

**Lanesboro Park Board Meeting Agenda**  
**Tuesday, April 23, 2024 - 5:00 p.m.**  
**Lanesboro Community Center Council Chamber and via Zoom**

\*Zoom is provided as a way to offer more accessibility to council and committee meetings.

However, due to potential technical issues, full functionality is not guaranteed\*

Join Zoom Meeting <https://us02web.zoom.us/j/87298259196?pwd=bIBKWW5Nd3NuZEowQTNIbURac0svZz09> Meeting ID:  
872 9825 9196 Passcode: 565465

**Call to Order the Regular Park Board Meeting:**

- A. Approve Agenda (Additions and Changes)**
- B. Welcome Guests and Comments**
- C. [Minutes March 26, 2024](#)**
- D. Consent Agenda:**
  - a. Class of 2025 Drive Thru Dinners 4/24/24 & 5/15/24
  - b. Boy Scouts Pinewood Derby 4/20/24
  
- E. Staff Update:**
  - a. Staff Projects
  - b. [March 2024 Financials](#)
  - c. [Quarter 1 2024 Financials](#)

**Old Business:**

- A. Tennis Courts
- B. [Donations of Public Art, Memorials, and Monuments Draft Ordinance](#)
- C. Lanesboro Trail System
- D. Sylvan Park Cabin
- E. Seasonal Employment
- F. Invasive Buckthorn

**New Business:**

- A. [Lawn Mower Purchase](#)

**Next Meeting: Tuesday May 28, 2024 at 5:00 pm.**

**Adjourn Regular Meeting**

*Teri Benson, Samantha Hareldson, Brenda Semmen, Alex Gehrig, and Joe Deden*

Approved 3/26/24

**Lanesboro Park Board  
Regular Meeting  
Tuesday, March 26, 2024 - 5:00 p.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Members Present:** Alex Gehrig, Brenda SemmenSam Hearldson, Joe Deden and Teri Benson

**Members Absent:** None

**Staff:** Darla Taylor, and Mark Lawstuen

**Visitors:** Kathryn Wade

**Call to Order:** Board Member Benson called the meeting of the Park Board to order at 5:00 p.m.

**Welcome Guests and Comments:** No Comments

**Adopt Agenda:** Board Member Gehrig motioned to approve the agenda with the addition of Invasive Buckthorn to New Business. Member Semmen seconded the motion. Motion carried with all in favor.

**Approve Minutes:** A motion was made by Member Deden to approve the meeting minutes from February 27, 2024 as submitted. The motion was seconded by Member Benson. Motion carried with all in favor.

**Consent Agenda:**

- a. Mullen 90th Birthday Party 5/11/24

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

**Staff Update:** Mark Lawstuen shared that the shower floors were complete, however the final quote came back much higher (almost double the original), therefore the floors in the depot building bathrooms were not done. Mark will obtain quotes for the lawn mower trade to present at the next meeting. February financials were reviewed. Small tools is over budget expenditure due to 2023 December expenditures that were paid for in January.

**Old Business:**

- A. Tennis Courts:** City Administrator Walbridge has compiled a list of the top 4 possible ideas for the area. A survey will be sent out for feedback. A suggestion was made to add

possible cost figures to the survey. A motion was made to approve surveying the public by Member Hearldson and seconded by Member Semmen. Motion carried all in favor.

- B. Donations of Public Art, Memorials and Monuments Draft Ordinance:** Member Deden noted concern for D3(b) questioning the need to stimulate economic growth and investment. Member Benson suggested that maybe it was simply the idea to bring people here. A motion to table was made by Member Gehrig and seconded by Member Benson. Motion carried all in favor.
- C. Lanesboro Trail Extension:** A possible DNR lease process could take 2-3 years. Amdahl Family is willing to discuss. No other updates at this time.
- D. Sylvan Park Cabin:** No update.
- E. Park Fee Schedule:** No action.
- F. Seasonal Employment:** Currently one application has been received. Deadline is April 3rd and more social media posts will be made.

**New Business:**

- A. Catherine Glynn Gateway Park Use 7/6/24-7/7/24:** A motion was made to approve the use of the space for Catherine Glynn on 7-6-24 and 7-7-24 by Member Deden and was seconded by Member Gehrig. Motion carried all in favor.
- B. Art in the Park 6/15/24:** A motion was made to approve the event by Member Semmen and seconded by Member Benson. Motion carried all in favor.
- C. Rhythms on the Root 7/13/24:** A motion was made to approve the event by Member Semmen and seconded by Member Benson. Motion carried all in favor.
- D. Portable Restrooms Quotes:** Quotes were received from Onsite and LRS. A motion was made to approve the lower quotes submitted by LRS by Member Gehrig and seconded by Member Semmen. Motion carried all in favor.
- E. Invasive Buckthorn:** Member Deden noted areas of Ridgeview Lane and along the dyke from Junipers to the dam have significant buckthorn. He noted some experience with a contractor to eradicate the buckthorn and will obtain a quote. Questions about who land owners are and where the expense fits in the budget should be addressed before moving forward with the work.

**Adjourn:** Motion was made by Member Semmen to adjourn at 5:41 p.m. Motion was seconded by Member Gehrig. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor  
Deputy Clerk

**CITY OF LANESBORO**  
**Parkdept24**

Act Type Name	Account Descr	Current Period	March 2024 Amt	YTD Amt	YTD Budget	2024 % of Budget
Expenditure	E 100-45200-100 Wages and Salaries (GENERAL)	March 2024	\$5,029.83	\$17,270.23	\$68,255.61	25.30%
Expenditure	E 100-45200-103 Part-Time Employees	March 2024	\$0.00	\$0.00	\$7,500.00	0.00%
Expenditure	E 100-45200-121 PERA	March 2024	\$377.23	\$1,295.23	\$5,119.17	25.30%
Expenditure	E 100-45200-122 FICA	March 2024	\$381.94	\$1,311.26	\$7,575.56	17.31%
Expenditure	E 100-45200-131 Employer Paid Health	March 2024	\$1,290.70	\$3,895.22	\$15,558.10	25.04%
Expenditure	E 100-45200-134 Employer Paid Life	March 2024	\$54.63	\$163.87	\$655.56	25.00%
Expenditure	E 100-45200-135 Employer Paid Other	March 2024	\$100.00	\$200.00	\$900.00	22.22%
Expenditure	E 100-45200-150 Worker's Comp (GENERAL)	March 2024	\$0.00	\$0.00	\$5,137.00	0.00%
Expenditure	E 100-45200-208 Meetings / Trainings	March 2024	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	E 100-45200-210 Operating Supplies (GENERAL)	March 2024	\$111.92	\$482.11	\$10,000.00	4.82%
Expenditure	E 100-45200-211 Safety Training	March 2024	\$0.00	\$0.00	\$225.00	0.00%
Expenditure	E 100-45200-212 Motor Fuels	March 2024	\$0.00	\$401.98	\$2,503.00	16.06%
Expenditure	E 100-45200-236 Program Expense	March 2024	\$0.00	\$0.00	\$5,500.00	0.00%
Expenditure	E 100-45200-239 Clothing Allowance	March 2024	\$0.00	\$34.54	\$660.00	5.23%
Expenditure	E 100-45200-240 Small Tools and Minor Equip	March 2024	\$0.00	\$394.28	\$250.00	157.71%
Expenditure	E 100-45200-262 Rock	March 2024	\$0.00	\$0.00	\$1,000.00	0.00%
Expenditure	E 100-45200-266 Trees	March 2024	\$0.00	\$0.00	\$3,500.00	0.00%
Expenditure	E 100-45200-300 Professional Svcs (GENERAL)	March 2024	\$100.00	\$1,144.78	\$4,000.00	28.62%
Expenditure	E 100-45200-321 Telephone	March 2024	\$40.91	\$122.73	\$500.00	24.55%
Expenditure	E 100-45200-350 Print/Binding (GENERAL)	March 2024	\$0.00	\$402.31	\$1,250.00	32.18%
Expenditure	E 100-45200-361 General Liability Ins	March 2024	\$0.00	\$328.81	\$400.00	82.20%
Expenditure	E 100-41440-362 Property Ins	March 2024	\$0.00	\$3,341.00	\$3,500.00	95.46%
Expenditure	E 100-45200-362 Property Ins	March 2024	\$0.00	\$17,837.00	\$18,668.00	95.55%
Expenditure	E 100-45200-363 Automotive Ins	March 2024	\$0.00	\$312.00	\$310.00	100.65%
Expenditure	E 100-45200-380 Utility Services (GENERAL)	March 2024	\$2,319.54	\$6,945.35	\$35,000.00	19.84%
Expenditure	E 100-41440-401 Repairs/Maint Buildings	March 2024	\$0.00	\$0.00	\$5,000.00	0.00%
Expenditure	E 100-45200-401 Repairs/Maint Buildings	March 2024	\$929.82	\$2,719.86	\$10,800.00	25.18%
Expenditure	E 100-45200-404 Repairs/Maint Machinery/Equip	March 2024	\$518.98	\$595.98	\$5,800.00	10.28%
Expenditure	E 100-45200-410 Rentals (GENERAL)	March 2024	\$0.00	\$0.00	\$3,000.00	0.00%
Expenditure	E 100-45200-430 Miscellaneous (GENERAL)	March 2024	\$0.00	\$60.18	\$100.00	60.18%
Expenditure	E 100-45200-437 Bank Fees	March 2024	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	E 100-45200-470 Sales Tax Paid	March 2024	\$0.00	\$1,046.47	\$7,000.00	14.95%
Expenditure	E 100-45200-480 Property Tax for Campgrounds	March 2024	\$0.00	\$0.00	\$675.00	0.00%
Expenditure	E 100-45200-500 Capital Outlay (GENERAL)	March 2024	\$2,968.22	\$2,968.22	\$20,000.00	14.84%
Expenditure	E 100-45200-700 Transfers (GENERAL)	March 2024	\$0.00	\$13,667.00	\$13,667.00	100.00%
Expenditure			\$14,223.72	\$76,940.41	\$264,009.00	
Revenue	R 100-41430-33100 Federal Grants and Aids	March 2024	\$0.00	\$0.00	\$0.00	0.00%
Revenue	R 100-45200-34701 Camping Fees	March 2024	\$245.00	\$320.00	\$85,000.00	0.38%

Act Type Name	Account Descr	Current Period	March 2024 Amt	2024 YTD Amt	2024 YTD Budget	2024 % of Budget
Revenue	R 100-45200-34702 Showers/Wood Revenue	March 2024	\$940.50	\$940.50	\$1,000.00	94.05%
Revenue	R 100-45200-34750 Auditorium Use Fees	March 2024	\$300.00	\$1,725.00	\$6,000.00	28.75%
Revenue	R 100-45200-36230 Contributions and Donations	March 2024	\$160.00	\$4,391.52	\$0.00	0.00%
Revenue	R 100-45200-39201 Transfer from General Fund	March 2024	\$0.00	\$0.00	\$0.00	0.00%
			\$1,645.50	\$7,377.02	\$92,000.00	
Revenue			\$15,869.22	\$84,317.43	\$356,009.00	

Park Department	2024 Budget	January	February	March	YTD Total	% of Budget
E 100-45200-100 Wages and Salaries	\$ 68,255.61	\$ 7,315.60	\$ 4,924.80	\$ 5,029.83	\$ 17,270.23	25%
E 100-45200-103 Part-Time Wages	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	0%
E 100-45200-121 PERA	\$ 5,119.17	\$ 548.66	\$ 369.34	\$ 377.23	\$ 1,295.23	25%
E 100-45200-122 FICA	\$ 7,575.56	\$ 555.40	\$ 373.92	\$ 381.94	\$ 1,311.26	17%
E 100-45200-131 Employer paid Health	\$ 15,558.10	\$ 1,313.82	\$ 1,290.70	\$ 1,290.70	\$ 3,895.22	25%
E 100-45200-134 Employer Paid Life	\$ 655.56	\$ -	\$ 109.24	\$ 54.63	\$ 163.87	25%
E 100-45200-135 Cell Phone	\$ 900.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 200.00	22%
E 100-45200-150 Worker s Comp	\$ 5,137.00	\$ -	\$ -	\$ -	\$ -	0%
E 100-45200-210 Operating Supplies	\$ 10,000.00	\$ 42.31	\$ 327.88	\$ 111.92	\$ 482.11	5%
E 100-45200-211 Safety Training	\$ 225.00	\$ -	\$ -	\$ -	\$ -	0%
E 100-45200-212 Motor Fuels	\$ 2,503.00	\$ -	\$ 401.98	\$ -	\$ 401.98	16%
E 100-45200-236 Program Expense	\$ 5,500.00	\$ -	\$ -	\$ -	\$ -	0%
E 100-45200-239 Clothing Allowance	\$ 660.00	\$ 34.54	\$ -	\$ -	\$ 34.54	5%
E 100-45200-240 Small Tools and Minor Equip	\$ 250.00	\$ -	\$ 394.28	\$ -	\$ 394.28	158%
E 100-45200-262 Rock	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0%
E 100-45200-300 Professional Srvs	\$ 4,000.00	\$ 290.00	\$ 754.78	\$ 100.00	\$ 1,144.78	29%
Trees	\$ 3,500.00				\$ -	0%
E 100-45200-321 Telephone	\$ 500.00	\$ 40.91	\$ 40.91	\$ 40.91	\$ 122.73	25%
E 100-45200-350 Print/Binding	\$ 1,250.00	\$ 149.00	\$ 253.31	\$ -	\$ 402.31	32%
E 100-45200-361 General Liability Ins	\$ 400.00	\$ 328.81	\$ -	\$ -	\$ 328.81	82%
E 100-45200-362 Property Ins	\$ 18,668.00	\$ 17,837.00	\$ -	\$ -	\$ 17,837.00	96%
E 100-45200-363 Automotive Ins	\$ 310.00	\$ 312.00	\$ -	\$ -	\$ 312.00	101%
E 100-45200-380 Utility Services	\$ 35,000.00	\$ 1,981.99	\$ 2,643.82	\$ 2,319.54	\$ 6,945.35	20%
E 100-45200-401 Repairs/Maint Buildings	\$ 10,800.00	\$ -	\$ 1,790.04	\$ 929.82	\$ 2,719.86	25%
E 100-45200-404 Repairs/Maint Mach/Equip	\$ 5,800.00	\$ 77.00	\$ -	\$ 518.98	\$ 595.98	10%
E 100-45200-410 Rentals	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	0%
E 100-45200-430 Miscellaneous	\$ 100.00	\$ 60.18	\$ -	\$ -	\$ 60.18	60%
E 100-45200-470 Sales Tax Paid	\$ 7,000.00	\$ -	\$ 1,046.47	\$ -	\$ 1,046.47	15%
E 100-45200-480 Prop Tax for Campgrounds	\$ 675.00				\$ -	0%
E 100-45200-500 Capital Outlay	\$ 20,000.00			\$ 2,968.22		
Vehicle Replacement	\$ 13,667.00	\$ 13,667.00			\$ 13,667.00	100%
<b>Subtotal</b>	<b>\$ 255,509.00</b>	<b>\$ 44,604.22</b>			<b>\$ 70,631.19</b>	<b>28%</b>
R 100-45200-34701 Camping Fees	\$ 85,000.00	\$ -	\$ 75.00	\$ 245.00	\$ 320.00	0%
R 100-45200-34702 Showers/Wood Revenue	\$ 1,000.00			\$ 940.50	\$ 940.50	94%
R 100-45200-34750 Auditorium Use Fees	\$ 6,000.00	\$ 1,300.00	\$ 125.00	\$ 300.00	\$ 1,725.00	29%
<b>Subtotal</b>	<b>\$ 92,000.00</b>	<b>\$ 1,300.00</b>			<b>\$ 2,985.50</b>	<b>3%</b>



**Quote Summary**

**Prepared For:**  
CITY OF LANESBORO CITY CLERK  
LANESBORO, MN 55949  
Business: 218-585-4107

**Prepared By:**  
Scott Trouten  
Preston Equipment Company  
21144 Us 52  
Preston, MN 55965  
Phone: 507-765-3803  
Mobile: 507-251-0876  
strouten@prestonequipment.com

**Quote Id:** 30650423  
**Created On:** 01 April 2024  
**Last Modified On:** 01 April 2024  
**Expiration Date:** 30 April 2024

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE X758 Signature Series Tractor without mower deck	\$ 16,475.89	\$ 16,475.89 X	1 =	\$ 16,475.89
JOHN DEERE 54-in. Shaft Drive High Capacity Mower Deck (54 HC)	\$ 2,433.00	\$ 2,433.00 X	1 =	\$ 2,433.00
<b>Equipment Total</b>				<b>\$ 18,908.89</b>

Trade In Summary	Qty	Each	Extended
2022 JOHN DEERE X758 - 1M0X758APMM100215	1	\$ 13,058.89	\$ 13,058.89
PayOff			\$ 0.00
Total Trade Allowance			\$ 13,058.89
<b>Trade In Total</b>			<b>\$ 13,058.89</b>

**Quote Summary**

Equipment Total	\$ 18,908.89
Trade In	\$ (13,058.89)
SubTotal	\$ 5,850.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 5,850.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 5,850.00</b>

— Gov Disc 1650.<sup>00</sup>  
\$ 4200.<sup>00</sup>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



# Selling Equipment

Quote Id: 30650423

Customer: CITY OF LANESBORO CITY CLERK

## JOHN DEERE X758 Signature Series Tractor without mower deck

<b>Hours:</b>				<b>Suggested List</b>
<b>Stock Number:</b>				\$ 16,475.89
				<b>Selling Price</b>
				\$ 16,475.89
<b>Code</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Extended</b>
5874M	X758 Signature Series Tractor without mower deck	1	\$ 15,029.00	\$ 15,029.00
<b>Standard Options - Per Unit</b>				
001A	United States and Canada	1	\$ 0.00	\$ 0.00
<b>Standard Options Total</b>				<b>\$ 0.00</b>
<b>Dealer Attachments</b>				
BM25305	2000-rpm front PTO (X500 HDGT and 4-wheel drive X700s)	1	\$ 456.89	\$ 456.89
AM134625	HYDR LOCKOUT VALVE	1	\$ 230.00	\$ 230.00
<b>Dealer Attachments Total</b>				<b>\$ 686.89</b>
<b>Value Added Services Total</b>				<b>\$ 0.00</b>
<b>Other Charges</b>				
	Freight	1	\$ 350.00	\$ 350.00
	EnviroCrate	1	\$ 60.00	\$ 60.00
	Setup	1	\$ 350.00	\$ 350.00
<b>Other Charges Total</b>				<b>\$ 760.00</b>
<b>Suggested Price</b>				<b>\$ 16,475.89</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>				<b>\$ 0.00</b>
<b>Total Selling Price</b>				<b>\$ 16,475.89</b>

## JOHN DEERE 54-in. Shaft Drive High Capacity Mower Deck (54 HC)

<b>Hours:</b>				<b>Suggested List</b>
<b>Stock Number:</b>				\$ 2,433.00
				<b>Selling Price</b>
				\$ 2,433.00
<b>Code</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Extended</b>
907BM	54-in. Shaft Drive High Capacity Mower Deck (54 HC)	1	\$ 2,250.00	\$ 2,250.00
<b>Standard Options - Per Unit</b>				
001A	United States and Canada	1	\$ 0.00	\$ 0.00





**JOHN DEERE**

# Selling Equipment

Quote Id: 30650423

Customer: CITY OF LANESBORO CITY CLERK

3425	Standard Connect	1	\$ 0.00	\$ 0.00
	<b>Standard Options Total</b>			<b>\$ 0.00</b>
	<b>Suggested Price</b>			<b>\$ 2,433.00</b>
	<b>Customer Discounts</b>			
	<b>Customer Discounts Total</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Selling Price</b>				<b>\$ 2,433.00</b>