



PARKS & RECREATION BOARD MEETING
Monday, May 6, 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 April 1, 2024 DRAFT
- 4. Persons Wishing to Appear**
- 5. Park Permits, Memorials and Donations**
 - 5.a. Park Permit request for Disc Golf at West Hills Campus
- 6. Senior Update**
- 7. Old Business**
 - 7.a. Park Memorial Rock Garden
- 8. New Business**
 - 8.a. Election of Officers & Roles for Park Board
 - 8.b. Community Center update
 - 8.c. New Park Property
 - 8.d. Disc Golf Overview
 - 8.e. Cashman Park Concept Plans
 - 8.f. Outdoor Rental and Use Policy Update
- 9. Communication**
 - 9.a. May 16, Comp Plan Open House 4-7 p.m.
 - 9.b. Maintenance Update
 - 9.c. Recreation Update
- 10. Adjournment**

**MINUTES - UNAPPROVED
OWATONNA PARK AND RECREATION
REGULAR PARK BOARD MEETING
APRIL 1, 2024
4:30 PM**

Members Present:

Chair: Jon Thiel

Vice Chair:

Secretary: Sara Baird

Board Members: Tyler Cochran, Nan Silkunas, Eileen Wohlenhaus

Council Member: Dan Boeke

Community Member: Lisa Cochran

Members Absent:

Jonathan Douglas, Gina McGuire

Staff Present:

Jenna Tuma: Director

Tricia Notch: Administrative Coordinator

MJ Knudson: Administrative Coordinator

Thomas Gorycki: Recreation Supervisor

LOCATION: Council Chambers Conference Room

OPENING BUSINESS

- A. Call to Order at 4:30 pm
- B. Roll Call:

APPROVAL OF THE AGENDA

Motion by Nan Silkunas to approve the April 1, 2024, Park Board Meeting Agenda and second by Tyler Cochran. All members voted aye.

APPROVAL OF THE March 4, 2024, MINUTES

Motion by Tyler Cochran to approve the March 4, 2024, Park Board Meeting Minutes with changing the location to Brooktree Golf Course and second by Sara Baird. 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.

Lisa Cochran, Main Street Director in Owatonna. She commented on how great Parks and Recreation are in our town and distributed Thank You cards from the Junior Achievement program.

NEW BUSINESS

Memorial Rock Garden

A request from a community member to have a rock garden in Owatonna was discussed, and the board viewed a rock garden in Venture California. It would be a place to leave messages on a rock, the budget impact is zero. This idea will be added to the May agenda to brainstorm ideas for a location.

Central Park Grant – Owatonna Foundation

- Repair structure
- Replace aged infrastructure
- Update audio-visual
- Add security cameras
- Lisa Cochran suggested to add changing tables in the restrooms

MJ needs to have authorization to move forward with this grant. Motion to move forward with grant application Sara Baird made a motion, second by Tyler Cochran.

Deer Management Program

- Need to apply to the DNR for application to run the deer management program
- An attachment was handed out with the numbers that were taken each year. This year there were 34 deer taken.
- There were added signs posted at multiple locations and printed in 3 languages.
- Stands will require climbing sticks this year.
- The DNR is planning on giving updates to City Council on the April 16

Recommendation to move forward with the Deer Management Program: Motion by Tyler Cochran, second by Eileen Wolenhaus.

OLD BUSINESS

CIP Capital Improvement Projects

- Tuck Pointing West Hills Campus Building
- Retaining Wall Pool Handicap Entrance
- Social Commons Rooftop Heat and AC
- Brooktree Clubhouse Improvements
- Park Restroom Rehab – Gainey and Morehouse – multi-year project doing inhouse
- Outdoor Sports Court Resurfacing – 2024
- River Springs Interior Pool Surface
- Pavement Rehab and Replacement
- Central Park Bandshell Remodel
- Automatic Park Gates – Lake Kohlmier, and the south side of Dartts Park.
- Merrill Hall Project

PARK PERMITS

See Park Maintenance Division Report

As a reminder, park permits take a motion to approve by Park Board, the event permits go to the City Council for approval. Examples of each are below:

Event Permits: if you are selling anything even out of a food truck, then you would fill out an event permit. Blocking streets, Central Park is always an event permit. Each department gets to add feedback to the event permit and then it goes to City Council for approval.

Park Permits: any use outside of the normal park pavilion, or usage outside of normal hours, special requests etc. comes through Park Board. If you rent a pavilion and want to use green spaces to have a bounce house, or if you use a food truck as a caterer, this would be an example of using a park permit.

Tyler Cochran made a motion, Nan Silkunas second to approve the two park permits listed in the Maintenance Division Report.

MEMORIALS AND DONATIONS

none

SENIOR UPDATE

- a. Thomas Gorycki reported there are 243 memberships and 3 scholarships in March. Most of the trips are already 50% full. They are finalizing the programs for the fall/winter after coffee conversations. A handout was provided on check-in comparisons from the previous year.

6. COMMUNICATIONS

Announcements

- MJ reported that Brooktree opened March 12. The Greater MN Park and Trail – which includes Morehouse/Kohlmeier/Kaplan's area, received a high ranking. We are now eligible to submit our master plan for regional significance.
- Jenna commented this is a huge milestone, congrats to MJ. There is lots of funding once it is a regional park. Food and beverage at Brooktree will be opening once the course is fully open, they will offer grab-and-go food for golfers to begin with and then add their full menu. The walk-in cooler is installed and they added a beverage cart supervisor. Merrill Hall – Wee Pals moved out to clear the building for renovation work, they moved into the OEC. They will move back around Thanksgiving break. LTO is wrapping up its spring performance and will then be moving out. We have check-ins with them regularly. We have provided dumpsters to assist with their cleanout. The air quality, heat, and cooling will be better once the work is complete. Starting to form some of the next steps for a Community Center, and a Safety Center for Fire & Police. As this gets going we will lean into Park Board members.

- Tyler: They are looking for volunteers for Corky's Tournament the first weekend in May for the Scholarship Fund. We are currently well-financed in the youth scholarship fund.
- Jon: Thanks to Tyler for all of his hard work, the Youth Scholarship fund is currently well-financed.

In the News

Owatonna Live Straight Talk

Actions Requested from past meetings

ADJOURNMENT:

Motion by Tyler Cochran, and second by Eileen Wolenhaus to adjourn the Park Board Meeting at 5:35 p.m. All members present voted aye. The next board meeting is May 6, 2024, at 4:30 p.m. at the Charles S Crandall Conference Room.



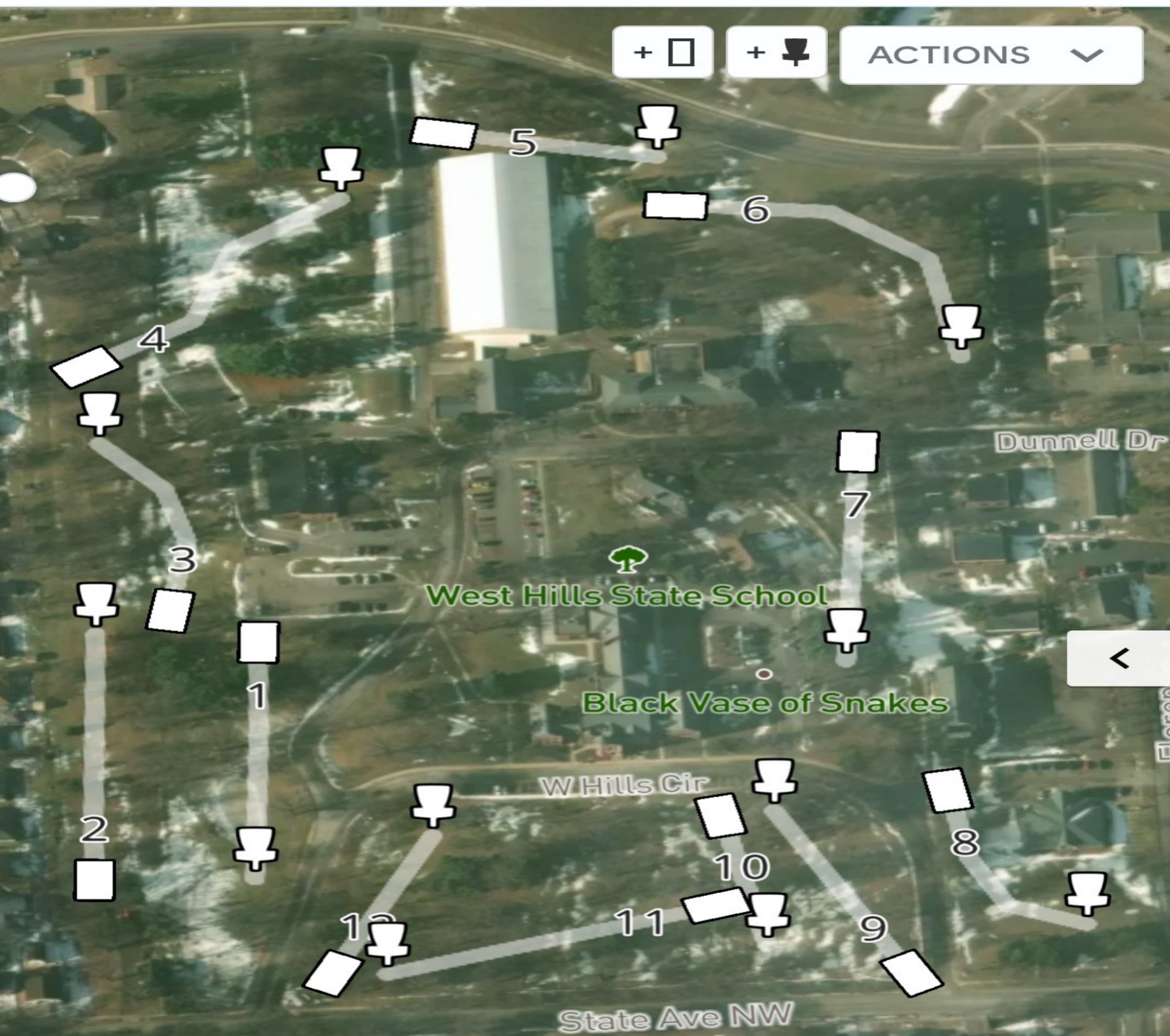
MAP MANAGER

West Hills (Temporary)



Overview

Review



◀◀ Previous hole Next hole ▶▶

OVERVIEW

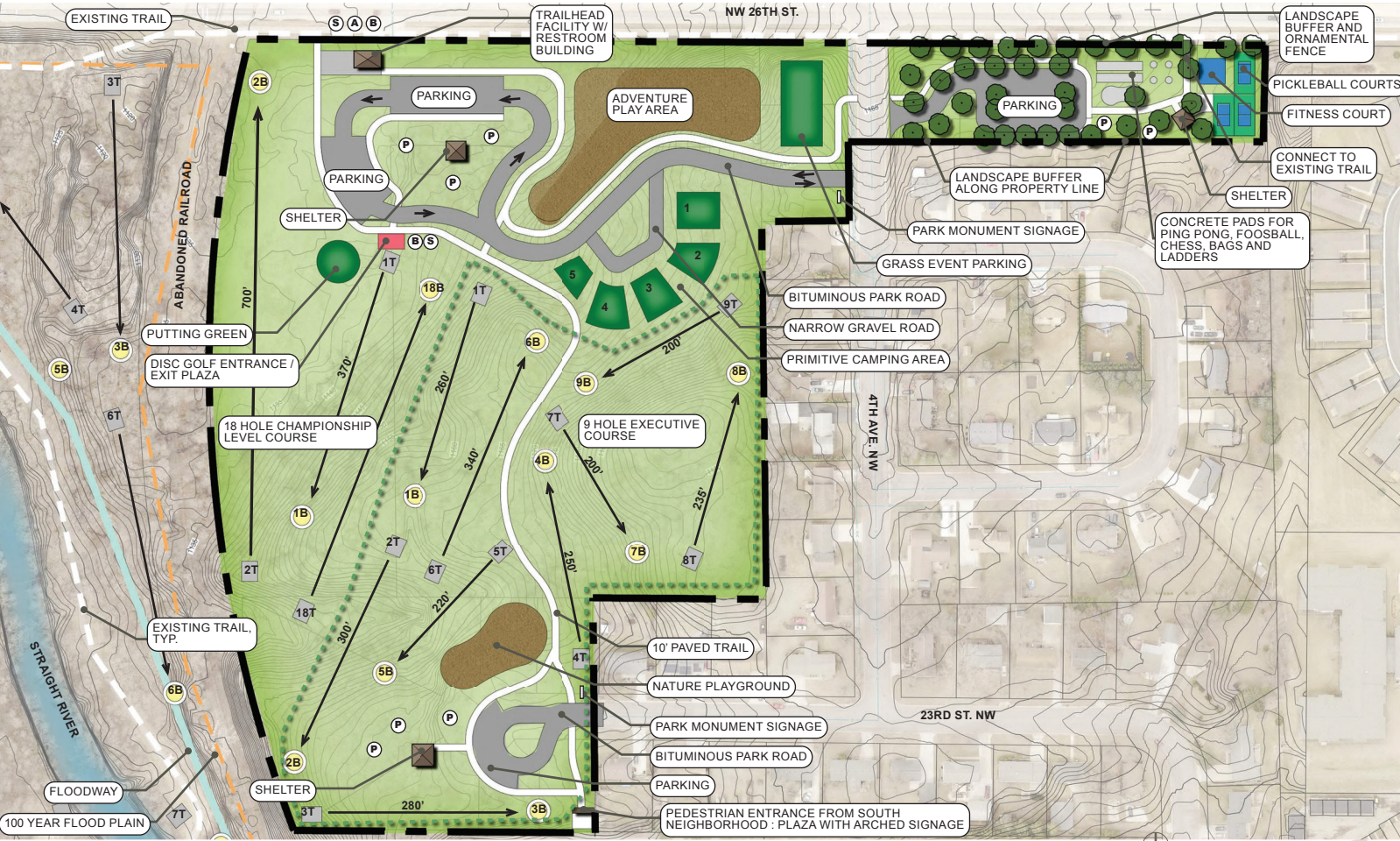
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Cashman Property Master Plan
Owatonna, Minnesota
March 9, 2023 | WSB Project number: 020458-000

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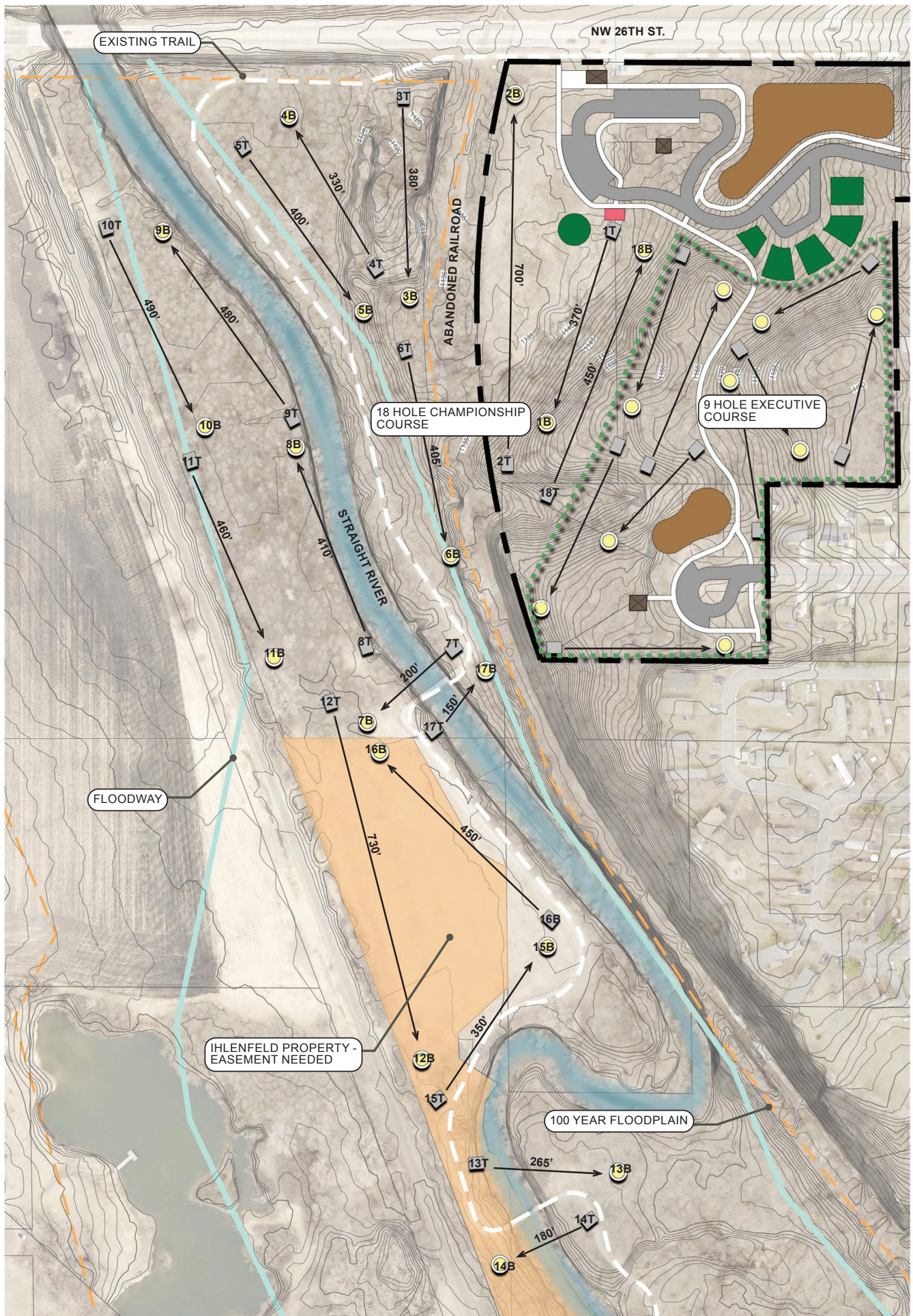
60'

120'

Scale in Feet

wsb

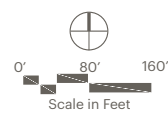
OWATONNA
PARKS, RECREATION
AND FACILITIES



Cashman Property Master Plan - 18 Hole Disc Golf Course

Owatonna, Minnesota

March 9, 2023 | WSB Project number: 020458-000



Owatonna Parks & Recreation Outdoor Rental and Use Policies

Thank you for choosing one of Owatonna's beautiful parks for your event! The City of Owatonna and the Parks & Recreation Department has implemented the following policies and procedures when renting or using any of the city's outdoor parks, green spaces, open-air or enclosed shelters. All renters and permit holders agree to the following rules when making a reservation.

To find the best park for you, try our Park Finder app: [Parks and Recreation Finder \(arcgis.com\)](https://arcgis.com)

Reservation, Payment & Deposit

- ✚ Payment is required at the time of reservation request
 - Reservations are complete only when paid. Tentative dates/reservations are not held
 - Fees vary based on location and do not include tax
 - Rental hours are considered an entire day, from 9 a.m. – 9 p.m.
- ✚ Damage Deposit is required at the time of reservation request
 - Payable by cash, check or credit card; processed at the time of reservation request
 - Returned deposits are processed five business days after the rental
 - Processing times vary from five days to three weeks
 - Open Air Shelter - \$50
 - Enclosed Shelter, Building or Kitchen - \$200
 - Large container alcohol – Additional \$50
- ✚ A rental provides users exclusive use of the shelter; the park remains open for public use
- ✚ Rental of Warsinski Chalet – a key must be picked up at the Parks & Recreation office before the rental. Renter is NOT permitted access before their scheduled time. The deposit will not be returned if the on-call employee is called to open or close the facility.
- ✚ Water keys are needed to fill large water containers at Brown Park, Gainey Park, Jaycee Park, Manthey Park Small and Owatonna Soccer Complex. Keys are mounted in a realtor box at the park; a code is provided upon request.
- ✚ Individuals picking up keys must be 18 years old, complete and legibly sign a Key Check-Out form, and show photo identification at the time of pick-up
- ✚ Renter/Permit Holder must have their receipt/permit on-site the day of the reservation
 - Any issues on the day of rental should be reported immediately by contacting Park & Recreation staff at 507-444-4321
 - In case of any emergency – Call 911

Policies & Regulations:

Cancellation or Change Policy

- ✚ Cancellations require a \$10 processing fee
 - 90-days before reservation – full refund (less processing fee)
 - 60-days before reservation – 50% refund (less processing fee)
 - Cancellation by City of Owatonna – full refund
 - All other cancellations – no refund
- ✚ Change requests must be made ~~60~~14 days in advance and granted based on availability

Alcohol – City Code Ordinance 91.02

- ✚ Glass containers are not allowed at any park facility

- ✚ Alcoholic beverages are not allowed at Central Park, Cashman Park, Kaplan's Woods Parkway, Archery Park on Elm, ~~Owatonna Soccer Complex (remove – we do not rent this space)~~, Sid Kinyon Courts (or any school property)
- ✚ Large container alcohol permits require a \$10 permit fee and an additional \$50 Deposit. MN State Statute 340 regulates against the sale of alcoholic beverages.
- ✚ No alcohol can be consumed on City of Owatonna premises by any person under the legal age
 - All guests must possess a valid ID if they plan to consume alcoholic beverages
 - Valid ID may be requested of any person(s) at any time during your event

Catering and Food

- ✚ Any sale of food (Event Permit) or use of concession stands or Food Truck used as a caterer (Park Permit) require appropriate permits and possibly additional deposits
- ✚ Concession equipment is NOT guaranteed to be in working order
- ✚ No cooking inside structures
- ✚ Rental/Use of Concession Areas may have additional fees and requirements

Dogs & Cats

- ✚ Animals must be on a leash within the city limits – City Code Ordinance 90.05
- ✚ Animal owners must remove any feces from park premises – City Code Ordinance 90.11

Music or Sound Amplification – City Code Ordinance 91.01-.06

Site Rules and Clean-up

- ✚ Expectations of renter/permit holder include (but are not limited to):
 - No staples or nails in tables, walls, trees or fixtures
 - No balloons in enclosed shelters
 - No cooking, grilling or candles inside shelters or buildings
 - No smoking in shelters
 - No fires set outside of designated fireplaces, grill sites or rings. (City Code Ordinance 91.03)
 - No confetti in any shelter or park
 - ~~No political signage or rallies~~
 - No staking of any tents/inflatables/etc. (Requires Park Permit)
 - Leave the facility in at least as good of condition as you found it
 - No driving on grass or turf of any kind
- ✚ Additional charges may be assessed if damage exceeds the deposit amount and may deny future permits/rentals.

Damage Deposits & Additional Charges (not an exhaustive list)

- ✚ Damage Deposits are not returned, additional charges may be incurred, as well as future rental privileges may be denied for the following conditions:
 - Not following stated rules within this policy or any other agreement
 - Not providing appropriate documentation
 - Staff is called to open or close the facility (not picking up the key)
 - Not returning key
 - Additional cleaning necessary outside of routine cleaning
 - Damage to the pavilion, park amenity or grounds
 - Not returning amenities to the original location

Special Requests, Amusements and Equipment – Additional Permits & Requirements

- ✚ Park Permits are required at least 30 days in advance
- ✚ Event Permits are required at least 60 days in advance
 - There may be additional fees & requirements incurred
 - No exceptions as to the minimum advance notice and requirements

Park Permit Request Requirements

- ✚ Recurring Events
 - Weekly or monthly events must pay for each event
- ✚ Exclusive use of space outside of the pavilion or open-air shelter
 - Pavilion rental required
 - ~~State detailed, specific use of the area~~ General description of use is required
 - No fires allowed outside of a provided fire pit, grill or fireplace
- ✚ Park Amenities
 - Only amenities currently located at the park/area are provided by the City
 - Picnic Tables, Trash Barrels, Restrooms, etc.
 - Additional needs must be rented from a rental company
 - ~~Picnic tables may be unlocked by request of the permit holder~~
 - Items may be moved within the park by the permit holder and must be returned to the original location (or loss of deposit + additional charges for labor to move items back)
- ✚ Insurance Certificates
 - A certificate of insurance must be turned in to the Park Department at least two weeks before the event, with the City of Owatonna named as additionally insured
 - Required for the use of bounce houses, inflatables, obstacle courses, dunk tanks or any other amusement items
 - Required for organized tournaments at ballfields
- ✚ Tournaments
 - Additional application and approval needed per tournament policy
- ✚ Staking
 - Staking requires prior permission and approval of the area
 - Permit holders must call Gopher One for ANY staking, regardless of size
- ✚ Rental Hours
 - Any requests outside of regular rental hours (9 a.m.-9 p.m.)
 - Requests for use between 11 p.m. and 6 a.m. will not be granted
 - Any requests to set up a day before or clean up the day after an actual rental requires a two- or three-day rental
- ✚ Amplified Sound
 - Any amplification outside of a small, personal speaker needs prior approval
- ✚ Cleaning
 - Requests for additional cleaning will not be granted, regardless of the use
 - Park areas are cleaned on a scheduled weekly rotation as well as before and after rentals
 - Park areas are expected to be in the same condition as before the rental
- ✚ Concessions
 - Use of kitchen area requires additional deposit, agreement
 - Sale of food items requires the permit holder to have a food or catering license

- ✚ Central Park Use
 - Stage use – person opening or closing must be approved/trained, or ~~\$XXX~~250 charge for park staff to open and close.
 - Sound system or tech person is NOT provided
 - Stage key is checked out per event
- ✚ Variance from any details in Park Permit may result in additional charges
 - Change requests must be made at least 14 days in advance and must comply with the policy
- ✚ Partnership Requests
 - Community-wide based events may request additional city service fees reduced or waived in exchange for recognition or services
 - Not all partnership requests may be granted
 - Activities must align with City and Department Mission, Vision and Values
 - Audience and community benefit expressly and specifically communicated

Event Permit Request Requirements

- ✚ Detailed event information includes:
 - Location(s)
 - Specific dates and times of set-up, event(s) and clean-up
 - Sponsoring organization, representative and contact information
 - Purpose for use
 - Audience
 - Use of any city property
- ✚ Needed for:
 - Fundraising events (5K, sale of items, etc.)
 - If activity prevents public use of a park, a pavilion rental fee may be required
 - Use of streets or parking lots
 - Use of city property for financial gain
 - Request for exceptions to city ordinances
 - Use of images in commercial media
 - Use of vendors
 - Use of any city property
 - Requests from more than one city department
 - Requests for exceptions to any city ordinance
- ✚ Approval process:
 - Administrative intake
 - Departmental approval
 - Park Board approval (if applicable)
 - City Council approval
- ✚ Partnership Requests
 - Community-wide based events may request additional city service fees reduced or waived in exchange for recognition or services
 - Not all partnership requests may be granted
 - Activities must align with City and Department Mission, Vision and Values
 - Audience and community benefit expressly and specifically communicated

Disqualification from Consideration of Permitted Use

- ✚ Previous activity of rental or park use disqualifying future use/rentals
- ✚ Activities not consistent with city ~~or department mission, vision or values~~ordinances

- Any outstanding fees or charges due to any City department
- ~~Activities likely to cause damage to the location~~

April 1, 2024



DATE: May 6, 2024

TO: Park Board Members

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

SUBJECT: Maintenance Update

Brooktree:

- Appreciating the much-needed rain!

Facility Maintenance:

- Found leak at water park and repaired, continuing to prepare for season
- Installed weight room floor at Law Enforcement Center
- Bids are due May 6 for HVAC projects at mechanic shop, fire hall and WHSC
- A few punch list items are still being completed for Council Chambers

Grant projects:

- Owatonna Foundation – Central Park Bandshell – grant submitted

Memorials & Donations (listed as they are installed & invoiced):

- Jill Pelovsky – Kaplan's Woods Parkway – general memorial to all
- Wally "The Riz" Risberg – Brooktree Golf Course
- Walbran – Central Park

Park Maintenance:

- Corky's Early Bird Tournament – was May 3-5, a lot of hours and work by the crew
- Lacrosse, Softball, Baseball and Soccer Fields are all in great shape, activities in full swing, Adult softball started April 25
- Mineral Springs waterfall is working after many years, the crew did some much-needed repairs
- Larvacide was done April 19 to all wet areas, standing water and retention ponds
- Seasonal mowers started April 22 for parks and golf
- Park Bathrooms were open April 8, drinking fountains will be soon
- Irrigation systems are being filled, tested and repaired to start the season
- Signs and giveaways were up for National Trail Day, April 27
- Application for DNR Deer Management Program was submitted

Permits:

- Park Permit – Disc Golf League Event – West Hills Campus – 7/13/2024
- Park Permit – Disc Golf League – Mineral Springs – Tuesdays April 30-August 20
- Park Permit – Lake Kohlmier – VIBES Sunrise Yoga – June 18, 6:30-7:15 a.m.
- Park Permit – Lake Kohlmier – VIBES Sunrise Yoga – July 23, 6:30-7:15 a.m.
- Park Permit – Mineral Springs – Graduation Party – May 10
- Event Permit – Kohlmier & Kaplans – Safety Camp – June 6 & 7

Projects 2024:

- Merrill Hall – asbestos removal and protection of floors has started, kick-off is May 6
- Lake Kohlmier & Dartt's Park gates are ordered, installation later this summer (backorder)
- Gainey & Morehouse restroom improvements are slated for May 13-17
- Brown Park Tennis Courts – will evaluate base before deciding approach for refurbishing/repurposing
- Installed seven shop overhead doors (6 at streets, 1 at park shop)
- Reviewing bids received for tuckpointing City Hall



TO: Park Board

FROM: Eric F. Anderson, Recreation Manager

DATE: May 6, 2024

SUBJECT: Recreation Division Update

1. Aquatics

- a. Spring Swimming Lessons
 - i. Parent Child through Level 2 and Private Lessons = 99 Registrations (All Sessions Full)
 - ii. No Level 3-6 lessons Provided: Owatonna Middle School Pool - under renovation
- b. River Springs Water Park
 - i. Opening = June 5
 - ii. Season Passes Sold as of 4/28/24 = 50 (122 Participants)
- c. Lake Kohlmier
 - i. Opening May 25

2. Brooktree

- a. Online Tee Times started the week of April 22nd
- b. Rounds Played through 4/28/24 = 1583
- c. Active Season Pass Holders = 300
- d. Golf Cart GPS Units Activated as of 4/30/24
- e. Golf Now – in the process of getting set up

3. Athletics/Youth and Adult Sports

- a. Youth Soccer Program
 - i. Season Started = Week of April 22
 - ii. 621 Registered/58 Teams/116 Coaches
- b. Summer Adult Softball
 - i. Season Started = April 25
 - ii. 31 Teams (16 Lower; 9 Upper; 6 Co-Rec)
- c. Summer Adult Bags Leagues
 - i. Season Starts = Week of May 27

- ii. 45 Teams (21 Competitive/24 Recreational)
- d. Filled remaining Youth Sports t-shirt sponsors - Gopher Sport sponsored remaining teams (exclusion of several t-ball & mini sluggers teams due due to shirts being ordered before sponsorship was submitted)
- 4. 50+ Programming
 - a. 3 Full Trips in April and May (85 registered)
- 5. Summer Programs
 - a. Starting Week of June 3 and June 10
 - b. Camps, Family Programs, Youth Sports
- 6. Summer Seasonal Employment
 - a. Few positions remaining to fill – Guest Services Lead, Program Lead, Guest Services
 - b. Positive/Encouraging Number of Lifeguards hired
- 7. Scholarship Assistance Fund Balance = \$23,411.25 as of April 22, 2024
 - a. Received a \$25,000 Grant from Cargill – not included in the Fund Balance