



OWATONNA PARKS & RECREATION BOARD MEETING

Monday, October 9, 2023 at 4:30 PM
West Hills Social Commons, 500 Dunnell Drive,
Owatonna

1. **Opening Business**
2. **Approval of Agenda**
3. **Approval of the Previous Meeting Minutes**
 - 3.a. Park Board Minutes September 11 Draft
4. **Persons Wishing to Appear**
5. **New Business**
 - 5.a. Approve 2024 Lake Kohlmier Beach Season
 - 5.b. Community-wide Branding
 - 5.c. Snapshot of upcoming activities for Spring & Summer
6. **Old Business**
 - 6.a. Park Board Vacancy
 - 6.b. Inviting guests to Park Board Meetings
7. **Park Permits, Memorials and Donations**
8. **Senior Update**
 - 8.a. Staff Report 10-9-23
9. **Communication**
 - 9.a. Maintenance Report
10. **Adjournment**

**MINUTES - UNAPPROVED
OWATONNA PARK AND RECREATION
REGULAR PARK BOARD MEETING
SEPTEMBER 11, 2023
4:30 PM**

Members Present:

Chair: Jon Thiel

Vice Chair: Gina McGuire

Board Members: Tyler Cochran, Jonathan Douglas, Sara Baird, Nan Silkunas

Members Absent

Open seat

Staff Present:

Eric Anderson: Recreation Manager

MJ Knudson: Administrative Specialist

Dani Licht: Recreation Supervisor

City Council Member:

LOCATION: West Hills Social Commons, Multi-Purpose Room

OPENING BUSINESS

A. Call to Order at 4:30 pm

B. Roll Call: All present

APPROVAL OF THE AGENDA

Motion by Jonathan Douglas to approve the September 11, 2023, Park Board Meeting Agenda and second by Tyler Cochran. All members voted aye.

APPROVAL OF THE AUGUST 14, 2023, MINUTES

Motion by Jonathan Douglas to approve the August 14, 2023, Park Board Meeting Minutes and second by Thyler Cochran. All members voted aye.

PERSONS WISHING TO APPEAR

None.

The public forum is intended to afford the public an opportunity to address topics to the Park Board Council. 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 rather than private or political agendas. The Park Board will only listen but will not take action on public forum presentations.

NEW BUSINESS

a. Park Board vacancy

There is one position open on the Park Board. The application to fill the vacancy is not currently on the website. Staff will look into when it will be open for applicants.

b. Inviting guests to Park Board meetings

Jon Thiel discussed having guests to come to the meetings to engage with park board regularly, not just when they experienced an issue. This would be a time to engage with the community and educate park board members. A schedule could be developed allowing groups a 5-minute overview of their organization and discussion as to how we can be good partners. Homework for the Park Board is to identify such groups.

A short brainstorming session mentioned the following: Soccer, Pickleball, Owatonna Trails, Baseball, Owatonna Tennis, Fast Pitch, Disc Golf, Lacrosse, Swimming, Basketball, Remote Control Cars, Senior Place Inc., Scuba, Adult Softball, Hockey, Kids First.

Mary Jo asked if it would be helpful to have someone from the Greater Minnesota Park and Trail Commission to come to a meeting to explain better the opportunities and procedures for designation to come to a meeting to explain better the opportunities and procedures for designation and give Board members an opportunity to ask questions.

c. Park Board Member Scholarship Committee vacancy

Jon Thiel volunteered to attend the Scholarship Committee. Park Board members also have the opportunity to help with fundraisers for the scholarship funds, even if they are not on the committee.

d. North Straight River Parkway Maintenance

Mary Jo Knudson informed the Board that the North Straight River Parkway would be closed September 19-21, 2023, for routine maintenance, filling cracks and fog sealing the asphalt.

Additionally, Mary Jo also informed the Board that the Kaplan's Parking Lot, Lake Kohlmier Boat Landing and some of the surrounding trail areas will be closed the week of September 18 for repairs.

e. ReLeaf Community Forestry Grant

Mary Jo Knudson provided an overview of the ReLeaf grant the city is applying for and requested the Park Board provide a letter of support. The grant could net the City \$500,000 in funds, with no matching dollars needed. Goals include completing the park tree inventory; revising and further developing the Community Urban Forestry Management Plan; addressing EAB through removal, replanting, treatment and educating citizens while educating citizens, diversifying and expanding the tree canopy with climate resilient trees, planting 3 trees for every two removed; staff training for ISA Certification, Tree Inspection and Chainsaw Safety. She also discussed the grant requirements and how the City would meet them.

Consensus was to provide a letter of support for the grant. Mary Jo will refine the letter of support template to better fit the Park Board's needs, send to the group and Jon Thiel will sign as Park Board Chair.

OLD BUSINESS

a. Deer Management Update

There were 36 applications for 34 permits. The first round of proficiency testing was completed on Saturday, with another scheduled for September 23. Permits and locations will be assigned the week of September 25. This year, Logan Busho will be joining Danny Wagner in meeting each hunter, going through their packet and taking them to their locations pointing out boundaries, trails, etc. City Attorney Walbran revised the waiver for all hunters this year. Additionally, he revised City Ordinance Chapter 133 relating to weapons and dangerous devices by adding an exclusion (D) Persons holding a valid City Hunting Permit for a Deer Management Hunt sanctioned by The Minnesota Department of Natural Resources.

Signs for the entrances of each affected park are complete. The signs are blaze orange 30"x36", in English, Somali and Spanish, and made of metal. They will be attached to each main entrance sign. Each sign will also have two 8.5"x11" spaces to put dates each year, and a map of the hunter's location(s). Smaller, laminated signs will be posted at the more casual entrances to each park (11"x17").

PARK PERMITS

Park Permit September 13, Mineral Springs Park, Wedding Rehearsal Dinner, Food Truck Catering

Park Permit September 16, Sid Kinyon Courts, Owatonna Human Rights Commission Welcome Week pickleball event

Park Permit August 10, Brown Park, Skala Reunion use of SB field

Jon Theil asked if there were fees attached to the use of the softball field for these permits. Mary Jo and Eric responded that we do not currently charge for other park amenities and there is no associated cost or preparation of the field.

Motion by Gina McGuire and second by Nan Silkunas to approve the Park Permits. All members voted aye.

MEMORIALS AND DONATIONS

Girl Sout Tree & Plaque – Buecksler Park

Mary Jo stated that the Girl Scouts wanted to "help make the world a better place" by planting a tree at Buecksler.

SENIOR UPDATE

a. Included in handout

6. COMMUNICATIONS

a. Director's Report: none

b. Staff report:

- River Springs Water Park season overview, Lake Kohlmier season overview, Maintenance update in packet

c. Board Member Report

- Nan asked about the signs on the trails that says no motor vehicles allowed and if that was a conflict with e-bikes and the Bird scooters. Mary Jo stated the City is currently holding off on adding or changing any signage until the city-wide branding is complete and then a specific standard can be set.
- Nan also asked about a marijuana and vaping in the parks policy. Eric directed her to the City Council minutes on the website.
- Jonathan Douglas brought up a gap in the chain link fence by the bridge near the Blast. Mary Jo will mention to Jesse to take a look if it is city property and if a fix is needed.
- Sara – no report
- Tyler thanked the staff who worked the SCFF booth.
- Tyler commended Dani on a very nice report this month and hoped that it got passed along to Council. Dani mentioned it does.
- Tyler thanked Nan for the article from the Star Tribune about naming parks using Dakota. A subsequent question was asked about the status of naming the regional park. Mary Jo mentioned that it was put on the back burner after City Council comments and more work would need to be done, and additionally, we are able to apply for Regional Designation and can change the name later.
- Gina asked about the overflow parking at Manthey and asked if there could be another exit. Tyler asked if it might be able to be marked. Eric mentioned with the new property at Manthey and the entrance road, there may be a bigger plan.

Announcements

- In the News
 1. Weekly Owatonna People's Press articles:
<http://ci.owatonna.mn.us/Blog.aspx?CID=3>
 2. Owatonna Live Straight Talk [Straight Talk \(owatonnalive.com\)](http://owatonnalive.com)
- Actions Requested from past meetings

ADJOURNMENT:

Motion by Sara Baird, and second by Jonathan Douglas to adjourn the Park Board Meeting at 5:58 p.m. All members present voted aye.

The next board meeting is October 9, 2023, at 4:30 p.m. at the West Hills Social Commons multi-purpose room.

Updates for West Hills Social Commons

Date: 10/8/2023

Prepared By: Thomas Gorycki

Current Membership: 272

Special Notes:

- 2023 ALP membership will be sold at a prorated rate if they also purchase a 2024 membership.
- Several new trips have been added for this fall/winter. Please share this info with your friends and family to help fill the trips.
- We are getting closer to opening the lower doors with the new computer and card reader. The date has yet to be set.
- We are recruiting volunteers to help create a welcoming atmosphere on the 1st floor. For more info, please look for flyers at the front desk. We are currently working on building out a volunteer manual.
- We have added Senior Archery Lessons to our fall programs.
- We are finalizing the senior programs that will be offered thru August of 2024 and will be announced in the next activity guide.

Grants and Additional Funds: The city possesses funds that are specifically allocated for unique programs or projects. Some of these funds have come directly from grants, wills, or estates.

Grants Available	Amounts
Amp Grant	\$4,036.99
Wavrin Beneficiary	\$31,257.22
Grand Total	35294.21



Parks, Trails, Recreation & Facilities Department

DATE: October 9, 2023
TO: Park Board Members
FROM: Jesse Wilker, Maintenance Manager
Aaron Fitzloff, Facility Manager
Mary Jo Knudson, Administrative Coordinator
SUBJECT: Maintenance Update

Brooktree:

- Winding down, preparing for winter, blowing out irrigation lines
- Facilities crew building new cement steps for #11 tee box

Facility Maintenance:

- Tree trimming at West Hills
- Water Park repairs to pool surface and a leak fixed
- Park restroom water lines cleared soon

Grant projects:

- MNDNR – ReLeaf Grant application – awaiting results

Memorials & Donations:

- Sandy Rickerl, West Hills near new addition (long-time employee)

Park Maintenance:

- North Straight River Parkway crack seal and seal coat completed from North Street to 26th Street
- Kaplan's and Boat Launch trail and parking lot pavement replacement is completed
- Scheduled to finish pavement work October 23 with a stretch on 26th Street
- Softball field repairs are being done to prep for spring 2024
- Pavilions are closed

Permits:

- None

Projects:

- City Council Chambers
 - The project is currently scheduled to be completed early November