



PARKS & RECREATION BOARD MEETING
Wednesday, September 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 August 5, 2024 DRAFT
- 4. Persons Wishing to Appear**
- 5. Park Permits, Memorials and Donations**
- 6. Senior Update**
 - 6.a. West Hills Social Commons Senior update
- 7. Old Business**
 - 7.a. Update on Community Center
- 8. New Business**
 - 8.a. Proposed CIP List
 - 8.b. Review 2025 Budget
 - 8.c. Parks & Recreation Director position update
 - 8.d. Lake Kohlmier 2025 Beach Hours
- 9. Communication**
- 10. Adjournment**

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

Members Present:

Chair: Jon Thiel

Vice Chair: Gina McGuire

Secretary: Sara Baird

Board Members: Nan Silkunas, Eileen Wollenhaus, Tyler Cochran

Members Absent: Jonathan Douglas (?)

Staff Present: Jenna Tuma, MJ Knudson, Eric Anderson

LOCATION: Council Chambers Conference Room

OPENING BUSINESS

A. Call to Order at 4:31 pm

B. Roll Call:

APPROVAL OF THE AGENDA

Motion by Gina to approve the August 5, 2024, Park Board Meeting Agenda and second by Tyler. All members voted aye.

APPROVAL OF THE June 2, 2024, MINUTES

Motion by Tyler to approve the June 2, 2024, Park Board Meeting Minutes, including email discussion regarding recommendation of park closing times, and second by Sara. 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 – None this month.

7. OLD BUSINESS

- A. Community Center Update – ICS has been working on a microsite for the Owatonna.gov website. The kickoff for the Task Force will be in September. July was too difficult to get the whole group together. Added to the Task Force are representatives from Owatonna Schools, Owatonna Chamber & Tourism and Steele County.
- B. City Code Section 91.01: Recreation and Leisure, General Park and Beach Regulations, Closing Hours – Park Closing hours changing to 10 p.m. was recommended by Park Board members via email. The ordinance will become effective upon approval after a second reading (August 7 City Council) and publication to be requested for August 10, 2024.
 - a. Jenna explained this is the first step in reviewing many of the ordinances and City Code relating to Parks & Recreation. There are several that are outdated or even obsolete. The hours were a good starting point, as several other ordinances refer to this section.
 - b. Nan expressed concern and recommended/requested review of consequences for people sleeping on park benches, etc. That will be a question/review for PD.

NEW BUSINESS

- A. Rec on the Go has gotten a reboot. Gopher Sport has donated money for the enclosed trailer and has supplied the contents for the program. Gopher and the City have comingled brands on the wrap of the trailer. The goal of the program is to provide recreation opportunities for those areas that aren't being served or are underserved. Staff will lead activities at the sites. There are four initial dates set.

Another trailer was purchased in December and is being used for athletics. It provides many efficiencies for transport and storage of equipment.

- B. A behind the scenes tour of Merrill Hall was led by Jenna, pointing out work that had been updated and who will occupy what space in the building. The building will house Little Theater Owatonna and Wee Pals Daycare.

SENIOR UPDATE

None

6. COMMUNICATIONS

- A. Maintenance Update – Brooktree grounds recovered well after the June flood. Weed cutting at Lake Kohlmier took place June 19-21. Four arrow-stop screens were installed at the Archery Park (5 total now). The Lake Kohlmier pollinator area was mowed down the week of July 8, due to excessive weeds. We are working on a plan with Ramy turf and local pollinator experts to possibly turn this area into an "Adopt-a-Park". They could come forward with a plan, and the city would help, if feasible. Mosquito spraying was done city-wide for the second time this year. The park gates are installed at Dartt's and Lake Kohlmier.

- B. MJ reviewed some of the items that can be found on the Parks, Trails and Natural Resources webpage.
- C. Tyler asked about NotifyMe for trail closures and that he did not get one last week when the trail closed temporarily. MJ responded that we are working out that process for the future and she will be trained in how to send those out.
- D. Nan introduced the topic of Safe Routes to Schools and how that partners with trails and an October grant round. She is one of nine people trained state-wide for Comprehensive School Physical Activity Program with the Department of Education. This is to help school districts increase their physical activity.
- E. Sara mentioned the closing at Lake Kohlmier needed more adequate signage. MJ and Jesse will look into this.
- F. Nan mentioned Rainbowatonna may be coming forward with a request to consider exclusive use areas.
- G. Jenna reviewed discussion from Brooktree's Listening Sessions. Fees, and better customer service were requested. People are happy about the food and beverage. Leagues have some issues that we need to correct. Kurt's last day was July 30.
- H. Tyler is requesting an overview or presentation of Adapted Recreation at the September meeting. Eric will look into making this happen.

Announcements

In the News

Owatonna Live Straight Talk

Actions Requested from past meetings

ADJOURNMENT:

Motion by Nan, and second by Eileen to adjourn the Park Board Meeting at 5:23 p.m., prior to the tour of Merrill Hall. All members present voted aye. The next board meeting is September 4, 2024, at 4:30 p.m. at the Charles S Crandall Conference Room.



Updates for West Hills Social Commons

Date: 8/29/2024

Prepared By: Thomas Gorycki

Current Membership: 293

Scholarships Given for 2024: 8 people = \$320 (without tax)

Scholarship Given in June: 1 people

Scholarship Given in July: 1 people

SPI Scholarship Account Balance: \$521.70

Special Notes:

- We are now selling prorated memberships for 2025.
- Next Coffee Conversations will be on September 9th from 11am to Noon
- Wrapping up the planning of programs going through the summer of 2025 using feedback from seniors during the last coffee conversations

Highlighted Trips:

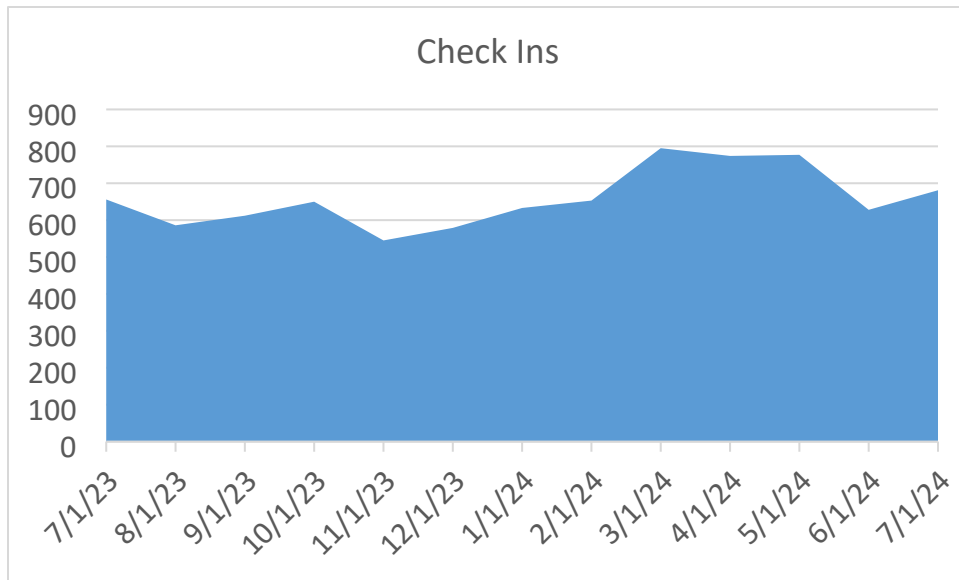
- Amish and Buggy Trip- 9/14/2024 (Diversity Focus)
- Fall Train Ride – 9/26/2024
- Fall Sightseeing River Boat Cruise – 10/15/2024
- Book of Mormon 12/15/2024

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-Janurary	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	777	204	3
06-June	342	463	515	628	113	-149
07-July	427	425	656	681	25	53
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
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Grand Total	35294.21
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