

**Lanesboro Park Board
Regular Meeting
Tuesday, February 23, 2021
Lanesboro Community Center Meeting Room and Zoom**

Members Present: Teri Benson, Brenda Semmen, Alex Gehrig, Sam Hearldson in person and Rick Darling via Zoom

Members Absent: None

Visitors: Ardie Nordgaard, Melissa Wray, Kara Maloney, Mitchell Walbridge and Kate O'Neary

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 addition as submitted.. 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 27, 2020 as submitted. Motion was seconded by Board Member Benson. Motion carried all in favor.

Regular Business:

- A. Staff Update:** Director Nordgaard noted that he has kept busy with cleaning, sanitizing, plowing and prepping for the new staff member Mark Lawstuen.
- B. Seasonal Employment Needs:** An offer has been extended to invite Logan Jenson to come back for the summer season, however he has not decided. The goal is to have two part time employees for the season. Chairperson Benson will assist in the hiring process.
- C. Log Cabin Restoration:** Kate O'Neary suggested that the Log Cabin in Sylvan Park be utilized as a Public Space as it was originally. Members shared positive feedback for this idea, however also shared concerns for the items being stored in it. Further consideration will be given to this idea, if another storage space can be identified for the items.
- D. Tree Donation Request:** A donation of \$100 was received for the purchase of 1 or 2 trees to be planted in Sylvan Park. An exact location for the trees will be determined in the Spring.
- E. Lanesboro Arts 2021 Events:** Kara Maloney requested permission to hold the annual Art in the Park event on June 19th, 2021. Lanesboro Arts will be following recommended guidelines. Member Hearldson motioned to approve the event. Member Gehrig seconded the motion. Motion carried with all in favor. Maloney also requested use of the grass area between the river and the ballfield in order to host four concerts to be held the 2nd Friday of June, July, August, and September in 2021. Member Semmen motioned to approve the request for use of the space. Member Hearldson seconded the motion. Lanesboro Arts is looking into the cost of having an electrical service installed in this space as well at their cost. Motion carried with all in favor.

Continued Business:

- A. Covid 19 Update:** The Council has approved rental of the community center, as long as guidelines for gatherings are followed.

Approved 03/23/2021

B. Founders Park Sub Committee Development: Kate O'Neary shared the background of the idea for this park. This would be a day park with possibly a shelter, table, concrete, burners, and some fencing, no running water would be available. The goal is to represent the history of our community within this park design. A flier has been distributed in town, and seven community vendors have volunteered to help with design and funding research. O'Neary will represent the Heritage Preservation Commission on the development committee, and is requesting that a member from the Park Board also participate. Member Darling volunteered to be this representative. Administration will help coordinate the first meeting for the committee.

Miscellaneous:

A. Staffing Changes: Administrator Peterson shared the thought process behind the staffing changes. David Haugen was promoted to a supervisory position, in order to help facilitate the City's resources in the most efficient way possible. He will be a go to for the new staff members and to help coordinate projects for both Street and Park. There have been no changes to the Park Department budget with this change.

Next Meeting: Tuesday, March 23, 2021 at 4:30 p.m.

Adjourn: Motion was made by Board Member Gehrig to adjourn at 5:07 p.m. Motion was seconded by Board Member Benson. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson, MCMC
City Administrator/Clerk

**Lanesboro Park Board
Regular Meeting
Tuesday, March 23, 2021
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: Brenda Semmen

Visitors: Ardie Nordgaard, Mark Lawstuen, Darla Taylor, Michele Peterson, Mitchell Walbridge, Tiana Degarmo and Kate O'Neary

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 Gehrig motioned to approve the agenda with the additions of bike rack, insurance requirements and building use under miscellaneous. Member Darling seconded the motion. Motion carried, all in favor.

Approve Minutes: Motion was made by Board Member Darling to approve the meeting minutes from February 23, 2021 with the addition of Mitchell Walbridge as a visitor. Motion was seconded by Board Member Benson. Motion carried all in favor.

Regular Business:

- A. Staff Update:** Director Nordgaard noted that he has kept busy with cleaning, spring work and introducing Mark Lawstuen to the various duties. Mark Lawstuen shared that he has been painting at the depot building and getting familiar with the daily chores. His goal for the park is to add more recreation while keeping up the maintenance. He noted that partnerships with other organizations will be key. A lawn mower quote was received from Preston Equipment. The quote was \$4150 to trade, however only \$2500 was budgeted for so the additional \$1600 would come from the vehicle replacement fund. A motion was made by Member Darling to approve the quote as submitted. The motion was seconded by Member Gehrig. Motion carried all in favor.
- B. Seasonal Employment Needs:** Logan Jenson has committed to returning to his position for 2021. An ad was placed in the Fillmore County Journal and on the website for the remaining opening. Interviews will be held on April 12 with Teri and Alex facilitating.

Continued Business:

- A. Covid 19 Update:** No update
- B. Founders Park Sub Committee Development:** Kate O'Neary shared the vision the group of volunteers discussed at their meeting held the prior evening which included shelters, tables, benches, implements, trees and possibly a gazebo. Tiana Degarmo shared ideas for turning some of the historic pieces into purposeful uses for the park

Approved 4/27/21

area including benches on the implements or the possibility of using old wheels as a barrier from park and parking area. It was note that both Tiana Degarmo and Michael Seiler are familiar with grant writing and could be of assistance. The group will be working to gather estimated costs. Once the group has established a formal and final plan it will be presented to the park board for approval.

- C. **Dog Park:** It was noted by Administrator Peterson that there is a group working on a proposal but at this time there is nothing formal to present.

Miscellaneous:

- A. **Walking Tour Date:** The Lanesboro Park Board will meet on April 24th at 8am to perform a walking tour of the city owned and maintained by the park department facilities.
- B. **Bike Rack:** The idea of having a bike rack on city owned property on Coffee Street was discussed. The board thought it would be a good idea to consider. Darla will reach out to past possible donors and the person who suggested the idea.
- C. **Insurance Requirement:** The current rental policy states that insurance may be required to host an event at the community center. Clarification on when insurance would be required, and the possibility to require all events to carry insurance rather than hiring a police officer were considered. A revised copy of the contract will be presented at the next meeting.
- D. **Building Use:** Recent requests to use the building as an office space have been received. The board was asked to consider that possible use of the building space and if a fee should be established for that type of use. No action was taken.

Next Meeting: Tuesday, April 27, 2021 at 4:30 p.m.

Adjourn: Motion was made by Board Member Hearldson to adjourn at 5:28 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, April 27, 2021
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: None

Visitors: Mark Lawstuen, David Haugen, Darla Taylor, Michele Peterson, Mitchell Walbridge, Tiana Degarmo, Kate O'Neary, Vicki McKinney, Lou Hamann, Michael Seiler , Ann Flynn, Jason Resseman , Chase Bakke , Mindy Albrecht-Benson, and Joe Goetzke .

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

Call the Special Meeting to Order: Mayor Resseman called the Special Meeting to order at 4:30 p.m.

Agenda: Member Albrecht-Benson motioned to approve the agenda as presented. Member Walbridge seconded the motion. Vote was done by roll call with all in favor. Motion carried.

- A. Public Works - Street, 2021 Ford F-350:** Mayor Resseman reviewed the consideration from the April 14th meeting to purchase a 2021 F-350, as well as the possibility of which truck to trade in. The idea is to create the most versatile fleet for the City. The boards discussed the budget, replacement schedules, mileage on existing vehicles, and maintenance on existing vehicles. The goal moving forward is to work as a team, and therefore the fleet vehicles may be used as needed between departments, however the 2016 F350 would primarily be used for the Park. Member Darling of the Park Board motioned to trade in the 2018 F150. Member Gehrig of the Park Board seconded the motion. Vote was done by roll call with all in favor. Motion carried. Mayor Resseman motioned to approve the recommendation of the Park Board to keep the 2016 F350 and trade in the 2018 Silverado 1500. Member Bakke seconded the motion. It was noted that the plow for the 2018 Silverado 1500 would be traded in with the truck. Vote was done by roll-call with all in favor. Motion carried.

Adjourn: Member Albrecht-Benson motioned to adjourn the special meeting at 4:40 p.m. Member Goetzke seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

Begin Regular Park Board Meeting:

Adopt Agenda: Board Member Semmen motioned to approve the agenda with the additions of play ground equipment repairs and Farmer's Park. 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 March 23, 2021 as submitted. Motion was seconded by Board Member Gehrig. Motion carried all in favor.

Consent Agenda:

- a. Lexi Hall Wedding 5/1/21
- b. Logan Walker Wedding 5/28/22
- c. Shelby Ebner Wedding 6/25/22
- d. Turkey Federation Ban uet 7/31/21
- e. Ristau Wedding 10/16/21

Motion to approve the consent agenda items was made by Member Hearldson. Board Member Semmen seconded the motion. Motion carried all in favor.

Regular Business:

- A. Staff Update:** Mark Lawstuen shared that he has been working on getting pumps and tanks ready for watering plants. He suggested that in the future we could work with the Lanesboro Golf Course to get the hanging baskets for town. He also shared much appreciation for the other staff members who have been very helpful in the park getting projects done in a collaborative manner. David Haugen also noted that they are tackling projects like tree trimming that one person would not be able to do alone and things have been going very well.
- B. Seasonal Employment Needs:** There were 2 very good candidates for the part time opening. The committee recommends offering the open position to Jacob Peterson. A motion was made to approve Jacob Peterson and Logan Jensson as 2021 part time employees by Member Semmen. The motion was seconded by Member Hearldson. Motion carried all in favor.
- C. July 9, 2021 Relay for Life Space Donation:** The use of the gym on July 9 was requested for the Relay for Life Silent Auction. Board member Darling motioned to approve the donation of the space for Relay for Life. Member Gehrig seconded the motion. Motion carried all in favor.
- D. West Bluff Hiking Trail:** The STS Crew has been working on the hiking trail located on the west bluff which is a very steep area. The crew has enough supplies for this year to continue working, however they may possibly need more cross arms to finish the project in future years and railings and possibly a bridge may be needed. The Board viewed a video submitted by Kate O'Neary of the area showing the current work being done. The board would like to see the project continue on for this year and then re-evaluate the project in the fall including the history of the project.

Continued Business:

- A. Covid 19 Update:** No update
- B. Updated Rental Contract-Insurance Requirement:** The Lanesboro Community Center Rental documents were updated to require liability insurance from all renters, and removed the option for hiring an officer. A motion was made by Member Darling to approve the rental documents as submitted with the noted changes. The motion was seconded Member Benson. Motion carried all in favor.

Approved 5/25/21

Miscellaneous:

- A. **Walking Tour Notes:** The STS crew can power wash the gazebo for further assessment if repairs are needed. Member Darling motioned to approve the STS Crew power washing the gazebo. The motion seconded by Member Hareldson. Motion carried all in favor. It was also noted that there are lots of small maintenance issues and upkeep that needs to be done. The board suggested prioritizing projects when the budget discussion begins in the coming months.
- B. **Playground Equipment Repairs:** David Haugen noted that after initial inspection of the park equipment there were several areas that needed repair. A quote for repair parts was submitted. A motion was made by Member Darling to approve the quote from Flagship Recreation in the amount of \$3926.53, with funds coming from the park and rec funds. The motion was seconded by Member Gehrig. Motion carried all in favor.
- C. **Farmer's Park:** The committee of Kate O'Neary, Tiana Degarmo, Vicky McKinney, Lou Hamann, Micheal Seilor, and Anne Flynn were present to request the designation of space at the ball field for a future Farmer's Park. The name was changed to Farmer's Park to allow for more possibilities in funding from outside sources and grants. The name change also helps tell the story of our farming community. If approved the group would begin seeking funds to develop the area and implement the ideas presented. A drawing showing possibilities of shelters, tables, fire pits and a few trees was presented. A motion was made to dedicate the space for the Farmer's Park by Member Darling. The motion was seconded by Member Hearldson. Motion carried all in favor.
- D. **Men's Bathroom Depot Building:** The men's bathroom at the depot building is needing repairs. Quotes for toilets and faucets were received. Board Member Gehrig motioned to approve the quoted toilet at \$715. The motion was seconded by Member Semmen. Motion carried all in favor. David Haugen will look into fixing the faucet. A motion was made by Member Darling that if the faucet was not fixable to move forward with the purchase of the Push Option faucet quoted at \$552.00. Member Gehrig seconded the motion. Motion carried all in favor.
- E. **Camping in Parking Lots:** It was noted that some overnight camping in vehicles has been noticed. The issue has been shared with Officer Sass.
- F. **Ball Field Parking:** Enforcement of the ball field parking policies was also noted.

Next Meeting: Tuesday, May 25, 2021 at 4:30 p.m.

Adjourn: Motion was made by Board Member Darling to adjourn at 5:47 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 25, 2021
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: None

Visitors: Mark Lawstuen, Darla Taylor, Michele Peterson, Mitchell Walbridge, Stacey Schultz, Chris Hanson, Sandy Webb, Linda Tacke

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

Adopt Agenda: Board Member Darling motioned to approve the agenda with the additions of April 27th Minutes, Community Theatre and Museum Repairs. 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 April 27, 2021 as submitted. Motion was seconded by Board Member Gehrig. Motion carried all in favor.

Consent Agenda:

- a. Biel Wedding 6/11/22

Motion to approve the consent agenda by Member Darling. Motion was seconded by Member Semmen. Motion carried all in favor.

Regular Business:

- A. **Staff Update:** [Mark Lawstuen](#) shared that the 2 weddings in May went well. The men's bathroom at the depot building got repairs to the countertop and sinks and faucets. The project went well so supplies were purchased to do the same repairs in the women's bathroom. Mowing has been a challenge due to all the rain last week, but they are working together to get caught up. The seasonal staff were trained and ready to begin. Also a toilet at the depot bathroom will be repaired.
- B. **Karma Yoga:** Linda Tacke was present to request the use of space by the ballfield for karma yoga. Donations are accepted and given to local food shelves and food banks. Ms. Tacke and two other certified instructors are available. Motion by Member Hearldson to approve the use of the space on Thursday's at 9am for Karma Yoga. Motion was seconded by Member Darling. Motion carried all in favor.
- C. **Boyscouts Ballfield parking:** Parking permit request was received by the boy scouts for a trailer to be parked at the ball field. A motion was made to approve the parking permit for the

Approved 6/22/21

boy scouts by Member Darling. Motion was seconded by Member Hearldson. Motion carried all in favor. A second motion to recommend to city council to review and possibly repeal the ball field parking ordinance was made by Member Hearldson. Motion was seconded by Member Gehrig. Motion carried all in favor.

- D. Gateway park signage:** A motion was made to allow for signage to be added directing visitors to Gateway Park by Member Hearldson. Motion was seconded by Member Darling. Motion carried all in favor.
- E. POET Grant:** Chris Hanson from POET was present to present Stacey Schultz and the park board a \$2000 grant to be used for swings at the bass pond. 3 brown bench swings have been purchased. The specific location will be worked out between Stacey and City Staff Member David Haugen. A motion to accept the grant from POET for the swings was made by Member Semmen and seconded by Member Darling. Motion carried all in favor.
- F. Community Theatre:** Sandy Webb was present to request the use of the space in Sylvan Park near the log cabin on July 31 at pm and Aug 1 at 4pm for the community theatre production. A motion was made by Member Darling and seconded by Member Gehrig to allow the use of the space. Motion carried all in favor.
- G. Museum Repairs:** A quote from Meisner Roofing to repair gutter and downspout after water damage occurred last winter was presented to the board. It was suggested that we check with the contractor to see if any of the current materials can be salvaged. A motion was made to work with the contractor on the salvage possibilities and approve the work not to exceed the quoted price form Meisner Roofing by Member Hearldson and seconded by Member Gehrig. Motion carried all in favor.

Miscellaneous:

- A. The rates for Community Center Rental and Camping Fees will be considered during the Budget Discussion.

Next Meeting: Tuesday, June 22, 2021 at 4:30 p.m.

Adjourn: Motion was made by Board Member Darling to adjourn at 5:30 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, June 22, 2021
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: Rick Darling and Alex Gehrig

Visitors: Mark Lawstuen, Darla Taylor, Michele Peterson, Mitchell Walbridge, David Haugen

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

Adopt Agenda: Board Member Semmen motioned to approve the agenda with the addition of Duct Cleaning. Member Benson seconded the motion. Motion carried, all in favor.

Approve Minutes: Motion was made by Board Member Hearldson to approve the meeting minutes from May 25, 2021 as submitted. Motion was seconded by Board Member Semmen. Motion carried all in favor.

Consent Agenda:

- a. Retirement Party 8/20/21

Motion to approve the consent agenda by Member Semmen. Motion was seconded by Member Hearldson. Motion carried all in favor.

Regular Business:

- A. **Staff Update:** [Mark Lawstuen](#) reported that the Women's Bathroom at the Depot Building has been updated with new counter tops and sinks. Weed control at the ball field and campgrounds has been completed. The gazebo door was found in need of repair. The depot building has some wasp nests that need attention. The DNR recently hosted 3 fishing days and everything seemed to go well. Signs and payment boxes are being installed in the campground. David Haugen also noted that trees and branches were addressed in the park and also noted that some of the bare root trees are not surviving in the park. The tree budget for next year will be focused for the park.
- B. **Ball Field Parking Ordinance:** A motion was made by Member Semmen to recommend to the city council that they amend the parking ordinance to allow for 8 spots of 15 feet allowable to commercial businesses who operate within the city limits, or non-profit groups with the first option to renew given to previous permit holders prior to April 1st. Motion was seconded by Member Hearldson. Motion carried all in favor.

Approved 7/27/21

- C. Bathroom RFP for Handicapped Restroom:** Board Member Semmen motioned to approve seeking bids to create a handicapped restroom in the storage area of the bathhouse as shown on the Bolton & Menk bathhouse design. Member Benson seconded the motion. Motion carried all in favor.
- D. Asphalt Surface at Sylvan Campground:** David Haugen was present to share with the board that a large rock had created a need for a cut out in the asphalt in Sylvan Park Campground. The need for excavation and repair will need to be budgeted for in the future. The rock causing the issue will require an approximate excavation area of approximately 15' X 20' section of asphalt repair.
- E. 2022 Budget:** Administrator Peterson asked the board to be considering items that need to be placed in the 2022 budget. She will work with the department heads to determine specific needs.
- F. Bass pond trail asphalt:** It was noted that there are multiple areas on the trail at the bass pond in need of repairs. The damage is so extensive that rip rap may be needed to secure the shoreline of the pond in order to complete the necessary repairs.
- G. Museum Repairs:** A quote from Meisner Roofing to repair gutter and downspout after water damage occurred last winter was presented to the board. It was suggested that we check with the contractor to see if any of the current materials can be salvaged. A motion was made to work with the contractor on the salvage possibilities and approve the work not to exceed the quoted price from Meisner Roofing by Member Hearldson and seconded by Member Gehrig. Motion carried all in favor.

Miscellaneous:

- A. Duct Work Cleaning:** During the Library board meeting it was noted that black particles are being blown onto the books. Quotes for cleaning the duct work within the Lanesboro Community Center Building are being sought. A motion was made to approve the cleaning of the ducts at the Community Center Building not to exceed \$12,000 was made by Member Semmen. The motion was seconded by Member Benson. Motion carried all in favor.

Next Meeting: Tuesday, July 27, 2021 at 4:30 p.m.

Adjourn: Motion was made by Board Member Semmen to adjourn at 5:14 p.m. Motion was seconded by Board Member Benson. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

Approved 8/24/21

**Lanesboro Park Board
Regular Meeting
Tuesday, July 27, 2021
Lanesboro Community Center Meeting Room and Zoom**

Members Present: Teri Benson, Sam Hearldson, Alex Gehrig and Brenda Semmen in person and Rick Darling via Zoom

Members Absent:

Visitors: Mark Lawstuen, Darla Taylor, Michele Peterson, Mitchell Walbridge, David Haugen

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

Adopt Agenda: Board Member Gehrig motioned to approve the agenda as submitted. . 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 June 22, 2021 as submitted. Motion was seconded by Board Member Gehrig. Motion carried all in favor.

Regular Business:

- A. **Staff Update:** [Mark Lawstuen](#) reported that the benches in Sylvan Park were recently painted by a service group from Rochester and what they were not able to get done, he has completed. Both Mark Lawstuen and David Haugen shared they are busy getting ready for Buffalo Bill Days. The missing grate from the duct work in the gym will be replaced. The new grate is painted and ready to be installed.
- B. **Farmers Park:** A final design drawing was submitted that includes creative accents pieces to increase the aesthetics of the areas.. Michele Peterson shared that the group will begin fundraising for the park during Buffalo Bill Days. Any funds received will then be donated to the City of Lanesboro and tracked.
- C. **Lanesboro Arts:** A motion was made to approve the Mosaics in Gateway Park by Member Hearldson. The motion was seconded by Member Semmen. Motion carried all in favor.

Miscellaneous:

- A. **Bass Pond Area Concerns:** It was noted that the asphalt issues continue to develop. It was also noted that trapping may be needed to control some beavers who are making home in the area and adding to the destruction of the area.

Next Meeting: Tuesday, August 24, 2021 at 4:30 p.m.

Adjourn: Motion was made by Board Member Semmen to adjourn at 4:46 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, August 24, 2021
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: Alex Gehrig

Visitors: Mark Lawstuen, Darla Taylor, Michele Peterson, Mitchell Walbridge, David Haugen and Stacey Schultz

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

Adopt Agenda: Board Member Darling motioned to approve the agenda with the addition of use of space request. 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 July 27, 2021 as submitted. Motion was seconded by Board Member Hareldson. Motion carried all in favor.

Approve Consent Agenda:

- a. Mensink/Melcher Wedding 2/12/22
- b. Gazebo Rental 8/13/21

A motion was made to approve the consent agenda by Member Darling. Motion was seconded by Member Benson. Motion Carried all in favor.

Regular Business:

- A. Staff Update:** [Mark Lawstuen](#) reported that the part time staff have reduced hours now that fall activities have started. There were a few repairs needed after Buffalo Bill Days, one to the door in the men's bathroom and the other some ruts in the grass. David Haugen shared that the 3 swings for the bass pond area have arrived and they have started to get them installed as time allows. He also noted that asphalt was patched in at the bass pond trail so there is no longer a major trip hazard. The humidity issue in the library was addressed by call WHV. A new part has been ordered and will be installed once it arrives.
- B. Long Term Camping:** It was noted that an increase in lengthy stays at the campground has become more frequent. There is a need to look into the policies and procedures for the campground to see where improvements can be made.

Approved 9/28/21

- C. **Flyer-Camping /Community Center:** The flyer that was created several years ago for the campgrounds and community center have run out of supply. It was suggested that we make some updates and look into the costs of having new ones printed.

Miscellaneous:

- A. **Stacey Schultz:** Stacey wanted to Thank the staff for the use of the lawn mower during Buffalo Bill Days and shared that the event went well. She also noted the Poet Grant Swings have arrived and will be installed at the bass pond.
- B. **Use of Space Request:** The use of the dining room was requested on Thursday evenings during football season to serve the team meals. A motion to allow the use of space was made by Member Darling. The motion was seconded by Member Hareldson. Motion carried all in favor.

Next Meeting: Tuesday, September 28, 2021 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, September 29, 2021
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: none

Visitors: Darla Taylor, Michele Peterson, Mitchell Walbridge, David Haugen, Maureen Anderson and Stacey Schultz

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

Adopt Agenda: Board Member Darling motioned to approve the agenda with the addition of pickleball court. Member Semmen seconded the motion. Motion carried, all in favor.

Approve Minutes: Motion was made by Board Member Gehrig to approve the meeting minutes from August 24, 2021 as submitted. Motion was seconded by Board Member Darling. Motion carried all in favor.

Approve Consent Agenda:

- a. 9/29/21 City of Rochester-Chamber Room Rental
- b. 12/4/21 Wedding Rental- Maschoff
- c. 9/18/21 Gazebo Rental

A motion was made to approve the consent agenda by Member Semmen. Motion was seconded by Member Darling. Motion Carried all in favor.

Agenda Items:

A. **Staff Update:** David Haugen noted that the showers in the Women's Locker room Bathroom had recently been discovered to run all night long. It was found that the solenoids are not working properly and they are looking into parts for the aging equipment. The STS crew will be washing and sealing the gazebo in October. It was also noted that the STS crew is out of 4X4 for the walking path and are only currently 1/3 of the way up. No action was taken to provide additional 4X4 for the project at this time. An asphalt patch was put on the trail at the bass pond.

New Business:

- A. **Winter Meeting Schedule:** A motion to cancel the November 2021- February 2022 meetings of the park board was made by Member Darling and seconded by Member Hareldson. Motion carried all in favor.
- B. **2022 Budget:** Administrator Peterson noted that the preliminary budget was approved, and a meeting to work through the final budget will take place in the near future.

- C. **Lease of Building for Commercial Purposes:** The board was asked to consider creating a policy to allow for the lease of the dining room space for commercial purposes. A motion to reject the offer to lease the building for commercial purposes was made by Member Darling and seconded by Member Semmen. Motion carried all in favor.
- D. **Park Shelter:** Administrator Peterson requested permission to submit a LACF grant for \$2000.00 to replace a picnic shelter and start the cement work this fall. She noted that Mr. Cutting from the school is able to build the shelter this spring with his class. The materials and some picnic tables could seek funding from other local organizations like the Legion and Fire Department. A motion to approve the LACF grant application for \$2000.00 for cement work , and permission to seek funding from Lanesboro Legion and Lanesboro Fire Department for the remaining funds for the replacement of the park shelter was made by Member Semmen and seconded by Member Gehrig. Motion carried all in favor.
- E. **Trash Compactors:** Administrator Peterson shared that the Planning and Zoning Commission and City Council will be considering the addition of trash compactors to the downtown area.
- F. **WHV Contract:** Dave and Darla met with Paul from WHV to get a better understanding of the services provided and to look into the humidity levels in the library. It was noted that if the library continues to see high humidity levels the best course of action would be to install an industrial dehumidifier. The frequency of filter changes should be adjusted to 4 times per year, and spaying the coils once per year with a disinfectant cleaning solution were both suggested going forward. A motion to continue the WHV contract for \$2480 with the twice per year services and add an additional two filter changes by city staff at approximately \$360 for filters was made by Member Hareldson and seconded by Member Gehrig. Motion carried all in favor.
- G. **Pickleball:** Maureen Anderson was present to suggest the park board could apply for grant funding to improve the pickleball courts with benches and a backstop. She also noted that the lighting in the area needs updating. Due to the unknown future of the area, a motion to table the matter was made by Member Semmen and seconded by Member Gehrig. Motion carried all in favor.

Old Business:

- A. **Bathroom RFP:** No Update, No Action.
- B. **Brochure:** A quote from Sarah Peterson was received. Updates will be dependent upon any camping changes that may need to be made to the current system. No action was taken.
- C. **Museum Roof Repairs:** Meisner Roofing has completed the repairs.
- D. **Community Center Wedding Lights:** The contract and fee for hanging lights for weddings was discussed. Currently David Bakke is paid the \$150.00 for each wedding that has lights hung and he is responsible for putting up and taking down the lights. A motion to table the item was made by Member Hareldson and seconded by Member Gehrig. Motion carried all in favor. It was noted that the park board will invite David Bakke to the next meeting to discuss the history of the agreement, future options and expectations.

Approved 10/27/21

- E. **Bike Racks:** Stacey Shultz is seeking permission to write a SHIP grant for funds available for placing bike racks in the downtown area. The grant deadline is November 1st. A specific location would still need to be identified if the grant is approved. A motion was made for Stacey Schultz to write a SHIP grant for bike racks and work with the city to determine a location should the grant be awarded by Member Hareldson and seconded by Member Darling. Motion carried all in favor.
- F. **Camping Reservation System:** It was noted that a recent user of Sylvan Park Campground used the park as a long term camping spot paying the weekly rate for multiple weeks in a row. She noted that it allowed them the flexibility to come to Lanesboro when their schedule allowed and leaving the camper in the park was the best option for them. It was requested that the board consider a seasonal fee for camping. A better way to track reservations still needs to be explored and researched. A motion to table the item was made by Member Darling and seconded by Member Gehrig. Motion carried all in favor.

Miscellaneous:

- A. **Tree Trust:** Stacey Schultz noted that the trees will be arriving in October and she will be working with the school to determine the location on school grounds.
- B. **Next Meeting Time:** Due to Football Tournament Game, A motion to move the October 26, 2021 meeting time to 4pm was made by Member Hareldson, and seconded by Member Gehrig. Motion carried all in favor.

Next Meeting: Tuesday, October 26, 2021 at 4:00 p.m.

Adjourn: Motion was made by Board Member Semmen to adjourn at 5:56 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 26, 2021
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: none

Visitors: Darla Taylor, Michele Peterson, Mitchell Walbridge, Mark Lawstuen, and Maureen Anderson.

Call to Order: Board Member Benson called the meeting of the Park Board to order at 4:04p.m.

Adopt Agenda: Board Member Darling motioned to approve the agenda with the addition of Class of 1976 Donation. 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 September 28, 2021 as submitted. Motion was seconded by Board Member Darling. Motion carried all in favor.

Approve Consent Agenda:

- a. 10/2/21 Scrapbooking Event
- b. 6/4/22 Draper Wedding

A motion was made to approve the consent agenda by Member Semmen. Motion was seconded by Member Darling. Motion Carried all in favor.

Agenda Items:

A. **Staff Update:** Mark Lawstuen shared that the aerators have been removed from the ponds for the season. He also noted that the STS crew was here and washed the gazebo noting concerns, and offering to stain it next spring. They are also working on fall clean up of leaves.

New Business:

- A. Commission Terms: No park board members have terms expiring in 2021.
- B. Park Electric System: The addition of a 600 kv transformer to be added to the east end of the park was discussed as well as the need to repair and upgrade the electric around the gazebo. Estimates will be sought for the project.
- C. Bluff Country Ad: A motion was made by member Darling to continue running the ad in the Visitors Guide. The motion was seconded by member Gehrig. Motion carried all in favor.

Old Business:

- A. **Bathroom RFP:** Bids are being sought.
- B. **Brochure:** No update.

Approved 3/22/22

- C. **Wedding Lights Community Center:** Currently David Bakke is being paid \$150.00 for each wedding that elects to have the lights hung from the ceiling. An agreement should be in place for this service. An agreement will be worked on and ready to present at the next meeting.
- D. **Bike Racks:** It was noted that Stacey Schultz will work with Planning and Zoning for the future of bike racks and the possible locations.
- E. **Camping Reservation System:** A reservation system currently used by Harvest Farms Campground was presented. It would cost \$200 to get it set up, and also would need to change credit card processing information as well as create digital maps of the spaces. No action was taken. Other options will be explored over the winter months.
- F. **Pickle Ball/ Tennis Courts:** Maureen Anderson was present to ask that the pickle ball area be kept. No action was taken. The area will be addressed in the park priority list.
- G. **Park Shelter:** The Lanesboro Area Community Foundation Grant of \$2000.00 was approved. It will be used toward the cement work for the new shelter.
- H. **Gazebo Roof:** The deterioration of the roof was discussed. Quotes to have the gazebo re-roofed will be sought by park staff.

Miscellaneous:

- A. **Class of 1976 Donation:** The class would like to donate a bench to be placed along Parkway. A motion was made by Member Darling to approve the donation of a bench from the Class of 1976 to be placed on Parkway Avenue. The motion was seconded by Member Hearldson. Motion carried all in favor.
- B. **Park Priority List:** Administrator Peterson will send the board members a list of all park areas and projects for prioritizing.

Next Meeting: Tuesday, March 22, 2022 at 4:30 p.m.

Adjourn: Motion was made by Board Member Semmen to adjourn at 5:04 p.m. Motion was seconded by Board Member Gehrig. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor
Deputy Clerk