



**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