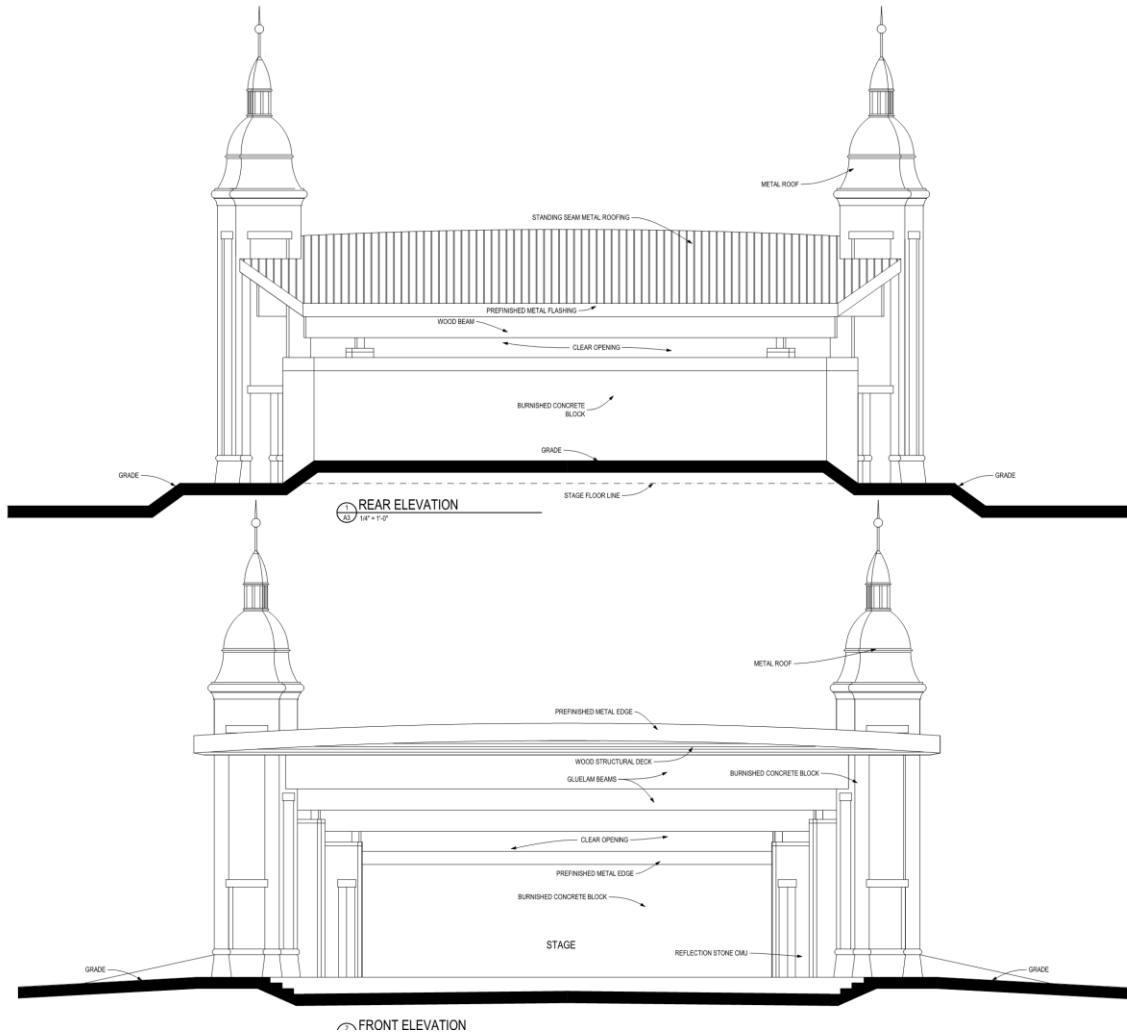
1. Plans and Renderings
2. Donation Agreement

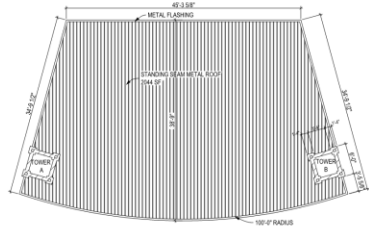
SITE VISION

SITE CONCEPT

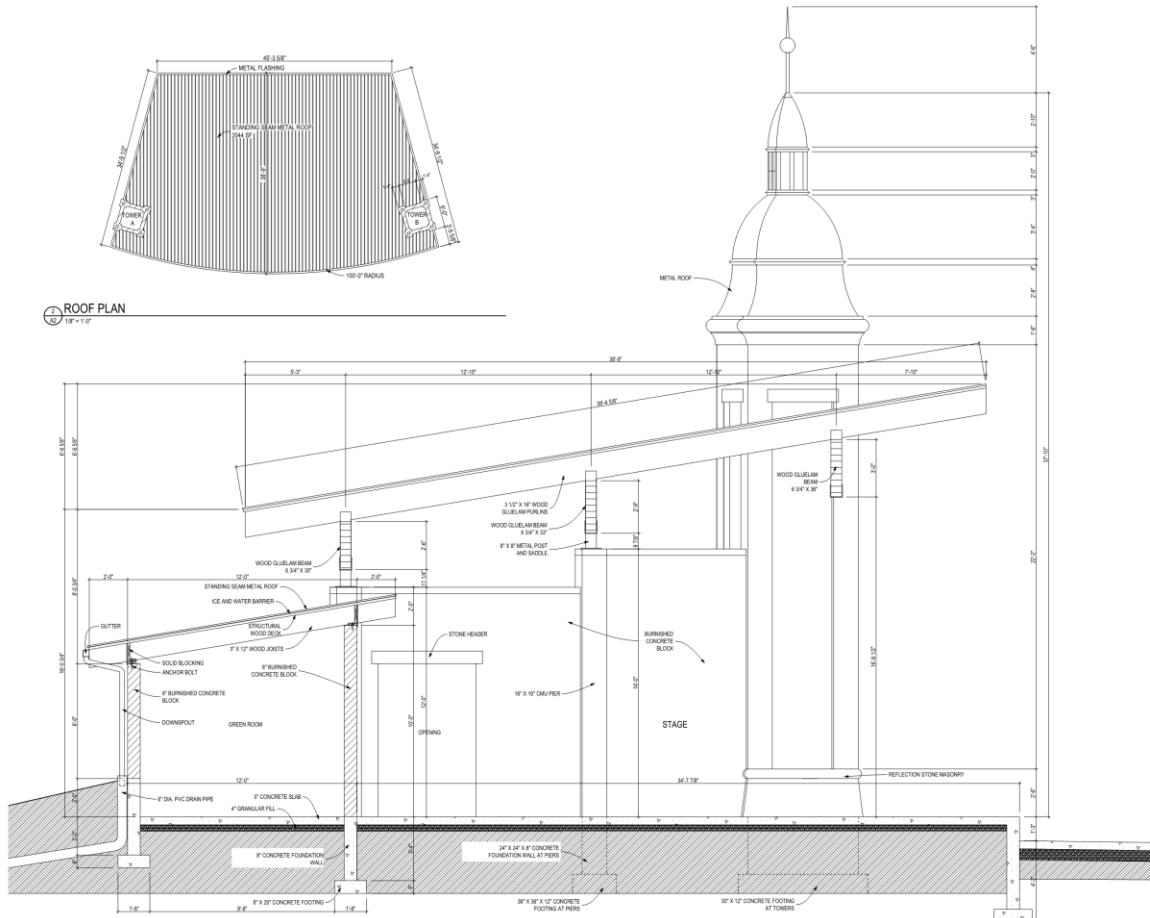
The primary land use and urban design goals of this project included creating additional civic spaces, residential opportunities, stormwater management elements, and a designated location for the Praha Outdoor Performance Stage (POPS). To address the identified goals, this concept imagines multiple gathering spaces for visitors of all ages, locations for new residential structures, and new layouts for pedestrian and vehicular facilities to increase safety and circulation. Each facet of this design is further explained on the following pages.







1 ROOF PLAN
1/8" = 1'-0"



2 SECTION
NO SCALE

