

**Lanesboro Park Board Meeting Agenda**  
**Tuesday, May 28, 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=b1BKWW5Nd3NuZEowQTNlbURac0svZz09>

Meeting ID: 872 9825 9196 Passcode: 565465

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

**A. Approve Agenda**

**B. Public Comments**

**C. [Minutes of Regular Meeting, April 23, 2024](#)**

**D. Consent Agenda:**

- a. Jackdonkey Productions Gazebo Use - July 23, 2024
- b. Jonathan Levine - North Shelter & Volleyball - June 2, 2024
- c. Spaeth/Bissett Wedding - May 10, 2025
- d. Rowell Wedding - October 5, 2024

**E. Staff Update**

- a. Staff Projects
- b. [April 2024 Financials](#)

**Continued Business**

- A. Tennis Courts
- B. Lanesboro Trail System
- C. Sylvan Park Cabin
- D. [Invasive Buckthorn](#)
- E. Seasonal Employment

**New Business**

- A. Patricia & Jamie Rabe - Use of Space Gateway Park Request - June 15, 2024
- B. [Melissa Wray - Use of Space Gateway Park Request - September 7, 2024](#)
- C. [Rowan Lieb - Eagle Project](#)

**Next Meeting: Tuesday June 25, 2024 at 5:00 p.m.**

**Adjourn Regular Meeting**

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

**Lanesboro Park Board  
Regular Meeting  
Tuesday, April 23, 2024 - 5:00 p.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Members Present:** Alex Gehrig, Brenda Semmen, Sam Hareldson, Joe Deden and Teri Benson

**Members Absent:** None

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

**Visitors:** Kathryn Wade and Bonita Underbakke

**Call to Order:** Board Member Benson called the meeting of the Park Board to order at 4:59 p.m.

**Welcome Guests and Comments:** No Comments

**Adopt Agenda:** Board Member Semmen motioned to approve the agenda with the additions of Track and Field Day Use of Sylvan Park and Marge Drake Memorial Fund Request to New Business. Member Gehrig seconded the motion. Motion carried with all in favor.

**Approve Minutes:** A motion was made by Member Deden to approve the meeting minutes from March 26, 2024 as submitted. The motion was seconded by Member Hareldson. Motion carried with all in favor.

**Consent Agenda:**

- a. Class of 2025 Drive Thru Dinners - 4/24/24 & 5/15/24
- b. Boy Scouts Pinewood Derby - 4/20/24

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

**Staff Update:** Mark Lawstuen noted that the museum requested the deck be painted and pressure washed. The work will be done by the STS crew later this summer. Recent projects include changing tires on lawn mowers, filling tree stumps with black dirt, and the repair of the water shut off valve for the park. It was also noted that the Trout Fishing Opener went well.

**Old Business:**

- A. Tennis Courts:** City Administrator Walbridge noted that price quotes to include on the survey were coming in slower than anticipated.
- B. Donations of Public Art, Memorials and Monuments Draft Ordinance:** Member Deden motioned to send the revised draft ordinance to the Planning and Zoning Commission for their review. Member Benson seconded the motion. Motion carried all in favor.

- C. Lanesboro Trail Extension:** The new DNR employee will communicate possible lease language with City Administrator Walbrige once they are acclimated to the new position.
- D. Sylvan Park Cabin:** No update.
- E. Seasonal Employment:** Two applicants were interviewed on Wednesday, April 17. The recommendation of the committee is to offer John Babin the position at \$15.00 per hour. A motion was made to offer the summer seasonal employment to John Babin at \$15.00 per hour by Member Benson and seconded by Member Semmen. Motion carried all in favor.
- F. Invasive Buckthorn:** It was noted that the areas in question along the dyke and Ridgeview Lane are City of Lanesboro property. A quote will be obtained for review at the next meeting.

**New Business:**

- A. Lawn Mower Purchase:** A quote of \$4,200 was received from Preston Equipment to trade the 2022 X758 for a new 2024 X758. City Administrator Walbrige noted that the park vehicle replacement fund has \$21,420.00, but that the replacement of the 2016 truck was postponed in 2024 due to not enough funds available. A motion was made to approve the quote and move forward with purchasing the 2024 X758 for \$4,200 by Member Semmen and seconded by Member Gehrig. Motion carried all in favor.
- B. Track and Field Day Request:** The use of Sylvan Park on Friday, May 24 from 9am-3pm was requested for the school's track and field day. This request would require the park road to be closed for that time frame. A motion was made by Member Hareldson to approve the use of Sylvan Park request with proper signage directing campers to the alternate route into the park. The motion was seconded by Member Deden. Motion carried all in favor.
- C. Marge Drake Memorial Funds Use Request:** Kathryn Wade requested that the Marge Drake Memorial Funds be allocated to the "Light Up Lanesboro" initiative. The goal is to have holiday lights throughout Sylvan Park. A motion was made by Member Semmen and seconded by Member Benson to approve the use of the donated funds for lights in Sylvan Park. Motion carried all in favor.

**Adjourn:** Motion was made by Member Gehrig to adjourn at 5:24 p.m. Motion was seconded by Member Semmen. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor  
Deputy Clerk

**CITY OF LANESBORO  
Parkdept24**

Act Type Name	Account Descr	Current Period	April 2024 Amt	YTD Amt 2024	YTD Budget 2024	2024 % of Budget
Expenditure	E 100-45200-100 Wages and Salaries (GENERAL)	April 2024	\$4,950.74	\$22,220.97	\$68,255.61	32.56%
Expenditure	E 100-45200-103 Part-Time Employees	April 2024	\$0.00	\$0.00	\$7,500.00	0.00%
Expenditure	E 100-45200-121 PERA	April 2024	\$371.31	\$1,666.54	\$5,119.17	32.55%
Expenditure	E 100-45200-122 FICA	April 2024	\$375.90	\$1,687.16	\$7,575.56	22.27%
Expenditure	E 100-45200-131 Employer Paid Health	April 2024	\$1,290.70	\$5,185.92	\$15,558.10	33.33%
Expenditure	E 100-45200-134 Employer Paid Life	April 2024	\$0.00	\$163.87	\$655.56	25.00%
Expenditure	E 100-45200-135 Employer Paid Other	April 2024	\$100.00	\$300.00	\$900.00	33.33%
Expenditure	E 100-45200-150 Worker s Comp (GENERAL)	April 2024	\$0.00	\$0.00	\$5,137.00	0.00%
Expenditure	E 100-45200-208 Meetings / Trainings	April 2024	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	E 100-45200-210 Operating Supplies (GENERAL)	April 2024	\$244.66	\$726.77	\$10,000.00	7.27%
Expenditure	E 100-45200-211 Safety Training	April 2024	\$225.00	\$225.00	\$225.00	100.00%
Expenditure	E 100-45200-212 Motor Fuels	April 2024	\$418.25	\$820.23	\$2,503.00	32.77%
Expenditure	E 100-45200-236 Program Expense	April 2024	\$0.00	\$0.00	\$5,500.00	0.00%
Expenditure	E 100-45200-239 Clothing Allowance	April 2024	\$0.00	\$34.54	\$660.00	5.23%
Expenditure	E 100-45200-240 Small Tools and Minor Equip	April 2024	\$0.00	\$394.28	\$250.00	157.71%
Expenditure	E 100-45200-262 Rock	April 2024	\$0.00	\$0.00	\$1,000.00	0.00%
Expenditure	E 100-45200-266 Trees	April 2024	\$0.00	\$0.00	\$3,500.00	0.00%
Expenditure	E 100-45200-300 Professional Svcs (GENERAL)	April 2024	\$0.00	\$1,144.78	\$4,000.00	28.62%
Expenditure	E 100-45200-321 Telephone	April 2024	\$40.66	\$163.39	\$500.00	32.68%
Expenditure	E 100-45200-350 Print/Binding (GENERAL)	April 2024	\$112.56	\$514.87	\$1,250.00	41.19%
Expenditure	E 100-45200-361 General Liability Ins	April 2024	\$0.00	\$328.81	\$400.00	82.20%
Expenditure	E 100-41440-362 Property Ins	April 2024	\$0.00	\$3,341.00	\$3,500.00	95.46%
Expenditure	E 100-45200-362 Property Ins	April 2024	\$0.00	\$17,837.00	\$18,668.00	95.55%
Expenditure	E 100-45200-363 Automotive Ins	April 2024	\$0.00	\$312.00	\$310.00	100.65%
Expenditure	E 100-45200-380 Utility Services (GENERAL)	April 2024	\$2,241.87	\$9,187.22	\$35,000.00	26.25%
Expenditure	E 100-41440-401 Repairs/Maint Buildings	April 2024	\$0.00	\$0.00	\$5,000.00	0.00%
Expenditure	E 100-45200-401 Repairs/Maint Buildings	April 2024	\$364.60	\$3,084.46	\$10,800.00	28.56%
Expenditure	E 100-45200-404 Repairs/Maint Machinery/Equip	April 2024	\$118.79	\$714.77	\$5,800.00	12.32%
Expenditure	E 100-45200-410 Rentals (GENERAL)	April 2024	\$0.00	\$0.00	\$3,000.00	0.00%
Expenditure	E 100-45200-430 Miscellaneous (GENERAL)	April 2024	\$0.00	\$60.18	\$100.00	60.18%
Expenditure	E 100-45200-437 Bank Fees	April 2024	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	E 100-45200-470 Sales Tax Paid	April 2024	\$0.00	\$1,046.47	\$7,000.00	14.95%
Expenditure	E 100-45200-480 Property Tax for Campgrounds	April 2024	\$674.00	\$674.00	\$675.00	99.85%
Expenditure	E 100-45200-500 Capital Outlay (GENERAL)	April 2024	\$2,968.21	\$5,936.43	\$20,000.00	29.68%
Expenditure	E 100-45200-700 Transfers (GENERAL)	April 2024	\$0.00	\$13,667.00	\$13,667.00	100.00%
Expenditure			\$14,497.25	\$91,437.66	\$264,009.00	
Revenue	R 100-41430-33100 Federal Grants and Aids	April 2024	\$0.00	\$0.00	\$0.00	0.00%
Revenue	R 100-45200-34701 Camping Fees	April 2024	\$4,065.00	\$4,365.00	\$85,000.00	5.16%

Act Type Name	Account Descr	Current Period	April 2024 Amt	2024 YTD Amt	2024 YTD Budget	2024 % of Budget
Revenue	R 100-45200-34702 Showers/Wood Revenue	April 2024	\$0.00	\$940.50	\$1,000.00	94.05%
Revenue	R 100-45200-34750 Auditorium Use Fees	April 2024	\$262.50	\$1,987.50	\$6,000.00	33.13%
Revenue	R 100-45200-36230 Contributions and Donations	April 2024	-\$660.15	\$3,731.37	\$0.00	0.00%
Revenue	R 100-45200-39201 Transfer from General Fund	April 2024	\$0.00	\$0.00	\$0.00	0.00%
			\$3,667.35	\$11,044.37	\$92,000.00	
Revenue			\$18,164.60	\$102,482.03	\$356,009.00	



# O'Connell Excavating & Snow Plowing

300 East Main Street  
Spring Valley, MN 55975  
507-346-2995



**City of Lanesboro  
P.O. Box 333  
Lanesboro, MN 55949**

**May 2025**

## Tree Removal

Area 1- along pond  
Tear out trees, mulch up, and  
mow off area with brush mower. \$1,200

Area 2- along Ridgeview Ln.  
Tear out trees. \$1,200

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Total to do both areas \$2,400



8:06

5G

OF LANESBORO

ON X HUNT



Weather

Elmwood St East

Calhoun Ave South

MCCABE  
DUSTIN &  
MCCABE  
EMILY

Hillcrest St East

BETHLEHEM  
LUTHERAN  
CHURCH

Coyne St

LANESBORO  
RESERVOIR

LANESBORO

CITY OF LANESBORO

Sylvan  
Park

Sylvan Park  
Campground

mapbox

IND SCHOOL  
DIST 229

Sat  
2D

LANESBORO BP

Hunt Map  
Layers

BRAND  
REBECC  
L

SCHMIDT  
CHRISTOPHER  
K & SCHMIDT

- Offline Maps
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Request from Melissa Wray:

I'm writing to request the use of Gateway Park on Saturday, September 7th, 2024 from 12 pm - 6:00 pm for my fiance's and my wedding ceremony (times include set-up and tear down). The wedding itself will start at 3:00 pm, but I included ample set up and tear down time so we aren't rushed. There would be max 75 people in attendance, more likely closer to 65. We will also have a short picnic-style greeting time immediately following the ceremony until we can get into our reception location at Sylvan Brewing at 4:30/5 pm. Everything will be taken down starting at 4:30/5.

Additional info if needed: We will be using the electrical access by the bridge in the park for a solo musician and a microphone for the ceremony. We will be providing our own shade tents and about 30 chairs and picnic blankets for our guests. We will also have some decor for the ceremony area but it will all be things we can set up and tear down easily within the time frame requested. We do have a rain back-up location already confirmed as well.





Darla Taylor <dtaylor@lanesboro-mn.gov>

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## Eagle Project

1 message

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**Rowan Lieb** <rowanlieb@gmail.com>

Fri, May 10, 2024 at 12:12 PM

To: dtaylor@lanesboro-mn.gov

I was thinking something like 5 trees or somewhere around that number. I am unsure of what species, but was thinking possibly maple or oak. I am able to do any species that the board wants though. It would probably have to be done next spring because I am gone all summer for Basic Training for the military. I don't know how well new trees would work if they were planted in the fall and had a harsh winter. I was thinking of trees that were at least eight feet tall already so that they have a better survival rate. If you have any other ideas or things I should do differently please let me know.