



PARKS & RECREATION BOARD MEETING
Monday, June 2, 2025 at 4:30 PM
Council Chambers, City Hall at 540 West Hills Circle

1. Opening Business

- 1.a. Call to Order
- 1.b. Role Call
- 1.c. Election of Officers

2. Approval of Agenda

3. Approval of Last Meeting Minutes

- 3.a. Draft Park Board Minutes May 5, 2025

4. Persons Wishing to Appear

- 4.a. The public forum is intended to afford the public an opportunity to address topics to the Park Board. 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. The Park Board will only listen and not take action on public forum presentations.

5. Old Business

- 5.a. Festal Farms property update
- 5.b. Community Center Task Force update

6. New Business

7. Communication

- 7.a. Recreation Division Report
- 7.b. Parks Division Report

8. Adjournment

MINUTES - UNAPPROVED
OWATONNA PARKS AND RECREATION
REGULAR PARK BOARD MEETING
May 5, 2025, at 4:30 P.M.

LOCATION: 540 West Hills Circle, Conference Room 120

OPENING BUSINESS

Call to Order at 4:30 p.m. by Jon Thiel

Roll Call:

Executive Members Present: Chair: Jon Thiel, Secretary: Sara Baird

Board Members Present: Tyler Cochran, Nancy Ness, Eileen Wohlenhaus

Members Absent: Vice Chair: Gina McGuire, Nan Silkunas

Staff Present: TW Dieckmann: Director of Parks & Recreation, Eric Anderson: Recreation Manager, Greg Kruschke: Community Development Manager, MJ Knudson: Administrative Coordinator, Maureen Lyons: Administrative Coordinator, Carter Duerkop: Recreation Supervisor – Senior/Outdoor/Adapted Programs, Drake Simonson: Recreation Supervisor – Athletics/TPC, Marshall Webber: RFA

City Council Member: Don McCann

Guests Present: Gary Jones, Owatonna Trails Association representatives (3) Jessica Riskedahl, Tom Raetz, and Steve Deetz

APPROVAL OF THE AGENDA

Motion by Nancy Ness to approve May 5, 2025, Park Board Meeting Agenda and second by Tyler Cochran. All members voted aye.

APPROVAL OF THE MARCH 3, 2025, MINUTES

Motion by Tyler Cochran to approve March 3, 2025, Park Board Meeting Minutes and bring before the Council second by Nancy Ness. 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. 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. The Park Board will only listen and not take action on public forum presentations.

The above paragraph will be added to future agendas

- A. Gary Jones shared opinions regarding the City's Deer Culling Program.

OLD BUSINESS

City of Owatonna's Comprehensive Plan and Parkland Dedication Ordinance Update

Greg Kruschke summarized the City's "2050 Imagine Owatonna Comprehensive Plan", including state legislative proposals regarding potential municipal parkland dedication restrictions. The document is available online for reference.

Community Center Task Force update

Tyler Cochran updated that facility tours had occurred. ICS is the consultant for the project. Opportunity for community engagement may occur later this year.

Regional Park Status Update

MJ Knudson updated that regional park status may allow the use of Legacy Funds, which are currently not accessible.

Agreement with Owatonna Trails Association (OTA)

TW Dieckmann presented a service agreement with OTA to continue to maintain and build mountain bike trails for public use in Kaplan's Woods with automatic annual renewals.

Motion by Tyler Cochran to approve the agreement and bring the matter before the Council, second by Nancy Ness. All members voted aye.

NEW BUSINESS

Owatonna Trails Association (OTA) representative Tom Raetz summarized proposed expansion of Kaplan's Woods Mountain Bike Trails part A and part B for 2025.

Motion by Nancy Ness to approve the proposal and bring the matter before the Council, second by Eileen Wohlenhaus. All members voted aye.

Parks and Recreation Fee Manual Update TW Dieckmann shared proposed changes as listed in agenda packet. Fees are reviewed and updated biannually or as needed. Clarification was requested regarding "Rec on the Go" rentals.

Motion by Tyler Cochran to approve the updates and bring the matter before the Council, second by Sara Baird. All members voted aye.

Warsinski Chalet Independent Contractor Agreement TW Dieckmann presented details of an independent contractor agreement with Martin Equipment for a term of 3 years and the option for two annual renewals thereafter.

Motion by Nancy Ness to approve the agreement and bring the matter before the Council, second by Tyler Cochran. All members voted aye.

COMMUNICATIONS

The monthly Recreation Division and Parks Division reports were included in the agenda packet.

Motion by Tyler Cochran to approve reports and all park permits required and bring the matter before the Council, second by Eileen Wohlenhaus. All members voted aye.

Deer Culling Management Plan 2025 updates were included in the agenda packet and discussed.

Communications from Park Board members:

Tyler Cochran: Noticed that “Park Finder” shows only 2 public pickleball courts in Owatonna. Manthey Park could be added to that list. Also, picnic tables were scarce at the Cinco de Mayo celebration in Central Park this past weekend.

Jon Thiel: questioned if Park Board positions should be revisited for expiring terms or review of roles as usually occurs in April.

Eileen Wohlenhaus: noted that her position may be expiring this year.

TW Dieckmann: Will review the terms and details of board positions.

ADJOURNMENT:

Motion by Sara Baird, and second by Tyler Cochran to adjourn the Park Board Meeting at 6:40 p.m. All members present voted aye. The next board meeting is scheduled for June 2, 2025, at 4:30 p.m. Conference Room 120.

Community Center Task Force Update

Tyler Cochran, Park Board Meeting 6/2/25

Working on 'programming' the potential Community Center space

- Developing scenarios that include various spaces and amenities according to goals
- High level spaces for various functions and amenities. Includes potential/recommended square footage. Does not include specifics or design details.

Waiting for legislative updates

- Potential funding source in question: local option sales tax (current moratorium)
- This will dictate the timeline and next steps and it could extend the timeline

Discussion around communication plans and key variables:

- Uncertainty at state legislature (funding method uncertainty and restrictions)
- Public Safety Center project (priority, but timeline has slowed)
- Additional community input opportunities in the future



TO: Park Board

FROM: Eric F. Anderson, Recreation Manager

DATE: June 2, 2025

SUBJECT: Recreation Division Update

1. Staff Updates

- a. Recreation Supervisor Vacancy
 - i. Recreation Assistant, Hannah Fisher – Final Day June 28
- b. Spring/Summer Seasonal Opportunities
 - i. Most positions full – wrapping up a couple final interviews/hires
 - ii. Light on overall lifeguard numbers -- have enough to operate

2. Aquatics

- a. Summer Session 1 Swimming Lessons
 - i. Private Lessons begin = June 9
 - ii. Group Lessons begin = June 16
 - iii. 24 of 29 River Springs classes full (only few spots remaining)
 - iv. Many openings remain for West Hills pool classes
- b. River Springs
 - i. 2025 Water Park Season Pass Sales = 138 (as of 5/28/25)
 - ii. Season = June 6 – August 17
 - iii. Installation of 2 new Pool boilers
 - iv. Repair of 2 significant leaks
- c. Lake Kohlmier
 - i. Beach Open = May 24 – September 1
 - ii. Equipment Rental/Concessions Operations = May 24 – August 17
 - 1. 23 Rentals Opening Weekend

3. Athletics/Youth and Adult Sports

- a. Youth Soccer = last games were May 31
- b. T-Ball

- i. Registrations = 96 (2024 = 118)
 - ii. Teams/Parks Location = 14 (6 Dartts, 4 Brown, 4 Jaycee)
- c. Coach Pitch Ball
 - i. Registrations = 91 teams (2024 = 113)
 - ii. Teams/Parks Location = 10 (4 Dartts, 2 Brown, 4 Jaycee)
- d. Machine Pitch Baseball
 - i. Registrations = 56/4 Teams (2024 = 55 registrations)
- e. Player Pitch Baseball
 - i. Registrations = 62/6 teams (2024 = 100) - Blooming Prairie started its own program, accounting for 2 teams/22 registrations in 2024
- f. Adaptive Baseball
 - i. Registrations = 25 (2024 = 24)
- g. Adult Bags
 - i. Competitive League = 18 Teams (2024 = 21 teams)
 - ii. Recreation League = 24 Teams (2024 = 22 teams)
 - iii. Season started May 21 & 22
- h. Tennis and Pickleball
 - i. Exploring Instructor options to offer youth and intro adult classes

4. Brooktree

- a. 2025 active Season Passes = 330 - (361 total in 2024)
- b. Check-in Rounds Played (through 5/27/25)
 - i. 2025 YTD = 5097 (2024 = 5281)
 - ii. Month of May 2024 = 3124 (2024 = 3381)
- c. Upcoming Events
 - i. June 27 – Camp Omega
 - ii. June 28 – Owatonna Wrestling Association
- d. Food & Beverage
 - i. Ongoing Hood Issue – working with Vendor to resolve
 - ii. Chill-aqui hours updated
 - 1. Monday – Saturday = 8:00am – 9:00pm
 - 2. Sunday - 10:00am – 6:00pm
 - iii. Chill-aqui updates
 - 1. Restaurant has been busy
 - 2. Added hotdog roller & running frequent beverage cart – golfers have appreciated these items

5. Recreation Programs - Youth, Family & Senior

- a. Senior/ALP Memberships = 249 (as of 5/28/25)
- b. Trips

- i. Grape Adventures = May 31
 - ii. U of M landscape Arboretum with Winery = June 4
 - iii. Treasure Island = June 11
 - c. New Program
 - i. Preschooler Animal of the Month = Started May 10 (occurs monthly)
 - d. Upcoming Adaptive Programs
 - i. Bingo = Weekly, Monday nights
 - ii. Spring Canvas Painting = May 29
 - iii. Flowerpot Craft = June 5
 - iv. Archery = June 11
 - v. Fishing = June 18
 - vi. Water Games = June 25
 - e. Youth Summer Camps and Programs – Begin June
 - i. Outdoor Adventures
 - ii. Nature Investigators
 - iii. Little Tykes Sports Camps
 - iv. Preschooler and Me – Dino Fossils
 - v. Little Anglers
 - vi. Backyard Adventures
- 6. Scholarship Assistance Fund
 - a. Balance (City Account and Scholarship checking) = \$44,478.44 (as of 5/28/25)
- 7. Tennis & Pickleball Center
 - a. No Staffed hours = Memorial Day – August 31
 - b. Summer Season = Courts available to season pass holders and guests of season pass-holders
- 8. Fall/Winter Community/Activity Guide (programs/operations from the end of August 2025 – end of February 2026)
 - a. In development – ahead of schedule
 - b. July 7 = Visible to Public on CivicRec
 - c. July 8 = Mailed out to 55060



DATE: June 6, 2025

FROM: Jesse Wilker, Parks Division Manager

Mike Klein, Maintenance Foreman

MJ Knudson, Administrative Coordinator

SUBJECT: Park Maintenance Update (April & May)

Brooktree:

- Routine maintenance
- Planting trees
- New landscaping around the clubhouse
- Minnesota Golf & Travel took drone pictures at Brooktree, calling it a gem of a course

Park Maintenance:

- Park & Trail information holders & guides are ordered and in production
- Pavilion rentals are going well, no major issues
- All seasonal positions are filled (parks & golf), will be fully staffed the second week of June
- Assist with Downtown Thursday, coming up soon
- Donation of crab apple & pink flair trees are planted along Hoffman Drive
- Lake Kohlmier was treated in May for swimmers' itch and weeds
- All ponds in town have been treated with larvicide to prevent the hatch of mosquitoes

Permits:

- Park Permit – 6/19/2025 - Lake Kohlmier Beach – Sunrise Yoga – Vibes
- Park Permit – 7/17/2025 – Lake Kohlmier Beach – Sunrise Yoga – Vibes
- Park Permit – 6/9/2025-8/13/2025 – Sid Kinyon Bocce Court – Special Olympics
(June 9, 11, 16, 18, 23, 25; July 7, 9, 14, 16, 23, 28, 30; August 4, 6, 11, 13)
- Event Permit – 7/6/2025 – Central Park – Somali Celebration/Independence Day
- Event Permit – 6/12/2025 – Lake Kohlmier/Kaplan's Woods – Safety Camp
- Event Permit – 6/19/2025-10/16/2025 – Central Park – Farmer's Market Evening Edition
(6/19, 7/17, 8/21, 9/18, 10/16)
- Park Permit – 5/29/2025-8/7/2025 – Central Park Stage – 11@7 Concert Series
- Event Permit – 7/24/2025 – Central Park – Downtown Thursday Model-T Edition
(reminder of Park Permit from 1+ year ago, they will be at Mineral on 7/22)

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

- Oyloe bench – Morehouse Park
- Gladys Wavrin bench – Morehouse Park along river
- Early Morning Rotary – 18 trees

PARKS & RECREATION DEPARTMENT

540 WEST HILLS CIRCLE | OWATONNA, MN 55060-4701 | OWATONNA.GOV | 507.444.4321

Projects 2025:

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

Grant projects:

- Local Trail Connection Grant – submitted – 18th Street Trail from Austin Road to Bixby FY26
- Congressionally Directed Spending – Public Safety Center – Finstad, Klobuchar, Smith applied \$2.5M