



PARKS & RECREATION BOARD MEETING
Monday, August 5, 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 June 2 2024 Draft
- 4. Persons Wishing to Appear**
- 5. Park Permits, Memorials and Donations**
- 6. Senior Update**
- 7. Old Business**
 - 7.a. Community Center updates
 - 7.b. Park closing - new hours
- 8. New Business**
 - 8.a. Rec on the Go
 - 8.b. Merrill Hall Tour
- 9. Communication**
 - 9.a. Park Maintenance Update
- 10. Adjournment**

**MINUTES - UNAPPROVED
OWATONNA PARK AND RECREATION
REGULAR PARK BOARD MEETING
JUNE 2, 2024
4:30 PM**

Members Present:

Chair: Jon Thiel

Vice Chair: Gina McGuire

Secretary: Sara Baird

Board Members: Tyler Cochran, Nan Silkunas

Members Absent:

Eileen Wohlenhaus, Jonathan Douglas

Staff Present:

Jenna Tuma: Director

MJ Knudson: Administrative Coordinator

Greg Kruschke: Community Development Manager

Ashley Zidon: Planning Specialist

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 June 2, 2024, Park Board Meeting Agenda and second by Tyler Cochran with the addition of the Comp Plan. All members voted aye.

APPROVAL OF THE April 1, 2024, MINUTES

Motion by Tyler Cochran to approve the May 6, 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.

None

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.

None

OLD BUSINESS

- Comp Plan update
 - Greg handed out information for public input that board members can share. He also reviewed trends, talked about locations of new parks, trail connections, community center and goals. The next phase will be to gather information to complete a draft plan through June. To view and comment visit Owatonna.gov/imagine2050.

NEW BUSINESS

- a. Summer updates
 - a. River Springs Water Park opening, staff onboarding and training, Safety Camp partnership this week, Tennis & Pickleball Center (TPC) changes will come at the end of Matt's current contract. Staff will manage day-to-day operations at the TPC and Matt will contract for lessons and programming.
- b. 2025 Budget
 - a. Budgeting is fairly lean, the goal is to maintain staff and facilities, and complete planned maintenance. This year, Gopher Sport donated a trailer and equipment for Rec on the Go.
 - b. CIP Projects (if funded): Playground at Mineral Springs (oldest in system), update Sport Courts and River Springs Water Park repairs.
 - c. Fees Manual update is coming soon, and will be updated twice annually.
- c. Community Center update
 - a. The survey and Task Force application is currently live and on the website. There will be about 18 total people on the task force which is set to begin around July 7th. The commitment will be about 12-18 months. Tyler Cochran expressed interest as a Park Board member to be part of the Task Force. Sara Baird also expressed interest but not sure about the time commitment. Nan Silkunas asked about sitting in and rotating when needed.

SENIOR UPDATE

Gina asked about the increase in report numbers and if it was due to the facility being open five days a week and/or the fact that members badge in.

6. COMMUNICATIONS

- a. Jenna Tuma – Great River Greening is partnering with Parks and Recreation for about 1 Million dollars worth of trees, maintenance and education. There will be a TPL (Trust for Public Land) presentation on June 18 to City Council for entering into an agreement with Chad Lange. After TPL purchases the land (approximately \$480K), it would be gifted to the City. The City purchased the Cashman lots from the county, which adds a small amount of acreage.
- b. Maintenance update – there was a handout
- c. Recreation update – there was a handout

Announcements

In the News

Owatonna Live Straight Talk

Actions Requested from past meetings

ADJOURNMENT:

Motion by Sara Baird, 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 July 1, 2024, at 4:30 p.m. at the Charles S Crandall Conference Room.



DATE: May 21, 2024
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
Eric Anderson, Recreation Manager
SUBJECT: Donation to Rec and Go Program - Gopher Sport

Purpose:

Requesting City Council approval to accept \$15,500 and equipment donation from Gopher Sport to be used towards the Rec On the Go Program.

Background:

The Rec On the Go Program was introduced in 2017 as a summer weekend activity. It expanded into a small program in the summers of 2018 and 2019; however, it was put on hold in 2020 due to Covid-19. The program is set to return as an annual program for the summer of 2024. It brings recreation, programs, and activities to neighborhoods during the summer.

Although popular, the program faced barriers such as a lack of efficient transportation for the equipment throughout the community and a shortage of necessary equipment, which required staff to borrow from other programs, limiting availability.

The 2024 plan aims to incrementally eliminate these barriers through future year's budgets. This winter, an opportunity arose when Gopher Sport contacted the city expressing interest in becoming a community partner. They initially donated \$10,000 to the Youth Scholarship Assistance Fund and are seeking a longer-term, more significant partnership. The staff explored opportunities with Gopher Sport and agreed to focus on supporting the 'Rec On the Go' program. Gopher Sport is offering funds to purchase a fully partnered branded wrapped enclosed trailer, along with the needed program equipment. This will help reduce the barriers to delivering this program!

Budget Impact:

The donation supports the 2024 Recreation Operating budget. It would eliminate the need for a future request to purchase a trailer and reduce the effects on equipment purchases. The trailer would be included in the Recreation Department Vehicle Replacement Fund (VRF) plan for future replacement.

Staff Recommendation:

Staff recommends approval.

Attachments:

None





DATE: July 1, 2024

TO: Park Board Members

FROM: Jesse Wilker, Maintenance Manager

Mary Jo Knudson, Administrative Specialist

SUBJECT: Maintenance Update

Brooktree Maintenance:

- Closed several days due to flooding in June, has recovered well

Park Maintenance:

- Weed cutting at Lake Kohlmier took place June 19-21. Fifteen loads of weeds were removed.
 - This follows DNR permit regulations annually
- Flood clean-up is complete and back to pre-flood condition
- Four arrow stop-screens were installed (5 total)
- The Lake Kohlmier north bank pollinator area was mowed down the week of July 8 due to an excessive number of weeds. It needed to be mowed before the weeds seeded out. We are working on a plan to make that area easier to take care of while still being a pollinator area.
- Mosquito spraying was done for a second time July 10 and 11 (entire city). Larvacide was put in all standing water and retention ponds to help stop the hatching of new mosquitoes.

Permits:

- Event Permit – SCFF

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

- None

Projects 2024:

- Park gates installed at Dartt's and Lake Kohlmier

Grant projects:

- None