

Special Meeting Minutes: West Hills Commission

Date: April 20, 2023

Location: Owatonna Arts Center

Board Members	Present	Absent	Other Attendees	Present	Absent	Others Present
Jan Tippett, Chair	X		Staff: Mary Jo Knudson	X		
Nancy Vaillancourt, VC	X		Staff: Aaron Fitzloff	X		
Carol Zetah		X	Anne Peterson, committee member	X		
Dan Gorman		X				
Arlan Burmeister	X		Silvan Durben, OAC	X		

Topic/Item	Summary of Discussion	Action
Call to Order	Called to order at: 12:00 p.m.	Tippett
Approval of Agenda		Motion: Burmeister Second: Vaillancourt Approved
Approval of Minutes	October 20, 2022 Minutes February 15, 2023 Minutes (Tippet stepped down as chair to motion, as only three were in attendance at the meeting and Burmeister was not in attendance at the February meeting.)	Motion: Vaillancourt Second: Burmesiter Approved Motion: Tippett Second: Vaillancourt Approved
Persons Wishing to Appear	None	
Events at West Hills	Family Earth Day Activities – Owatonna Arts Center – April 22, 2023 9:30-11 a.m. National Day of Prayer – May 4, 2023 5:30 p.m.	Acknowledged, no concerns
Building & Grounds Report	Chamber construction delayed due to utility work. A different, shorter sewer route was found feasible. Demo to the old chambers should start in the next day or two. City staff has been removing items to be preserved or reused. Note: Stage came apart in one piece and will be used in the IT room. Carpeting and painting in Building Inspections area at City Hall. Carpeting and painting at West Hills Social Commons. Merrill Hall – a contract with ICS has been approved by Council to move forward with planning for mechanical upgrades and remodeling of the building. Initial plans are to create a more welcoming area for the Little Theater and expand day care. The Little Theater is also raising money to upgrade rigging and lighting. It was discussed that the mural in the old library should be preserved.	Fitzloff
Unfinished Business	A. Historical Display – Kellen Henrickson has drawn a 3D rendition of the display for the Council Chambers. The curtains will be above the information boards. Four boards (panels) will address four topics: (1) Why Owatonna was chosen for the school, (2) Schools information, (3) Saving the property and the purchase by the City, (4) Planning and moving forward. B. Naming of Dias – no update, looking at a possible presentation May 16 th during Council Study Session. C. A sculpture by Katherine Nash, a bronze titled “Crusader” will be placed on West Hills grounds. Silvan is coordinating with Aaron as far as location. (This was approved at a prior meeting.) She was the sculptor instructor at the University of	

	Minnesota and has a Gallery named after her at the U of M. Her works are displayed all over the world.	
New Business	<p>A. Exterior Lighting – discussion regarding amount and working conditions of street lights throughout campus. Motion to ask for safety investigation for pedestrians and traffic be done for the campus area and potential options.</p> <p>B. Is there a plan for new signage at the West Hills Campus? Motion to ask for city to look at signage options along with the new City Branding.</p> <p>C. Election of Officers Motion for Tippet for Chair, Vaillancourt for Vice Chair</p>	<p>Motion: Burmeister Second: Vaillancourt Approved</p> <p>Motion: Vaillancourt Second: Burmeister Approved</p> <p>Motion: Burmeister Second: Vaillancourt Approved</p>
Commissioner Comments	<p>Vaillancourt – it has been great working with City staff developing the history project.</p> <p>Tippet – asked if things were going well without the tenant rep. on the commission. Fitzloff said things were going very well.</p> <p>Fitzloff & Knudson explained See-Click-Fix and stated it will be going public in the near future.</p>	
Adjournment	1 p.m.	Motion: Vaillancourt
Next Meeting	<p>October 19, 2023 – City Council Chambers</p> <p>Lunch by Dan (we may have to eat in the Arts Center – not sure about food in the chambers)</p>	