

Meeting Minutes: West Hills Commission

Date: July 6, 2021

Location: Owatonna Arts Center

Board Members	Present	Absent	Other Attendees	Present	Absent	Others Present
Jan Tippett, Chair	X		Staff: Mary Jo Knudson	X		
Nancy Vaillancourt, VC	X		Staff: Aaron Fitzloff	X		
Kristy Thiel, Secretary		X	Tenant Rep: Pete Connor	X		
Dan Gorman	X		Museum Rep: Anne Peterson	X		
Arlan Burmeister	X		OAC: Silvan Durban	X		

Topic/Item	Summary of Discussion	Action
Call to Order	Called to order at: 12:00 p.m.	Jan
New Member	Welcome to Arlan Burmeister, newest commissioner	Jan
Approval of agenda	Approval of July 6, 2021 Agenda	Stand as approved
Approval of minutes	Approval of April 6, 2021 Minutes	Motion: Dan Second: Nancy Approved
Persons Wishing to appear	None at this time	
Permits to approve / Events at West Hills	Big Brothers/Big Sisters picnic	Motion: Nancy Second: Dan Approved
Museum Board Report	City mandates lifted in May. Museum opened May 1 st . Many visitors from throughout the U.S. including several children and grandchildren of State Schoolers. Two new volunteers. A couple of small tours coming up this month.	Anne
Building & Grounds Report	Council Chambers – see discussion in Unfinished Business Dumpster Screens – One of three is complete. Three dumpsters have been moved to one at the carpenter shop. Two more screens are going to be built at Merrill and West Hills Social Commons. Velve and West Hills Social Commons have	Aaron
Owatonna Arts Center Report	OAC is hosting sculptor Janet Moline, with an exhibition opening June 14 th from 4:30-7:30. Classes and events are starting again, concerts coming soon.	Silvan
West Hills Tenant Report	No issues.	Pete
Unfinished Business	City Council Chambers remodel – (AF) Planning stages. Last meeting presented budget for all options. Removal of stage is still an option. Possible vestibule outside. Working with Wold for planning and presented several options. (DG) Main concern is appearance from outside of the building. Purpose of the remodel is to accommodate larger groups at council meeting in addition to a larger meeting space to provide more purpose to the space. All would be open to the public. Discussion was held regarding stage removal and usefulness of the stage. Tours are not brought to see the stage. (JT) Asked about upcoming dates. (AF) Staff will meet regarding next steps.	Aaron & Dan
New Business	Silvan commented OAC rents space in front of their location. They are required to have a rain plan. Jan – concern of returning grounds to	MJ - reviewed

	<p>Silvan – alcohol requirements Arlan – procedure similar to park Pete – recommend something similar to Event Permit Commission agreed park & city policies would apply.</p>	
Comments	<p>Nancy – Thanked Dan for representing WH Commission with council remodel. The decorative archway would be nice to keep.</p>	
Adjournment	<p>Meeting Adjourned: 12:54 p.m. Next meeting October 5, 2021 at Owatonna Arts Center; lunch provided by: Nancy V</p>	<p>Motion: Nancy Second: Arlan Approved</p>