



PARKS & RECREATION BOARD MEETING
Monday, December 1, 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

1.b.1. Introduction to Carter Klecker, new Park Board member

2. Approval of Agenda

3. Approval of Last Meeting Minutes

3.a. Nov 3, 2025 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. Guest Speaker, Senior Age Friendly Initiative

5.b. Lake Kohlmier boat landing dock/DNR Grant

5.c. 2026 Park Board meeting schedule

6. Old Business

6.a. Social Commons Room Names

7. Communication

7.a. Division Report - Parks

7.b. Division Report - Recreation

7.c. Brooktree 2025 Season Report

7.d. Parks and Recreation Director Vacancy Update

7.e. Community Center Task Force Update

7.f. Emergency Disaster Declaration Update

8. Adjournment

MINUTES - UNAPPROVED
OWATONNA PARKS AND RECREATION
REGULAR PARK BOARD MEETING
November 3, 2025, at 4:30 P.M.

LOCATION: Conference Room 120, 540 West Hills Circle, Owatonna, MN 55060

OPENING BUSINESS

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

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

Board Members Present: Tyler Cochran, Nan Silkunas

Members Absent: Nancy Ness

Staff Present: Eric Anderson: Recreation Manager, Dani Licht: Aquatics Supervisor, MJ Knudson: Admin Coordinator, Maureen Lyons: Admin Coordinator

City Council Member Present: Don McCann

Guests Present: Karlin Ziegler, Greater MN Regional Parks & Trails Commission

APPROVAL OF THE AGENDA

Motion by Tyler Cochran to approve agenda with the addition of Communication Item 7.f. Parks and Recreation Newsletter. Second by Gina McGuire. All members voted aye.

APPROVAL OF SEPTEMBER 9, 2025, MINUTES

Motion by Tyler Cochran to approve the park board meeting minutes and bring before the Council. 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. 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

Greater MN Regional Parks & Trails Commission District 6 Commissioner, Karlin Ziegler presented detailed information on the rigorous application process for Regional Park designation status.

Social Commons Program Room Naming Options was presented by Eric Anderson. Board members expressed positive feelings about utilizing nature themes in a structured manner. Renaming of rooms has not been finalized and will be revisited in the future.

OLD BUSINESS

Lake Kohlmier Beach Hours 2026: At the request of the park board, staff shared the cost and logistics of extending the season. The board requested signage be posted when water is not being tested and monitored. Motion was made by Tyler Cochran for Lake Kohlmier Beach to be open with procedural water testing practices and ropes in place from May 23, 2026 through September 7, 2026. Second by Gina McGuire. Four members voted aye, with one nay vote by Nan Silkunas.

Park Board Vacancy Update: Eric Anderson provided an update on the status of applications for the vacant seat.

Deer Management Update: MJ Knudson provided the board with an update on the first two weeks of the program.

Community Center Task Force Update

Tyler Cochran updated the board on recent task force activities.

Regional Park Status Update: MJ Knudson provided an update to the board regarding the proposed application.

Emergency Disaster Declaration Update: Eric Anderson provided the board with an update on the status. The Governor did designate Steele County as part of the disaster declaration. After submission of costs and approval, emergency funding may cover 75% of equipment damage costs with the City paying the remaining 25%, labor costs would be covered.

COMMUNICATIONS

Parks and Recreation Director Vacancy is being filled on an interim basis by Ryan Brown, who is the Information Technology Director for the City.

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

Motion by Nan Silkunas to approve park permits. Second by Sara Baird. All members voted aye.

Lake Kohlmier 2025 Season Summary Report was provided by Dani Licht.

Born Learning Trail Collaborative early learning project lead by United Way of Steele County, sponsored by Owatonna Eagles, and installed at Morehouse Park held a ribbon cutting event on Saturday, November 1, 2025. Several board members attended and provided a recap.

Parks and Recreation Monthly Newsletter has been restarted to communicate with the public and highlight programs and services for all ages.

ADJOURNMENT:

Motion by Tyler Cochran to adjourn. Second by Gina McGuire. All members voted aye. Meeting adjourned at 6:11 p.m. The next board meeting is scheduled for December 1, 2025, at 4:30 p.m. 540 West Hills Circle, Conference Room 120.

2026 Park Board Schedule



The Park Board meets the first Monday of each month with the exception of September.

JANUARY

S	M	T	W	T	F	S
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31						

FEBRUARY

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MARCH

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JUNE

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AUGUST

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SEPTEMBER

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NOVEMBER

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29	30					

DECEMBER

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Park Board Members

*Jon Thiel	507.363.3474
+Gina McGuire	507.838.5829
#Sara Baird	218.410.3360
Tyler Cochran	507.213.9374
Nan Silkunas	267.614.2187
Nancy Ness	507.676.0273
Carter Klecker	507.475.3210

*Chair
+Vice-Chair
#Secretary

Social Commons Proposed Rooms Names

Background:

1. The Social Commons rooms traditionally had been named for the primary activity or purpose of the space (ie: sewing room, board room, gift shop).
2. The plan is to update the meeting room and use spaces with simple, generic names that do not single out the specific uses, while still giving direction to building users.
3. Staff identified the option of associating the names with things that are native to Owatonna. Initially started with creeks and then expanded to other options such as trees, plants and/or birds.
4. This topic was presented to the Park Board at the November meeting.
 - a. General feedback was provided.
 - b. Staff notated that a final draft would be brought back to Park Board for any final thoughts and feedback before implementing.
5. Staff focused on the use of trees due to the limited of creeks and to avoid duplication of names (maple tree & maple creek).
 - a. Several trees were omitted to avoid negativity (ie: Ash and Elm).
 - b. All Associated trees are native to the area.
6. Current request of Park Board is provide any additional feedback on proposed names.

Existing Room Name	Location	Proposed Room Name	Notes
Program Room 1	1 st Floor	Pine	aka: Senior Center Directors Office
Program Room 2	1 st Floor	Birch	aka: Gift Shop
Program Room 3	1 st Floor	Oak	aka: Board Room
'Game Space'	1 st Floor	Walnut	
Multipurpose Room	1 st Floor	Multipurpose Room	
West Meeting Room	2 nd Floor	Willow	
Dani's old Office	2 nd Floor	Maple	Moving Sewing Program into this space
Carter's old Office	2 nd Floor	Cedar	
Drake's old Office	2 nd Floor	TBD	Use/Purpose is still pending
Billiards	3 rd Floor	Hickory	



DATE: December 1, 2025

FROM: Jesse Wilker, Maintenance Manager

Mike Klein, Park Maintenance Foreman

Mary Jo Knudson, Administrative Specialist

SUBJECT: Park Maintenance Update

Brooktree:

- Last day was 11/7

Park Maintenance:

- MN DNR Funding (going to council 12/2) - \$22,000 for new ADA compliant dock at boat landing
- Wind storm update – no new updates
- Deer Management - 24 deer culled so far, report in January
- Poured 4 new tee pads at Mineral Springs disc golf
- Put up 30' Christmas tree (donated to Chamber from Federated), decorations at Central Park
- Putting up banners, garland and snowflakes downtown and on Oak and Bridge streets
- Skating rinks are going up
- Ball Diamond rehab is complete, sport court nets are removed and wind screens rolled
- Woodchips are added on trails at Kaplans
- Cutting trees, mainly ash; finishing up mulching leaves in parks
- Buckthorn cutting is finished for the year at Kaplan's Woods for the biochar demonstration next March. Park Staff was assisted by Owatonna Trails Association volunteers
- Snow equipment is ready

Permits:

- (past) November 25 - Event Permit – We Buy Houses Southern MN – pie giveaway – Central Park
- April 30-May 4 – Event Permit – Corky's Earlybird SB Tournament – Fairgrounds, Brown Manthey

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

- Kostelecky Family Bench – Brooktree - #11 Yellow/Red Tee Box

Projects 2025/2026:

- Federal Government shutdown paused grant funding, not a large impact on Owatonna pause in tree watering program from contractor, GRG filled in

Grant projects:

- MN DNR ReLeaf – application turned in 11/11, will know of award/non-award February 6

- Anticipate MN DNR grant announcements for Outdoor Recreation and Local Trail Connections sometime in December, usually due in March



TO: Park Board

FROM: Eric F. Anderson, Recreation Manager

DATE: December 1, 2025

SUBJECT: Recreation Division Update

1. Staff Updates

- a. All Full-time and Regular Part-time staff have moved into Velve Hall
 - i. See couple pictures on last page.
 - ii. January Park Board meeting can be at Vevle Hall with a tour

2. General

- a. Scholarship Assistance Fund
 - i. Balance = \$41024.77
 - 1. \$15780.63 in City Restricted Fund as of 11/13/25
 - 2. \$25244.14 in Scholarship checking as of 11/13/25
- b. Spring/Summer 2026 Community Activity Guide
 - i. In development
 - ii. Final revision proof due to printer: 12/4/25
 - iii. Mailed out January 20, 2026.

3. Aquatics

- a. Swimming Lessons
 - i. Winter registration begins December 11, 2025
- b. River Springs Water Park
 - i. 2026 Season Pass sales began December 1, 2025
- c. Lifeguard Training
 - i. December Lifeguard Training Class discounted to \$50.00 for Owatonna Residents, we are still in need of participant for this class to run.

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>
Pickleball - 'Intro to' Lessons	Winter Session 1	1	Jan 9	Jan 9	
Tennis - "Intro to' Lessons	Winter Session 1	0	Jan7	Jan 7	Discontinuing this program due to no registrations. Exploring other adult tennis program ideas
Winter Bag Toss	1 Division	Currently 6 teams	Dec 9	Jan 21	Email was sent to all past Bag Toss Teams notifying of open registration

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>
Pickleball Lessons – Beginner 1	4-7 years	0	Jan 5	Winter Session 1	
Pickleball Lessons – Beginner 2	7-10 years	0	Jan 5	Winter Session 1	
Tennis Lessons – Beginner 1	4-7 years	Current 2	Jan 12	Winter Session1 1/12/26	
Tennis Lessons – Beginner 2	7-10 years	Current 6	Jan 12	Winter Session 1 1/12/26	
<i>NEW</i> Tennis Lessons – Beginner 3	10-12 years	Current 1	Jan 12	Winter Session 1 1/12/26	New program to cover a beginners lessons age gap
Basketball	K-2 nd grades	Current 126	Jan 2	Season Starts Jan	Program Jan-Mar
Basketball	3 rd grade	Current 37	Jan 4	Jan 5	Program Jan-Mar. Registration was extended. Looking for coaches if you know anyone!

Basketball	4 th -6 th grades	Current 81	Jan 4	Jan 5	Program Jan-Mar. Registration was extended. Looking for coaches if you know anyone!
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5. Brooktree Golf Course

	Season Pass	Patron Pass		Checked -In Rounds Played
2025 YTD	323	21		2025 YTD 23961
2024 YTD	342	30		2025 (11/1-11/30) 264
				2024 YTD 21425
				2024 (11/1-11/30) 153

- i. 2026 Season Passes go on sale December 1.
 - 1. \$10 off base package
 - 2. \$5 off additional package
- ii. Potential Christmas Sale first/second week of December
- iii. End of the year report
- iv. Chill Aqui
 - 1. Winter Hours will remain as 9:00 AM-3:00 PM (but will continue to be evaluated and may be adjusted if necessary).

6. Recreation Programs - Youth, Family & Senior

- a. Bold & Cold Winter Festival
 - i. Event runs January 21-25
 - 1. Parks and Rec events include: Snow Sculpture Competition, Pool Bingo, Pickleball Tournament, Snowshoeing, Rock on Ice, Luminary Hike, Tennis and Pickleball Open House, Ice Fishing, and Puzzle Competition.
 - ii. Social Media Campaign Launched November 19
- b. Senior Programming
 - i. Legends/ALP Memberships (as of 11/24/2025)
 - 2. Membership name officially transitions to Legends beginning January 1.
 - 3. 2025 memberships = 283 (prorated memberships started in July – with purchase of 2026 membership)

- 4. 2026 memberships = 61
- ii. Speakers
 - 5. December 4- Haley Magill From Crisis Resource Center
- c. 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>
Treasure Island	25/27	12/03	Dec 10	Moved Back to Dec 10

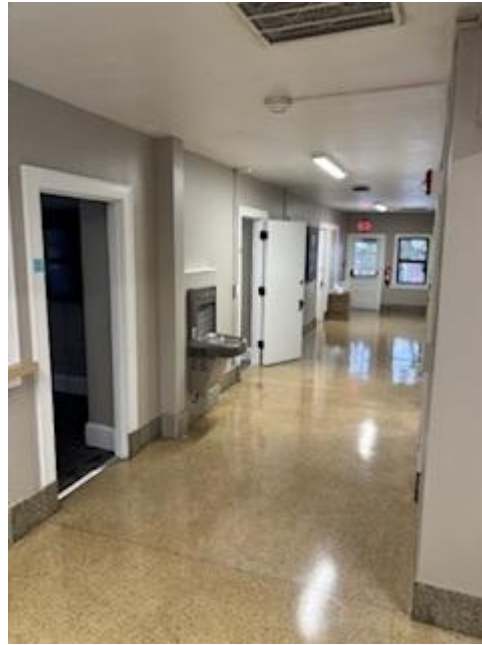
- d. Adaptive Programs
 - i. Bowling = Mondays
 - 1. 54 participants registered for November
 - 2. 31 Participants registered for December as of 11/24/2025
 - ii. Adaptive White Elephant Party= December 18th
 - iii. Adaptive Holiday Gift Workshop= December 11th
 - iv. Adaptive Holiday Trees Craft = December 4th
- e. 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) These will start to sell at the end of December and start of January
 - 1. Junior – 0
 - 2. Individual – 0
 - 3. Couple – 0
 - 4. Family – 0
 - ii. 9-Month (Sept-May)
 - 1. Junior – 4
 - 2. Individual – 10
 - 3. Couple – 6
 - 4. Family - 4
 - iii. 12-Month (Sept-August)
 - 1. Junior – 9
 - 2. Individual – 17
 - 3. Couple – 13

- 4. Family – 8
 - iv. Individual Month – sold 10 with various expiration dates
 - v. Walking - 7
- c. New pickleball drop-in play added to Saturday mornings, 8:30-10:30am.
- d. Pickleball tournaments in development. First tournament will take place during the Bold & Cold weekend.
- e. Intro to Tennis Beginner 3 for youth starting in January.

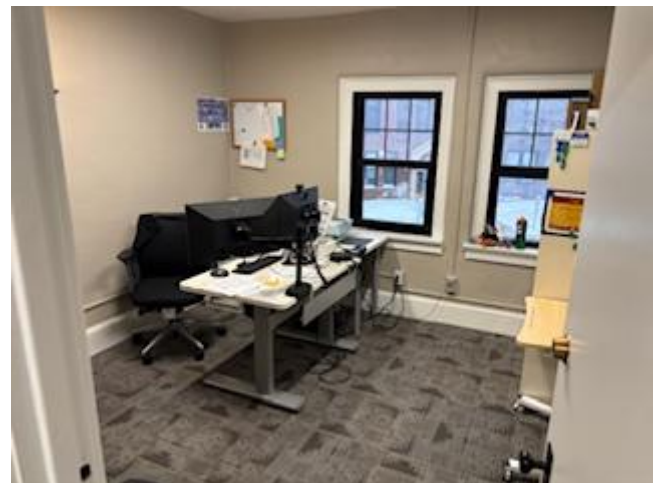
Vevle Hall 2nd Floor Pictures



Hallway Space – both directions



Meeting Space (larger table coming)



Example of an office set-up

SEASON
OVERVIEW



BROOKTREE

Golf Course

20
25



2025 HIGHLIGHTS

- Successful first year running Brooktree Big Cup Scramble Tournament. Sign-up was full over 2 weeks before the deadline.
- Nearly a 12% increase in number of rounds from 2024
- Addition of new food and beverage vendor
- 2025 Runner-Up for Best Golf Course in Southern MN
- 2 Men's League, 1 Senior Men's League, 1 Women's League
- Had AMAZING staff!
- Increase in marketing efforts. Looking to build off of our 2025 success in 2026.



2025 CHALLENGES



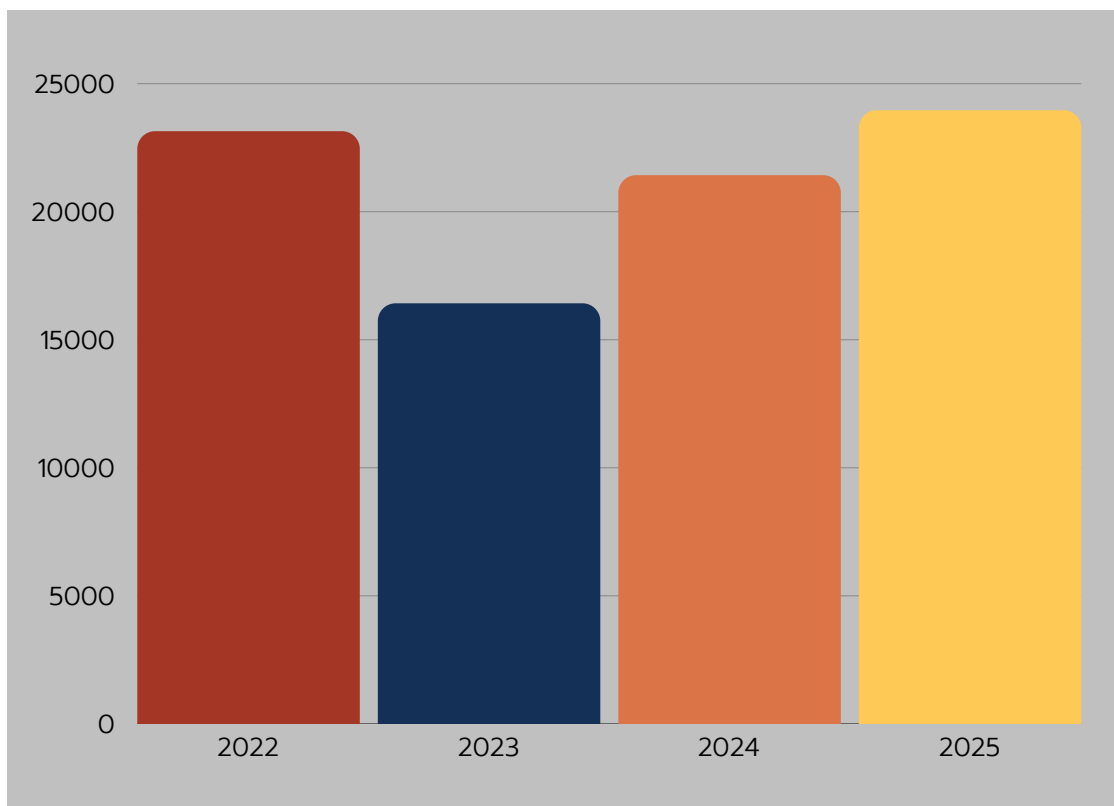
- Pairing up golfers in carts
- Enforcing on course rules
- Golfer congestion at the end of league
- Chill-aqui not having liquor and lack of bev cart use at times
- Low City Open and Club Championship #'s
- Communication with 3rd party booking systems (GolfNow and TeeOff)
- Limited # of Golf Carts
- Youth on Course behavioral issues
- Pro shop competition with online stores



ROUNDS REPORT

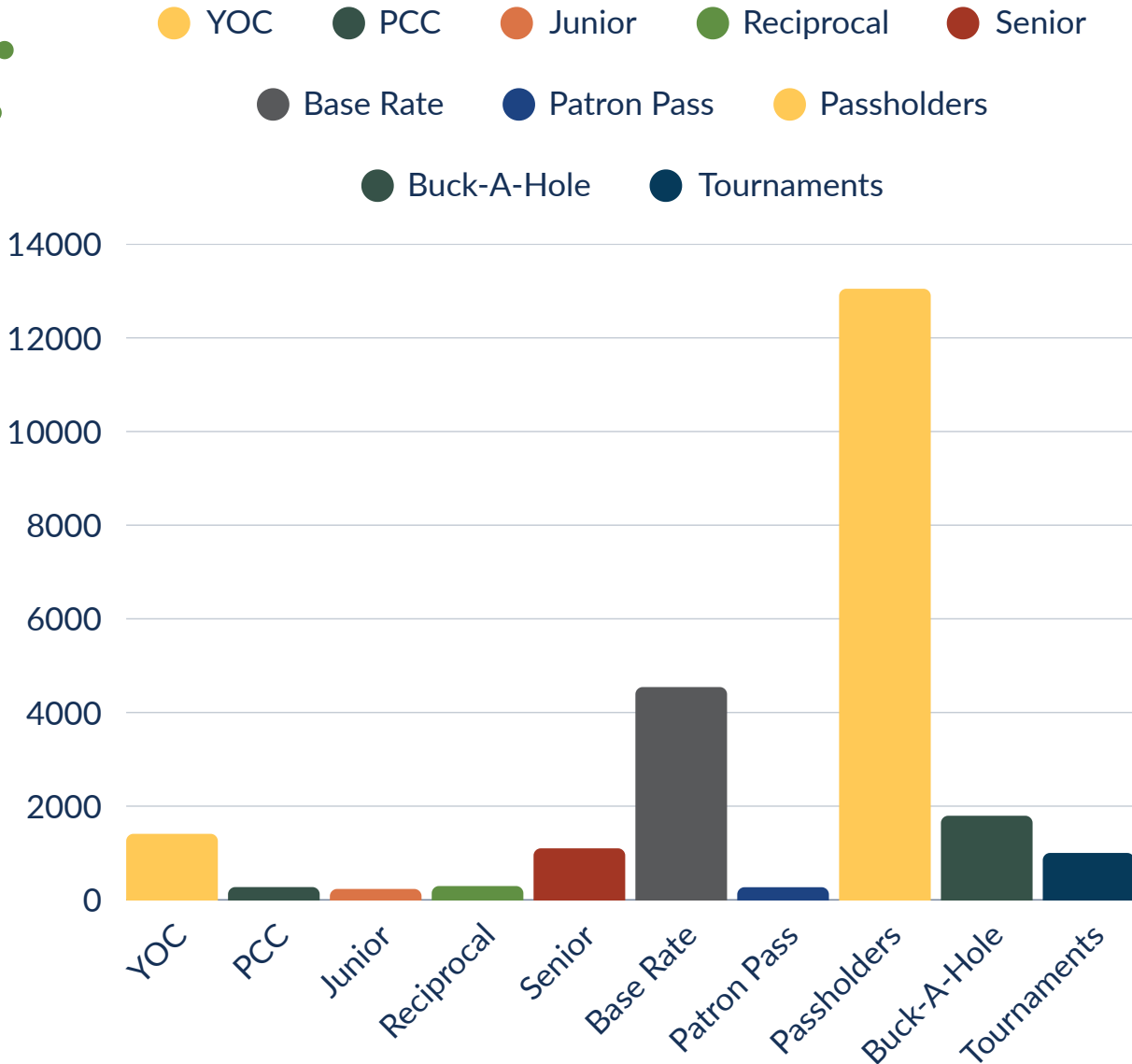
2022: 23142
2023: 16421
2024: 21425

2025: 23961
2026:
2027:
2028:



In 2025, Brooktree had 23,961 rounds which is up 11.84% from last year.

ROUNDS BREAKDOWN



54.46% of total rounds were season passholders

**45.54% of total rounds were green fees

**YOC: 1409

**PCC: 272

**Junior: 232

**Reciprocal: 294

**Senior: 1099

**Base Rate: 4543

**Patron Pass: 269

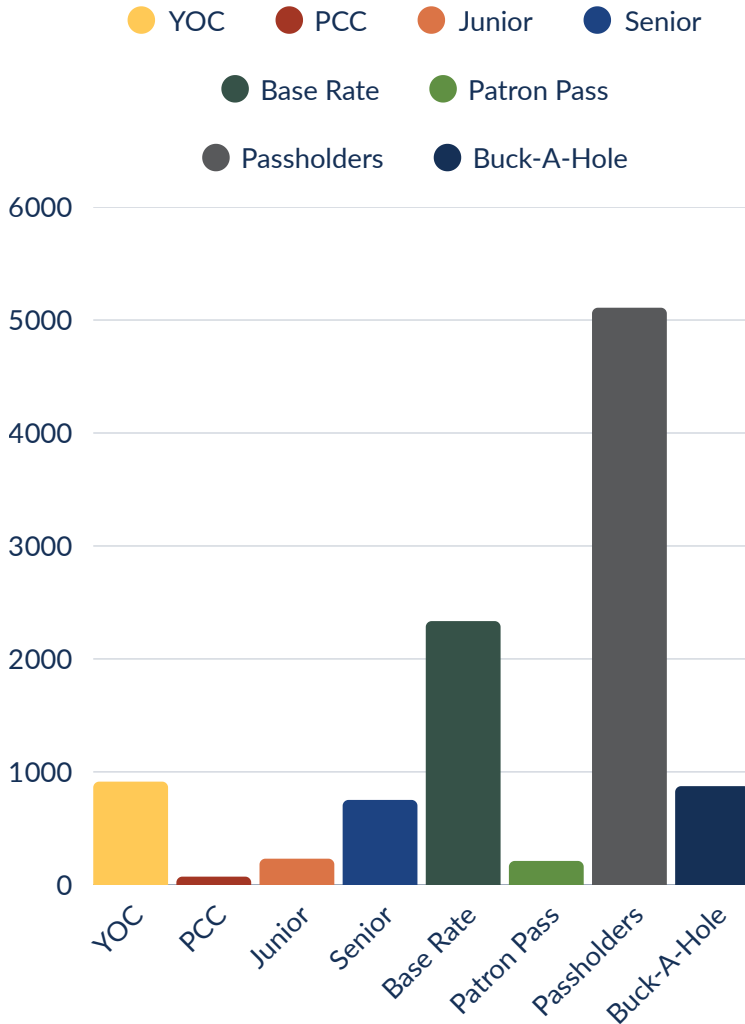
Passholders: 13048

**Buck-A-Hole: 1795

**Tournaments: 1001

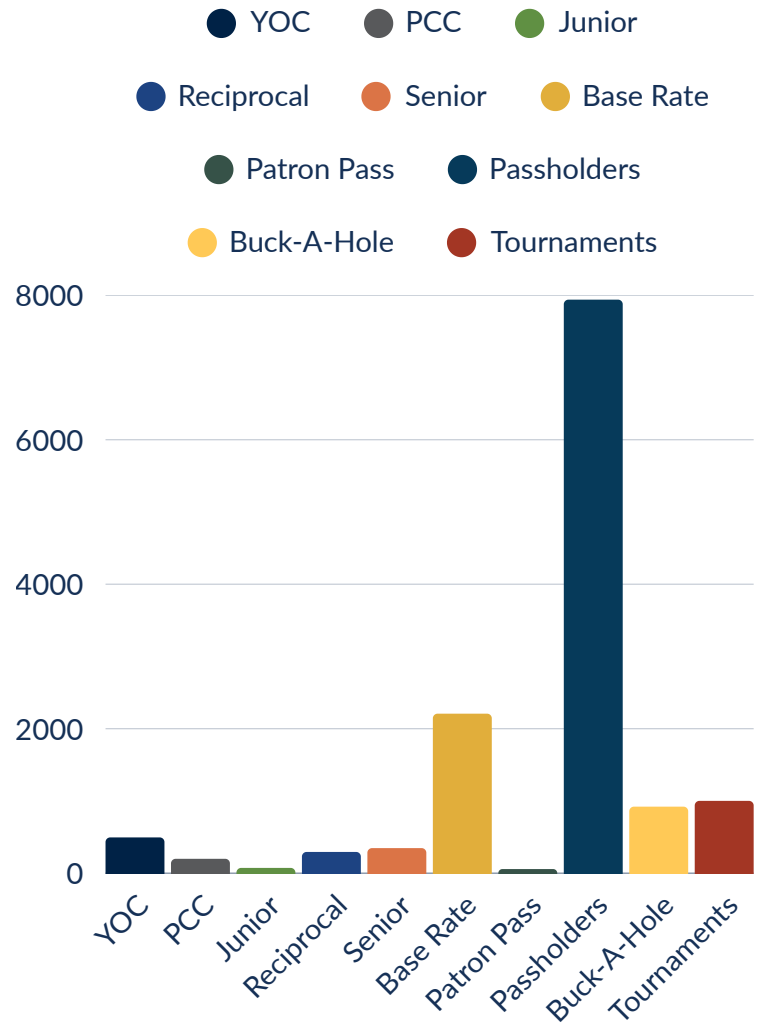
ROUNDS BREAKDOWN

9 HOLES



YOC: 914
PCC: 73
Junior: 232
Senior: 752
Base Rate: 2335
Patron Pass: 212
Passholders: 5109
Buck-A-Hole: 874

18 HOLES

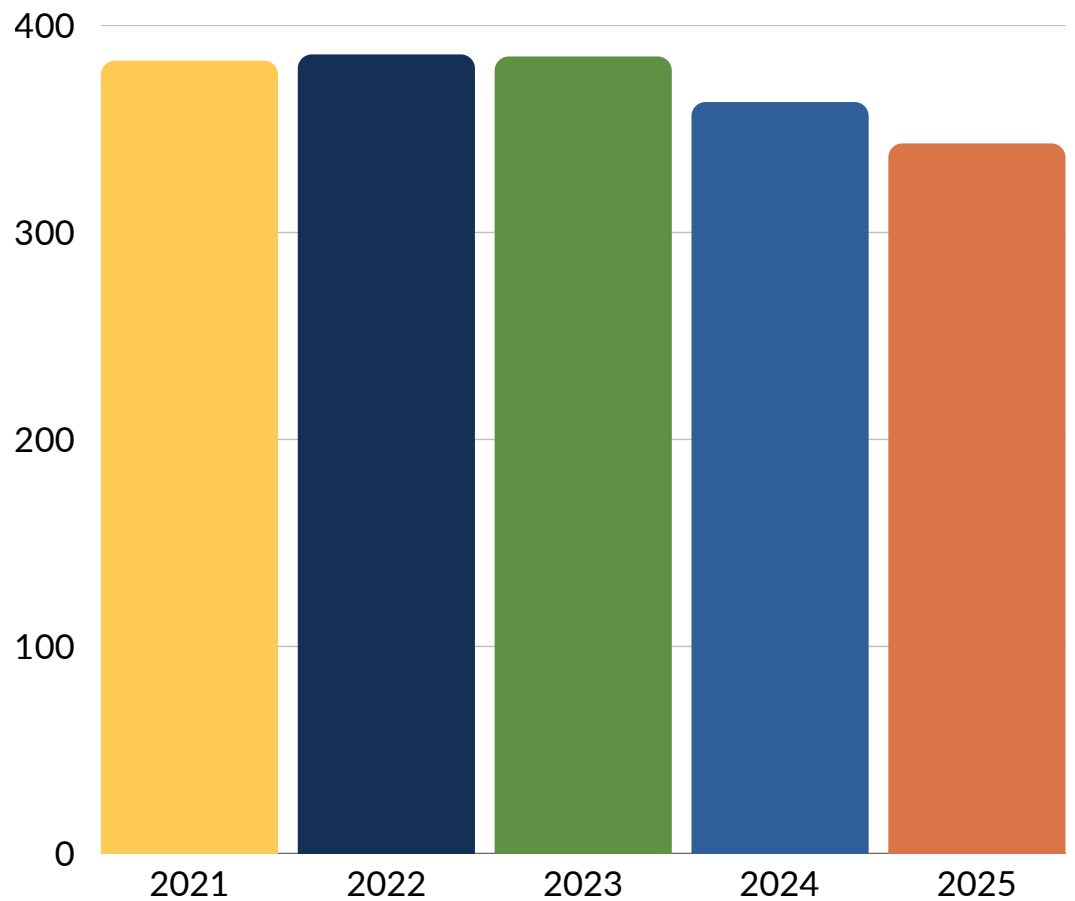


YOC: 495
PCC: 199
Junior: 73
Reciprocal: 294
Senior: 347
Base Rate: 2208
Patron Pass: 57
Passholders: 7939
Buck-A-Hole: 921
Tournaments: 1001



SEASON PASSES SOLD

2021: 383
2022: 386
2023: 385
2024: 363
2025: 343
2026:
2027:
2028:



322 Season Passes sold and 21 Patron
Cards sold.

Season Pass Sales: \$282,500

Average Cost: \$877.33 (Not including
patron pass)



SEASON PASS BREAKDOWN

Additional: 59

Adult Base: 67

Additional Child: 6

Future: 46

Junior: 1

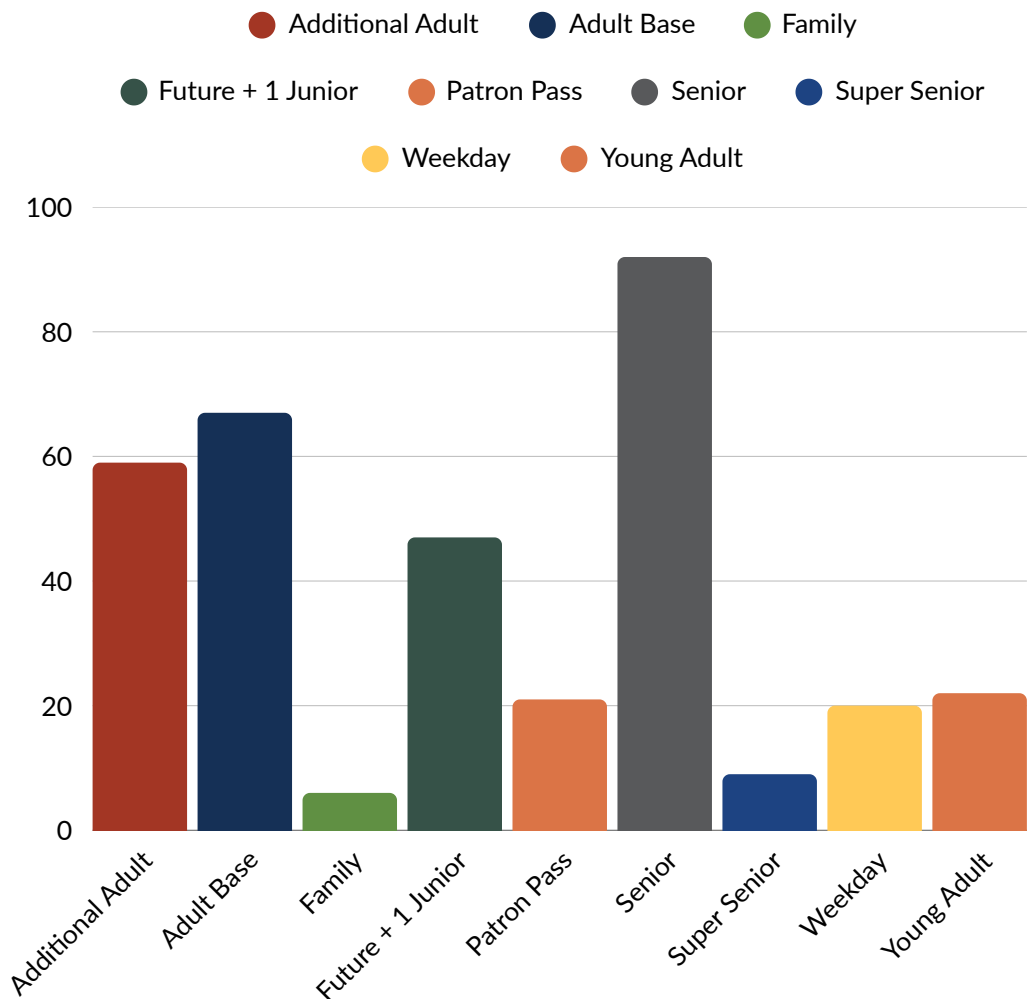
Patron Pass: 21

Senior: 92

Super Senior: 9

Weekday Only: 20

Young Adult: 22



SEASON
PASSHOLDER
ROUNDS

Most: 160

Least: 6

Median: 33

Mean: 38.04

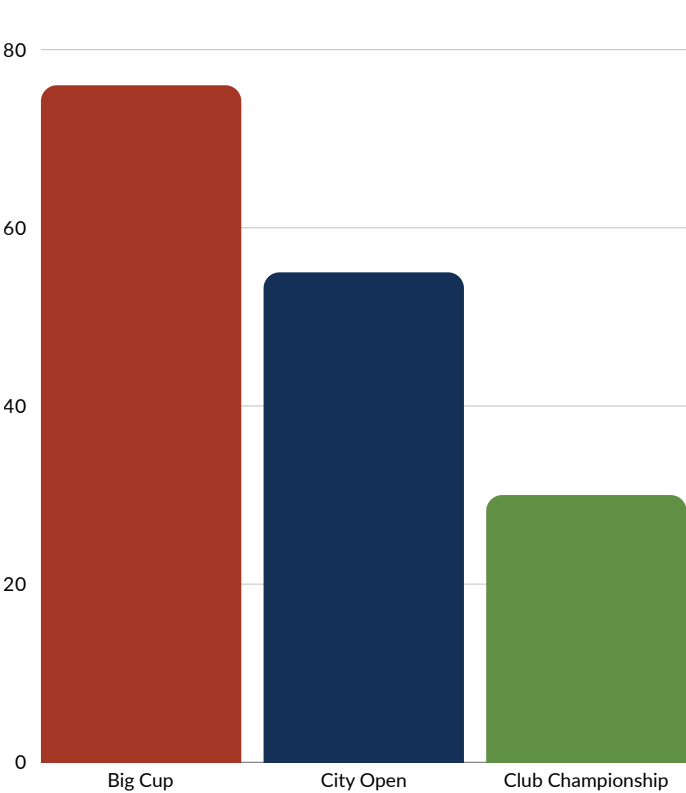
Average Passholder Cost per
Round: \$23.06



EVENTS

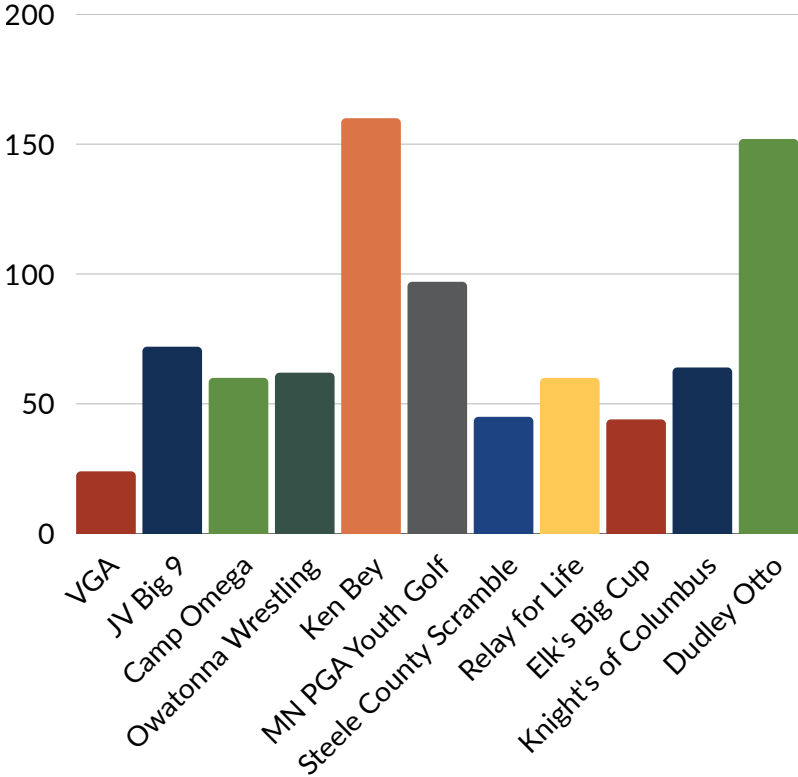
Brooktree was able to host multiple internal and external events this season. This allowed Brooktree to serve the community in impactful ways.

Internal Events



Big Cup: 76
City Open: 55
Club Championship: 30

External Events



Veteran's Golf Association: 24
JV Big 9 Event: 72
Camp Omega: 60
Owatonna Wrestling: 62
Ken Bey: 160
MN PGA Youth Golf: 97
Steele County Scramble: 45
Brooktree Big Cup: 76
Relay for Life: 60
Elk's Big Cup: 44
Knight's of Columbus: 64
Dudley Otto: 152

2025 REVENUE & EXPENSE

NUMBERS WILL BE
PROVIDED AFTER FY
2025 YEAR END CLOSES



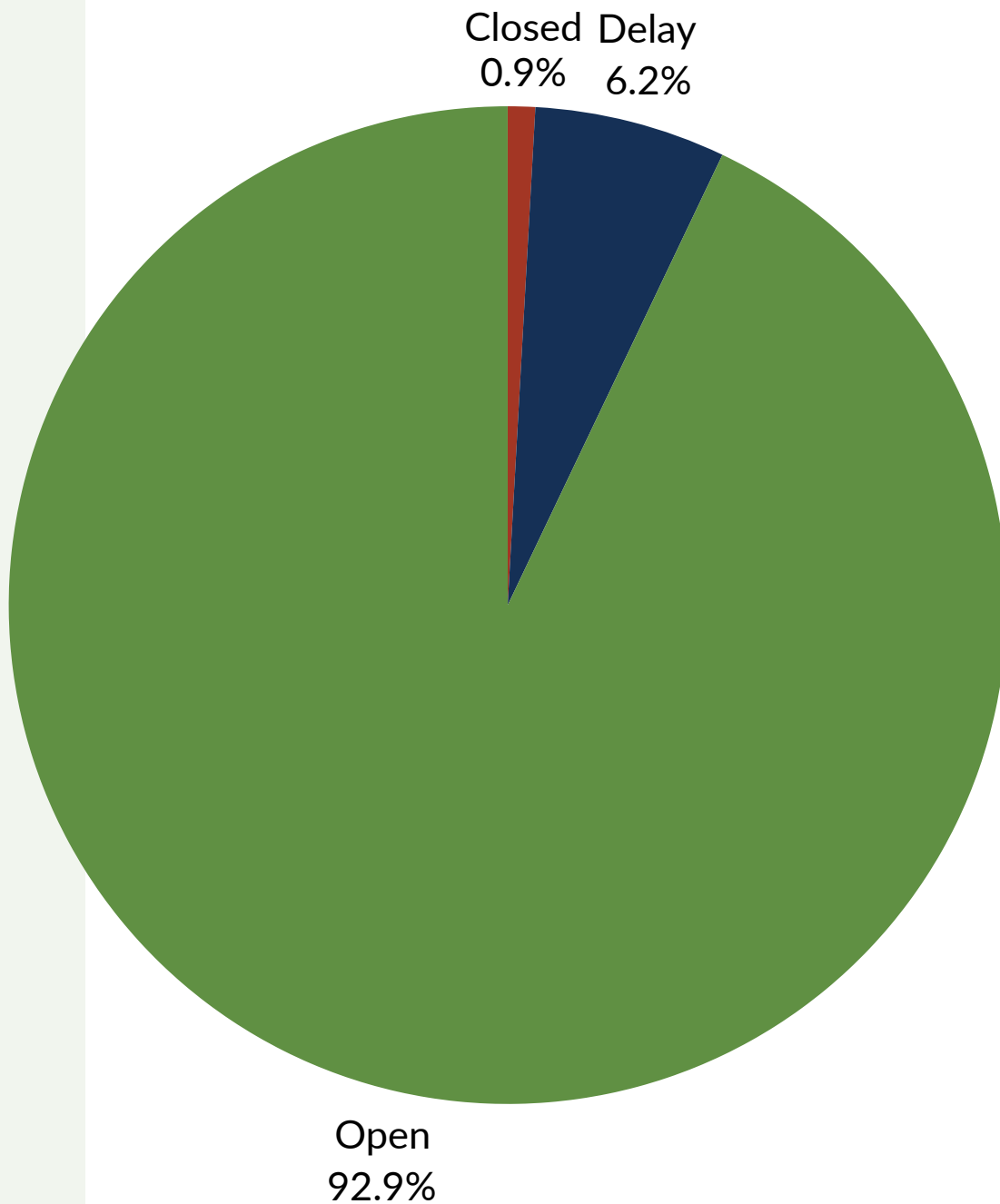
PRO SHOP SALES

Totals represent sold items.

- Sales: \$23,821.97
- Cost: \$16,219.19
- Margin: 31.91%



CLOSURES AND DELAYS



Open: 210 days
Delayed: 14 days
Closed: 2

FACEBOOK COMPARISONS

2024

Views: 99,921

Interactions: 924

2025

Views: 211,403 (+111.57%)

Interactions: 2,068 (+123.81%)





BROOKTREE FACEBOOK

1



Post: Chill-Aqui at Brooktree was officially approved by the Owatonna City Council on Tuesday night, and we couldn't be more excited to welcome them to the course. Their friendly, outgoing personalities and commitment to quality food will enhance the experience for golfers and the entire community. We look forward to seeing them bring their unique menu and welcoming atmosphere to Brooktree, making it a go-to destination for great food and drinks.

Content Type: Photo **Views:** 27,184
Interactions: 111 **Posted:** 03/06/2025

2



Post: City Open Results

Congratulations to our 2025 City Open Flight Winners! We had 4 beautiful days of golf on 3 awesome courses! Hopefully, everyone enjoyed some fun and competitive golf. We hope to see you all next year!

Thanks to all who participated and showed support!

Content Type: Photo **Views:** 13,353
Interactions: 55 **Posted:** 08/04/2025

3



Post: Join Our Team at Brooktree Golf Course!

Looking for a fun and rewarding job this season? Brooktree Golf Course is hiring! Whether you're passionate about golf, love the outdoors, or want to work with an amazing team, this is the perfect opportunity for you.

Ready to tee up your career? Apply now!

Don't wait – apply today and make Brooktree Golf Course your next great job!

Content Type: Photo **Views:** 9,663
Interactions: 12 **Posted:** 01/07/25

4



Post: Thank you to everyone who participated in yesterday's Big Cup Scramble Tournament! Some great weather, mixed with some great golf made for a super fun day!

Content Type: Photo **Views:** 8,039
Interactions: 59 **Posted:** 08/24/2025

5



Post: Beginning May 1st, Youth on Course hours at Brooktree will be changed to the following:

Mon-Fri: After 12 PM Sat-Sun: After 2 PM

Youth on Course number required upon check-in

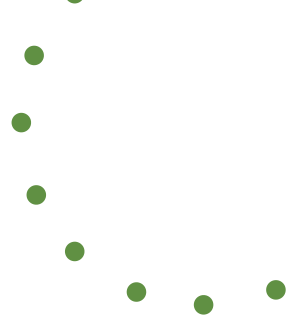
Many have already been informed, but feel free to share with friends and family who are part of this great program that continues to grow the game of golf!

Content Type: Photo **Views:** 8,017
Interactions: 18 **Posted:** 04/22/2025

2025 VS 2026 SEASON PASS RATES

Rates	2025	2026
Adult Base (33-61)	\$975.00	\$1,024.00
Senior (62+)	\$876.00	\$920.00
Super Senior (80+)	\$780.00	\$820.00
Young Adult (26-32)	\$730.00	\$767.00
Future (18-25)	\$487.00	\$511.00
Junior (8-17)	\$341.00	\$358.00
Additional Adult	\$275.00	\$289.00
Additional Child	\$137.00	\$144.00
Patron Pass	\$102.00	\$107.00
Annual Trail Fee	\$385.00	\$385.00
Annual ½ Cart Fee	\$500.00	\$525.00

2025 VS 2026 GREEN FEES



Rates	2025	2026
9-Hole Weekday (M-F)	\$25.00	\$26.00
9-Hole Weekend	\$30.00	\$31.00
18-Holes Weekday (M-F)	\$38.00	\$40.00
18-Holes Weekend	\$43.00	\$45.00
Junior (<18)	50% off base rates	50% off base rates
Senior	10% off base rates	10% off base rates
9-Hole Cart Rental	\$13.00	\$13.00
18-Hole Cart Rental	\$20.00	\$20.00
9-Hole Pull Cart Rental	\$5.00	\$5.00
18-Hole Pull Cart Rental	\$9.00	\$9.00
Daily Trail Fee - Personal Cart	\$13.00	\$13.00

VISIONS FOR 2026

- Open online booking system fully
- Monthly Couples Golf
- Additional scramble tournaments
 - 1-person scramble event
 - Team scramble events
- 2-person scramble program
- Themed events/days
- Bring back match play
- 'Superintendent's revenge'

