

### Meeting Minutes: Owatonna Park Board

**Date:** January 9, 2018

**Location:** Senior Place

Board Members	Present	Absent	Others Present, Staff	Others Present, Guests
Judd Dingmann, President	X		Corky Ebeling, Director	
Lee Kostelecky	X		Tim Truelson, Recreation Manager	
Pat Fails	X		Dani Bakken, Recreation Supervisor	
Angie Malo, Secretary		X	Jesse Wilker, Bldgs and Grounds Sup.	
Karina Garcia	X			
Greg Louis	X			
Laura Dalland, Vice Chair	X			

Topic/Item	Summary of Discussion	Action
Items previously disseminated	Correspondence (incoming): Minutes (unapproved): OTA – Dec 11 Park Permits: Owatonna Polar Plunge Event Permits: Spay & Neuter Clinic – Jan 6, April 14, July 7, Nov 10 Chili Cookoff – Jan 27 Polar Plunge – Jan 27 Pub Crawl – Jan 31 Jim Gleason Benefit – March 3 Ice Golf – Feb 3 Other:	
Call to Order	Meeting called to order at 4:30 p.m.	
Approval of Agenda		Motion – Karina Second – Pat Approved
Approval of Minutes	December 11, 2017	Motion – Laura Second – Greg Approved
Persons wishing to appear	None	
Park Permits	a. January 27- Polar Plunge b. January 20 – Central Park Wedding	Motion –Pat Second – Karina Approved

Staff Reports	<p>a. 2016-2017 YTD Budget through December 31, 2017  Tim reported that there were some transfers into wrong accounts as well as a billing still coming in from adult recreation.  Youth recreation we were \$68,000 over due to an accounting issue that Tim is working on with finance.  Final numbers for 2017 will be available by March.</p> <p>b. Staff Report- Therapeutic Recreation  Dani highlighted the TR programs: Life club, Night club, Teen club, Leisure swim, inclusive recreation, and Friday camp (summer). Trips are very popular and well attended. Dani has connected with the group homes and is working closely with them on registration. She is utilizing our registration system more to keep a closer count on numbers. She also has listed in her report her long term and short term goals.  Greg wanted to know the current number of members. Dani said there are 61 members as of the membership night last week. There are others who attend drop in nights that are not members. Membership dues are \$48 per 6 months. Scholarships can be utilized for both youth and adult memberships, trips and programming. The scholarship accounts are healthy at this time. Greg asked where we get the money in the scholarship account. Tim said we get the money from the early bird tournament, washer board tournament, meat raffle, other memorials and individual donations etc. Lee asked if there is a certain amount that can be in our account. We file with the IRS as a non profit and hold the 501 c 3 status so we can have \$25,000.</p> <p>c. Staff Report- Youth Recreation  Tim passed out a report and reviewed numbers and budget. Numbers are up from 2017 compared to 2016. He highlighted our volunteers, sponsorships, partnerships, and special events that come out of the youth budget.  Lee wanted to know the fees for each program and how that compares to other communities. Tim said that the fees are comparable to other communities. Fees range from \$35-\$45 per program. Hockey is a little more (\$75) due to ice time and hockey association involvement. Greg pointed out the increase in tennis lessons. Tim said the numbers were due to the time frame when we did not have a tennis pro and others stepped in to run lessons. Then we hired Kelly Baker and he has done a great job in creating new lessons and programs.</p> <p>Morehouse Chalet is now open for skating. Bonfires on Saturdays.  Archery Range is closed as of Monday and will open in the Spring.</p> <p>d. Jesse- There was water main break today which closed the fitness center and Sr. Place.  His crew is working on an office addition at City Hall, an office at Velve Hall for Big Brothers, Big Sisters, and a remodel of the fitness room at the LEC.</p>	<p>Corky reviewed</p> <p>Dani Bakken reported</p> <p>Tim reported</p> <p>Jesse Reported</p>
Unfinished Business	<p>a. Inclusive playground, Miracle Field - finished the website and portfolio. They are in full fundraising mode. If you know of a company that would like a presentation, let Tim know. On</p>	<p>Tim reported</p>

	<p>March 17 they are working with the washerboard tournament for a fundraiser. Tim will send out the link for the new website soon.</p> <p>b. National Park Service Grant- Kris gave us the go ahead with a grant. We will schedule our next meeting in mid February after Max Galaxy is up and running. If we do not get done this year we can file for an extension. We would like to get as much information down in writing before people retire.</p> <p>c. Maintenance Manager Position- (Park Director) They did Interviews a few weeks ago and declined all. Internal interviews for 3 people tomorrow.</p>	
New Business	<p>a. New Software- Tim, Nikki and Eric have met and had a few trainings. Website for the new on line registration system is almost ready and will be sent out all current customers to set up new accounts. We will go live February 15 and registration begins February 22.</p> <p>b. New SeniorPlace hours- Dani reported they are trying to get the younger seniors in with the new hours. They will be open 8 am-8 pm Monday-Friday, 9-4 Saturdays, 8-12 noon on Sundays. They will start programming soon with the new hours. These new hours will run from Labor Day to Memorial day. In the summer, hours will go back to Monday-Friday from 8 am-4 pm.</p> <p>c. New city website- The new website will go live in May 2018. We are currently working on cleaning up our current website to make the transition easier.</p> <p>d. 2018 Calendars- these were distributed to all park board members</p>	
Board Questions/Comments	<p>Greg- none Karina- none Laura – none</p> <p>Lee- Brooktree 2018 fees: Lee noticed they added a new young adult category. If you are 26-32 you should be considered an adult. Lee doesn't think we have too many people who fall in the new age group of 26-32. Corky explained that himself and MJ took the suggestions from last meeting and changed some fees, but did not add a new category, just changed the names. Corky said they did this to try to increase this age group memberships instead of this age group getting punch cards. Memberships are down nationwide. Laura wanted to know why we went from age 30 to 32. Corky said some area membership are age 35 but we didn't want to make that big of a jump so they split the difference and went with age 32. Corky said we want to try marketing to this age group to get them hooked when they are younger. Lee said he talked to a 31 year old that was surprised that he could get a golf membership for a lot less than a Senior. Judd said the younger kids that had memberships in 2017 did not play the rounds to make it worth it. Lee would like to see them stay with the punch cards. Corky said that kids age 26 don't have much money as they are just coming out of college. The goal is to get them hooked with something to do that is not too expensive. Minneapolis has closed several golf courses, as many people are not choosing to golf. You cannot cut staff or labor as we are in bare minimum already.</p> <p>Lee wants to raise green fees. Corky said we are in the top third in comparison for green fees. Lee would like to see these raised as we have not raised them in 9+years. Corky said the quality of Brooktree is much better than the other area golf courses. Corky said our events from last year were</p>	

	<p>good and successful but then members get frustrated because they cannot get on the course. Food/beverage is a revenue builder if you can make it go. Location makes a difference as well.</p> <p>Judd- Read an article about golf and said it is profited by events. You need to run several events to be successful. Is the tennis center open with the water main break? NO 😊</p> <p>Pat-Pat wants to know how Dani supervises the TR programs. Dani said they have leaders – herself and 1 per group as well as an aid. They clients staff also attends regularly. Laura clarified that the group home staff stays with the clients they bring along.</p>	
Adjournment	Adjourned at 5:50 pm	Motion – Laura Second – Pat Approved
Dates to Remember	<p>January 26-28 – Winter Weekend out</p> <p>February 10- Winterfest at Brooktree</p> <p>February 13- Spring Brochure out in the Owatonna People’s Press</p> <p>February 22- Spring registration begins</p>	
Next Meeting	February 12 4:30 PM – Council Chambers	