

Meeting Minutes: Owatonna Park Board

Date: May 11, 2020

Location: Microsoft Teams Meeting

Board Members	Present	Absent	Others Present, Staff	Others Present, Guests
Andi Arnold		X	Jessica Abrahams, Administrative Technician	
David Christianson	X		Tim Truelson, Recreation Manager	
Nicholas Elsner, Vice-Chair	X		Troy Klecker, Community Development Director/Parks and Recreation Interim Director	
Angie Malo, Secretary	X		Mary Jo Knudson, Recreation Supervisor	
Jonathan Thiel	X		Jesse Wilker, Parks Manager	
Greg Posch, Chair	X		Eric Anderson, Recreation Manager	
Jonathan Douglas	X		Dani Licht, Recreation Supervisor	
			Dani Bakken, Recreation Supervisor	

Topic/Item	Summary of Discussion	Action
Items previously disseminated	Correspondence (incoming): None	
Call to Order	Meeting called to order at 4:30pm	
Roll Call	Andi Arnold - Absent Angie Malo - Present David Christianson - Present Jonathan Douglas - Present Jonathan Thiel - Present Nicholas Elsner - Present Greg Posch - Present	
Approval of Agenda	A motion was made by Nicholas Elsner to approve the agenda with a second by Angie Malo. With a roll call vote, all members present voted aye for approval.	
Statement Reading	Troy Klecker read the Meeting Determination issued by City Administrator Busse on March 20, 2020 requiring meetings not be held in person during the current state of emergency because of COVID-19 concerns. This meeting was a virtual TEAMS meeting accessible by calling 507-242-3225 and entering the Conference ID: 773 516 679#. All participants are attending virtually, board members present are Angie Malo, David Christianson, Jonathan Douglas, Jonathan Thiel, Nicholas Elsner, and Greg Posch. Park and Rec staff present include Troy Klecker, Tim Truelson, Eric Anderson, Jesse Wilker, Jessica Abrahams, Mary Jo Knudson, Dani Licht, and Dani Bakken.	
Approval of Minutes	April 13, 2020 Jonathan Thiel made a motion to approve the minutes with a second by David Christianson. With a roll call vote, all members present voted aye for approval.	
Persons wishing to appear	None	
Park Permits	a. May 29 & 30 – Drive-In Movie at River Springs b. June 6 – Choice Tech Academy Graduation at Dartts Park Parking Lot c. June 20 – Wedding at Kohlmier Island	

	<p>A motion was made by Jonathan Douglas to approve the park permits with a second by Angie Malo. With a roll call vote, all members present voted aye for approval.</p>	
<p>Staff Reports</p>	<p>a. 2019 and 2020 YTD Budget through April 6, 2020 – The 2019 budget has been finalized and the department came in under budget. This year’s budget will be hard to monitor. There will be a shortage on revenues but there will also be some savings on expenditures. At this point we are expecting a shortfall and trying to manage it as best we can. We furloughed three part-time recreation staff at the beginning of May until further notice and have not hired any seasonal staff. The 2021 budget is a big concern for City Council and the staff due to the state of the economy. State budget losses may be pushed down to local governments and there may be a cut in Local Government Aid, which is typically \$3 to \$4 million dollars in state aid. The City is looking at ways to save on expenditures and have also furloughed part-time Library staff and have offered an early retirement option. Angie Malo asked if we need to adjust staff at Brooktree to help maintain the course. She’s concerned that more foot traffic might produce more wear and tear on the course, and she’d like it to remain in the best shape possible. She believes there will be more people golfing this summer and she’d like to show them what a great course it is and hopefully have them return in subsequent years. Troy clarified that we could only increase maintenance staff as the clubhouse staff is contracted out. We can add maintenance staff if it becomes too much for the current staff to handle. Angie also asked about the availability of carts and if it’s been an issue. Staff will contact Tom and see if he thinks we need to rent more carts. Angie was also concerned about walkers holding golfers up with the course being so busy. David Christianson didn’t think it’s walkers that hold things up, but more related to play-level. Mary Jo stated Tom has the ability to track how long the rounds are taking and doesn’t believe it should be too much of an issue with the additional required minutes between tee times.</p> <p>b. Therapeutic Recreation Report – Dani Bakken reviewed the Therapeutic Recreation handout provided to board members. Angie Malo asked what the plans are for Friday Camp this summer. Dani reported that no decision has been made for summer programming. Eric Anderson also stated they are looking at alternatives and modifications for Friday Camp.</p>	<p>Troy Klecker reported</p> <p>Dani Bakken reported</p>
<p>Unfinished Business</p>	<p>a. Inclusive Playground, Miracle Field – The project is moving from the design phase to contracting phase. Mohs Contracting has found some cost savings; the building was projected to cost \$200,000, Mohs has determined it will cost around \$160,000, additionally, Mohs has someone who will design the building at no cost. With these savings, the original budget can be reduced by approximately \$80,000. We All Play recently received the Twins grant and a donation from the Owatonna Eagles; the group is planning to sell the last ten pieces of equipment and with projected in-kind construction donations, the group only needs to raise approximately \$20,000 more. Committee members met last week and have decided to put construction off until spring of 2021. They felt like they would not be able to appropriately celebrate the project with completing it this year. Additionally, there</p>	<p>Tim Truelson reported</p>

	<p>are only a handful of companies that do the surfacing the project needs and it may be difficult to line up one of those companies to complete it this year. David Christianson asked where the current playground equipment is going. Tim reported Manthey’s playground will be moved to Morehouse the middle of July and Morehouse’s equipment will be scrapped. The delay in starting construction will be communicated to residents. Tim reported the delay will not affect any grants. Angie Malo asked if the delay will affect any committed in-kind work. Tim responded that they have only secured work from Mohs Contracting and the design of the building so far and both of these will be available next spring. Angie stated that if anything can be done this year to get construction ready for next spring it would be beneficial to do so. Angie also asked if Tim had a chance to check on the underlayment. Tim said Mohs has been trying to get a hold of the underlayment contractor but hasn’t been able to yet.</p>	
<p>New Business</p>	<p>a. Covid-19 updates – Facilities are closed and will probably remain closed through the end of May and programming has been postponed through end of May. The skate park is closed, playgrounds are open, the basketball courts at Manthey were recently opened and we may open more soon. Brooktree Golf Course is open, and adjustments are being made to be COVID-19 compliant. We’re looking at the water park and if it can be utilized for at least programming this summer; we’re waiting on CDC guidelines and evaluating if it would be profitable to be open for programming. We’re also looking at Lake Kohlmier and if we can offer rentals and concessions but keep the beach closed. Angie Malo asked how we’d keep the beach closed. Troy reported we’d use fencing. A lot of factors, such as keeping people safe, costs and risks, are being considered in regards to summer programming and opening facilities.</p> <p>b. Park Finder Web App – working with Ruben in GIS, this allows the public to go to our website and choose which amenities they wish to find and the app shows at which parks they are available. The link can be found on the Parks & Trails portion of the website.</p> <p>c. Grants Update *TAP (Transportation Alternatives Program) – extension of 18th Street Trail from Linn Avenue to Austin Road, construction in 2024. Awarded \$405,000 of \$483,000 request. Total project is \$784,988. (Admin, engineering, legal & contingency costs (\$181,151) are not grant eligible.) Eligible match required \$120,767. Project lead is Andrew Sorenson. City match dollars could qualify through Municipal State Aid Streets or County State Aid Highway funding. *Fishing Buddies – total cost of equipment (enough for 75 sets of equipment) around \$7,000. Minnesota Recreation & Park Foundation New Initiatives Grant Funding - \$1,160; Waste Management Community Grant - \$1,000; Cabela’s donated all but \$469.82 of the remaining costs, and will donate bait monthly as needed. One outstanding request to Izaak Walton League to cover remainder. Program will adjust to be mainly Big Brothers Big Sisters until it is feasible to pair others.</p>	<p>Troy Klecker reported</p> <p>MJ Knudson reported</p> <p>MJ Knudson & Jesse Wilker reported</p>

	<p>*Local Trail Connections – bypass of Kaplan’s Woods parking lot. Request is for \$96,750. Required match is \$32,250. All work must be done by contracted services (work crew qualifies for clearing). Award to be announced this summer.</p> <p>*Central Park Fountain – repair & restoration. Request \$25,500 from Owatonna Foundation. Grant committee is going to recommend approval at full foundation meeting on June 23rd. City match is \$10,000 from CIP (already in budget). Project would start this fall.</p> <p>*Timberwolves Our Courts – Manthey Basketball Court – would be fully reconstructed and use sport court. Our portion would include accessibility from trail. Once finalists are chosen they go to a popular vote on the Timberwolves website. This program is currently on hold.</p> <p>d. Brooktree Update – was mostly discussed earlier in meeting. Touch points have been removed, tee times have been spread out, the cart washing after each use has been the biggest obstacle.</p>	Jesse Wilker reported
Board Questions/ Comments	<p>Angie Malo – Found the park finder app on the website and it’s a great tool. She would like it shared on Facebook. Kudos to the staff for making things work during this time.</p> <p>David Christianson – Asked if there were any developments with the Naas property; specifically with the house. Troy reported the house just east of the soccer field is included in the original agreement. The agreement allowed a family member to continue to live there until the family member passed; the family member passed last week. The City should get the deed for the property and will start planning phase two of the project which includes a pavilion.</p> <p>Jonathan Douglas – Wondered about the status of the archery hunt. Mary Jo Knudson said the application was sent into the DNR and we are waiting to hear back.</p> <p>Jonathan Thiel – None</p> <p>Nicholas Elsner – None</p> <p>Greg Posch – None</p>	
Adjournment	<p>Adjourned at 5:42pm</p> <p>Angie Malo made a motion to adjourn the Park Board meeting at 5:42pm with a second by Jonathon Douglas. With a roll call vote, all members present voted aye for approval.</p>	
Next Meeting	Monday, June 8, 2020	