

Meeting Minutes: West Hills Commission

Date: April 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		Staff: Jenna Tuma
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		
Vacant Seat (May)	-		OAC: Silvan Durban	X		

Topic/Item	Summary of Discussion	Action
Call to Order	Called to order at: 12:00 p.m.	Jan
Approval of agenda	Approval of April 6, 2021 Agenda	
Approval of minutes	Approval of October 6, 2020 Minutes	Motion: Dan Second: Nancy Approved
Persons Wishing to appear	Jenna Tuma – introduced herself as the new Director of Parks & Recreation, Facilities & Grounds	
Permits to approve / Events at West Hills	None at this time	
Museum Board Report	Opening May 1 st . No big bus trips planned at this time. Anticipating groups closer to the fall once more are vaccinated. COVID guidelines will be finalized at the museum meeting next Tuesday. Sanitizer and masks are available. Anne thanks the city staff for their work and attention to detail.	Anne
Building & Grounds Report	Remodeled the front entrance, painted & recarpeted. Second floor was painted. Park & Rec Director's office remodel separates public and staff areas quite well. WHSC hood replaced over range and added over dishwasher. Card access at tennis & fitness center for members. Roof is done. Dan asked about other building exteriors that need to be redone. In 2022, there is money set aside for tuckpointing. Merrill Hall has quite a bit of work to be done.	Aaron
Owatonna Arts Center Report	May Baskets from 10-noon on May 1 st . Classes are being run through Community Education. 68 th Annual Steele County Exhibition is next. After that, Victoria Miller's quilt exhibition. OAC is hoping to have musical events in the fall.	Silvan
West Hills Tenant Report	No report. Some discussion was held regarding the former West Hills Lodge.	Pete
Unfinished Business	New Commissioner to be named & approved at the first May City Council meeting. An official Thank you to Earl for his three full terms of service!	Motion: Kristy Second: Dan Approved
New Business	A. New Dumpster Plan – Three dumpsters consolidated to one and stationed at the Carpenter Shop. The remaining three dumpsters will be screened. Jan asked about accessibility of renters using dumpsters; they are required to pay for their own. Dan asked about the screen material; it will be brown treated lumber like what is at the Library & Mineral Springs Park. Renters will have garbage & recycling containers that the facilities crew will empty them as appropriate.	Jenna & Aaron

	<p>B. Council Chambers Remodel – There have been meetings with architects to do safety, technological, accessibility and other upgrades. The room will be used for community meetings. The stage is planned to be removed. The NE corner would have an interior vestibule created for a public entrance.</p> <p>C. Quarterly, lunch, first Tuesdays. Does everyone like the meeting times. Discussion was held and it will remain. Lunchtime could be 11:45, all agreed. Continue to meet at the Arts Center.</p>	<p>Jenna & Aaron</p> <p>Jan</p>
Comments	<p>Dan has concerns regarding remodeling of council chambers and adjusting the space, removing the stage and the commission has not been asked for an opinion.</p> <p>Jan said that the Commission’s work is to make recommendations to the council and that the council is the decision maker. She also said she believes the Commissioner’s charge is to help maintain the integrity of the buildings and the campus. Removing the stage from the council chambers is removing a piece of history.</p> <p>Aaron stated the council wanted to have a more modern look, yet maintain the integrity.</p> <p>***The commissioners agreed and would like to be invited for input regarding the design and how it relates to the historical aspects.***</p>	
Adjournment	<p>Meeting Adjourned: Next meeting July 6, 2021 at Owatonna Arts Center; lunch provided by: Dan G, October 5 – Nancy V</p>	<p>Motion: Second: Approved</p>