

Meeting Minutes: Owatonna Park Board

Date: March 9, 2020

Location: Council Chambers

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			

Topic/Item	Summary of Discussion	Action
Items previously disseminated	Correspondence (incoming): None	
Call to Order	Meeting called to order at 4:30pm	
Approval of Agenda		Motion: Angie Malo Second: Nicholas Elsner Ayes All Approved
Approval of Minutes	February 10, 2020	Motion: Andi Arnold Second: Angie Malo Ayes All Approved
Persons wishing to appear	None	
Park Permits	<ul style="list-style-type: none"> a. April 26 – MLB Pitch, Hit and Run Competition at Manthey b. April 30 – May 3 – Corky’s Early Bird Softball Tournament at multiple parks/fields c. June 6-7, June 12-14, June 19-21, June 26-28 – Youth Baseball Tournaments at multiple parks/fields d. June 20-21 – Fastpitch Youth Tournament at Fairgrounds and Manthey e. June 27 – Playball MN Clinic at Manthey 	Motion: Jonathan Douglas Second: Nicholas Elsner Ayes All Approved
Staff Reports	<ul style="list-style-type: none"> a. 2019 and 2020 YTD Budget through March 5, 2020 – Overall budget is looking good for the beginning of this year. Some areas are more consistent and even throughout the year and others are more seasonal. Staff did a good job managing the budget last year; expenses were \$30,000 under budget for the year. Greg Posch wondered why the Brooktree expenses were at \$97,000. Jesse Wilker reported a sprayer and some chemicals were purchased and the rest is labor expenses. 	Troy Klecker reported

	<p>b. West Hills Social Commons – Eric Anderson handed out a yearly recap. Some of the 2019 highlights included changing the name of the building and programming, transitioning to using LPI for outsourcing the newsletter, and receiving a beneficiary contribution from Gladys Warvin. Some of the challenges included low volunteer numbers and attracting younger seniors. Some of this year’s initiatives include completing phase 2 of the kitchen remodel, adding new programs, and new trips offered through Experiences Express. West Hills Social Commons was on budget for 2019 and memberships have remained fairly even over the past three years.</p>	Eric Anderson reported
Unfinished Business	<p>a. Inclusive Playground, Miracle Field – Tim Truelson reported there is \$806,000 in the bank, compared to \$756,000 last month. Small businesses and organizations have purchased equipment and 14 out of 24 pieces have been sold. The group received the West Bank grant for \$2500, Tim must resubmit the Costo grant, and the group did not receive the Otto Bremer grant. The group is currently a little over \$200,000 short but this amount does not include in-kind donations and there are some designs that can be changed, if needed, to cut back on expenses. Some changes can be made to the building, the baseball association has donated \$15,000 towards the building, which will include a small concession area, storage and restrooms. Mohs Construction is the contractor and has come up with a timeline; the project is currently in the design phase. Angie Malo asked what needs to be done to the ground for the surface to be laid. Tim reported a slip sheet and pea rock need to be laid and tiling work will need to be done. Angie said she might have some rubber to donate if it can be used.</p> <p>b. Master Plan – The master plan is completed and has been adopted by City Council. It’s already been used for grants and will be a guide for prioritizing projects in the future.</p>	<p>Tim Truelson reported</p> <p>Troy Klecker reported</p>
New Business	<p>a. 2020 Golf Rates – Mary Jo Knudson provided a handout which included the 2020 golf rates. The rates were recommended by Tom Vizina. The daily rates aren’t changing but are being rephrased. Membership rates are staying the same, but some new discounts have been added. Green fee punch cards are available again this year. Tee box sponsorships by businesses are also available. Golf cart rentals have been updated this year to include an option for couples and singles and are only available to members. Memberships are available for purchase at the Park & Rec Office and punch cards are available to purchase at the clubhouse. Angie Malo asked if it’s confusing for members to purchase some things at the office and some at the clubhouse. Jessica Abrahams reported that no one has complained about this or has seemed confused by it. Angie wondered if the information is available on the Park & Rec website. Mary Jo said the membership form isn’t ADA compliant, so our IT department won’t allow us to put it on our site, but it is on the contractor’s website. Greg Posch asked if a meeting date has been set for leagues. Mary Jo has not heard any date has been set. Jesse Wilker reported the clubhouse will open on March 16th for selling memberships and food.</p>	Mary Jo Knudson reported

	<p>b. Parks & Recreation Memorial Policy – Mary Jo Knudson handed out a memorial policy brochure. The brochure includes memorial options, prices, an agreement/order form and memorial policies. Some of the memorials currently in the parks will need to be replaced soon and there were no guidelines on replacement. Angie Malo stated the policy was brought up a couple of years ago because a memorial drinking fountain was in disrepair and the family who purchased the memorial wasn't available to be reached. Greg Posch asked if a family would like to donate something not on the brochure, if it can be purchased. Troy Klecker said that we'd like to remain consistent with memorials in the parks, but we will be open to other donations. Angie asked if the brochures will be available at funeral homes. Mary Jo will provide them to funeral homes. Mary Jo also reported Rubin, the City's GIS person is creating an app for memorials to be mapped so the park crew knows where they're all located. She also reported a tree inventory is being mapped for a grant we received for Emerald Ash Borer. Jesse said for every tree that's taken down because of Emerald Ash Borer a new one will be planted to replace it.</p>	Mary Jo Knudson reported
Board Questions/ Comments	<p>Andi Arnold – None</p> <p>Angie Malo – None</p> <p>Nicholas Elsner – None</p> <p>Greg Posch – None</p> <p>Jonathan Douglas – Wondered when the archery hunt needs to be applied for through the DNR. Mary Jo checked with the DNR about a month ago and nothing was ready then, she has a reminder on her calendar to check again soon. Angie asked what the regulations are for hunting coyote in the city. Mary Jo thought hunters could probably shoot them if they see one during the deer hunt but would have to check the ordinance. Angie asked how many deer were taken during the deer hunt. Mary Jo reported 20 were taken. Angie wondered what the punishment is for feeding deer. Mary Jo thought it was probably a fine.</p>	
Adjournment	Adjourned at 5:19pm	Motion: Angie Malo Second: Andi Arnold Ayes All Approved
Next Meeting	Monday, April 13, 2020	