

**Meeting Minutes: West Hills Commission**

**Date:** January 7, 2020

**Location:** Lower Level Conference Room

Board Members	Present	Absent	Other Attendees	Present	Absent	Others Present
Earl Anderson, Secretary	X		Staff: Mary Jo Knudson	X		
Graham Benoit, Chair	X		Staff: Aaron Fitzloff	X		
Jan Mittelstadt Tippet, VC		X	Tenant Rep: Pete Connor	X		
Kristy Thiel		X	Museum Rep: Anne Peterson	X		
Nancy Vaillancourt	X		OAC: Silvan Durban	X		

Topic/Item	Summary of Discussion	Action
Call to Order	Called to order at 12:05 p.m.	Graham
Approval of agenda	Approval of January 7, 2020 Agenda	Motion: Nancy Second: Earl Approved
Approval of minutes	Approval of October 1, 2019 Minutes	Motion: Earl Second: Nancy Approved
Correspondence/ Persons Wishing to appear	None	
Permits to approve	None	
Museum Board Report	37 group tours in 2019, down about 4. 1,020 paying visitors (including students). Pleased with the garden. Denise is very good cleaning in the administration building. Museum meeting is next Tuesday.	Anne
Building & Grounds Report	Roof update – about a week and a half left on the front, but ran out of starter shingles. The touret is being finished today. Some work will be done in the spring. Pete asked about the temperature and installing shingles; since it is a synthetic shingle, temperature is not an issue. Fifty year warranty, full replacement. Social Commons’ roof will be done in 2020.	Aaron
Owatonna Arts Center Report	Looking forward to a new year, nothing pressing right now.	Silvan
West Hills Tenant Report	Tenants satisfied. WeePals is ‘toasty’ and need to open windows. Boilers have been moved down a little. Pete is appreciative of the warmth. Velve Hall is happy. Merrill second floor – it would be nice if someone would wash the windows on the outside. Some of the issue is staffing, some is budget. Pete is pleased with snow removal.	Pete
Unfinished Business	Nancy asked about West Hills Lodge. It belongs to the owner of West Hills Lodge Inc. (Currently a national company.)	
New Business	A reminder Graham is done after this term, a replacement should be sought out.	
Comments		
Adjournment	Meeting Adjourned: Next meeting April 7, 2020; lunch provided by: Earl	Motion: Nancy Second: Earl Approved