

Meeting Minutes: West Hills Commission

Date: July 7, 2020

Location: Jaycee Park Pavilion

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

Topic/Item	Summary of Discussion	Action
Oath of Office	Prior to the official meeting, new commissioner Dan Gorman was sworn in (and attested) by city staff members.	MJ, Aaron
Call to Order	Called to order at: 12:05 p.m.	Graham
Election of Officers	Jan Mittelstadt Tippet was nominated for Chair by Nancy, seconded by Kristy. Nancy Vaillancourt was nominated for Vice Chair by Kristy, seconded by Earl. Kristy Thiel was nominated for Secretary by Dan, seconded by Earl Congratulations to all for accepting these positions, and thank you to those who previously served.	Graham Unanimous approval for each
Approval of agenda	Approval of July 7, 2020 Agenda	Motion: Dan Second: Earl Approved
Approval of minutes	Approval of January 7, 2020 Minutes	Motion: Dan Second: Earl Approved
Correspondence/ Persons Wishing to appear	Shane Sattler, on behalf of the Early Edition Rotary Club presented a plan for a Peace Pole to be placed on the grounds of West Hills. Specifically, in front of the Owatonna Arts Center. After much discussion, a motion to approve the concept contingent on design and location specifications. Subsequently it was decided to form a subcommittee to determine specifics regarding concrete, language, durability and design. Members of the committee are: Jan, Kristy, Silvan and Anne. Shane will be invited to be part of the subcommittee.	Motion: Kristy Second: Dan Ayes: Kristy, Earl, Nancy Nays: Dan Motion Carries
Permits to approve / Events at West Hills	None	
Museum Board Report	The museum is currently closed. They do have an opening plan ready when they get approval to open. Anne shared a book that was created from Facebook posts in 2019. C-11 needs paint right by the front door.	Anne
Building & Grounds Report	The administration building roof is almost done only gutters and painting needs a touchup. The building was pressure washed and commends his staff for their assistance in the process. ICS completed a facility assessment. The scores were decent, with the administration building and Merrill Hall at about 50% and 20-25% is the desired score. Much of the score has to do with the mechanical. ICS will present their findings and recommendations to City Council on July 21 st . The West Hills Social Commons roof was done in January.	Aaron

	Merrill Hall is slated for roof, boilers windows and a new fire panel in 2021.	
Owatonna Arts Center Report	The OAC has a limited opening. Silvan requested approval from the commission for two temporary outdoor art installments. A large painting would be displayed in front of the OAC entrance. Then in late October a tractor tire will be painted with a Christmas motif using the grid method. A motion was made to approve the temporary art installments.	Silvan Motion: Dan Second: Earl Approved
West Hills Tenant Report	A request was made for the windows to be washed at Merrill Hall.	Pete
Unfinished Business	Thank you to Graham Benoit for his 9 ½ years of service to the West Hills Commission.	
New Business	Ideas for future agenda items – Whenever a commissioner has an idea for an agenda item to let Mary Jo know. Meetings are quarterly and oftentimes the agenda is fairly light and tends to be project related.	
Comments	Dan asked why meetings were quarterly. Graham highlighted the recent history of the commission. Mary Jo will send the City Code for the commission.	
Adjournment	Meeting Adjourned: 1:30 p.m. Next meeting October 6, 2020; lunch provided by: Pete January's meal will be provided by Kristy	Motion: Dan Second: Earl Approved