



PARKS & RECREATION BOARD MEETING
Monday, March 4, 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 February 5, 2024 Draft
- 4. Persons Wishing to Appear**
- 5. Park Permits, Memorials and Donations**
- 6. Senior Update**
 - 6.a. Senior Update for March 2024
- 7. Old Business**
- 8. New Business**
 - 8.a. Brooktree Clubhouse Remodel Tour
- 9. Communication**
 - 9.a. Maintenance Update
 - 9.b. Recreation Update
 - 9.c. Scholarship Use Report
- 10. Adjournment**

**MINUTES - UNAPPROVED
OWATONNA PARK AND RECREATION
REGULAR PARK BOARD MEETING
FEBRUARY 5, 2024
4:30 PM**

Members Present:

Chair: Jon Thiel

Vice Chair: Gina McGuire

Secretary: Sara Baird

Board Members: Tyler Cochran, Nan Silkunas, Jonathan Douglas

Members Absent:

Sara Baird

Staff Present:

Jenna Tuma: Director

Eric Anderson: Recreation Manager

Dani Licht: Recreation Supervisor

Tricia Notch: Administrative Coordinator

LOCATION: Council Chambers Conference Room

OPENING BUSINESS

A. Call to Order at 4:30 pm

B. Roll Call:

APPROVAL OF THE AGENDA

Motion by Gina McGuire to approve the February 5, 2024, Park Board Meeting Agenda and second by Tyler Cochran with the addition of swearing in Eileen Wohlenhaus as a new Park Board member. All members voted aye.

APPROVAL OF THE January 3, 2024, MINUTES

Motion by Nan Silkunas to approve the January 3, 2024, 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

OLD BUSINESS

Jenna Tuma revisited the 2024 focus areas and included a handout with an action plan. The action plan is a snapshot of how the department will prioritize to become a thriving department with processes and balanced workloads.

Training & Development

- Safety training
- Technology
- Job duty knowledge
- Personal development/growth

House in Order – getting our systems in place including work plans and timelines

- Annual work plans
- Planned and scheduled work (Planned Maintenance/PM)
- Standard Operating Procedures (SOP)
- Procedures manual
- Security/access
- Agreements

Good example: The Marketing Plan has helped us forecast 6-8 months ahead making us stronger and less reactive

Capital Improvement Projects

- Complete the 2024 approved projects
- Develop future CIP – start planning for 2025 and 2026

Future Initiatives Pre-work

- Explore a Community Center
- Regional trail connection Medford/Faribault
- Park re/development planning as identified in the Park System Plan
- Apply for Regional Significance approval
- Seek funding for the Brooktree master plan 2025
- Develop a Sign Manual with the new brand

Programming

- New- Explore pop-up parks
- New - Pickleball leagues/tournaments
- Explore additional Senior interest
- Winter outdoor skating expansion at Brooktree

Facilities

- Determine the long-term plan for tennis and pickleball center
- Goal of 30K rounds at Brooktree
- Understand and plan for the deferred facility maintenance

Things are starting to come together and are getting fun. The ability to get to one public facing service desk has helped the team come together. Jon asked how the Park Board

fits into all of this? Jenna mentioned that there will be future initiatives to get involved in and they are a great voice of the community. The PB will be involved with many of the initiatives.

PARK PERMITS

See Park Maintenance Division Report – as a reminder the park permits take a motion to approve by Park Board, the event permits go to the City Council for approval.

MEMORIALS AND DONATIONS

No Memorials & Donations

SENIOR UPDATE

- a. Included in the packet was information that Tom put together highlighting trips and usage of the facility. More fun trips are coming up this year and we have a better tracking system now to see how many users are participating in all the programs.

6. COMMUNICATIONS

Director's Report:

Jenna Tuma: with the lack of snow, and ice this winter the staff has been busy remodeling the Brooktree Clubhouse and Park Maintenance has been busy with tree trimming, training, and cleaning out outdated athletic equipment. We have some of the greatest staff around and she's very thankful for the passionate team.

Eric Anderson: information and updates on the Recreation Department is in the packet, lifeguard hiring is just starting. A seasonal hiring plan is in place, as we start to hire lifeguards for the summer. Some changes have been made to the pay scales so hopefully this will bring back previous lifeguards. Jenna added regarding our hiring plan: we hire about 130 seasonals every year. We were able to increase our seasonal hourly rate to \$.50 per hour and for lifeguards an increase of \$1.00 per hour.

Jon Thiel: Shout out to Tyler Cochran for the scholarship assistance. He has gotten a lot of donations. The donations are listed in the recreation update.

Gina McGuire: None

Nan Silkunas: Mentioned an idea for a Playground Passport for the summer to get more people to go to several parks, perhaps a Playground Hop.

Eileen: Asked Eric what percentage of youth sports receive the scholarships? Eric said he would follow up.

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 Tyler Cochran, and second by Jonathon Douglas to adjourn the Park Board Meeting at 5:30 p.m. All members present voted aye. The next board meeting is March 4, 2024, at 4:30 p.m. at Brooktree Golf Course.



Updates for West Hills Social Commons

Date: 3/1/2024

Prepared By: Thomas Gorycki

Current Membership: 227

Scholarships Given for 2024: 4 people = \$200 (without tax)

Scholarship Given in February: 4 people = \$200 (without tax)

SPI Scholarship Account Balance: \$739.40

Special Notes:

- The trip to see the Lions Kings at the Orpheum is completely booked, and we are receiving several registrations for our other trips.
- We are finalizing our list of fall and winter programming using the feedback given at the last Coffee Conversations.
- SPI supplied the city with funds to pay for ALP scholarships. 4 were processed in February.
 - One of the 5 scholarship funds was a duplicate application, so only 4 were accepted.

Highlighted Trips:

- Lion King 4/7/2024
- Till Beth Do Us Part 5/1/2024
- Saint Paul Gangster Tour- 6/22/2024
- Grape Escape Tour 7/13/2024
- Canterbury Trip with Dakota Culture Experience 7/27/2024 (Diversity Focus)
- Twins Trip- 8/04/2024
- Como Zoo and Mill City Museum Tour 8/17/2024
- State Fair Trip- 8/26/2024
- Amish and Buggy Trip- 9/14/2024 (Diversity Focus)

Facility Usage:

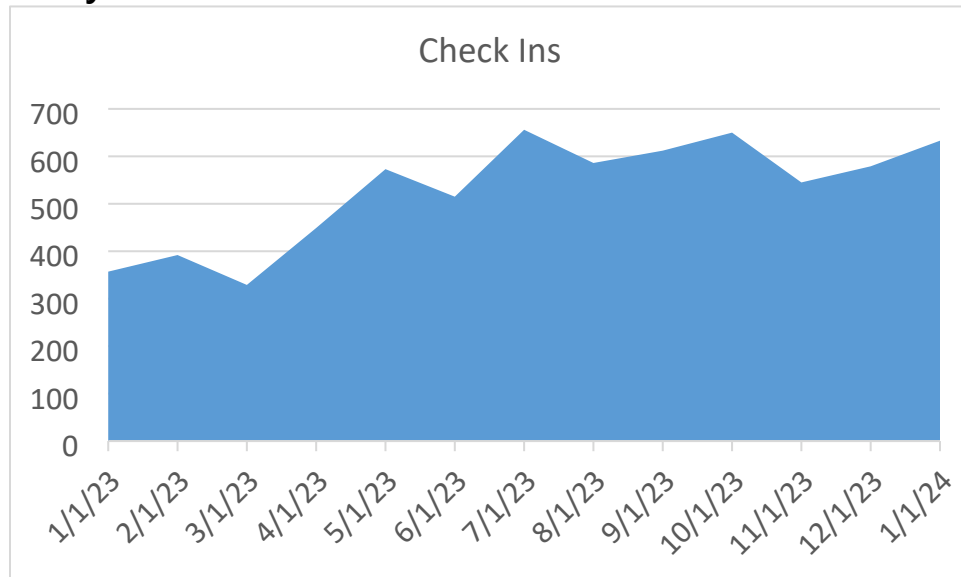
- We closely monitor facility usage as a key metric in our operations. To this end, we collect data every time a senior enters our facility to take part in our recurring programs. (Notes: does not count Trips or AARP Classes)



- Understanding these trends helps us better understand the needs of the seniors, patterns, and limitations of the facility.



Yearly Growth:



Monthly Trends:

	2021	2022	2023	2024	+/- Yearly	+/- Monthly
01-January	0	290	357	633	276	54
02-February	2	392	392			
03-March	3	505	329			
04-April	22	563	449			
05-May	24	446	573			
06-June	342	463	515			
07-July	427	425	656			
08-August	489	409	586			
09-September	492	401	612			
10-October	496	460	650			
11-November	501	410	545			
12-December	350	379	579			

Notes

3/1/2024 - Check-ins for February are going to significantly lower with our software going down. Issues was resolved by March 1, 2024



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





DATE: March 4, 2024

TO: Park Board Members

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

SUBJECT: Maintenance Update

Brooktree:

- Possible course opening March 6 if the weather holds

Facility Maintenance:

- Brooktree Pro Shop remodel about two weeks away from completion
- Merrill Hall project scheduled to start the beginning of May

Grant projects:

- TAP Grant Application (East Side Corridor) – not funded
- Outdoor Recreation Grant due April 1, 2024 – Brown Park Courts
- Owatonna Foundation – Central Park Bandshell – due May 1, 2024

Memorials & Donations:

- These will be listed as they are installed and invoiced

Park Maintenance:

- Pressure washing pickleball and tennis courts, putting up nets
- Archery Park has been open for a few weeks
- Removing ash trees in parks

Permits:

- Park Permit – 6/22/2024 – Dartt's Park – Alliance for Greater Equity Juneteenth Celebration
- Park Permit – 7/13/2024 – Jaycee Park – Lakeside Foods Employee Picnic
- Park Permit – 7/20/2024 – Jaycee Park – Lakeside Foods Employee Picnic
- Park Permit – 7/21/2025 – Mineral Springs – Model T Ford Car Show – PENDING
- Event Permit – 7/13/2024 – Manthey Park – Pride in the Park

Projects:

- Seasonal Workers can apply for Parks, Golf & Facilities March 1-7



TO: Park Board

FROM: Eric F. Anderson, Recreation Manager

DATE: March 4, 2024

SUBJECT: Recreation Division Update

1. Spring/Summer Seasonal Employment
 - a. Apply online – City Website
 - b. Guest Services Lead, Lead Programs and Head Guard positions – closed on 2/29/24
 - c. Guest Services (facilities and programs) and Water Safety Instructors – open through 3/15/24
 - d. Brooktree – closed; Completing Interviews
2. Spring/Summer Registration Started February 20
3. Aquatics
 - a. River Springs Water Park
 - i. Prepping for Summer Season
 - ii. Targeting a Lifeguard Training Class pre-opening, pending the pool being ready.
 - iii. Season Passes and Punch Cards are available
 - b. Lake Kohlmier
 - i. Prepping for Summer Season
 - c. Owatonna Middle School Pool - under renovation starting in April
 - i. No Spring Session Swim Lessons at this location
 - ii. No April and May Lifeguard Training classes – typically offer classes and refresher classes over these months
 - d. Spring Swim Lessons
 - i. Registration Begins March 14
 - ii. Classes Begin April 1
4. Brooktree
 - a. Targeted Opening Date Initial Plan = March 6

- i. Is a moving Target – fluctuates based on weather
 - b. Clubhouse remodel project
 - i. Kitchen Hood – Installation in progress
 - ii. Walk-in Freezer/Cooler – Installation in progress
 - iii. Pro-shop Remodel
 - 1. Counter - installation within next couple weeks
 - 2. Merchandise Space, Storage Space and Supervisors office – In Progress
 - iv. Targeting March 15 for completion
 - c. Golf Management Software: Club Caddie
 - i. Set-up and Admin training wrapping up
 - ii. Targeted Transition Date = March 8
 - 1. Currently Selling Gift Cards to redeem for Season Passes once the transition occurs
- 5. Tennis & Pickleball Center
 - a. March 25-27: Adding lines for 4 Pickleball Courts (on the remaining 2 tennis courts at Tennis & Pickleball Center)
 - i. 6 Tennis Courts total
 - ii. 12 Pickleball Courts total
 - b. Hosted successful USTA Kids Tournament on February 24
 - c. Many college tennis rentals at the facility
 - d. Indoor Play Space
 - i. Experiencing an increase in awareness and use of the program
 - ii. A variety of equipment options was added at the beginning of the year
- 6. Youth and Adult Sports
 - a. Youth T-shirt sponsorship dollars down – still looking for additional sponsors for most programs
 - b. Youth Soccer Program
 - i. Registration Deadline = March 5
 - ii. Kickoff = Mid-April 15
- 7. Scholarship Assistance Fund Balance = \$23,748.40 as of February 28, 2024
 - a. Recent Donations \$500+
 - i. Zappa Agency Fishing Tournament = \$842.12 (\$737 – Eagles; \$105.12 – Zappa Agency)
 - ii. Corky's Earlybird Softball Tournament/Loren Dietz = \$1000
 - iii. Hometown Credit Union = \$250

Scholarship Use Report 2021-2023

Registrations Compared to Scholarships Provided

2021 (COVID)

- Youth Athletics, Camps, Programs & Aquatics
 - Total Registrations = 3128
 - Scholarships Issued = 354 (11.3% of total registrations)
- Adaptive Recreation (July-December) (Youth & Adult)
 - Total Registrations = 283
 - Scholarships Issued = 17 (6% of total registrations)

2022

- Youth Athletics, Camps, Programs & Aquatics
 - Total Registrations = 3482
 - Scholarships Issued = 229 (6.5% of total registrations)
- Adaptive Recreation (Youth & Adult)
 - Total Registrations = 1226
 - Scholarships Issued = 115 (9.3% of total registrations)

2023

- Youth Athletics, Camps, Programs & Aquatics
 - Total Registrations = 4633
 - Scholarships Issued = 344 (7.4% of total registrations)
- Adaptive Recreation (Youth & Adult)
 - Total Registrations = 938
 - Scholarships Issued = 106 (11.3% of total registrations)

Note: These numbers are total registrations & scholarships, not the number of individuals who received scholarships (one individual may represent multiple registrations).