



PARKS & RECREATION BOARD MEETING
Wednesday, January 3, 2024 at 4:30 PM
Council Chambers, City Hall at 540 West Hills Circle

- 1. Opening Business**
- 2. Approval of Agenda**
- 3. Approval of the Previous Meeting Minutes**
 - 3.a. Park Board Minutes November 20 Draft
- 4. Persons Wishing to Appear**
- 5. Park Permits**
- 6. Memorials and Donations**
- 7. Old Business**
 - 7.a. SWOT Analysis
 - 7.b. Deer Management update
- 8. New Business**
 - 8.a. 2024 Meeting Calendar
- 9. Communication**
 - 9.a. Maintenance Update
 - 9.b. Staff update
- 10. Adjournment**

**MINUTES - UNAPPROVED
OWATONNA PARK AND RECREATION
REGULAR PARK BOARD MEETING
NOVEMBER 20, 2023
4:30 PM**

Members Present:

Chair: Jon Thiel

Vice Chair: Gina McGuire

Secretary:

Board Members: Tyler Cochran, Jonathan Douglas

Members Absent:

Sara Baird, Nan Silkunas

Staff Present:

Jenna Tuma: Director

Eric Anderson, Recreation Manager

Tricia Notch: Administrative Coordinator

City Council Member:

Kevin Raney

Dan Boeke

City Administrator:

Kris Busse

LOCATION: West Hills Social Commons, Multi-Purpose Room

OPENING BUSINESS

A. Call to Order at 4:30 pm

B. Roll Call:

APPROVAL OF THE AGENDA

Motion by Jonathan Douglas to approve the November 20, 2023, Park Board Meeting Agenda and second by Gina McGuire. All members voted aye.

APPROVAL OF THE October 9, 2023, MINUTES

Motion by Tyler Cochran to approve the October 9, 2023, Park Board Meeting Minutes and 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 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. In the 2021-2022 period, the Parks, Recreation and Facilities (PRF) created the Cost Recovery Model for the department's Fees Manual and have since maintained its use as a guiding reference. The second page of the manual provides additional information and examples of the different tiers. A corresponding write-up was presented to the council for approval.

The department's activity guide is distributed biannually, with fee requests submitted in the months of June and December to correspond accordingly.

Tuma highlighted some of the changes for 2024. The Brooktree golf fees are up about 10% as we are still working on catching up and keeping up with the market. Ballfield field fee rentals will increase in 2024 as we previously discussed starting in year three. Some of the recreation program fees are ranges instead of specific amounts which offers more flexibility. Staff research the surrounding communities to keep competitive with fees.

Motion by Jonathan Douglas to move forward the Fees Manual onto City Council, Tyler Cochran seconded the motion. Motion carried. All members voted aye.

b. SWOT Proposed Action Plans:

Tuma provided a background on the SWOT draft. During the July Park Board meeting the group did a SWOT analysis. (Strengths, Weaknesses, Opportunities, and Threats). Included in the agenda packet includes a list of each area. The plus signs next to certain items indicate that they were raised multiple times. Also included is a draft of similar themes, action items for each area and a timeline. If you come across the term "gap" in the list, it signifies either a lack of staff or unidentified resources.

The City Council and Kris establish a 3-year Strategic Plan with focus areas which guides all city departments. Our next step will be to integrate these focus areas into the SWOT action plan—which ultimately will create a vision and roadmap for our activities.

What is detailed in the Activity Guide should align with the contents of the Guide. The initial discussion centered around our capacity to manage all activities, prompting the recognition of your input as an advisory board. Tuma provided copies of the 3-year Strategic Plan and noted having these plans proves beneficial for continuity, especially as board members change. It serves as a roadmap outlining the department's direction. After a discussion regarding the SWOT action plans, it was decided to bring it back to the December Park Board meeting. The goal is to identify priorities and establish action plans that warrant attention.

OLD BUSINESS

PARK PERMITS

None

MEMORIALS AND DONATIONS

A donation check from Corky's Early Bird Tournament for \$18,000 was given to put towards the light fund. There is a long-standing partnership between the Fairgrounds, Corky's Early Bird Tournament, and Parks and Recreation, there needs to be additional discussions with the partners regarding the use of the donation and the 99-year lease that has not been located. The Park Board decided to hold off on cashing the check until a meeting is held.

SENIOR UPDATE

- a. Included in packet

6. COMMUNICATIONS

Director's Report: Jenna reminded everyone of the Council Chambers Ribbon Cutting event held tomorrow at 4:30 p.m. Merrill Hall is the next project on the list. The Park Board is going to try to meet the first Monday of the month going forward, so the next meeting will be December 4.

Board Member Report

Jon Thiel: Asked about fees for soccer if they will be similar to baseball fees and go to a per team rate versus a player rate.

Tyler Cochran: Fundraisers for the Youth Scholarship has been fun. We will reach out with solicitation letters to try to continue to bring in more funds.

Gina McGuire: None

Jonathan Douglas: None

Eric Anderson: Reminder that the Holiday Lighted Parade is on Friday, December 1st.

Dan Boeke: Asked if the Owatonna Pickleball players prefer one location or the other. Eric Anderson responded they chose to go back to the church part of the reason may be availability or cost. Dan commented it would be nice to get them back in-house.

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 \(owatonnaalive.com\)](http://owatonnaalive.com)
- Actions Requested from past meetings

ADJOURNMENT:

Motion by Tyler Cochran, and second by Gina McGuire to adjourn the Park Board Meeting at 6:00 p.m. All members present voted aye.

The next board meeting is December 4, 2023, at 4:30 p.m. at the Council Chambers Conference Room.

2024 Park Board Schedule

JANUARY

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MAY

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SEPTEMBER

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FEBRUARY

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OCTOBER

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MARCH

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JULY

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NOVEMBER

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APRIL

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AUGUST

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DECEMBER

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29	30	31				



Parks, Trails, Recreation & Facilities Department

DATE: December 4, 2023

TO: Park Board Members

FROM: Jesse Wilker, Maintenance Manager
Aaron Fitzloff, Facility Manager
Mary Jo Knudson, Administrative Coordinator

SUBJECT: Maintenance Update

Brooktree:

- Closed for the season. Clubhouse renovations are underway.
- Removing ash trees

Facility Maintenance:

- New carpeting and paint at Fire Hall

Grant projects:

- Letter of Intent for TAP Grant for Bixby Road trail (East Side Corridor) was approved for moving to the full grant application (due in January)

Memorials & Donations:

- none

Park Maintenance:

- Neighborhood rinks are built at Buecksler and Countryview, waiting for weather to cooperate!
- Logan Busho promoted to Maintenance Worker Lead (Mike Klein's former position)
- John Rohwer promoted from Laborer to Maintenance Worker
- Staff remains one short
- Two trail segments added to parks responsibilities – Linn Drive by Ivanhoe apartments and new roundabout by OHS

Permits:

- Event Permit – Corky's Early Bird May 3-5, 2024 – approved

Projects:

- Charles S. Crandall Chambers' ribbon cutting was November 21, punch list of items to finish



PURPOSE MEMO

TO: Park Board

FROM: Tricia Notch

DATE: December 1, 2023

SUBJECT: Update to Fees Manual

Purpose:

The following updates and additions were added to the Fees Manual for 2024:

Fees Manual Updates are:

1. Lap Lane Rentals \$18 per hour
2. Central Park Stage Rental \$250