



PARKS & RECREATION BOARD MEETING
Monday, May 4, 2026 at 4:30 PM
West Hills Social Commons, Multipurpose Room

1. Opening Business

2. Approval of Agenda

3. Approval of Last Meeting Minutes

3.a. Park Board Minutes - April 6, 2026

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. Bee Friendly Environmental Alliance of Steele County Presentation

5.b. Park Permit - Horseshoe League

5.c. Park Permit - Disc Golf League

5.d. Park Permit - Mineral Springs Park Wedding

5.e. Election of Officers

6. Old Business

6.a. Annual Work Plan

7. Communication

7.a. Park Maintenance Update

7.b. Recreation Division Update

7.c. Regional Park Designation Update

7.d. Emergency Disaster Reimbursement Update

8. Adjournment



PARKS & RECREATION BOARD MEETING MINUTES
Monday, April 6, 2026, at 4:30 PM
Council Chambers, City Hall at 540 West Hills Circle

1. Opening Business

Call to Order at 4:33 p.m. by John Theil

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

Board Members Present: Tyler Cochran, Carter Klecker, Nan Silkunas

Members Absent: Nancy Ness

Staff Present: Eric Anderson, Carter Duerkop

City Council Member: Don McCann

Guests Present: None

2. Approval of Agenda

Motion by Gina McGuire to approve the agenda. Second by Tyler Cochran. All members voted aye.

3. Approval of Last Meeting Minutes

Motion by Sara Baird to approve the Park Board meeting minutes and bring them before the Council. Second by Tyler Cochran. All members voted aye.

4. Persons Wishing to Appear (None)

5. New Business

5.a. Fees Manual proposed update

- Review before going to the city council. Key changes included:

Tennis and Pickleball Center

- Consolidated tennis and pickleball membership options to the most used/wanted lengths of 7 & 12 months
- Establishing off-peak time
- Eliminated drop-in fee for season passholders

Brooktree Golf Course

- Increase prices by 2% to stay in the market value

West Hills Social Commons

- Adjust prices to create more consistency

Equipment Rentals

- Removed fee for individual rentals at Lake Kohlmier and keep group rentals
- Add weekend snowshoe rentals

Discussion:

Nan encouraged considering opportunities to provide free access to equipment. Highlighted this may open up opportunities to grants. Some communities offer this service through the public library. Tyler mentioned that the Youth Scholarship fund could consider providing funds for youth equipment rentals.

Task to Complete:

Tyler will bring up the topic of youth equipment rentals to the Youth Scholarship Committee.

Action Taken

Motion to move the fees manual to City Council as written: Nan Silkunas

Second: Gina McGuire

All members voted Aye

5.b. Annual Work Plan

An annual work plan for the Park Advisory Board will inform agenda items and reports throughout the year, building continuity for new and existing board members. Jon and Eric are looking for feedback.

Discussion:

- Members state it would be helpful to know what will be coming up at future Park Board meetings to ensure we can be prepared ahead of time.
- Having a work plan may help with awareness of volunteer opportunities and other ways to be more involved.
- Tyler stressed that part of this plan should be the definition of overall goals and expectations of Park Board Members.
- With new members joining the board in May it is important to review expectations of Board Members each May.

Task to Complete

Jon and Eric will create a list in a month-by-month format for Park Board members to review and comment on.

6. Old Business

6.a. Parkland Dedication Policy Recommendation

Discussion weighed the importance of parkland, being able to maintain parkland, attracting developers, and housing affordability.

Action Taken

Tyler Cochran motioned to recommend that a Parkland Dedication Policy be thoughtfully considered, taking into account

- Importance of green space
- Affordability of housing
- Attracting developers
- Ensuring any acquired property is viable for park use

Motion was seconded by Carter Klecker.

All members voted Aye.

7. Communication

7.a. Active Aging Program Update

Steele County will apply for certification and requests letters of support from the city would come

through the park board and the city council. The work towards this program is already creating noticeable collaboration between community organizations.

7.b. 2025-2026 Ice Skating Year-End Report

Dec 19-Feb 8 Open 39 days. Skate rentals available at Moorehouse. There were 50 participants at Rock on Ice; the weather caused canceled and rescheduled events.

7.c. Regional Park Designation Update

No additional update.

7.d. Emergency Disaster Reimbursement Update

No additional update.

7.e. Park Maintenance Update

Discussion:

- Park permits need to be included on the agenda as a separate agenda item. Park Board needs more details, so we know what we are approving.
- If it is too late to approve a permit, Park Board will acknowledge the permit.
- Need clear reasons to deny a permit- we should document why any permits are denied.
- Permits are needed far enough in advance to have them listed in the agenda.
- Permits that take place annually should be added to the Annual Work Plan

Actions Taken

Motion by Tyler Cochran to approve OHS Thriving Minds Permit, Second by Nan Silkunas, All members voted Aye.

Motion by Gina McGuire to approve Exchange Club Blue Ribbons, Second by Nan Silkunas, All Members voted Aye.

7.f. Deer Management Plan 2026

Going to the City Council Study Session on 4/7/26.

7.g. Recreation Division Update

- The new Recreation Assistant has started training.
- The fitness center pool is still not operable. Staff is completing further evaluation to discover other repairs needed. Spring swimming lessons, usually held in the fitness center pool, were canceled. Water fitness classes canceled or moved to the junior high. Many fitness participants are going to land-based classes instead.

Follow-up from Last Meeting:

Kaplan Woods: Location stickers have been added to map signs

8. Adjournment

Motion to Adjourn: Tyler Cochran, Second: Gina McGuire, All Members: Aye

Park Permit Application

Park Permit Application

540 West Hills Circle, Owatonna, MN 55060 507-444-4321

Event Details:

Date of Event: 05/05/2026

Location: Mineral
Springs
Horseshoe
Pits

Type of Event: league

Event Name: Horseshoe
League

Event Description: Every
Tuesday
6:00PM-
11:00PM.
In case of
bad weather
will move to
Wednesday
night

Estimated Attendance: 32-42

Set Up Date & Time: *Field not
completed.*

Actual Event Date & Time: 5/5/2026
6:00 PM -
8/15/2026
11:00 PM

Clean Up Date & Time: *Field not
completed.*

(Section Break)

Sponsoring Organization Contact Information

Sponsoring Organization:	<i>Field not completed.</i>
Address:	<i>Field not completed.</i>
City:	<i>Field not completed.</i>
State:	<i>Field not completed.</i>
Zip Code:	<i>Field not completed.</i>
Primary Contact Name:	Mike Meyer
Phone Number:	5073632046
Cell Phone Number:	<i>Field not completed.</i>
Email Address:	<i>Field not completed.</i>
Contact During Event:	<i>Field not completed.</i>
Cell Phone Number:	<i>Field not completed.</i>
Alternate Contact During Event:	<i>Field not completed.</i>
Cell Phone Number:	<i>Field not completed.</i>
(Section Break)	
Event Features:	
Will signs or banners be put up?	No
Will there be any inflatables, dunk tanks or other amusements?	No
Will a stage or tent be set up?	No

Will there be entertainment?	No
Will sound amplification be used?	No
Are you requesting use of the park outside of usual rental hours 9 a.m. - 9 p.m.?	Yes
Please specify:	league runs until 11
Will you have catering or be using a Food Truck as a caterer?	No
Will portable restrooms, picnic tables, trash receptacles or other amenities be brought in?	No
Will Central Park Stage be used?	No
I have read and understand the Outdoor Rental and Use Policies. I further understand not abiding by these policies may result in loss of damage deposit or additional charges.	Yes
Please initial for acknowledgement:	MM
Provide any documents (flyers, event details) pertaining to event/activity:	<i>Field not completed.</i>
Please provide any other additional details:	<i>Field not completed.</i>

(Section Break)

The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. Depending on the size and scope of the event a Certificate of Insurance may be required. If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy "as their interest may appear." As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this request constitutes a contract between myself and the City of Owatonna and is a release of Liability.

Type Name for Electronic Signature:	Mike Meyer
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Date:

4/14/2026

Email not displaying correctly? [View it in your browser.](#)

Online Form Submittal: Park Permit Application

From noreply@civicplus.com <noreply@civicplus.com>

Date Fri 4/17/2026 12:48 PM

To Parks & Recreation <Park.Rec@ci.owatonna.mn.us>; Mary Jo Knudson <maryjo.knudson@owatonna.gov>;
Maureen T. Lyons <Maureen.Lyons@owatonna.gov>

Park Permit Application

Park Permit Application

540 West Hills Circle, Owatonna, MN 55060 507-444-4321

Event Details:

Date of Event: 5/5/26

Location: Mineral Springs Park

Type of Event: Disc Golf League - Tuesdays 5/5/26 - 8/18/26

Event Name: River Rock DGC League

Event Description: Hi - This is Mike Jindra and I have previously worked with Mary Jo Knudson to have our league posted on the calendar. We play Tuesday nights from 5/5/26 - 8/18/26 from approx. 5-8:30 PM.

Estimated Attendance: 40

Set Up Date & Time: 5/5/2026 5:00 PM - 8/18/2026 8:30 PM

Actual Event Date & Time: 5/5/2026 5:00 PM - 8/18/2026 8:00 PM

Clean Up Date & Time: *Field not completed.*

(Section Break)

Sponsoring Organization Contact Information

Sponsoring Organization: *Field not completed.*

Address: 160 Valley View Pl

City: Owatonna

State: MN

Zip Code: 55060

Primary Contact Name:	Michael Jindra
Phone Number:	5074751773
Cell Phone Number:	<i>Field not completed.</i>
Email Address:	michael.jindra@wengercorp.com
Contact During Event:	Same
Cell Phone Number:	<i>Field not completed.</i>
Alternate Contact During Event:	<i>Field not completed.</i>
Cell Phone Number:	<i>Field not completed.</i>

(Section Break)

Event Features:

Will signs or banners be put up?	No
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Will there be any inflatables, dunk tanks or other amusements?	No
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Will a stage or tent be set up?	No
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Will there be entertainment?	No
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Will sound amplification be used?	No
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Are you requesting use of the park outside of usual rental hours 9 a.m. - 9 p.m.?	No
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Will you have catering or be using a Food Truck as a caterer?	No
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Will portable restrooms, picnic tables, trash receptacles or other amenities be brought in?	No
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Will Central Park Stage be used?	No
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I have read and understand the Outdoor Rental and Use Policies. I further understand not abiding by these policies	Yes
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may result in loss of damage
deposit or additional
charges.

Please initial for MJ
acknowledgement:

Provide any documents [League Flyer 2026.pdf](#)
(flyers, event details)
pertaining to event/activity:

Please provide any other *Field not completed.*
additional details:

(Section Break)

The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. Depending on the size and scope of the event a Certificate of Insurance may be required. If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy "as their interest may appear." As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this request constitutes a contract between myself and the City of Owatonna and is a release of Liability.

Type Name for Electronic Michael Jindra
Signature:

Date: 4/17/2026

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Online Form Submittal: Park Permit Application

From noreply@civicplus.com <noreply@civicplus.com>

Date Tue 4/28/2026 4:44 PM

To Parks & Recreation <Park.Rec@ci.owatonna.mn.us>; Mary Jo Knudson <maryjo.knudson@owatonna.gov>; Maureen T. Lyons <Maureen.Lyons@owatonna.gov>

Park Permit Application

Park Permit Application

540 West Hills Circle, Owatonna, MN 55060 507-444-4321

Event Details:

Date of Event:	07/04/2026
Location:	Mineral Springs Park
Type of Event:	Wedding
Event Name:	Sara Anderson and Trey Ulrich's Wedding
Event Description:	Wedding taking place at the 'top of the sledding hill' on the disc golf side of the park.
Estimated Attendance:	22 people
Set Up Date & Time:	7/4/2026 12:00 PM - 7/4/2026 1:00 PM
Actual Event Date & Time:	7/4/2026 1:00 PM - 7/4/2026 3:00 PM
Clean Up Date & Time:	7/4/2026 3:00 PM - 7/4/2026 4:00 PM

(Section Break)

Sponsoring Organization Contact Information

Sponsoring Organization: *Field not completed.*

Address: *Field not completed.*

City: *Field not completed.*

State: *Field not completed.*

Zip Code: *Field not completed.*

Primary Contact Name: Sara Anderson

Phone Number: 5074754866

Cell Phone Number: 5073900516

Email Address: saraanderson4321@gmail.com

Contact During Event: Caitlin Anderson

Cell Phone Number: 5072130056

Alternate Contact During
Event: Abby Allred

Cell Phone Number: 5074501399

(Section Break)

Event Features:

Will signs or banners be put
up? No

Will there be any inflatables,
dunk tanks or other
amusements? No

Will a stage or tent be set
up? No

Will there be entertainment?	No
Will sound amplification be used?	No
Are you requesting use of the park outside of usual rental hours 9 a.m. - 9 p.m.?	No
Will you have catering or be using a Food Truck as a caterer?	No
Will portable restrooms, picnic tables, trash receptacles or other amenities be brought in?	Yes
Number:	16-20 chairs
Portable restrooms and other amenities will NOT be provided by or reserved through the Park & Rec Department. Please initial for acknowledgement:	SJA
Will Central Park Stage be used?	No
I have read and understand the Outdoor Rental and Use Policies. I further understand not abiding by these policies may result in loss of damage deposit or additional charges.	Yes
Please initial for acknowledgement:	SJA

Provide any documents (flyers, event details) pertaining to event/activity:	<i>Field not completed.</i>
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Please provide any other additional details:	We are having wedding photos and the reception at the park. We plan to bring chairs but that is all. Thank you.
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(Section Break)

The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. Depending on the size and scope of the event a Certificate of Insurance may be required. If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy "as their interest may appear." As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this request constitutes a contract between myself and the City of Owatonna and is a release of Liability.

Type Name for Electronic Signature:	Sara Anderson
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Date:	4/28/2026
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DATE: May 4, 2026

FROM: Jesse Wilker, Maintenance Manager

Mike Klein, Park Maintenance Foreman

Mary Jo Knudson, Administrative Coordinator

SUBJECT: Park Maintenance Update

Brooktree:

- Daily maintenance & training new seasonal staff

Park Maintenance:

- Softball & baseball fields are ready for the season
- Corky's Early Bird was this last weekend, 150 teams
- Tree planted in honor of retiree Mark Kath at Morehouse/Kaplan's Woods Parkway
- Reposting seasonal staff employment (must be 18), currently short five staff
- Mowing has started
- Larvacide and lake treatments later this month

Permits:

- Park Permit – May 5-Aug 18 – Tuesdays 6-11 pm - Mineral Springs Horseshoe Pits – Horseshoe League
- Park Permit – May 5 – Aug 18 – Tuesdays 5-8:30 p.m. – Mineral Springs Disc Golf – Disc Golf League
- Park Permit – July 4 – 1-4 p.m. – Mineral Springs – wedding (no pavilion)

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

- None

Projects 2026:

- MN DNR dock – contract signed, dock ordered, waiting for Stormy's to install
- GRG Tree Planting at Gainey/Kaplan's Woods Parkway – May 13

Grant projects:

- MN DNR ReLeaf – proceeding through contract execution, final signatures being collected, Jesse & MJ will be going through new state 'training' for financial reporting
- MN DNR Outdoor Recreation – Brown Park project submitted 3/26, will find out June 30

PARKS & RECREATION DEPARTMENT

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



TO: Park Board
FROM: Eric F. Anderson, Recreation Manager
DATE: May 4, 2026
SUBJECT: Recreation Division Update

1. General

- a. Scholarship Assistance Fund
 - i. Balance = \$63624.70
 - 1. \$8884.19 in City restricted fund as of 4/23/26
 - 2. \$54740.51 in Scholarship checking as of 4/23/26
 - 3. Pending Transactions
 - a. \$5500 deposit from Husky Challenge, Wilson Elementary
 - b. \$5000 payment
- b. Fall/Winter 2026-2027 Community Activity Guide
 - i. Planned to be mailed early-July

2. Aquatics

- a. Lake Kohlmier Buoys
 - i. Due to Scuba Club availability buoys and ropes were installed at Lake Kohlmier on Saturday, May 2. This is earlier than normal, but we are thankful to continue the partnership with the Scuba Club for the task.
 - ii. Swimming open for the season May 23rd.
 - iii. We will notify the public this weekend on Facebook of the install and when swimming opens.
- b. Fitness Pool Closure Update
 - i. Pool has been closed since Wednesday, February 18.
 - 1. HVAC unit
 - 2. Updating unblockable drain compliance
 - a. Was originally scheduled to complete project week of March 30 – currently on hold to review other maintenance issues, prior to completing the project
 - b. Horizon Pool completed an assessment on April 20 – currently waiting on the results of the assessment.
- c. River Springs Water Park
 - i. 2026 Large Group Reservations: 54
 - 1. 12 summer dates have been maxed out on our allowed capacity of 200 large group attendees
 - ii. Season Pass Sales
 - 1. 2026 Pass Sales: 77 passes as of 4/27/2026

3. 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>
Adult Summer Softball	2 Division	16 Teams Lower 7 Teams Upper		Apr 23	April 23 postponed/rain. Season started April 29 for Wednesday and starts May 7 for Thursdays
Adult Summer Bags	2 Divisions	14 Teams Rec 9 Teams Competitive		May 20	

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 2 Winter Session 2	7-10 years	3		April 6	Added May 18 due to severe weather cancellation on April 13
Tennis Lessons – Beginner 1 Spring	4-7 years	11		April 6	Program moved to Tuesdays for the final 3 weeks in May due to instructor availability. Program participants ok with the change. Will give partial credit to anyone unable to make the change
Tennis Lessons – Beginner 2 Spring	7-10 years	9		April 6	Program moved to Tuesdays for the final 3 weeks in May due to instructor availability. Program participants ok with the change. Will give partial credit to anyone unable to make the change
Tennis Lessons – Beginner 3 Spring	10-12 years	14		April 6	Program moved to Tuesdays for the final 3 weeks in May due to instructor availability. Program participants

					ok with the change. Will give partial credit to anyone unable to make the change
Soccer (Boys & Girls)	5-K	192		April 6 kickoff	Soccer has been dealing with weather and had to cancel two practices already.
Soccer (Boys & Girls)	1 st -2 nd grades	213		April 6 kickoff	
Soccer (Boys & Girls)	3 rd -4 th grades	126		April 6 kickoff	
Soccer (Boys & Girls)	5 th -6 th grades	50		April 6 kickoff	
Total Soccer		581 Players on 50 Teams			More players than last year
T-Ball	PreK-4 - K	112	May 13 with late fee	June 8	Using Brown, Dartts and Jaycee Utility fields. 14 more players vs 2025
Coach Pitch 1	K-1 st Grade	54	May 13 with late fee	June 10	Using Brown, Dartts and Jaycee Utility fields.
Coach Pitch 2	1 st -2nd	45	May 13 with late fee	June 9	Using Brown, Dartts and Jaycee Utility fields.
Numbers are up for coach pitch overall. Just looks low due to one coach pitch program becoming two levels					

4. Brooktree Golf Course

	Season Pass	Patron Pass	Rounds YTD: 4/27
2026 YTD	240	16	1763
2025	323	21	1778
2024	342	30	1765

- a. 2026 Season
- i. As of April 20, tee times

are 9 a.m. – 6:30 p.m.

b. Chill-Aqui

- i. Switched hours to 8 a.m.-8 p.m. on May 1.
- ii. New menu items coming soon.

- c. New events and tournaments
 - i. Spring and Fall Scrambles (only 1 last year)
 - 1. Canceled Spring Scramble due to lack of teams.
 - ii. Couples golf
 - 1. Once a month. May-August
 - iii. Monthly scramble challenge
 - 1. May-August
 - iv. Match play tournament
 - 1. Found old trophy in storage, last played in 2010.
 - v. Superintendent's Revenge
- d. Updated Brooktree webpage to be more user friendly
 - i. Easy access to tee times and rates from mobile
 - ii. FAQs
 - iii. Added rules and maintenance updates pages
 - iv. Events and Tournaments being added to calendar.

5. Recreation Programs - Youth, Family & Senior

- a. AARP Age Friendly Community update
 - i. County Public Safety & Health Committee voted against joining the AARP active aging network.
- b. Senior Programming
 - i. Legends 2026 memberships = 242
 - ii. Trips/Program

<u>Program</u>	<u>Participant Numbers (as of (3/30/2026))</u>	<u>Registration Deadline</u>	<u>Trip Date</u>	<u>Additional Notes</u>
Diners, Drive-Ins, & Dives: Hai Hai	11/27	April 30	May 7	New Program
Amish Tour and Market	19/27	May1	May 9	
Treasure Island	12/27	May 6	May 13	
Grape Adventures	11/26	May 7	May 23	
UofM Arboretum	8/27	May 12	May 28	
Wicked	23/27	Until Filled	August 9	

- c. Adaptive Programs
 - i. Bowling League Mondays
 - 1. 51 Participants registered for April
 - 2. 34 Participants registered for May
 - ii. New adaptive hangout begins May 7
 - iii. New adaptive adventures begin May 21
- d. Rec on the Go Schedule
 - i. 2026 planning 8 dates (including Summer & Fall)

- ii. 2026 planning locations include Colonial Manor trailer park and Skyline Gardens (more locations to come)
- e. Family Programs
 - i. Kayak Birdwatching April 28th (4/6)
 - ii. Kayak Birdwatching May 12th (4/6)
 - iii. Kayak Birdwatching May 26th (2/6)

6. Tennis & Pickleball Center

- Staffed hours will end on May 24 for this season.
- 2026/2027 season will offer a 7-month and 12-month season passes
- Tennis/Pickleball Season Passes and Walking Program Passes are available (season starts September 1 for 12-month pass, October 1 for staffing, and October 15 for 7-month pass)
 - Season Pass sales for the 2026-2027 begin August 1, 2026.
 - 7-Month (October 15-May 15) Junior, Individual, Couple, & Family
 - 12-Month (September 1-August 31) Junior, Individual, Couple, & Family
 - Individual Month
 - Walking
- New for Fall 2026
 - Beginning September 1: season pass holders will not pay \$5 for drop-in programs. Non-pass holders will continue to pay \$10 drop-in rate.
 - Analyzing options for adding staffed hours from 9:00-11:00 a.m. for Tennis & Pickleball open play, indoor play space and drop-in basketball.

OWATONNA REGIONAL PARK – MASTER PLANNING CHECKLIST

Component #1 – Proposer/Implementing Agency - COMPLETE

Component #2 – Regional Significance Statement, Introduction/Overview, Site Information - COMPLETE

- X Regional Significance Statement
- X Overview/Description
- X General Site Characteristics

Component #3 – Setting & Regional Context - COMPLETE

- X Regional Context – Analysis of regional comparisons, complement or duplicate
- X Map Uploaded
- X Provides a High-Quality Outdoor Recreation Experience
 - X Images
- X Provides a Natural and Scenic Setting Offering a Compelling Sense of Place
 - X Images
- X Well-located to Serve a Regional Need and/or Tourism Destination
- X Fills a Gap in Recreational Opportunity within the Region (review after analysis)

Component #4 – Vision, Trends, Public Health Values and Public Engagement - COMPLETE

Public input, demographics, recreational trends, public values, economic opportunities. WHY? Practical research or evidence of demand. [GMRPTC website](#) – additional demographic, research and public values info.

- X Vision Statement – overarching & supported by the public.
- X Regional Demographic Information – trends pertinent to Owa, population change, age groups, emerging populations, demand for park/trail in this location, basis for amenities being proposed
 - X Regional Demographic Charts
- X Economic Development/Tourism Support – opportunities and how it serves ED/T support
 - X ED/T uploads
- X Recreational Trends Information – user data with connection
 - X Rec trends uploads
- X Public Health Values Narrative – underserved & non-traditional users
 - X Public Health uploads
- X Public Involvement Summary – show inclusivity and volume
 - X Public Involvement uploads

Component #5 – Development Master Plan and Implementation Plan

- X Development Plan Overview – including accessibility guidelines
 - X Development Plan Images
- X Acquisition Plan
- X Development Feature – Individual with detail
 - X Support Material
- X Implementation Plan – strategy, prioritization, cost projections, phasing, funding (not just Legacy)
completed 4/2026
 - X Support Material
- X Development to date
- X Development Phasing Plan – phased budget and development priorities and details
completed 4/2026
 - X Support Material
- X Repair and replacement *completed 4/2026*

Component #6 – Management, Operational Sustainability, Natural Resource Sustainability, Programming & Marketing Plans, Research and User Metrics

- X Joint Organization Responsibilities N/A
- X OTA agreement included. (Rules, regulations or ordinances affecting the site should be described.)

___ Operational Sustainability

An operational sustainability plan and a budget should provide a reasonable basis for maintenance and operations costs and sources of funding at a Master Plan level. That basis may be derived based on past agency experience, professional analysis or similar assessment. In addition to listing current management and operation expenses, the expected increase in operating expenses associated with the implementation of each development phase (or some similar benchmarking) should be presented. *(I do have some information on building and maintaining natural trails from a workshop that Logan went to.)*

___ Natural Resources Sustainability

Shows that the agency understands the unique natural resources in the facility and the challenges for managing them. Should describe the approach used to foster environmentally sustainable infrastructure design, construction or operations. Broad strategies for addressing the top priority challenges should be included in this section, with the costs included in either the Capital implementation plan or the management/sustainability plan.

___ Programming

Outline activities that will engage park or trail users and keep them coming back. “Connecting People to the Outdoors” is a pillar in the 25-year Legacy Plan and is taken seriously. Programming is critical to proactively attracting a broad spectrum of users to your facility, including new, non-traditional, and marginalized users that have been historically underserved. Cost estimates and funding sources (including programming revenue) must be included.

X Marketing – Draft MarCom plan *completed 04/2026*

X Support Material

X User Metrics Placer AI *completed 04/2026*

X Support Material

___ Budgets

Full Maintenance & Operations Budget with components:

Marketing Plan

Operational & Sustainability Plan

Management Plan

Research and User Metrics

Programming Plan

Natural Resource Sustainability Plan

ALL – Need to review all text for transfer issues (random symbols, etc.)

NEXT UP IN THE PROCESS AFTER SUBMISSION – Master Plan Evaluation

Full evaluation of the Master Plan is completed in a multi-pronged process as listed below:

Staff Review & Site Visit – Commission consultants review for completeness and eligibility. A formal site visit verifies assumptions, status, practicality and realism and is then provided to the Commission in a report.

ETeam review of Master Plan document – A simultaneous evaluation of the Master Plan on two tracks:

Track One: Designation Criteria Scoring -This is the traditional evaluation tool based on the Designation Criteria listed in Section III, providing a score reflecting the facility's merit as a regional outdoor recreation facility.

Track Two: Plan Readiness Grading – An evaluation tool will grade each Master Plan component to assess completeness and the agency's readiness for successful implementation.

A total grade above a certain level is required to pass the plan and each component. Plans or components that fail Track Two will be sent back to the applicant for improvement. Then re-evaluation by the ETeam before final Commission consideration.

Public Comment – The Commission may seek feedback from the public, public-representing groups, or partner agencies, where feasible and appropriate. Typical concerns include overall consistency and alignment with that District's vision and the Greater MN Strategic Plan, as well as with adjoining jurisdictions or facilities.

Commission Determination – All of the above information, as well as other items deemed necessary from time to time, will be deliberated by the Commission. If determined to fit this plan, the applicant facility may then be designated as a part of the GM Regional System.

**Note on MP Updates* Over the course of time, updates reflect changing conditions and use patterns. DMS is designed to make updates by modifying the document only where necessary. (Reflect recent projects, rearrange phasing or update mgmt.) Significant changes in vision, design or implementation (4-10 yr), the Commission must be notified of a potential update. An updated Master Plan that makes notable changes to the regional story will be re-evaluated per Step 2 procedures.*

After Designation – Legacy Funding Applications are annual. Agencies request Legacy funding for regionally impactful components of the designed facilities. GMRPTC consultants review the applications, conduct site visits with each district's Commissioners and score the applications according to the Commission's criteria. The ETeam provides additional review, if requested by the consultant team. The Commission is responsible for determining the priority list of funded projects for submission to the Legislature.