

Special Meeting Minutes: West Hills Commission

Date: October 19, 2023

Location: Owatonna Arts Center

Board Members	Present	Absent	Other Attendees	Present	Absent	Others Present
Jan Tippet, Chair	X		Staff: Mary Jo Knudson	X		
Nancy Vaillancourt, VC	X		Staff: Aaron Fitzloff	X		
Carol Zetah		X	Staff: Jenna Tuma	X		
Dan Gorman	X		Anne Peterson	X		
Arlan Burmeister	X		Silvan Durben, OAC	X		

Topic/Item	Summary of Discussion	Action
Call to Order	Called to order at: 12:00 p.m.	Tippet
Approval of Agenda	Agenda approved with addition of 6c. Merrill Hall project	Motion: Burmeister Second: Gorman Approved
Approval of Minutes	April 20, 2022 Minutes	Motion: Vaillancourt Second: Burmesiter Approved
Persons Wishing to Appear	None	
Unfinished Business	A. Historical Display – Four display panels will emphasize how the State School came to Owatonna. B. Council Chambers Update – scheduled for the first council meeting November 7, ribbon cutting November 21	Vaillancourt & Peterson Fitzloff
New Business	A. Exterior Lighting – OAC received \$5k for exterior lights. Exterior building lights and street lights have been upgraded to LED. Some still need to be hooked up. A larger plan should be done. B. Commission Continuation – Tippet stated the commission has been paused before due to lack of business, however, with recent projects, the commission is taking a more active role. Commissioners agreed. C. Merrill Hall Project – The deferred maintenance at Merrill Hall was coming to an invest or divest decision. The City Council approved Phase I of investments for \$5.3M. It includes: asbestos removal, mechanical system upgrades, changing boilers from steam to hot water, a new roof, a new sprinkler system, a VAV chiller system, ventilation and LED lighting interior and exterior. The project is planned for April 1 through October 31, 2024. Tenants have been in meetings with staff to determine what they will be able to do during the upgrades. Phase II has not been scoped out or approved. The city would like at least one representative of the commission to work with staff to keep historical integrity of some areas and to work with SHPO. Specific concern to the group was the mural in the library. Vaillancourt and Peterson will take on that role.	Durban Fitzloff Tippet Tuma
Commissioner Comments	Burmeister – asked about signage (from February meeting). Largest concerns were wayfinding and the West Hills directory. Durban asked if they can be aesthetically pleasing. Burmeister wants them to have	Motion: Vaillaincourt Second:

	the most function. Knudson mentioned signs are part of the city-wide branding effort and nothing will happen all at once, but as needed. The commission would like to ask Communications Manager Sheely to attend the April meeting. Gorman suggested signs at West Hills have their own identity. Motion: Recommend to City Council to consider updating and improving signage on the West Hills Campus. Thank you to Dan Gorman for providing a fall comfort food lunch!	Burmeister Approved
Adjournment	1:08 p.m.	Motion: Vaillancourt
Next Meeting	April 18, 2023 – City Council Chambers Lunch by Arlan (we may have to eat in the Arts Center – not sure about food in the chambers)	