



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

1. Opening Business

- 1.a. Call to Order
- 1.b. Roll Call

2. Approval of Agenda

3. Approval of Last Meeting Minutes

- 3.a. 9.8.2025 Park Board Meeting Minutes

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. New Business

- 5.a. Greater Minnesota Park & Trails Commission Presentation, Karlin Ziegler
- 5.b. Social Commons Program Rooms Naming Options

6. Old Business

- 6.a. Lake Kohlmier 2026 Beach Hours
- 6.b. Park Board Vacancy Update
- 6.c. Deer Management Update
- 6.d. Community Center Task Force Update
- 6.e. Regional Park Status Update
- 6.f. Emergency Disaster Declaration Update

7. Communication

- 7.a. Parks and Recreation Director Vacancy
- 7.b. Division Report - Recreation
- 7.c. Division Report - Parks
- 7.d. Lake Kohlmier 2025 Season Report
- 7.e. Born Learning Trail Ribbon Cutting Recap

8. Adjournment

MINUTES - UNAPPROVED
OWATONNA PARKS AND RECREATION
REGULAR PARK BOARD MEETING
September 8, 2025, at 4:30 P.M.

LOCATION: 500 Dunnell Dr., West Meeting Room, Owatonna, MN 55060

OPENING BUSINESS

Call to Order at 4:34 p.m. by Jon Thiel

Executive Members Present: Chair: Jon Thiel, Vice-Chair: Gina McGuire, Secretary: Sara Baird

Board Members Present: Tyler Cochran, Nancy Ness, Nan Silkunas

Members Absent: None

Staff Present: TW Dieckmann: Director of Parks & Recreation, Eric Anderson: Recreation Manager, Dani Licht: Aquatics Supervisor, MJ Knudson: Admin Coordinator, Maureen Lyons: Admin Coordinator

City Council Member: Don McCann

Guests Present: None

APPROVAL OF THE AGENDA

Motion by Nancy Ness to approve Agenda. Second by Gina McGuire. All members voted aye.

APPROVAL OF AUGUST 4, 2025, MINUTES

Motion by Tyler Cochran to approve 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. None present

NEW BUSINESS

ReLeaf Grant Application: Information was presented by MJ Knudson. The goal of the grant would be to complete the tree inventory of City owned, maintained parkland and main trails. The grant application includes developing a plan for diseased, dead and potentially dangerous trees. Motion made by Tyler Cochran to bring the matter before Council for consideration to meet the October 28 deadline. Second by Gina McGuire. All members voted aye.

Lake Kohlmier schedule for 2026: Eric Anderson shared plans for Lake Kohlmier opening/closing dates May 23 through September 2, 2026. The board was interested in the

budget and logistical impact of extending the swimming season by leaving ropes and buoys in later. Topic was tabled to allow staff time to gather information for the next meeting.

Parks and Recreation Fee Manual Update Eric Anderson shared proposed changes as listed in agenda packet. Fees are reviewed and updated biannually or as needed. Motion by Nancy Ness to approve the updates and bring the matter before the Council. Second by Sara Baird. All members voted aye.

Park Permit - Southern MN Cross Country Meets Details dates and locations included in agenda packet. Motion by Sara Baird to approve permit. Second by Tyler Cochran. All members voted aye.

Park Permit – Big Brothers Big Sisters Central Park 9/24/2025 from 5-8pm for a movie for parents and littles. Event does not include use of stage. Motion by Gina McGuire to approve permit. Second by Nancy Ness

OLD BUSINESS

Community Center Task Force update

Tyler Cochran updated the board on recent task force activities.

Deer Management Update MJ Knudson presents details regarding the upcoming archery hunt in City parks. Clarification was made that Manthey Park is not included and Mineral Springs Park is only included during the second season dates. Applications have closed with 46 hunters. Proficiency testing is scheduled 9/13 and 9/20 after which hunter locations will be assigned.

COMMUNICATIONS

River Spring Water Park Dani Licht provided a season wrap-up report.

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

Born Learning Trail ribbon cutting is scheduled for Saturday, November 1, 2025.

Communications from Park Board members:

Tyler Cochran shared appreciation and congratulations for the positive impact of using social media to promote programs and communicate with the public.

ADJOURNMENT:

Motion by Nan Silkunas to adjourn. Second by Nancy Ness. All members voted aye.

Meeting adjourned at 6:24 p.m. The next board meeting is scheduled for October 6, 2025, at 4:30 p.m. 540 West Hills Circle, Conference Room 120.

Lake Kohlmier 2026 Beach Hours

September 2025 Park Board meeting requested information for further review of extending Lake Kohlmier beach hours beyond traditional standard dates:

- Traditional standard dates = Saturday of Memorial Weekend through Sunday of Steele Count Free Fair week (ie last days: 2025 = August 17; 2026 = August 23)
- 2026 Season – considering extending beach hours into September

Impact of extending an additional 4 weeks = August 24-September 20

1. No impact to Maintenance – beach currently continues to be raked into September
2. Removal of buoys and ropes – no impact. Only need to adjust to a later date with Scuba Club
3. Additional associated expenses & staff time

	Cost Per Week	Quantity per Week	Size 6 week extension impact
Test Samples	\$45.78	2 samples	\$183.12
Full-time Staff		1.5 hours	9 hours

4. September weather statistics for past 3 years

September Beach Going Days						
	Total <74	Total 75-79	Total 80+ Days	Total 80+ Days on Weekends	% of 80+ Days	% of 80+ Days on Weekends
2025	15	5	10	2	34%	7%
2024	7	6	17	5	57%	17%
2023	21	2	7	2	23%	7%



TO: Park Board

FROM: Eric F. Anderson, Recreation Manager

DATE: November 3, 2025

SUBJECT: Recreation Division Update

1. Staff Updates

- a. Recreation Assistant new hire: McKenzie Serda – started September 29

2. General

- a. Scholarship Assistance Fund
 - i. Balance = \$41291.56
 - 1. \$16083.03 in City Restricted Fund as of 10/27/25
 - 2. \$25208.53 in Scholarship checking as of 5/14/25)
- b. Spring/Summer Community Activity Guide
 - i. In development
 - ii. First draft from printer received 10/27/25

3. Aquatics

- a. Swimming Lessons
 - i. Winter registration begins December 11, 2025
 - ii. 2025 Swimming Lesson participation recently surpassed 1,000 participants for the year (most area Aquatics departments serve 100-600 participants per year).
- b. River Springs Water Park
 - i. 2026 Season Pass sales begin December 1, 2025
 - ii. 2026 New Programs: Aquatic Leaders In Training, Penny Plunge, Toddler & Adult: Fun in the Pool, Miles in the Current-Lazy River Walking Challenge, Sensory Swim, Bubbles, Bubbles, & More Bubbles, Noodle Boat Building & Race.
 - iii. Sponsor Secured for 2026 Penny Plunge event on July 11- HomeTown Credit Union.

4. Athletics/Youth and Adult Sports

Adult Programs

<u>Program</u>	<u>Division</u>	<u>Participant Numbers</u>	<u>Registration Deadline</u>	<u>Season Starting</u>	<u>Additional Notes</u>
Volleyball	Men's	7 teams	Closed	Oct 22	Oct-Feb
Volleyball	Women's	16 total teams	Closed	Oct 22	Oct-Feb 3 Divisions
Volleyball	Co-Rec Lower	10 teams	Closed	Oct 20	Oct-Feb
Volleyball	Co-Rec Upper	8 teams	Closed	Oct 20	Oct-Feb
Pickleball - 'Intro to' Lessons	Fall Session 2	1	Nov 7	Nov 7	Classes offered throughout the winter season
Tennis - "Intro to' Lessons	Fall Session 2	0	Oct 29	Oct 29	Classes offered throughout the winter season. No registrations for any classes offered - YTD.
Winter Bag Toss	1 Division	Currently 3 teams	Open	Dec 9	

Youth Programs

<u>Program</u>	<u>Age Group</u>	<u>Participant Numbers</u>	<u>Registration Deadline</u>	<u>Season Starting</u>	<u>Additional Notes</u>
<i>**Cheer (new Fall Program)</i>	<i>K-6th</i>	<i>54</i>	<i>Closed</i>	<i>Ended Oct 11</i>	<i>Positive feedback. Have already asked if it will be back next year</i>
<i>**Girls Flag Football (new Fall Program)</i>	<i>3rd-6th</i>	<i>24 (2 teams)</i>	<i>Closed</i>	<i>Ended Oct 11</i>	<i>Received Equipment Grant – USA Football Positive Feedback on program. Looking to expand in 2026</i>
Mini Huskies Football Camp	1 st & 2 nd grades	86	Closed	Ended Sept 27	Skills Camp Format

Tackle Football	3 rd & 4 th grades	135 (8 teams)	Closed	Ended Oct 11	
Tackle Football	5 th & 6 th grades	140 (8 teams)	Closed	Ended Oct 11	
Volleyball	1 st & 2 nd grades	37	Closed	Ended Oct 25	Skills Camp Format
Volleyball	3 rd & 4 th grades	89	Closed	Ended Oct 11	
Volleyball	5 th & 6 th grades	85	Closed	Ended Oct 11	
Pickleball Lessons – Beginner 1	4-7 years	0	Sept 8	Fall Session 2: 10/20	Classes offered throughout the winter season
Pickleball Lessons – Beginner 2	7-10 years	0	Sept 8	Fall Session 2: 10/20	Classes offered throughout the winter season
Tennis Lessons – Beginner 1	4-7 years	6	Sept 8	Fall Session 2: 10/20	Classes offered throughout the winter season
Tennis Lessons – Beginner 2	7-10 years	8 WL 2	Sept 8	Fall Session 2: 10/20	Classes offered throughout the winter season
<i>NEW</i> Tennis Lessons – Beginner 3	10-12	0	Jan 5	Winter Session 1: Jan 5	Classes offered throughout the winter season
Basketball	K-2 nd grades	112	Jan 2	Season Starts Jan	Program Jan-Mar
Basketball	3 rd grade	32	Jan 4	Kickoff = Nov 6	Program Jan-Mar
Basketball	4 th -6 th grades	73	Jan 4	Kickoff = Nov 6	Program Jan-Mar

5. Brooktree Golf Course

	Season Pass	Patron Pass		Checked -In Rounds Played
2025 YTD	323	21		2025 YTD 23477
2024 YTD	342	30		2025 (10/1-10/27) 1994
				2024 YTD 21073
				2024 (10/1-10/27) 1917

- a. 2025 closing date 'To Be Determined'
 - i. Currently just minor frost delays.
 - ii. Contingent on weather conditions - 10-day forecast shows days in the 50's and even a day in the 60's.
- b. End of the year retail sale running through final day the course is open.
- c. 2026 Season anticipated event additions:
 - i. 2 more internal scramble events
 - ii. Couples Golf
 - iii. Bring back BT match play (ended in 2010)
 - iv. 1-person scramble tournament
 - v. 2-person scramble (have an entire month to play as many rounds as wanted – paying for each round)
 - vi. Superintendents Revenge tournament
 - vii. Themed days (4th of July, Mother's Day, Father's Day, etc.)

6. Recreation Programs - Youth, Family & Senior

- a. Park Passport Program
 - i. Sponsored by the Owatonna Eagles - \$1500
 - ii. September 15 – October 13
 - iii. Parks & Trails Included this year: Mineral Springs, Leo Rudolph, Dartts, North Straight River Parkway, Morehouse Park, Buxton Trail, Kaplan's Woods Trail, Manthey, Summer and Kaplans Woods Parkway
 - iv. Positive Marketing Exposure
 - 1. Facebook Page: Minnesota Parent Events Calendar included as an item
 - v. Participant Numbers = 130 Families
 - vi. Prize Winners = 15 prize winners
- b. Spooky Pumpkin Trail
 - i. October 25
 - ii. Kaplans Woods
 - iii. Submitted Pumpkins = 102
 - iv. Attendance = 1,300
- c. Senior Programming
 - i. Legends/ALP Memberships (as of 10/27/2025)
 - 1. 2025 memberships = 280 (prorated memberships started in July – with purchase of 2026 membership)
 - 2. 2026 memberships = 23
 - ii. Speakers
 - 3. December 4- Haley Magill From Crisis Resource Center

d. Upcoming Trips

<u>Program</u>	<u>Participant Numbers (as of (10/27/25))</u>	<u>Registration Deadline</u>	<u>Trip Date</u>	<u>Additional Notes</u>
Spam and Sips	20/34	10/31	Nov 8	
Treasure Island	1/27	12/03	Dec 11	Moved from Dec 10

e. Adaptive Programs

- i. Bowling = Mondays
 4. 57 participants registered for October
 5. 38 participants registered for November as of 10/27/2025
- ii. Movie theatre Trip = November 4
- iii. Adaptive Thanksgiving = November 20th
- iv. Adaptive Holiday Trees Craft

f. Rec on the Go Schedule

- i. 2026 = 8 dates (including Summer & Fall)
- ii. 2026 = Locations include Colonial Manor trailer park and Skyline Gardens

7. Tennis & Pickleball Center

- a. Staffed hours = Started September 1
- b. Tennis/Pickleball Season Passes and Walking Program Passes are available (season started September 1). Current Season Pass #'s:
 - i. 5-Month (Jan-May)
 1. Junior – 0
 2. Individual – 0
 3. Couple – 0
 4. Family – 0
 - ii. 9-Month (Sept-May)
 1. Junior – 1
 2. Individual – 9
 3. Couple – 3
 4. Family - 3
 - iii. 12-Month (Sept-August)
 1. Junior – 9
 2. Individual – 17
 3. Couple – 12
 4. Family – 6
 - iv. Individual Month – sold 4 with various expiration dates
- c. New pickleball programs and tournaments are in development
- d. Intro to Tennis Beginner 3 for youth starting in January.

Meet Some of the Recreation Team



*Mckenzie Serda – Recreation Assistant
Joined P&R Team: September 2025*



*Pam Scott – Recreation Assistant
Joined P&R Team in RA Role: February 2025*



*Madi Rysavy – Recreation Assistant
Joined P&R Team in RA Role: February 2023*



*Marshall Webber – Recreation Assistant
Joined P&R Team: March 2025*



*Seth Allen – Recreation Supervisor
Joined P&R Team: December 2025*

Park Board September 2025 meeting – River Springs Water Park Saturday Block Birthday Party Schedule Suggestion follow-up information

- Background
 - Current Saturday morning programming schedule includes: Water Walking, Lap Swim, Tiny Tot Time and random events/programs.
 - Would need to eliminate or heavily reduce Saturday morning programming to open the full Waterpark to Birthday Party participants.
 - Cost Recovery Classification is a 4 (primarily providing an individual benefit) for Birthday Party packages at RSWP
 - Breakeven point would require a weekly Saturday morning equivalent of 2 parties at 34 guests, at \$447.50 per party (current equivalent package during standard hours = \$260)
 - Maximum of 3 parties would be current capacity each Saturday, based on the current party structure, limited equipment (equipment/chairs/etc) and concessions equipment for production of food included in the party package.
 - Ongoing staffing challenges – staff load challenges would increase when attempting to cover the full pool with minimum required guards on Saturday mornings.
- Impact of Implementing Saturday Morning Block Birthday Parties (based on 2025 participation data)
 - Discontinuing existing Saturday programming for over 900 regular users throughout the season.
 - Potential negative impact on season pass sales – many pass holders are purchasing passes for these programs.
 - Risk of revenue loss by not filling required minimum reservations
 - Usual morning/pre-business hours temperatures are not a draw for groups and parties

Standard Minimum Staffing Load for Full Pool

	Number of Staff Needed	Cost Per Staff	Length of Rental (plus 0.5 hour for arrival)	Total Cost
Lifeguards	8	\$14.50	2.5	\$290.00
Head Lifeguard	1	\$16.00	2.5	\$40.00
Guest Services Lead	1	\$16.00	2.5	\$40.00
Guest Services Staff	2	\$13.50	2.5	\$67.50



DATE: November 3, 2025

FROM: Jesse Wilker, Maintenance Manager

Mike Klein, Park Maintenance Foreman

Mary Jo Knudson, Administrative Specialist

SUBJECT: Park Maintenance Update

Brooktree:

- Staff is getting equipment and grounds ready for winter
- Opens late when frost is present, will stay open until weather is too cold.

Park Maintenance:

- Wind storm was declared a disaster for Steele County and the City will be turning in expenses (wages & equipment, water park funbrellas)
- Prepared Archery Park & Fremont Park for tree planting event
- Dog Park Shelter is 90% complete, funded by donations
- Born Learning Trail at Morehouse – posts are in and waiting on artwork from United Way
- Getting equipment and grounds ready for winter
- Deer Management 5 deer taken in the first week of the season

Permits:

- (Past) 10/31/2025 – Central Park – St. Mary's School prayer walk
- 11/6/2025 – Mineral Springs Park – Thriving Minds event "Sweater Weather"
- Event Permit – 12/5/2025 – Central Park – Mainstreet Owatonna – Lighted Holiday Parade

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

- Memorial Bench – Wende Oylo – Morehouse Park
- ADA Picnic Table – Senior Place Inc. Wavrin Donation – Central Park (paid, spring installation)

Projects 2025:

- Great River Greening Tree Giveaway – 53 trees given away, extras planted in parks
- Great River Greening Tree planting with volunteers – 21 trees planted

Grant projects:

- MN DNR ReLeaf – complete tree inventory and develop tree maintenance plan - application due November 11 (amount not determined yet)

PARKS & RECREATION DEPARTMENT

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

SEASON
OVERVIEW

LAKE KOHLMIER BOAT RENTALS

20
25



2025 HIGHLIGHTS

- Great weather through the 2025 season, only 5 days of closure total.
- Low rental conflicts due to lower rental numbers.
- Low product loss due to needing very few concessions items at Lake Kohlmier and most items being transitioned out to River Springs before expiration.
- High retention of lead staff resulting in smooth operation.
- No internet issues/outages like in past years.
- Only 1 week of closure due to E. Coli.
- Added goose deterrent system in August 2025.
- Added 2 additional stand up paddle boards.

CHALLENGES

- Low utilization of the operation and concessions sales.
- Aging canoes and kayaks needing additional repairs.
- Staff safety concerns due to regular negative behaviors in the parking lot.
- Negative perception of Lake Kohlmier expressed frequently on social media over “dirty water”, goose poop on the beach, negative behavior and dogs on the beach.



FACILITY OVERVIEW



2025

Facility was operated under the Recreation Supervisor-Aquatics.
Lake Kohlmier operated May 23-August 17, Thursday & Friday 1-7pm,
Saturday & Sunday 12pm-7pm.

Total days of operation: 52; **Average Rentals Per Day:** 4.98

2024

Facility was operated under the Recreation Supervisor-Aquatics.
Lake Kohlmier operated May 25-June 28, Thursday & Friday 1-7pm, Saturday &
Sunday 12pm-7pm. Operation was cut short by high e.coli levels from June 29-end of
summer.

Total days of operation: 20; **Average Rentals Per Day:** 9.6

2023

Facility was operated under the Recreation Supervisor-Recreation Programs
Lake Kohlmier operated May 27-September 4, Thursday & Friday 12-7pm,
Saturday & Sunday 11am-7pm.

Total days of operation: 60; **Average Rentals Per Day:** 6.4

2022

Facility was operated under the Recreation Supervisor-Recreation Programs
Lake Kohlmier operated May 28-September 5, Thursday & Friday 1-7pm,
Saturday & Sunday 12-7pm.

Total days of operation: 62; **Average Rentals Per Day:** 3.7

FACILITY OVERVIEW



2021

Facility was operated under the Recreation Supervisor-Aquatics. Lake Kohlmier operated May 29-August 22, Thursday & Friday 12-7pm, Saturday & Sunday 11am-7pm.

Total days of operation: 53; **Average Rentals Per Day:** 11.2

2020

Facility was operated under the Recreation Supervisor-Aquatics for half of the summer and Recreation Supervisor-Recreation Programs for the other half. Lake Kohlmier operated May 23-August 31, Thursday & Friday 1-7pm, Saturday & Sunday 12-7pm.

Total days of operation: 59; **Average Rentals Per Day:** ?

2019

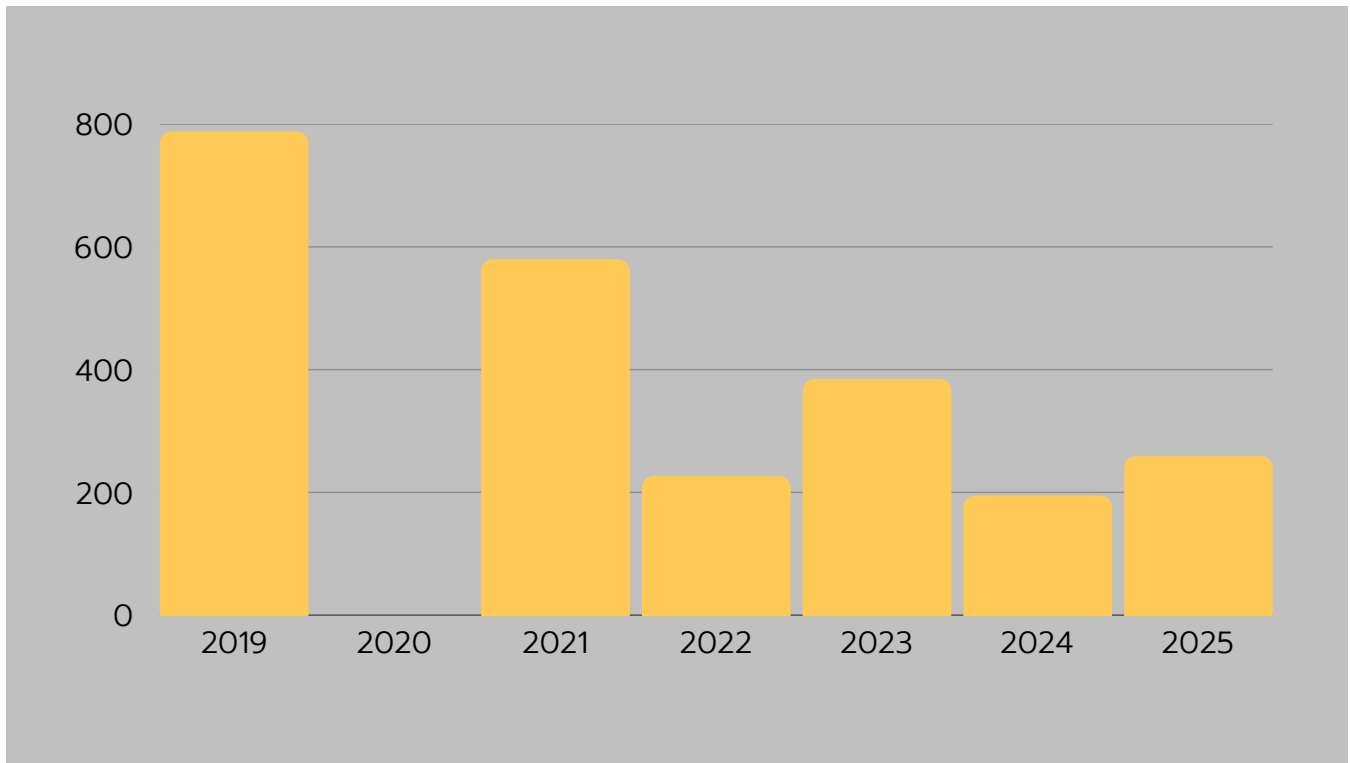
Facility was operated under the Recreation Supervisor-Aquatics. Lake Kohlmier operated May 25-September 2, Monday-Friday 12-6pm, Saturday & Sunday 12-7pm.

Total days of operation: 101; **Average Rentals Per Day:** 7.8

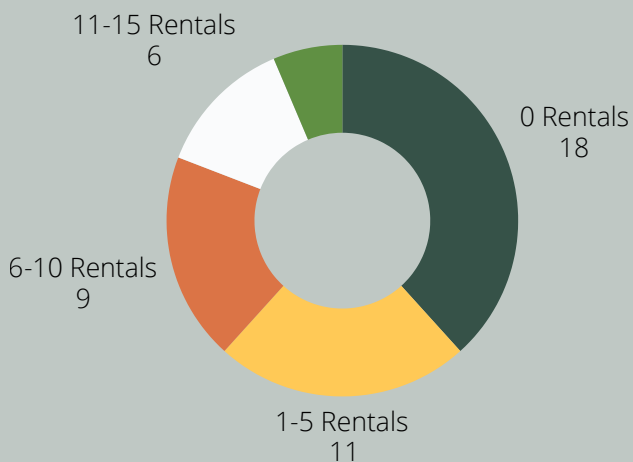


TOTAL RENTALS

2019: 788	2024: 195
2020: Unknown	2025: 259
2021: 580	2026:
2022: 227	2027:
2023: 385	2028:



2025 RENTALS



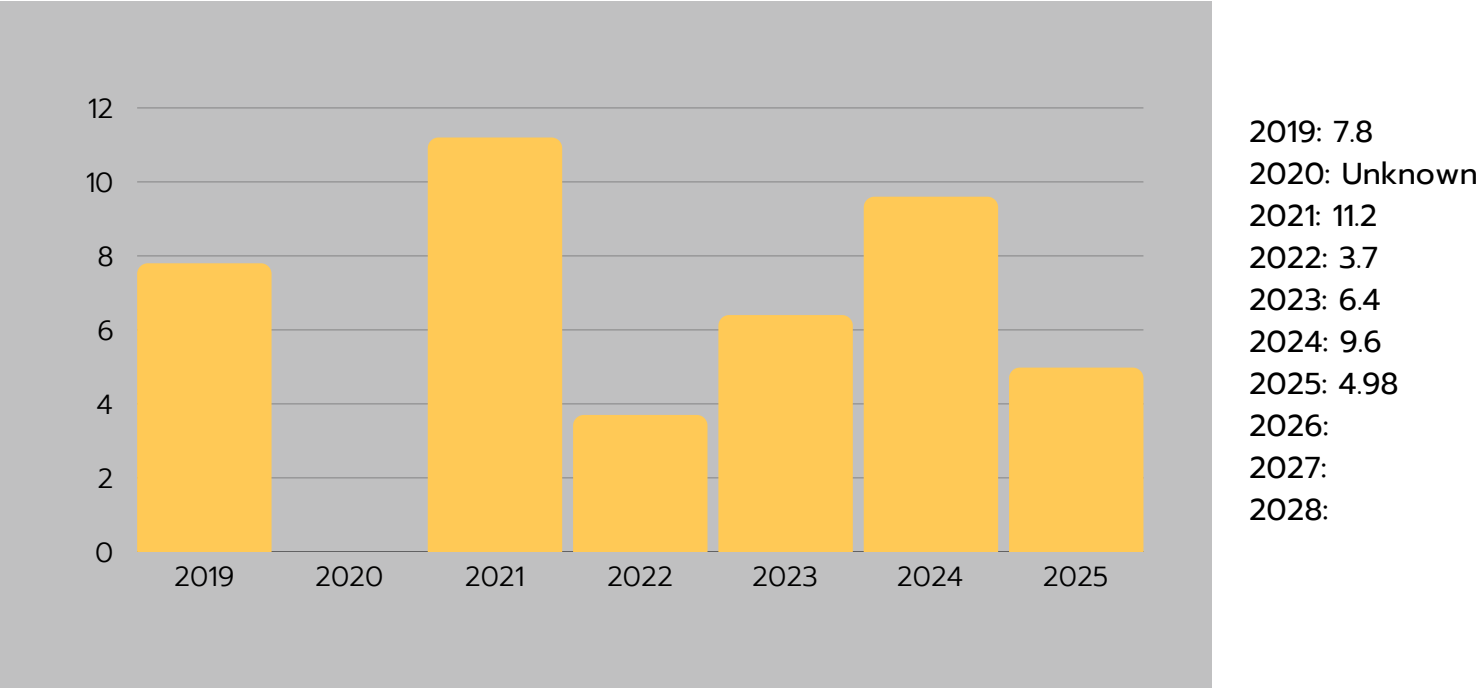
Lake Kohlmier Boat Rentals were open 47 of the 52 days of operation. Of those 47 days, 18 total days resulted in 0 boat rental reservations. Of the 47 days only 29 days had reservations.

0 Rentals: 18 Days
 1-5 Rentals: 11 Days
 6-10 Rentals: 9 Days
 11-15 Rentals: 6 Days
 16-25 Rentals: 3 Days

FULL-SEASON RENTAL CAPACITY

Thursdays and Fridays allowed for up to 60 rentals per day.
Saturdays and Sundays allowed for up to 70 rentals per day.
The total rental capacity for the full season was 3,380 available rentals.
In 2025, we reached a 7.6% utilization rate of total available rentals.

AVERAGE RENTALS PER DAY



RENTALS PER DAY OF WEEK

