

Lanesboro Park Board
Regular Meeting
Tuesday, February 25th, 2020
4:30 p.m.

Members Present: Teri Benson, Brenda Semmen, Sam Hareldson, Rick Darling, and Alex Gehrig

Members Absent: None

Visitors: Bonita Underbakke, Stacey Schultz, David and Lynn Susag, and Steve Gorder

Call to Order: Board member Benson called the regular meeting of the Park Board to order at 4:30 p.m.

Adopt Agenda: Board member Darling motioned to approve the agenda with the addition of March 7th Community Room Rental. Member Gehrig seconded the motion. Motion carried, all in favor.

Approve Minutes: Motion was made by Board Member Semmen to approve the meeting minutes from October 22, 2019 as submitted. Motion was seconded by Board Member Benson. Motion carried all in favor.

Consent Agenda:

- A. Prinsen Wedding contract 10/10/2020
- B. Schwichtenberg Wedding contract 09/19/2020
- C. Vickerman Wedding contract 04/04/2020
- D. Anderson Wedding contract 10/03/2020
- E. Mietz Wedding contract 08/22/2020
- F. Reys Wedding contract 05/15/2021
- G. Strahl Wedding contract 09/12/2020
- H. Turkey Banquet contract 08/15/2020 – Non-profit
- I. Commonweal Rental contract 08/04/2020 – Non-profit

Member Hareldson motioned to approve the consent agenda as submitted. Member Semmen seconded the motion. Motion carried all in favor.

Regular Business:

- A. **Staff Update:** Park Director Nordgaard noted he has been busy with routine chores and snowplowing. He has also recently painted the floors and countertops at the Depot building. Nordgaard also mentioned the closure of Riverview Campground for the 2020 season due to the Dam rehabilitation project. Administrator Peterson shared that a grant is being applied for in order to replace the shelter that was lost in a wind storm, as well as another fishing dock. Additionally, the electric in the park and campground needs to be looked at, designed and updated.
- B. **Caleb Eide Fundraiser – Donation of Space:** Member Darling motioned to approve waiving the rental fee for the fundraiser. Member Semmen seconded the motion. Motion carried all in favor.

- C. **Vintage Baseball Game 08/08/2020:** Steve Gorder requested use of the field on August 8th, 2020 for a vintage baseball game from 11 a.m. to 5 p.m. Member Darling motioned to approve pending that the Legion team is not using the space. Member Hareldson seconded the motion. Motion carried all in favor.
- D. **Leaning with Trees Grant, Tree Trust:** Stacey Schultz provided an overview of the Tree Trust Program as well as the grant received. The Committee will work with the school and the City to host an Arbor Day event on May 19th, 2020. The trees will be planted that day with a community pot luck to follow. Member Darling motioned to approve the design and implementation of this program. Member Gehrig seconded the motion. Member Gehrig will serve on the committee to represent the Park Board. Motion carried all in favor.
- E. **Preston Equipment Mower Quote:** Member Darling motioned to approve the purchase and trade of the mower. Member Hareldson seconded the motion. The 2020 budget included \$2,500 for the purchase; the additional amount will be taken out of the fund for equipment replacement. Motion carried all in favor.
- F. **Rules and Regulations Policy Review:** Administrator Peterson noted that a review of the alcohol policy for the Community Center Rental contracts is in need of review. She will continue to work with Chief Sass to make suggested changes, and report back to the board.
- G. **Founder's Park Suggestion, HPC:** Administrator Peterson shared the idea of creating a historical park in the area near the Baseball field. The area would have picnic space available as well as showcase historical aspects of our community. The board requested a detailed plan to further consider.
- H. **Seasonal Part-Time Worker Summer 2020:** Member Darling motioned to approve hiring two part time seasonal workers for the 2020 season, previous workers will be contacted first. Member Hareldson seconded the motion. Motion carried all in favor. Member Hareldson motioned to increase the hourly rate to \$12.50, with a maximum budget of \$5,000. Member Semmen seconded the motion. Motion carried all in favor.
- I. **Community Room Rental – Darling:** Member Semmen motioned to approve the rental contract for 03/07/2020. Member Benson seconded the motion. Motion carried all in favor.
- J. **Continued Business:**
 - a. **Bathhouse Project Design:** Due to additional projects with higher priorities, discussion will be tabled.

Next Meeting: Tuesday, March 24th, 2020 at 4:30 p.m.

Adjourn: Motion was made by Board Member Gehrig motioned to adjourn at 5:18 p.m. Motion was seconded by Board Member Darling. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

March 2020 Meeting was cancelled

Lanesboro Park Board
Regular Meeting
Tuesday, April 28th, 2020
4:30 p.m.

Members Present: Teri Benson, Brenda Semmen, Rick Darling, and Alex Gehrig

Members Absent: Sam Hearldson

Visitors: Stacey Schultz, Kate O'Neary, Chase Bakke, Darla Taylor, Michele Peterson and Ardie Nordgaard.

Call to Order: Board member Benson called the regular meeting of the Park Board to order at 4:30 p.m.

Adopt Agenda: Board member Darling motioned to approve the agenda. Member Semmen seconded the motion. Motion carried, all in favor.

Approve Minutes: Motion was made by Board Member Semmen to approve the meeting minutes from February 25th, 2020 as submitted. Motion was seconded by Board Member Darling. Motion carried all in favor.

Consent Agenda:

1. Massoth Wedding Contract 8/27/2021

Member Darling motioned to approve the consent agenda as submitted. Member Semmen seconded the motion. Motion carried all in favor.

Regular Business:

- A. **Staff Update:** Park Director Nordgaard noted he has been busy with mowing, cleaning and helping with a water leak. He is hoping to get to work on the park leak next week with the help of Utilities. There was some damage to the gutters on the community center building that have been turned into insurance, we will wait and see what the LMC says.
- B. **POET GRANT:** Stacey Shultz has submitted a grant for swings to go over by the bass pond. If we are approved the exact location will be identified.
- C. **Covid 19:** We will continue to follow the state and federal guidelines for public spaces, parks and camping.
- D. **Learning with Trees Grant, Tree Trust:** This project is on hold until the fall.

Continued Business:

- a. **Founders Park Co-Committee:** The HPC would like a member or two of the park board to volunteer to help with the planning and design stages. An email will be sent to try and coordinate one or two volunteers to help with this.

Next Meeting: Tuesday, May 26, 2020 at 4:30 p.m.

Adjourn: Motion was made by Board Member Darling to adjourn at 4:52 p.m. Motion was seconded by Board Member Semmen. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

**Lanesboro Park Board
Regular Meeting
Tuesday, May 26, 2020
Via Zoom Meeting
4:30 p.m.**

Members Present: Teri Benson, Brenda Semmen, Rick Darling, and Alex Gehrig and Sam Hearldson

Members Absent: None

Visitors: Darla Taylor, Michele Peterson, Ardie Nordgaard and Linda Tacke

Call to Order: Board member Benson called the regular meeting of the Park Board to order at 4:30 p.m.

Adopt Agenda: Board member Hearldson motioned to approve the agenda with the additions of Library Bathroom Doors and Ballfield Yoga. Member Gehrig seconded the motion. Motion carried, all in favor.

Approve Minutes: Motion was made by Board Member Darling to approve the meeting minutes from April 28, 2020 as submitted. Motion was seconded by Board Member Benson. Motion carried all in favor.

Regular Business:

- A. **Staff Update:** Park Director Nordgaard noted he has been busy with mowing, cleaning and garbage in the park. He is also working on the campground so that is ready for the June 1 opening and meets the recommended guidelines. The seasonal employees will begin June 1st as well.
- B. **Prom:** The Lanesboro Junior Class requested the use of the Gazebo on July 18, 2020 for grand march if they are able to move forward with prom on that date. A motion was made by Member Darling to allow the use of the Gazebo for grand march on July 18th. The motion was seconded by Member Hearldson. Motion carried all in favor
- C. **Ball Field Yoga:** Linda Tacke requested to use the space at the ballfield near the walking bride for yoga. It was noted that she will collect donations for the Food Shelf in Preston, but not charge for the activity. A motion by Member Darling to allow for the use of the space as long as no fees are charged was made. Member Semmen seconded the motion. Motion carried all in favor.
- D. **Library Bathroom Doors:** A quote to replace the locks on the library doors at \$125 each door was received. No action was taken.

Continued Business:

- a. **Founders Park Co-Committee:** Kate O'Neary, Rick Darling, Brenda Semmen and Mindy Albrecht-Benson met on May 14 at the park location. A list of ideas was created. No funding sources were identified.

Next Meeting: Tuesday, June 23, 2020 at 4:30 p.m.

Adjourn: Motion was made by Board Member Darling to adjourn at 4:45 p.m. Motion was seconded by Board Member Hearldson. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

**Lanesboro Park Board
Regular Meeting
Tuesday, June 23, 2020
Lanesboro Community Center Gym and
Via Zoom Meeting
4:30 p.m.**

Members Present: Teri Benson, Brenda Semmen, Alex Gehrig and Sam Hearldson

Members Absent: Rick Darling

Visitors: Darla Taylor, Michele Peterson, and Ardie Nordgaard

Call to Order: Board member Benson called the regular meeting of the Park Board to order at 4:30 p.m.

Adopt Agenda: Deputy Clerk Taylor asked to add Gateway Park Rental to the agenda. Board member Gehrig motioned to approve the agenda with the addition. Member Semmen seconded the motion. Motion carried, all in favor.

Approve Minutes: Motion was made by Board Member Semmen to approve the meeting minutes from May 26, 2020 as submitted. Motion was seconded by Board Member Benson. Motion carried all in favor.

Regular Business:

- A. **Staff Update:** Park Director Nordgaard noted he has been busy with mowing, cleaning and garbage in the park. He is also working on the Covid 19 signage and getting paper towel dispensers placed in the public restrooms. The summer help has started working a regular schedule.
- B. **Bethlehem Church in the Park:** Bethlehem Lutheran Church had requested the use of the gazebo on 7/19/20 for Church in the Park. It was also asked of them to consider hosting a service in the park on 8/2/20. A motion to allow Bethlehem Lutheran Church the use of the gazebo for both dates if they so choose was made by Member Semmen. Motion was seconded by Member Hearldson. Motion carried all in favor.
- C. **Commonweal Theatre Gateway Park Use:** The Commonweal Theatre would like to use the Gateway Park space for some outdoor performances on August 7, 8, and 9 at 8pm for about 50 people. A free will donation will be asked. A motion to allow for the use of the Gateway Park space on August 7-9 at 8pm by the Commonweal Theatre was made by Member Hearldson. Motion was seconded by Member Semmen. Motion carried all in favor.

Continued Business:

- A. **Covid 19 Update:** K&M glass and Schultz Builders will be installing a protective glass shield on the office counter this Thursday June 25th. Public Restrooms now all have

paper towel dispensers in place. The City Council will discuss the opening of the Community Center at their July 6th meeting.

- B. Insurance Claim Gutters:** The claim for the ice damage to the gutters on the Community Center was approved. Snow guards will also be added to help protect the new gutters. The expense for the snow guards will come out of the budget.

Miscellaneous:

- A. Donation:** A Donation in the amount of \$1200 was received from the Marie & Orval Amdahl family. The Park Board expressed their appreciation for the gift.
- B. Cattleman's Dinner:** Monday June 29th the Cattleman will host their annual steak fry at Sylvan Park. This years event will be a drive through style and they will be using the North Shelter. No extra tables will be brought in to discourage large groups from gathering in the park.
- C. Battery and Charger for watering plants:** Park Director Ardie Nordgaard asked permission to purchase a battery and charger for the purpose of watering the plants. They are currently using the lawn mower and the use is very hard on the mower. The estimated cost of the batter was \$85 and the charger if needed about \$30. Member Semmen made the motion to approve the purchase of the battery and charger. Motion was seconded by Member Gehrig. Motion carried all in favor.

Next Meeting: Tuesday, July 28, 2020 at 4:30 p.m.

Adjourn: Motion was made by Board Member Semmen to adjourn at 5:03 p.m. Motion was seconded by Board Member Hearldson. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

Lanesboro Park Board
Regular Meeting
Tuesday, July 28, 2020
Lanesboro Community Center Dining Room and
Via Zoom Meeting
4:30 p.m.

Members Present: Teri Benson, Rick Darling, Alex Gehrig and Sam Hearldson

Members Absent: Brenda Semmen

Visitors: Darla Taylor, Michele Peterson, Ardie Nordgaard, Connor Ruen, and Ken Soiney

Call to Order: Board member Benson called the regular meeting of the Park Board to order at 4:30 p.m.

Adopt Agenda: Deputy Clerk Taylor asked to add Outdoor Shower to the agenda. Board member Darling motioned to approve the agenda with the addition. Member Gehrig seconded the motion. Motion carried, all in favor.

Approve Minutes: Motion was made by Board Member Darling to approve the meeting minutes from June 23, 2020 as submitted. Motion was seconded by Board Member Benson. Motion carried all in favor.

Regular Business:

- A. **Staff Update:** Park Director Nordgaard noted he has been busy with mowing, cleaning and garbage in the park. He also noted new pickle ball painting at the Tennis Courts, so we will look back to see what/if permission had been given and a letter may be sent. Also new grills were installed in the park.

- B. **Park Shelter Use by School:** Superintendent Schultz had reached out to Administrator Peterson to explore all possible areas to utilize in their back to school planning including park shelters and the dining room at the Community Center. A motion to allow Lanesboro Public School the use of the park and community center if they so choose was made by Member Darling. Motion was seconded by Member Gehrig. Motion carried all in favor.

- C. **Summer Staff Suggestions:** Connor Ruen was present to share some suggestions with board after his summer employment. Connor noted that there are currently 15-20 dying ash trees in the park. He suggested it might be cheaper to purchase hand tiller equipment for the grinding of the stumps once the trees are removed. He also suggested that in the future planning to get a larger variety of trees growing in the park. A second area of concern was the parsnip growing at the ball field. Connor suggested a plan to either spray, burn or mow the areas to keep it from spreading. The board thanked Connor for his ideas and wished him will back at college.

Continued Business:

- A. Covid 19 Update:** 4 weddings and the blood drive have requested use of the Lanesboro Community Center in the coming months. Due to Covid the Community Center has been closed for rentals. Member Darling made a motion to recommend to City Council for their August 3, 2020 meeting that the Community Center be open for rentals and all current guidelines from the state must be followed. Member Gehrig seconded the motion. Motion carried all in favor.
- B. Ice Shield on Gutters:** Curry's Gutter is not able to install the ice shields as they had quoted due to our steel roof style. A quote from Redemptive Roofing was received. The board felt this quote was too high and asked for a second quote from WHV roofing company.

Miscellaneous:

- A. Outdoor Shower:** Ken Soiney presented the need for an outdoor shower due to the large number of people bringing their own tubes to Lanesboro. He has noticed a large amount of sand in the public bathroom facilities. He suggested a hose could be used for the remainder of this season, and in the future a pull chain shower for outdoor was suggested. The board discussed possible locations and ideas with many concerns and obstacles. No action was taken at this time.

Next Meeting: Tuesday, August 25, 2020 at 4:30 p.m.

Adjourn: Motion was made by Board Member Hearldson to adjourn at 5:13 p.m. Motion was seconded by Board Member Darling. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

August 2020 Meeting was cancelled

**Lanesboro Park Board
Regular Meeting
Tuesday, September 22, 2020
Lanesboro Community Center Council Chamber and
Via Zoom Meeting
4:30 p.m.**

Members Present: Teri Benson, Brenda Semmen, and Alex Gehrig

Members Absent: Rick Darling and Sam Hearldson

Visitors: Darla Taylor, Michele Peterson, Ardie Nordgaard, Wyatt Seablom, Kara Maloney, Robert Lieb, Andy Lieb, and Alyssa Sindelar.

Call to Order: Board member Benson called the regular meeting of the Park Board to order at 4:30 p.m.

Adopt Agenda: Deputy Clerk Taylor asked to add Dog Park, Riverview Wedding and Office Fans to the agenda under Miscellaneous. Board member Semmen motioned to approve the agenda with the additions. Member Gehrig seconded the motion. Motion carried, all in favor.

Approve Minutes: Motion was made by Board Member Gehrig to approve the meeting minutes from July 28, 2020 as submitted. Motion was seconded by Board Member Benson. Motion carried all in favor.

Regular Business:

- A. **Staff Update:** Park Director Nordgaard noted he has been busy with mowing, cleaning and increased garbage in the park. Riverview Campground was recently opened. The school project had caused an electrical outage for the park and bathhouse that has since been fixed.

- B. **Robert Lieb-MN Free Library Service Project:** Robert is working on his eagle scout project before he turns 18 and is interested in adding one or two free libraries to the community. He will provide all materials and do the installation. The locations to be considered are the bass pond and trail head. Robert will work with the park board and city for final approval of the locations. A Motion was made by Member Semmen to approve the free library service project by Robert Lieb. Member Gehrig seconded the motion. Motion carried all in favor.

- C. **Movies in the Park:** Wyatt and Kara were present to discuss their idea of having some movies in the park. They plan to host movies on October 3, 17 and 31 starting at 8pm. They will be using Community Theatre Equipment but will need the park electricity. A motion to approve the movies in the park was made by Member Semmen. Motion was seconded by Member Gehrig. Motion carried all in favor.

- D. **Camping Rates:** It had been suggested by Council Member Smith that the current rates were low. Ardell Norgaard had researched the area rates and found ours to be very similar to the surrounding campgrounds, therefore 2021 rates will remain the same.
- E. **2021 Budget:** A draft was presented. The draft keeps things very similar to maintain current status with out a lot of room for additional projects at this time. The bathhouse is still a priority, but currently on hold.
- F. **2021 Terms:** 3 Board Members have terms expiring at the end of 2020. They are Teri Benson, Brenda Semmen and Rick Darling. Advertisement for all board openings will be published.

Continued Business:

- A. **Covid 19 Update:** The MSHSL has approved volleyball to begin on Sept. 28th. A motion to follow the school's guidelines on spectators was made by Member Semmen. The motion was seconded by Member Gehrig. Motion carried all in favor.
- B. **Ice Shield on Gutters:** A second quote from WHV was received and came back higher than the original quote from Redemptive Roofing. No action will be taken to install ice shields on the gutters at this time.

Miscellaneous:

- A. **Dog Park:** The idea of a dog park has been suggested for the community. The park board is willing to look at a specific proposal should one be presented. They did note that some fencing may be available from the old skate park area if needed.
- B. **Riverview Wedding:** It was asked if Riverview Campground could be rented in it's entirety for a wedding the weekend of May 1, 2021 if the current Covid-19 situation hasn't resolved. There were many logistical concerns with the request and not enough information to allow at this time. Other areas will be suggested for possible use, or an official request with details be presented in October.
- C. **Office Fans:** A quote from WHV to replace the fans in the office was received. The current fans are so loud that we often don't have them on because we cannot hear on the phone or people at the counter. The total quote for all 3 was just over \$12,000. Administrator Peterson suggested replacing the two in the main office now and waiting on the one in the Administrator's Office. The cost could be split with the park budget paying for one and the other coming from the Covid 19 Cares Act Funds to improve the air quality and air circulation in the building. A motion to approve the replacement of the two fans in the main office with shared funding by the park budget and the Cares Act was made by Member Semmen. Member Gehrig seconded the motion. Motion carried all in favor.

Next Meeting: Tuesday, October 27 at 4:30 p.m with a walking tour during the meeting.

Adjourn: Motion was made by Board Member Semmen to adjourn at 5:10 p.m. Motion was seconded by Board Member Gehrig. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

Lanesboro Park Board
Regular Meeting
Tuesday, October 27, 2020
Via Zoom Meeting
4:30 p.m.

Members Present: Teri Benson, Brenda Semmen, Rick Darling and Sam Hearldson

Members Absent: Alex Gehrig

Visitors: Darla Taylor, Michele Peterson, Ardie Nordgaard, Drue Fergison, Maureen Anderson, and Kelly.

Call to Order: Board member Benson called the regular meeting of the Park Board to order at 4:30 p.m.

Adopt Agenda: Board Member Darling asked to add winter meeting schedule to the agenda. Board member Semmen motioned to approve the agenda with the addition. Member Hearldson seconded the motion. Motion carried, all in favor.

Approve Minutes: Motion was made by Board Member Darling to approve the meeting minutes from September 22, 2020 as submitted. Motion was seconded by Board Member Hearldson. Motion carried all in favor.

Regular Business:

- A. **Staff Update:** Park Director Nordgaard shared that he has been busy cleaning, sterilizing and mowing leaves. The water lines to the campsites have been blown out and winterized. The park truck is also ready for winter with the plow and snow tires on. Ardie Nordgaard also shared his intentions to retire in September of 2021.
- B. **Camping Ad Fillmore County Visitors Guide:** At a cost of \$176 a full color ad for 1/8 page can be run in the annual publication of the Fillmore County Visitors Guide. A motion was made to approve the ad by Board Member Semmen. The motion was seconded by Board Member Hearldson. The motion carried all in favor.
- C. **Lexi Hall-Wedding Use of Space:** The use of the ballfield location was requested for a wedding on May 1, 2021. The ceremony would be near the walking bridge in the grassy area and a tent would be placed as well. A motion was made to approve the use of the space by Board Member Hearldson and seconded by Board Member Semmen. Motion carried with Member Darling abstaining. Since there is no set amount in the fee schedule for this area Board Member Semmen motioned to request a donation for the use of the space. The motion was seconded by Member Benson. The motion carried with Member Darling abstaining.
- D. **Park Tree Removal Quote:** Park Director Nordgaard has received a quote from Norby Tree Service to clean up dead and dying trees within Sylvan Park. The list includes mostly ash trees with just a few others. The quote was for \$10,360 plus we supply the black dirt. Board Member

Darling motioned to remove funds from capital outlay projects to cover the cost. Funds removed include \$2500.00 from Fishing Dock, \$1500 from Sand at the Ballfield, \$500 from Gravel for Ball Field, \$2731 for Tennis Court Light Upgrade, \$2500 from Campground Sewer Upgrade, and \$1300 from the Park Shelter Replacement. The motion was seconded by Member Hearldson. Motion carried all in favor. It was noted that the \$2000 budgeted for trees is still available for tree replacement.

Continued Business:

- A. **Covid 19 Update:** The MSHSL has changed the guidelines for volleyball spectators. Each player will be allowed 2 tickets.

- B. **Dog Park:** Drue Ferguson was present to share the idea and information about a possible dog park in the Lanesboro Community. She shared that there are many reasons to establish a dog park and listed some benefits it could offer. She also shared that thus far the community response has been positive and she has a committee of 6 willing to put in more work should the idea move forward.

Miscellaneous:

- A. **Walking Tour of Facilities:** Due to not meeting in person, this didn't happen. It will be tried again in spring of 2021.
- B. **Winter Meeting Schedule:** Member Hearldson motioned to cancel the November and December and January meetings and resume in February 2021. Member Darling seconded. Motion carried all in favor.

Next Meeting: Tuesday, February 23, 2021 at 4:30 p.m with a walking tour during the meeting.

Adjourn: Motion was made by Board Member Darling to adjourn at 5:38 p.m. Motion was seconded by Board Member Hearldson. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor
Deputy Clerk