



PARKS & RECREATION BOARD MEETING
Monday, June 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 May 6, 2024 DRAFT
- 4. Persons Wishing to Appear**
- 5. Park Permits, Memorials and Donations**
- 6. Senior Update**
 - 6.a. May Senior Update
- 7. Old Business**
- 8. New Business**
 - 8.a. Summer updates
 - 8.b. 2025 Budget
 - 8.c. Community Center update
- 9. Communication**
- 10. Adjournment**

**MINUTES - UNAPPROVED
OWATONNA PARK AND RECREATION
REGULAR PARK BOARD MEETING
MAY 6, 2024
4:30 PM**

Members Present:

Chair:

Vice Chair: Gina McGuire

Secretary: Sara Baird

Board Members: Tyler Cochran, Nan Silkunas, Eileen Wohlenhaus, Jonathan Douglas

Members Absent:

Jon Thiel

Staff Present:

Jenna Tuma: Director

Tricia Notch: Administrative Coordinator

MJ Knudson: Administrative Coordinator

Eric Anderson: Recreation Manager

LOCATION: Council Chambers Conference Room

OPENING BUSINESS

A. Call to Order at 4:30 pm

B. Roll Call:

APPROVAL OF THE AGENDA

Motion by Sara Baird to approve the May 6, 2024, Park Board Meeting Agenda and second by Jonathan Douglas. All members voted aye.

APPROVAL OF THE April 1, 2024, MINUTES

Motion by Tyler Cochran to approve the April 1, 2024, Park Board Meeting Minutes 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.

Mike Jindra & Brian Gustafson were present on behalf of Disc Golf. Brian has been playing disc golf for 50 years. Mike has run the leagues for the past 13 years. In 2016 they brought up having Disc Golf at Cashman Park due to so many people playing and they would like to expand. They would like to use

local sales tax to incorporate this into Cashman Park. Mike commented the community is asking how they can help contribute to make this happen. Jenna commented a lot of steps are going in the right direction, and there have been huge milestones along this process. The location must have regional significance in order for this to happen, she also noted their hard work is paying off. It is our recommendation as staff to get the entrance road and parking lot done first.

PARK PERMITS, MEMORIALS AND DONATIONS

See Park Maintenance Division Report for more details

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.

Park Permits:

Disc Golf League Event - West Hills Campus – July 13, 2024

Disc Golf League at Mineral Springs, Tuesdays April 30-August 20

VIBES Sunrise Yoga at Lake Kohlmier – June 18 & July 23 6:30-7:15 a.m.

Graduation Party at Mineral Springs Park – May 10

Event Permits:

Safety Camp at Lake Kohlmier and Kaplan's Park – June 6 & 7

Motion by Gina McGuire to approve the park permits and seconded by Sara Baird. All members voted aye.

OLD BUSINESS

- Park Memorial Rock Garden
 - Eileen suggested the location of the rock garden to off of State Street, there is a small driveway across the street from the rain garden.
 - Kaplan's was also a recommendation. Staff will come up with a couple of options and work as a group to move forward with the memorial rock garden.

NEW BUSINESS

a. Election of Officers & Roles for Park Board

Tyler Cochran nominated Jon Thiel for Chair. Sara Baird nominated Gina McGuire for Vice-Chair. Tyler Cochran nominated Sara Baird for Secretary. There were no other nominations after asking three times, nominations were closed. All members present voted aye.

The 2024-2025 positions are Chair: Jon Thiel, Vice Chair: Gina McGuire, Secretary: Sara Baird.

- b. Community Center update – Jenna gave a PowerPoint presentation on the focus areas for facilities including a Public Safety Center and Community Center. The City is working in partnership with ICS and the Facilities Steering Committee has been meeting for the past year and a half. A task force for each large project will formulate and an application process will be available for interested parties.
- c. New Park Property – Jenna discussed each of the three handouts:
 - a. Cashman Park/26th Street
 - i. Transfer from Steele County, no fee, no direct access to 26th Street, park of Cashman Park
 - b. Cherry Street/Mineral Springs Parking lot
 - i. On the City Council agenda this week to ask for a motion to move forward with negotiations and purchase it.
 - ii. Split residential lot, provide overflow parking to Mineral Springs, and added value to the Brooktree expansion.
 - c. Cherry Street/Brooktree House
 - i. House is located across from Brooktree, it is a key lot to expand Brooktree parking, closed the last week of April, will be a demo house for possible training for the police department.
- d. Outdoor Rental and Use Policy update

Approval of the Outdoor Rental and Use Policy updates, a motion was made by Nan Silkunas, seconded by Tyler Cochran.

SENIOR UPDATE

There was a handout at the meeting, Eric explained there are scholarships given to Seniors which is indicated on the sheet.

6. COMMUNICATIONS

- a. Maintenance update
- b. Recreation update

Jonathan Douglas announced his family is growing and he needs to balance his volunteer commitment with the Park Board.

Announcements

In the News

Owatonna Live Straight Talk

Actions Requested from past meetings

ADJOURNMENT:

Motion by Eileen Wolenhaus, and second by Jonathan Douglas to adjourn the Park Board Meeting at 5:50 p.m. All members present voted aye. The next board meeting is June 3, 2024, at 4:30 p.m. at the Charles S Crandall Conference Room.



Updates for West Hills Social Commons

Date: 5/31/2024

Prepared By: Thomas Gorycki

Current Membership: 262

Scholarships Given for 2024: 6 people = \$240 (without tax)

Scholarship Given in May: 0 people

SPI Scholarship Account Balance: \$607.60

Special Notes:

- The fall and winter programs have been finalized, and we are adding several new activities, including volunteer opportunities and free and paid programs.
- We had our first Paint by Numbers and received great feedback. The group liked the activity and gained some valuable information to make it even better next time.
- The Coffee Conversations Schedule has been updated to be more consistent with a standard time of 11:30-12:30. We have received feedback about timing and location and picked a team that works best in the existing program schedule to allow for the greatest participation.
 - During our last meeting, we discussed decor and pulled out some wall art that used to be in various rooms. Several items did not fit the senior theme we are aiming for and will be donated.
 - July 12, 11:30 -12:30 – Topic Summer / Fall programs for 2025
 - September 9, 11:30 -12:30
 - November 8, 11:30 -12:30
 - January 6, 11:30 -12:30
 - March 14, 11:30 -12:30

Highlighted Trips:

- Gaze at Eagles River boat cruise 6/8/2024
- 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



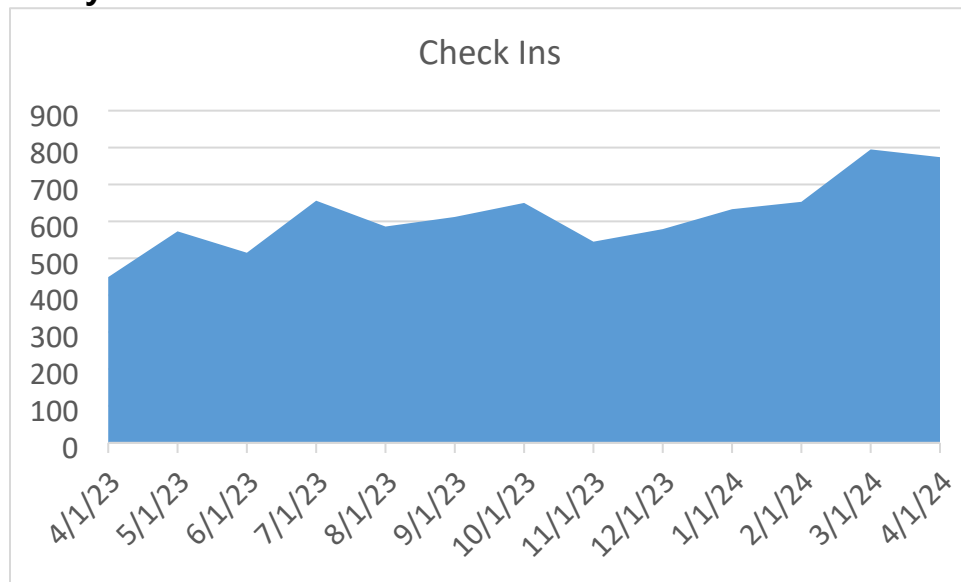
- State Fair Trip- 8/26/2024
- Amish and Buggy Trip- 9/14/2024 (Diversity Focus)

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	653	261	20
03-March	3	505	329	795	466	142
04-April	22	563	449	774	325	-21
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

