

Approved 4/25/23

**Lanesboro Park Board
Regular Meeting
Tuesday, March 28, 2023
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: Rick Darling

Visitors: Michele Peterson, Darla Taylor, Mitchell Walbridge, Gwen Harmon, Kathy Wade, Andrea Miehlich, and Mark Lawstuen

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

Welcome Guests and Comments: Kathy Wade, Gwen Harmon, and Andrea Miehlich shared the need and desire for improved outdoor pickleball courts. They noted they are willing to help in any way needed and encouraged the park board to invest in the outdoor equipment needed for a second pickleball court.

Adopt Agenda: Board Member Semmen motioned to approve the agenda as presented. 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 November 22, 2022 as submitted. Motion was seconded by Board Member Semmen. Motion carried all in favor.

Consent Agenda:

- a. 6/23/-6/25 Family Reunion
- b. Lanesboro Arts Fall Gala 11/4/23
- c. Art in the Park 6/17/23
- d. Rhythms on the Root (Gateway Park) 6/10/23,7/8/23,8/12/23
- e. History Alive Gazebo 5/28/23
- f. Sass Graduation 6/11/23
- g. Johnson Baby Shower 4/8/23
- h. Boy Scouts Derby 4/8/23 (Gym)
- i. Lanesboro Community Theatre 7/15-7/16 Sylvan Park

A motion was made to approve the consent agenda items by Member Semmen and seconded by Member Heraldson. Motion carried all in favor.

Staff Update: Mark Lawstuen noted that it was a busy winter plowing and cleaning. He painted the locker rooms using paint on hand. Mark also noted the possible need for seasonal staff. He is also looking into some possible grant opportunities.

New Business:

- A. National Fitness Campaign:** BCBS outdoor fitness program with shared costs was explored, however the overall costs could be over \$100000. Staff will be exploring options and ideas.
- B. Consider Job Title Change for Public Works Technician:** The current job title is Public Works Maintenance Worker. Mark Lawstuen requested a change to Park and Facility Manager to better represent the duties and responsibilities of the position. It was noted that the pay scale and responsibilities are the same. A motion to recommend a job title change from Public Works Maintenance Worker to Park and Facility Manager to the city council was made by Member Heraldson and seconded by Member Benston. Motion carried all in favor.
- C. AED Location in Community Center:** A request had been made to move the current unit from near the gym to the library book drop area. The park discussed the request and noted the possible need for a second unit with signage for the book drop area. Grants will be sought for the purchase of a second AED to be placed in the library book drop area.
- D. Sylvan Park Drive-Thru Lights Option:** Staff noted the desire to collaborate with other businesses to create lighted park displays for the winter. The idea will be shared with the Business Promotion Group, the Chill-Inn Group as well as others who may be interested. The idea will continue to be explored.
- E. 2023 Seasonal Employment:** A motion was made to first offer the position to the past staff and secondly if needed to advertise for any openings by Member Heraldson and seconded by Member Semmen. Motion carried all in favor.
- F. 2023 Proposed Camping Rate Increases:** A motion was made to approve the increased camping rates as presented with the exception of RV sites to \$40 per night or \$200 weekly by Member Heraldson and seconded by Member Gehrig. Motion carried all in favor. New 2023 rates are: Auditorium \$650, Dining Room \$125, Daily Tent \$25, Weekly Tent \$125, Daily RV \$40, Weekly RV \$200.
- G. Portable Restroom Quotes:** A motion was made to approve the lower quote from Onsite Sanitation by Member Semmen and seconded by Member Gehrig. Motion carried all in favor.
- H. LACF Grant Application:** A motion was made to submit a grant application for the Gazebo items including paint, landscaping, lights and decking by Member Heraldson and seconded by Member Semmen. Motion carried all in favor.

Old Business:

- A. BAM 2023 Event:** It was noted that the event will take place in Sylvan Park on Wednesday Aug 16, 2023 . The Chamber is working on volunteers for the event.
- B. Air Stream Rally May 11-14 Riverview Campground Use:** A motion was made to reserve 8 sites at Riverview Campground on May 11-14 for the air stream rally by Member Heraldson and seconded by Member Gehrig. Motion carried all in favor.

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- C. Bathhouse Mural Design:** Work will need to be completed by June 30, 2023. Administrator Peterson will reach out to Stacey Schultz for an update on design progress.
- D. Tennis Court Area:** The grant that was applied for to complete the study was not approved. A motion to approve the study by Bolton and Menk at a cost not to exceed \$9000 with the intention of having a hard surface for sports was made by Member Semmen and seconded by Member Heraldson. Motion carried all in favor.

Adjourn: Motion was made by Board Member Semmen to adjourn at 5:39 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 25, 2023
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: Alex Gehrig

Visitors: Michele Peterson, Darla Taylor, Mitchell Walbridge, Stacey Shultz and Mark Lawstuen

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

Welcome Guests and Comments: No comments.

Adopt Agenda: Board Member Semmen motioned to approve the agenda with the additions of BAM and Mower to old business. 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 March 28, 2023 as submitted. Motion was seconded by Board Member Semmen. Motion carried all in favor.

Consent Agenda:

- a. Gray Gazebo 6/4/23

A motion was made to approve the consent agenda item by Member Heraldson and seconded by Member Semmen. Motion carried all in favor.

Staff Update: Mark Lawstuen shared that the Bath House was opened for the trout season opener. There was an issue with the hot water heaters. They were repaired by Kingsley Mercantile with new heating elements. The STS crew will be asked to help with the gazebo updates with funding from the LACF grant for the supplies. A roller was purchased for use in the park.

Old Business:

- A. Bathhouse Mural Design:** Stacey Schultz was present to share that she is still working with Kara from Lanesboro Arts, but will also be working with Stena Lieb and her daughter Gwen who is looking to earn her silver award for girl scouts. A final design is requested for the May 23rd meeting with painting needing to be completed prior to the June 30th grant deadline.
- B. Tennis Court Area:** The study is in process.
- C. Seasonal Employment:** 4 applications were received and 3 interviews conducted. The committee discussed the benefits of 1 full time staff or 2 part-time staff. A motion was

made to offer Ryan Himlie the position with about 30 hours per week at \$15.00 an hour with the back up offer to Nick Hahn should Ryan decline the opportunity by Member Semmen and seconded by Member Darling. Motion carried all in favor.

- D. BAM 2023 Event:** A detailed schedule of events and location maps were shared with the park board. The event will arrive in Lanesboro on Wednesday August 16 and will include camping, shower trailer, entertainment and possibly a beer tent in Sylvan Park. The ride will depart Lanesboro the morning of August 17th, and return back to Lanesboro on Sunday August 20th. A motion to approve BAM in Lanesboro was made by Member Darling and seconded by Member Hearldson. Motion carried all in favor.
- E. Mower Quotes:** It was noted by Administrator Peterson that the budgeted amount was not enough to cover the quote received for the new mower and therefore funds from the vehicle replacement for a park truck would be allocated to cover the mower shortage. A motion was made to approve the purchase of the new mower from Preston Equipment by Member Semmen and seconded by Member Hearldson. Motion carried all in favor.

Adjourn: Motion was made by Board Member Darling to adjourn at 4:54 p.m. Motion was seconded by Board Member Semmen. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

Approved 6/27/23

**Lanesboro Park Board
Regular Meeting
Tuesday, May 23, 2023
Lanesboro Community Center Meeting Room and Zoom**

Members Present: Sam Heraldson, Rick Darling, and Brenda Semmen

Members Absent: Teri Benson and Alex Gehrig

Visitors: Michele Peterson, Darla Taylor, Mitchell Walbridge, Mark Lawstuen, and Bonita Underbakke

Call to Order: Board Member Darling called the meeting of the Park Board to order at 4:32 p.m.

Welcome Guests and Comments: No comments.

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

Approve Minutes: Motion was made by Board Member Semmen to approve the meeting minutes from April 25, 2023 as submitted. Motion was seconded by Board Member Heraldson. Motion carried all in favor.

Consent Agenda:

- a. 06/10/2023 Ferrie Grad Party
- b. 06/18/2023 Prestemon Grad Party

A motion was made to approve the consent agenda item by Member Heraldson and seconded by Member Semmen. Motion carried all in favor.

Staff Update: Mark Lawstuen reported the following:

- Our new Seasonal employee Nick Hahn has started training this week, learning about our equipment and getting used to the geography of the area.
- Plumbing for a urinal had to be replaced.
- The Buffalo Bill Day Committee applied for a grant through the Lanesboro Area Community Foundation to replace the bases at the ballfield.
- It was noted that frisbee golf had been set up in Sylvan Park for a class project, items have now been removed.
- Seasonal staff members will be participating in safety training.

New Business:

- A. **Class of 2021 bench and tree donation in memory of Joe Gathje:** Member Semmen motioned to accept the donation to be placed in the northwest corner of the first pond in Sylvan Park. Member Heraldson seconded the motion. Motion carried with all in favor.

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- B. Ryan Palmer Sculpture Location:** Mr. Palmer has been awarded a grant to create a sculpture to be placed in a public location. Therefore he had reached out to the City office to discuss potential sites. Palmer will provide additional information including design and aesthetics. Discussion to be continued.

Old Business:

- A. Bathhouse Mural Design:** Administrator Peterson shared that she had met with Stacey Schultz and Kara Maloney prior to the meeting and discussed pausing the project to allow for additional time for design and installation. Notification was sent to SMIF that the City would not be taking action on the grant received, however, once a design is approved by the board application for the grant would be completed again. Board members noted a desire to paint the bathhouse still this year as it is in need. Staff members will look into a solid color that could potentially be used as a backdrop for a mural in the future.
- B. Tennis Court Area:** Administrator Peterson will be meeting with the engineers on May 30, 2023 to initiate the work to complete the study.

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

Respectfully Submitted,

Michele Peterson, MCMC
City Administrator/Clerk

Approved 8/22/23

**Lanesboro Park Board
Regular Meeting
Tuesday, June 27, 2023
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: None

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

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

Welcome Guests and Comments: No comments.

Adopt Agenda: Board Member Semmen motioned to approve the agenda with the addition of dinner dance space donation. Member Heraldson seconded the motion. Motion carried, all in favor.

Approve Minutes: Motion was made by Board Member Gehrig to approve the meeting minutes from May 23, 2023 as submitted. Motion was seconded by Board Member Darling. Motion carried all in favor.

Consent Agenda:

- a. May 17-19, 2024 Bluff Country Gathering
- b. July 19, 2023 gym use for Chill Inn Meeting
- c. IBM Luncheon August 9, 2023

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

A motion was made by Member Semmen to donate the use of the space for the Holiday Dinner Dance on December 2, 2023. The motion was seconded by Member Darling. Motion carried all in favor.

Staff Update: Mark Lawstuen reported the following:

- Gazebo repairs have been started. New steps were installed, LED lights and a new outlet on the ceiling.
- The bath house cement was started and the location for the new drinking fountain was determined.
- The power washing and painting of the bath house is planned.

New Business:

- A. **Ice Fishing Memorial Picnic Table Donation:** The memorial ice fishing committee would like to donate a round picnic table for the area down by the dam. A motion to

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approve the donation of the picnic table to be placed down by the dam was made by Member Heraldson and seconded by Member Gehrig. Motion carried.

- B. Playground Mulch:** It was noted that the mulch is in need of updating. A motion was made to order new mulch by Member Heralson and seconded by Member Semmen. Motion carried.

Old Business:

- A. Tennis Court Area:** The engineers are in the process of completing the feasibility study.

Adjourn: Motion was made by Board Member Semmen to adjourn at 4:42 p.m. Motion was seconded by Board Member Darling. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

July 2023 Meeting was cancelled

Approved 9/26/23

**Lanesboro Park Board
Regular Meeting
Tuesday, August 23, 2023
Lanesboro Community Center Meeting Room and Zoom**

Members Present: Alex Gehrig, Sam Heraldson, Rick Darling, and Brenda Semmen

Members Absent: Teri Benson

Visitors: Darla Taylor, Mitchell Walbridge, and Bonita Underbakke.

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

Welcome Guests and Comments: No comments.

Adopt Agenda: Board Member Semmen motioned to approve the agenda with the addition of Donation of Space Request-Thoen and Lanesboro Arts Center Use of Gateway Park. 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 June 27, 2023 as submitted. Motion was seconded by Board Member Semmen. Motion carried all in favor.

Consent Agenda:

- a. Swenson/McCabe Wedding 7/20/24
- b. Janet/Wangen Wedding 6/15/23

A motion was made to approve the consent agenda items by Member Semmen and seconded by Member Gehrig. Motion carried all in favor.

Staff Update: None

New Business:

- A. 2024 Budget Items-** It was noted that the preliminary budget will be considered by city council at their September 5th meeting.
- B. DNR Grant for Pond Stabilization-** David Haugen shared that he is working with Melissa Wanger from the DNR to submit a grant for the stabilization of the two ponds in Sylvan park.
- C. Thoen Use of Space Donation Request:** Hindt Funeral home requested the use of the gym for a Memorial Service with meal and dance on October 14, 2023. A motion was made by Member Gehrig and seconded by Member Heraldson to deny the donation or reduced rate for the event. Motion carried. Member Semmen abstained.

Approved 9/26/23

D. Lanesboro Arts- Gateway Park Event- Lanesboro Arts requested the use of space in Gateway park on September 24, September 26 and September 29 for a public art engagement project by artist in residence, Sequoia Hauck. A motion was made to approve the request by Member Semmen and seconded by Member Heraldson. Motion carried all in favor.

Old Business:

A. Tennis Court Area: Three designs with cost estimates were reviewed from Bolton and Menk. A motion was made to request the city council increase the park capital outlay budget for 2024 by \$40,000 for tennis court area improvements by Member Darling and seconded by Member Gehrig. Motion carried all in favor.

B. Bath house and Gazebo Updates- David Haugen shared that the cement work, painting, and edging have been completed at the bath house. A new drinking fountain has been installed, however is waiting for state approval to hook up to the water supply. The Gazebo has been updated with new lights, stair boards, railings and some landscaping.

Adjourn: Motion was made by Board Member Semmen to adjourn at 4:55 p.m. Motion was seconded by Board Member Heraldson. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor
Deputy Clerk

Approved 10/24/23

**Lanesboro Park Board
Regular Meeting
Tuesday, September 26, 2023
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: Sam Hearldson and Brenda Semmen

Visitors: Darla Taylor, Mitchell Walbridge, Mark Lawstuen, Ann Thompson and Bonita Underbakke.

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

Welcome Guests and Comments: No comments.

Adopt Agenda: Board Member Darling motioned to approve the agenda with the addition of Dining Room Carpet to New Business. Member Benson seconded the motion. Motion carried, all in favor.

Approve Minutes: Motion was made by Board Member Gehrig to approve the meeting minutes from August 22, 2023 as submitted. Motion was seconded by Board Member Darling. Motion carried all in favor.

Consent Agenda:

- a. Thoen Memorial 10/14/23
- b. Krueger Dining Room 9/9/23

A motion was made to approve the consent agenda items by Member Darling and seconded by Member Gehrig. Motion carried all in favor.

Staff Update: Mark Lawstuen shared that staff continue to work with the DNR to obtain a pond stabilization grant with a 3 year permit time line. The seasonal employee will be working just weekends now through mid October. The Little Norway Walking Bridge has been repaired and is usable again.

New Business:

- A. Ryan Palmer-Sculpture Placement:**-It was noted that the complexity of the request warranted city council approval.
- B. High School Building Projects:** Mark Lawstuen noted the need for shelter repair, log cabin roof repair and ball field bleachers could all be potential projects for the carpentry class at Lanesboro Schools taught by Nick Charlebois. A Motion to apply for a LACF grant

for \$5000 to replace and repair a park shelter was made by Member Darling and seconded by Member Gehrig. Motion carried all in favor.

- C. Buffalo Bill Days/LACF possible project:** Ann Thompson from the BBD committee presented the idea of a covered area to the north of the community center. The initial cost estimate was \$60,000, but that only included the structure and not the concrete work. She noted a possible large project needed from the LACF. She will continue to look into possible funding opportunities.
- D. Dining Room Carpet:** It was suggested that the carpet in the dining room is in need of replacement. The Park Board took a brief recess from 4:57pm-5:02pm to walk into the dining room and view the current state of the carpeting and look at possible color samples. The cost of the job was \$2818 for carpet, \$1000 for labor and \$100 for the plastic strip. A motion was made by Member Darling to move forward with the project at a total cost of \$3918. Member Gehrig seconded the motion. Motion carried all in favor. A Motion was made to choose Victory Park 748 as the color option by Member Darling and seconded by Member Benson. Motion carried all in favor.

Old Business:

- A. Tennis Court Area:** The city council did not approve the \$40,000 addition to capital outlay in the preliminary budget.
- B. 2024 Budget-**City Administrator Mitchell Walbridge will be starting the process of scheduling workshops to finalize the budget. Prioritization of capital outlay projects will be a key topic for the park budget.

Adjourn: Motion was made by Board Member Darling to adjourn at 5:13 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 24, 2023 - 4:30 p.m.
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: Alex Gehrig

Staff: Darla Taylor and Mitchell Walbridge

Visitors: Stacey Shultz, Jon Buggs, Suzy Riggott, Gwen Lieb, Charlotte Ferrie, Gracie Riggott and Bonita Underbakke.

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

Welcome Guests and Comments: Stacey Schultz and Jon Buggs were present to share information on the SHIP grant for a water fountain. They have identified a possible location in the front of the Community Center Building where the trash compactor was. \$3,000 from the Lanesboro Area Community Foundation has been acquired for installation costs. They also shared that new faucets for the two library bathrooms should be considered.

Adopt Agenda: Board Member Darling motioned to approve the agenda with the additions of 2024 Meeting Time and Library Requests to New Business. Member Semmen seconded the motion. Motion carried with all in favor.

Approve Minutes: A motion was made by Member Darling to approve the meeting minutes from September 26, 2023 as submitted. The motion was seconded by Member Semmen. Motion carried with all in favor.

Consent Agenda:

- a. Sethre Family Reunion 7/27/24
- b. Krueger Dining Room 12/16/23
- c. Keasling Graduation Party 5/25/24

A motion was made to approve the consent agenda items by Member Darling and seconded by Member Hearldson. Motion carried with all in favor.

Staff Update: Park Staff have been busy with leaves.

New Business:

- A. **Winter Meeting Schedule:** A motion was made by Member Hearldson to cancel park board meetings for the months of November, December and January and to resume

meeting in February 2024. The motion was seconded by Member Benson. Motion carried with all in favor.

- B. 2024 Commission Term Renewals:** Members Benson and Semmen are interested in serving another term on the park board. Member Darling shared that he is not interested in another term.
- C. Girl Scout Use of Dining Room for Monthly Meetings:** Leader Suzy Riggott and scouts Gwen Lieb, Charlotte Ferrie and Gracie Riggott were present to request permission to use the dining room on the first Monday of each month for their meetings. It was noted that there are about 20 girls in Kindergarten through eighth grade who participate. A motion was made by Member Hearldson to approve the Girl Scouts use of the space for their monthly meetings. Member Semmen seconded the motion. Motion carried with all in favor.
- D. LACF Grant Submission:** The grant for \$5,000 was approved and will be used for shelters and cabin roof improvements in the park.
- E. Visit Bluff Country Magazine Ad:** A motion was made by Member Darling to run the ad in the Visit Bluff Country Magazine at a cost of \$210.00. Motion was seconded by Member Benson. Motion carried with all in favor.
- F. Public Space Donations Policy:** City Administrator Walbridge noted that a policy is needed to accept donated items to be placed in outdoor public spaces. He asked the board to consider criteria needed for developing the new policy. Suggestions from the park board members included flood plain consideration, uniformity, upkeep, accuracy of factual information, spacing and area requirements, size, as well as city labor and supplies.
- G. Fred Kiel Memorial Bench:** A motion was made to table the requests for the Kiel Memorial Bench and Sobineak Kiosk until the new policy can be developed by Member Darling and seconded by Member Semmen. Motion carried all in favor.
- H. Library Water Fountain:** A motion was made by Member Hearldson to allow the new water fountain on the northwest corner of the community center building where the trash compactor was previously located. Member Semmen seconded the motion. Motion carried with all in favor.
- I. Library Bathroom Sink Faucet:** A motion was made by Member Semmen to allow for upgrades to the bathroom faucets in the two bathrooms near the library. Motion was seconded by Member Benson. Motion carried all in favor.
- J. 2024 Meeting Times:** Member Benson asked if a later time should be considered for the meetings in 2024. Other members felt the 4:30 p.m. time works and should remain the same.

Old Business:

- A. Tennis Court Area:** No update

- B. 2024 Budget-**City Administrator Mitchell Walbridge shared he had met with department head Mark Lawstuen and made a few minor adjustments that will be presented to the city council on November 6 during the council's budget workshop.
- C. Capital Improvement Plan:** City Administrator Walbridge noted that he intends to identify the top priorities and get more aggressive in the approach to get things completed from the list. Board Members felt the top priorities include the bathhouse renovations, tennis court area, and park electrical including the campground.

Miscellaneous:

- A. PLAYY:** A motion was made to allow for the group to use the space on Fridays from 9:30 a.m. to 11 a.m. when needed by Member Darling. Motion was seconded by Member Semmen. Motion carried all in favor.

Adjourn: Motion was made by Member Darling to adjourn at 5:12 p.m. Motion was seconded by Member Semmen. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor
Deputy Clerk