



PARKS & RECREATION BOARD MEETING
Monday, March 3, 2025 at 4:30 PM
Crandall Center Meeting Room, City Hall at 540 West
Hills Circle

1. Opening Business

2. Approval of Agenda

3. Approval of Last Meeting Minutes

3.a. Park Board Minutes February 3, 2025 DRAFT

4. Persons Wishing to Appear

4.a. Owatonna Trails Association (OTA)

5. Park Permits, Memorials and Donations

6. Old Business

6.a. Brooktree Food and Beverage vendor update - TW Dieckmann

6.b. Public Safety Center update - TW Dieckmann

6.c. Community Center Task Force update - Tyler Cochran

7. New Business

7.a. River Springs Water Park facility assessment - TW Dieckmann

8. Communication

8.a. Recreation Division monthly report

8.b. Park Division monthly report

8.c. Accessibility in Parks and Trails webinar recap - Nan Silkunas

Recorded webinar: <https://www.gmrptcommission.org/accessibility.html>

9. Adjournment

**MINUTES - UNAPPROVED
OWATONNA PARK AND RECREATION
REGULAR PARK BOARD MEETING
FEBRUARY 3, 2025
4:30 PM**

Members Present:

Chair: Jon Thiel

Vice Chair: Gina McGuire

Board Members: Tyler Cochran, Sara Baird, Nan Silkunas, Nancy Ness

Members Absent: Eileen Wohlenhaus

Staff Present:

TW: Director of Parks & Recreation

Eric Anderson: Recreation Manager

Tricia Notch: Administrative Coordinator

MJ Knudson: Administrative Coordinator

Seth Allen: Recreation Supervisor

Dani Licht: Recreation Supervisor

City Council Member:

LOCATION: Council Chambers Conference Room

OPENING BUSINESS

A. Call to Order at 4:30 pm

B. Roll Call: All present

APPROVAL OF THE AGENDA

Motion by Gina McGuire to approve the February 3, 2025, Park Board Meeting Agenda and second by Sara Baird. All members voted aye.

APPROVAL OF THE DECEMBER 2, 2024, MINUTES

Motion by Tyler Cochran to approve the December 2, 2024, Park Board Meeting Minutes and second by Gina McGuire. 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.

PARK PERMITS, MEMORIALS AND DONATIONS

None

SENIOR UPDATE

January Senior update – TW mentioned the intention going forward is to provide a recreation division report that will include seniors and other areas as well.

OLD BUSINESS

TW provided an update on the Brooktree food and beverage situation, noting that a local provider has not yet been secured. He will continue exploring leads both internal and external. In the meantime, once the course is open, offering simple food options could serve as a temporary solution while the search for a vendor continues.

NEW BUSINESS

Introduction of new Recreation Supervisor at Brooktree, Seth Allen. Seth is from Chatfield, and post-graduation from Mankato State he took a job as the Assistant Operations Manager at Belmont Golf Course in Richmond, VA. Seth brings private sector and municipal experience and we are excited to welcome him to the team.

Local Trail Connection Grant - MJ provided an update for this grant through DNR. We previously received this grant for Kaplan's bypass. TAP funding has already been secured for a paved surface trail from Austin to Bixby Road. We have a 20% match, and some components are not eligible for federal funding. They are applying for the DNR grant to supplement the funding. It is common to couple two grants to fund a singular project, and the timelines for construction align. This project is important for underserved communities, as well as providing connections to schools, parks, and pathways.

Park Metrics 2024: MJ provided an update, confirming that all required data has been submitted. The NRPA will analyze the information and generate a report comparing Owatonna's park metrics to NRPA standards, trends, and regional communities. This report will highlight areas where improvements may be needed. An updated document, Owatonna Trail Mileage was included in the packet, detailing various trail and park classifications. There was also an updated Parkland document in the packet. The City also maintains streetscapes and plazas, including the Bridge Street Median and Roundabout. Currently, Owatonna manages 860.2 acres of parkland, including recently acquired property on Lemond, west of Morehouse. Once the NRPA report is received

(expected in June or July), it will provide recommendations based on the submitted data. The comparison does not specifically account for city size, age of facilities (e.g., pools), or other factors—it evaluates Owatonna alongside all agencies. TW mentioned he will email the document to all park board members.

VRF – Vehicle Replacement Fund: MJ provided an explanation of the Vehicle Replacement Fund (VRF) and distributed a document outlining the process for replacing all City-owned vehicles. Each operating budget contributes annually based on the total estimated replacement cost of all vehicles, divided by their expected lifespan. However, full funding is not always available for every necessary replacement. Staff develop a multi-year plan, which is adjusted based on repairs, market rates, and other factors. The VRF is included in the CIP and requires City Council approval. Funds must be available before any purchases can be made. Used vehicles are traded in, the proceeds are reinvested into the VRF.

COMMUNICATIONS

Maintenance Report – document in packet

The TAP grant presentation is scheduled for February 14.

Outdoor Recreation Grant (DNR administered) – is due end of March. TW stated he is considering whether to apply this year or hold off.

A few suggestions were an all-terrain track wheelchair, Grit chair, or finishing the remaining courts.

Communications from Park Board members:

Tyler: provided an update on the Community Center Task Force. Tours began last week in Owatonna, and this Saturday, the group will travel to the Twin Cities to visit three locations.

Nan: praised the Spring/Summer Activity Guide, stating it is clear, well-designed, and easy to read. She especially appreciated the charts, swimming lessons and trail map. Kudos to all involved. She also mentioned that her family loves the Indoor Play Space but noted it is a bit chilly in there.

Jon: shared positive feedback on the expansion of additional outdoor rinks, noting that families are enjoying them, and parents are interacting as their kid's skate. He also wanted to know an update on the Regional Park. MJ stated we have to move onto section 2, but needs to find time to work on it, there is no hard deadline. Jon asked TW about his focus and what the Park Board should prioritize. TW expressed his excitement about being in Owatonna, recognizing the city's rich history and future potential. He hopes to make this his landing spot for his career. A few key points from TW:

- The Community Center is still a few years away, as the Public Safety Center is the current priority.
- The 2020 Master Plan serves as the guidebook for the park system
- TW aims to finalize a land donation, with environmental assessments already completed.
- His main request for the Park Board is to stay engaged—showing up and maintaining open communication. He asks members to CC him on emails to staff.

Lastly, TW expressed appreciation for the warm welcome he has received from both the community and City officials.

ADJOURNMENT:

Motion by Tyler Cochran, and second by Gina McGuire to adjourn the Park Board Meeting at 5:38 p.m. All members present voted aye.

The next board meeting is March 3, 2025, at 4:30 p.m. at the Council Chambers Conference Room.



TO: Park Board

FROM: Eric F. Anderson, Recreation Manager

DATE: February 24, 2025

SUBJECT: Recreation Division Update

1. Spring/Summer Programming
 - a. Activity Guide was mailed January 27
 - b. Registration is open and ongoing
2. Staff Updates
 - a. Recreation Supervisor Thomas Gorycki: Last Day was February 25
 - i. Filling vacancy = in the approval process to post position.
 - b. Recreation Facility Assistants New Hires
 - i. Pam Scott – Started February 24
 - ii. Marshall Webber – Starting March 10
 - c. Spring/Summer Temporary/Seasonal Opportunities
 - i. Multiple Positions Open through mid-March for All Areas
 - ii. Encourage individuals to apply on the City employment website
www.owatonna.gov/employment
3. Aquatics
 - a. Winter 2 Swimming Lesson = Currently in Session through March 28
 - b. Spring Session
 - i. Begins April 6 week
 - ii. No Level 3-6 lessons – Middle School Pool Closed
 - c. Lifeguarding Training and Water Safety Instructor Classes
 - i. Lifeguard Training – Class added: March 21-23 (12 registered)
 1. Still have room for additional registrations
 - ii. Lifeguard Training and Water Safety Instructor Classes
 1. 2 Spring Break Week Classes – Cancelled Due to Middle School Closure
 - d. Water Aerobics - Added Wednesday Evening, 7:00pm class

- e. River Springs
 - i. 2025 Water Park Season Passes - On Sale since December 1
 - ii. Season = June 6 – August 17
 - f. Lake Kohlmier
 - i. Beach Open = May 24 – September 1
 - ii. Equipment Rental/Concessions Operations = May 24 – August 17
4. Athletics/Youth and Adult Sports
- a. Youth Basketball
 - i. K-2nd Grade Camp
 - 1. Last Day = March 1, 2025
 - 2. 143 participants (2024 = 169)
 - ii. 3rd-6th Grade
 - 1. Last Day = February 22, 2025
 - 2. 144 participants (2024 = 108)
 - b. Adult Volleyball
 - i. Playoffs = Ended February 26, 2025
 - ii. Teams
 - 1. Men = 8 Teams (2023 = 10)
 - 2. Women = 19 Teams (2023 = 22)
 - 3. Co-Rec = 19 Teams (2023 = 18)
 - c. Adult Bags
 - i. Winter Season = Regular Season ends March 12; Playoffs March 19
 - ii. Teams = 10 (2024 = 9)
 - d. Youth Soccer
 - i. Kickoff Week = April 7
 - ii. Season Begins = April 14
 - iii. Participants = 364 (as of 2/22/25)
5. Brooktree
- a. Pro Shop & Golf Course
 - i. Pro-shop – opening couple days each week in the near future (soft opening)
 - ii. Course Opening – TBD (weather & frost dependent)
 - b. Food & Beverage Contractor
 - i. Agreement with new Contractor Pending City Council Approval on March 4
 - c. 2025 Season Passes - On Sales since December 1, 2024
6. Recreation & Senior Programs
- a. Upcoming Trips

- i. Treasure Island = April 9
 - ii. 37 Postcards = May 15
 - iii. & Juliet = May 18
 - iv. Senior/ALP Memberships = 209 (as of 2/26/25)
- 7. Scholarship Assistance Fund
 - a. Balance = \$40592.86 as of February 22, 2025
- 8. Special Events
 - a. Bold & Cold = January 21-26
 - i. Snow Sculptures; Luminary Trail Walk, Snow Shoeing = All Cancelled
 - ii. Pool Bingo = Cancelled & moved to Open Swim only with 15 Registered
 - iii. Drop-in Tennis = 8 participants
 - iv. Drop-in Pickleball = 30-35 participants
 - v. Open Play Space = 0 participants
 - vi. Drop-in Basketball = 2 participants
 - vii. Ice Fishing = 30 participants
- 9. Tennis & Pickleball Center
 - a. New City Sponsored - Youth Beginner 1 & 2 Tennis Lessons (Previously Under Tennis Pro Contract)
 - i. Beginner 1
 - 1. Winter 1 & 2 Sessions – 20 Total Registrants
 - 2. Spring Session: Registration Currently Open
 - ii. Beginner 2
 - 1. Winter 1 & 2 Sessions – 14 Total Registrants
 - 2. Spring Session: Registration Currently Open
 - b. New City Sponsored - Adult Intro to Tennis & Pickleball Classes (Previously Under Tennis Pro Contract)
 - i. Tennis - Winter 1 & 2 Sessions: 1 Total Registration
 - ii. Pickleball – Winter 1 & 2 Sessions: 6 Total Registrations
 - iii. Tennis & Pickleball – Spring Sessions: Registration Currently Open
 - c. Sept 1, 2024 – Aug 31, 2025 Season Passes Sold = 90
 - i. Pass Durations: 5, 9, and 12 months
 - ii. Pass Types: Junior, Individual, Couple, and Family
- 10. Winter Outdoor Programming
 - a. Ice Rinks – Last day of the season was February 22
 - i. 63 days of ice rink operation for 2024-2025 winter season (2024 = 6 days)



DATE: March 3, 2025
FROM: Jesse Wilker, Parks Division Manager
Mike Klein, Maintenance Foreman
MJ Knudson, Administrative Coordinator
SUBJECT: Park Maintenance Update

Brooktree:

- Cleaning clubhouse kitchen in preparation for new food and beverage contractor.
- Continuing to remove ash trees.
- The new reel grinder is working well, with only a few left. Reels are being put back together and equipment is being prepped for the spring season.

Park Maintenance:

- Ice skating rinks are done for the 2024-2025 season. Removing south pond boards Feb. 25 and the others as the ice thaws. The first day was December 2, the best year for quite some time for skating.
- Taking down winter decorations (completed by Feb. 25). In the future, this will be done the weekend after Bold & Cold. (Discussed with Chamber of Commerce.)
- The floors at the park shop were refinished with epoxy (Men's room, Women's room, Mike's office and heated Morton building). Prior to the floors being done, the walls were painted in City brand color.
- Continuing to remove ash trees.
- Sold several items on MNBID.
- Repairing picnic tables and painting garbage cans for the parks.

Permits:

- None

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

- None

Projects 2025:

- Pavement Rehab & Replacement
- Golf Course Cart Paths
- Brooktree Pergolas
- Vehicle Replacement Fund

Grant projects:

- TAP – East Side Corridor – submitted – presentation February 14, waiting for announcement.
- Local Trail Connection Grant – due March 31 – 18th Street Trail from Austin Road to Bixby FY26