



PARKS & RECREATION BOARD MEETING
Monday, February 3, 2025 at 4:30 PM
Council Chambers, City Hall at 540 West Hills Circle

- 1. Opening Business**
- 2. Approval of Agenda**
- 3. Approval of Last Meeting Minutes**
 - 3.a. Meeting Minutes December 2, 2024 Draft
- 4. Persons Wishing to Appear**
- 5. Park Permits, Memorials and Donations**
- 6. Senior Update**
 - 6.a. January Senior update
- 7. Old Business**
 - 7.a. Update on Brooktree Food and Beverage
- 8. New Business**
 - 8.a. Introduction of new Recreation Supervisor at Brooktree
 - 8.b. Local Trail Connection Grant
 - 8.c. Park Metrics 2024
 - 8.d. VRF - Vehicle Replacement Fund
- 9. Communication**
 - 9.a. Maintenance Report
- 10. Adjournment**

**MINUTES - UNAPPROVED
OWATONNA PARK AND RECREATION
REGULAR PARK BOARD MEETING
DECEMBER 2, 2024
4:30 PM**

Members Present:

Chair: Jon Thiel

Vice Chair: Gina McGuire

Board Members: Tyler Cochran, Sara Baird, Eileen Wohlenhaus

Members Absent:

Nan Silkunas

Staff Present:

TW Deickmann: Parks & Recreation Director

Eric Anderson: Recreation Manager

Drake Simonson: Recreation Supervisor

Deanna Sheeley: Communications Manager

Dani Licht: Recreation Supervisor

MJ Knudson: Administrative Coordinator

Others Present:

Scott Fluegel

LOCATION: Council Chambers Conference Room

OPENING BUSINESS

- A. Call to Order at 4:30 pm
- B. Roll Call: 5 members present, 1 absent

Park Board members and staff introduced themselves. TW introduced himself as the new director.

APPROVAL OF THE AGENDA

Eric Anderson added item 7a. Park Board position update to the agenda.

Motion by Gina McGuire to approve the November 4, 2024, Park Board Meeting Agenda and second by Eileen Wohlenhaus. All members voted aye.

APPROVAL OF THE September 4, 2024, MINUTES

Motion by Gina McGuire to approve the September 4, 2024, Park Board Meeting Minutes and second by Tyler Cochran. All members voted aye.

PERSONS WISHING TO APPEAR

The public forum is intended to afford the public an opportunity to address topics to the Park Board Council. The public forum will be no longer than 30 minutes in length and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local park and recreation topics rather than private or political agendas. The Park Board will only listen but will not take action on public forum presentations.

None

PARK PERMITS, MEMORIALS AND DONATIONS

None

SENIOR UPDATE

None

OLD BUSINESS

Park Board position is open through December 6. There are currently four applicants. Upon closing, the candidates will be interviewed and a member appointed before the end of 2024.

NEW BUSINESS

Lacey's at Brooktree – the partnership of the business has dissolved, deselcting themselves from operations at the golf course. The department will move forward in searching for a food and beverage vendor.

Park Board Schedule for 2025 was handed out.

Deanna Sheely provided an overview of the city outdoor sign plan and asked for feedback. A plan for "add-on" signs, such as grant required signage, Adopt-a-Park, etc. was brought up as a need. A recommendation of more green in the signs for parks was suggested. It was recommended that the directional signage inside of Kaplan's is a high priority.

COMMUNICATIONS

- In addition to the Maintenance Report, the status of the skating rinks were updated to OPEN!
- Tyler updated the board about the Community Center Task Force. They are defining guiding principles and will start tours in January.

- No other comments from board members.

Announcements

In the News

Owatonna Live Straight Talk

Actions Requested from past meetings

ADJOURNMENT:

Motion by Sara Baird, and second by Tyler Cochran to adjourn the Park Board Meeting at 5:25 p.m. All members present voted aye.

The next board meeting is January 6, 2024, at 4:30 p.m. at the Council Chambers Conference Room.



Updates for West Hills Social Commons

Date: 01/30/2025

Prepared By: Thomas Gorycki

Current Membership: 186

Scholarships Given for 2025: 2 people = \$80 (without tax)

Membership Gifts Given in 2025: 0 people = \$0 (without tax)

SPI Scholarship Account Balance: \$773.10

Special Notes:

- Started out the year strong with 186 memberships sold with several of them being brand new to our facility.
- Activity guide went out for the summer.
- Preparing to work on Fall Winter Programs very soon and will be collecting ideas.

Highlighted Programs:

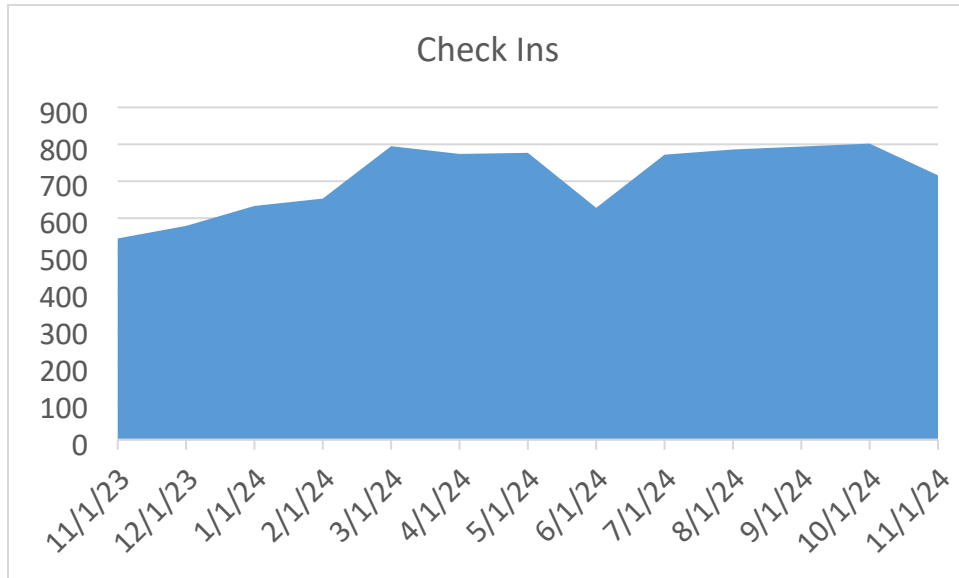
- Masterpiece Makers 03/06
- & Juliet 05/18
- Cribbage has move to Tuesday 1-3:30pm

Facility Usage:

- We closely monitor facility usage as a key metric in our operations. To this end, we collect data every time a senior enters our facility to take part in our recurring programs. (Notes: does not count Trips or AARP Classes)
- Understanding these trends helps us better understand the needs of the seniors, patterns, and limitations of the facility.

Yearly Growth:





Monthly Trends:

	2021	2022	2023	2024	+/- Yearly	+/- Monthly
01-Janurary	0	290	357	633	276	54
02-February	2	392	392	653	261	20
03-March	3	505	329	795	466	142
04-April	22	563	449	774	325	-21
05-May	24	446	573	777	204	3
06-June	342	463	515	628	113	-149
07-July	427	425	656	772	116	144
08-August	489	409	586	786	200	14
09-September	492	401	612	794	182	8
10-October	496	460	650	802	152	8
11-November	501	410	545	716	171	-86
12-December	350	379	579			

Notes

3/1/2024 - Check-ins for February are going to significantly lower with our software going down. Issues was resolved by March 1, 2024

Grants and Additional Funds: The city possesses funds that are specifically allocated for unique programs or projects. Some of these funds have come directly from grants, wills, or estates.

Grants Available

Amounts



Amp Grant	\$4,036.99
Wavrin Beneficiary	\$31,257.22
Grand Total	35294.21





February 3, 2025

RE: Local Trail Connections Grant

On behalf of the Owatonna Parks & Recreation Board, I would like to express our support for the City of Owatonna's Local Trail Connections Grant application. The extension of this trail from Austin Road to Hayes Avenue will open pedestrian travel opportunities for many residents.

The extension of the 18th street trail will provide many benefits to Owatonna's residents. It addresses a gap identified in the Parks & Trails Master Plan. It provides residents in southeast Owatonna a route to Kaplan's Woods Recreation Area, Lake Kohlmier, and Morehouse Park, and downtown. It also provides a trail connection to natural areas for employees of businesses located near the trail. A place where they can exercise and enjoy nature during breaks from work.

It brings the Parks & Recreation Department closer to creating an entire trail loop throughout Owatonna. It will provide a longer trail experience for those who enjoy walking, running and bicycling. And the trail will provide a safe route to walk and bike to restaurants and family entertainment venues. The trail extension will also provide a link to our newly constructed Owatonna High School, home to thousands of students and staff.

Owatonna trails and parks are used all year by residents and visitors. It will be a great benefit to fill gaps in the Owatonna trail system, especially along this busy street corridor. We appreciate your consideration of our funding request in support of the City of Owatonna and our citizens.

Thank you,

Jon Thiel, Chair
Owatonna Park Board

Owatonna Trail Mileage

Paved Trails

Trail	Location Description	Feet / Miles
Cashman Crossing	Between Gainey Park & Kaplans Woods Parkway	1,735 / .33
St. Paul Road	Between 26 th Street & River Springs	2,029 / .38
Cedar Street	North and South from 26 th Street	1,264 / .24
26 th Street	East West between NSRP and Dane Road	12,327 / 2.33
North Straight River Pkwy	North South from 26 th Street to North Street	7,608 / 1.44
Muckle	N/S from North Street through Morehouse	6,867 / 1.30
Manthey	Interior park trails	1,148 / .21
Buxton	Elm Avenue to Mineral Springs Road	8,148 / 1.54
Mineral Springs	Park Trails	6,650 / 1.26
Kaplan's Woods Parkway	Morehouse Park to Kaplan's Woods	9,028 / 1.71
Kaplan's Woods	Boat Landing to 18 th Street Trail	1,334 / .25
18 th Street Trail	Kaplan's to Linn Avenue	2,678 / .51
18 th Street Trail	Linn Avenue to Austin Rd (25) to Hayes Ave (26)	6,918 / 1.31
Brooktree	Cart Paths as useable trails outside of operations	28,003 / 5.30
Total		95,737 / 18.13

Natural Trails

Trail	Location Description	Feet / Miles
Hammann Park	Throughout Hamman	3,805 / .72
North Straight River Pkwy	Interpretive Loop	1,569 / .30
Manthey	South end	391 / .07
Mineral Springs	Interior Park Trails	1,073 / .20
Leo Rudolph	Grass Trails	7,927 / 1.50
Kaplan's Woods	Interior Park Trails	20,442 / 3.87
Total		35,207 / 6.67

Mountain Bike

Trail	Location Description	Miles
Green Loop	North end	1.22
Blue Loop	Northwest	1.43
Purple Loop	Southwest	1.44
Red Loop	Southeast	.66
Yellow Loop	Northeast "Scott's Scrambler"	1.8
Connectors	Between each of the colored segments	.14
Pump Track	Far North	.21
Total		6.9

Not Counted (paved)

Location Description	Feet / Miles
24 th Ave NW – four segments	3,733 / .7
State Ave by Lake Chase	773 / .15
RSWP Entrance	117 / .02
North Street between NSRP & Buxton	1,437 / .27
Elm Avenue – cut through between 16 th & 17 th Street NE	291 / .06
Brown Park	288 / .05
Jaycee Park	1,021 / .19
Total	7,660 / 1.45

TOTAL MILES: 31.7

Owatonna Parkland

Traditional Parks – core offerings with a primary purpose of leisure and typically offer multiple activity types.

Park	Type	Acres
Brown Park	Neighborhood Park	6.77
Buecksler Park	Mini Park	4.75
Cashman Park	Neighborhood Park	18.43
Central Park	Urban Park Plaza	1.52
Countryview Park	Mini Park	.68
Crocus Park	Mini Park	.45
Dartt's Park	Community Park	22.7
Fairgrounds Park	Community Park	15.5
Fremont Park	Mini Park	.27
Gainey Park	Neighborhood Park	3.09
Jaycee Park	Neighborhood Park	8.68
Kaplan's Woods Park	Regional Park	154.22
Manthey Park	Community Park	29.67
Mineral Springs Park	Community Park	42.57
Morehouse Park	Community Park, Part of Regional Park	27.71
North Bluff Park	Mini Park	.41
Summer Park	Neighborhood Park	7.9
Willow Park	Mini Park	.35
Total		345.67

Special-Use Parks – single primary purpose other than leisure.

Park	Acres
Archery Range on Elm	2.4
Brooktree Golf Course	128.42
Daikin Soccer Complex	6.5
Lake Chase	14.59
River Springs Water Park	9.97
Sid Kinyon Courts	.8
West Hills Campus	38.75
Total	201.43

Natural Areas – managed for ecological value and development limited to trails, bathrooms & parking.

Park	Acres
Falkland Meadow	7.38
Hamman Park	10.5
Kriesel Park	19.76
Kriesel Woods Park	9.94
Leo Rudolph Nature Reserve	58.09
Nass Woods	12.2
Total	117.87

Trails & Greenways – primarily used to reach a destination.

Location Description	Acres
Kaplan's Woods Parkway (part of Owatonna Regional Park)	121.94
Maple Creek	20.9
North Straight River Parkway	41.59
Total	184.43

Streetscapes and Plazas – spaces that improve the 'street' experience.

Location Description		Acres
Downtown Streetscape		3.92
Bridge Street Median & Roundabout		1.07
Total		4.99

Non-Park Acreage – Non-traditional, undeveloped sites (that aren't managed as natural lands)

Park	Type	Acres
Hazel Park		.31
Cherry Street Parkland		5.5
Total		5.81

TOTAL ACRES: 860.2

Ventrac Park VRF

- Contour Mower
 - Power Broom
 - Snow Blower
- \$61,016



Toro Mower Park VRF

\$130,854



Reel Grinder Brooktree CIP

\$62,244





DATE: February 3, 2025
FROM: Jesse Wilker, Parks Division Manager
SUBJECT: Park Maintenance Update

Brooktree:

- Cutting trees
- New reel grinder purchased (CIP) and scheduling training asap

Park Maintenance:

- Working on safety training courses
- Most have completed 3-year license for aquatic invasive species
- Daily inspections and work on ice rinks
- Cutting trees
- Painted men's and women's restrooms at Park Shop
- Replacing trench drain in Park Shop that collapsed in December 2024
- Weekly aeration inspections at Lake Kohlmier are going well and passing

Permits:

- Winter State Entertainment (past due balance paid, council approved)

Memorials & Donations (listed as they are installed & invoiced):

- None

Projects 2025:

- Pavement Rehab & Replacement
- Brooktree Reel Grinder – purchased and received
- Golf Course Cart Paths
- Brooktree Pergolas
- Vehicle Replacement Fund

Grant projects:

- TAP – East Side Corridor – submitted – presentation February 14
- Local Trail Connection Grant – due March 31 – 18th Street Trail from Austin Road to Bixby FY26
- Outdoor Recreation Grant – accessible dock, pathway to lake, replacement dock