

**Lanesboro Park Board
Regular Meeting Agenda
Tuesday, June 25, 2024 – 5:00 p.m.
Lanesboro Community Center Meeting Room and 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=b1BKWW5Nd3NuZEowQTNIbURac0svZz09>

Meeting ID: 872 9825 9196 Passcode: 565465

Call the Regular Meeting to Order

- A. Agenda Approval
- B. Public Comments
- C. Approval of Minutes
 - a. [Minutes of Regular Meeting, May 28, 2024](#)
- D. Consent Agenda
 - a. [May 2024 Financials](#)
 - b. Bluff Country Gathering – May 15-19, 2025
 - c. Christ Lutheran Church of Preston – Shelter Reservation June 23, 2024

Staff Update

- A. Staff Projects

Continued Business

- A. Tennis Courts
- B. Lanesboro Trail System
- C. Sylvan Park Cabin

New Business

- A. Pickleball Courts
- B. [Sylvan Park Campground Capital Campaign](#)
- C. [Outdoor Art Easels - Donation](#)

Miscellaneous

Next Meeting: Tuesday, July 23, 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, May 28, 2024 - 5:00 p.m.
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: Brenda Semmen

Staff: Darla Taylor, Mitchell Walbridge and Mark Lawstuen

Visitors: Kathryn Wade, Melissa Wray, Robert Lieb, Peter Torkelson and Bonita Underbakke

Call to Order: Member Benson called the meeting of the Park Board to order at 5:04 p.m.

Approve Agenda: Board Member Deden motioned to approve the agenda with the addition of Community Theatre Sylvan Park Use July 6-7 to the consent agenda. Member Benson seconded the motion. Motion carried with all in favor.

Welcome Guests and Comments: No Comments

Approve Minutes: A motion was made by Member Deden to approve the meeting minutes from April 23, 2024 as submitted. The motion was seconded by Member Hareldson. Motion carried with all in favor.

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. Community Theatre Sylvan Park Use - July 6-7, 2024

A motion was made by Member Hareldson to approve the consent agenda items including the addition of Community Theatre Sylvan Park Use. Member Deden seconded the motion. Motion carried with all in favor.

Member Gehrig joined the meeting at 5:10pm.

Staff Update: Mark Lawstuen noted that the new lawn mower had been ordered and is set to be delivered. The new shelter is almost complete. Huntington Electric installed two new disc lights in the shelter and outlets. Staff have been working hard to keep up with the growing grass. Year to Date Financials for the month of April 2024 were provided.

Continued Business

- A. **Tennis Courts:** City Administrator Walbridge noted he was still waiting on some quotes. However, he proposed the idea of exploring the cost and feasibility of the addition of 1 or 2 courts next to the basketball courts. Administrator Walbridge will reach out to John Smith and Lucas Johnson from Cedar Valley resorts who just completed a pickleball court installation on their property for more information and possible prices.

- B. **Lanesboro Trail Extension:** No updates from the DNR to report.
- C. **Sylvan Park Cabin:** HPC is working on a draft resolution for local designation.
- D. **Invasive Buckthorn:** A quote from O'Connell Excavating & Snow Plowing was received and reviewed for two areas, the first along Ridgeview Avenue and the other in Sylvan Park behind the ponds and tent camping sites. Member Deden noted that the work could eradicate the buckthorn for approximately 15-20 years. City Administrator Walbridge noted the funds would likely come out of the Capital Outlay for the park department. A motion was made by Member Hearldson and seconded by Member Benson to refer the quote to city council for approval to proceed with the quote for both areas. Motion carried all in favor.
- E. **Seasonal Employment:** A second round of applicants was sought, and an interview was completed for Joe Newman. The hiring committee, which consisted of Member Benson, City Administrator Walbridge, and Park Manager Mark Lawstuen, recommended offering Joe Newman the position. A motion was made by Member Hearldson and seconded by Member Benson to hire Joe Newman at \$15.00 per hour with a 30-day probationary period b. Motion carried all in favor.

New Business

- A. **Patricia & Jamie Rabe - Use of Space Gateway Park Request - June 15, 2024:** No information was received for this request. No action was taken.
- B. **Melissa Wray - Use of Space Gateway Park Request - September 7, 2024:** A written request to use the space on September 7 from 12pm-6pm for a wedding was received. Member Benson questioned the need for bathroom facilities, however it was noted that the one currently in the area would be sufficient for the number of expected guests. A motion was made by Member Hearldson and seconded by Member Deden to approve the use of space as requested. Motion carried all in favor.
- C. **Rowan Lieb - Eagle Project:** Rowan Lieb was present to request permission to plant 5-10 trees in Sylvan Park as part of his Eagle Scout project. The trees would need to be provided by the park board or fundraised for. He offered to complete all the labor for the project with help from his fellow scouts. A motion was made by Member Gehrig and seconded by Member Benson to approve the project, including the purchase of up to seven trees to be planted. Motion carried all in favor. It was noted that the planting would take place in the fall of 2024.

Adjourn: A motion was made by Member Gehrig to adjourn at 5:35 p.m. The motion was seconded by Member Deden. Motion carried all in favor.

Respectfully Submitted,

Darla Taylor

Park Department	2024 Budget	January	February	March	April	May	June	YTD Total	% of Budget
E 100-45200-100 Wages and Salaries	\$ 68,255.61	\$ 7,315.60	\$4,924.80	\$5,029.83	\$4,950.74	\$5,099.60		\$ 27,320.57	40%
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	\$ 371.31	\$ 382.46		\$ 2,049.00	40%
E 100-45200-122 FICA	\$ 7,575.56	\$ 555.40	\$ 373.92	\$ 381.94	\$ 375.90	\$ 387.29		\$ 2,074.45	27%
E 100-45200-131 Employer paid Health	\$ 15,558.10	\$ 1,313.82	\$1,290.70	\$1,290.70	\$1,290.70	\$1,290.70		\$ 6,476.62	42%
E 100-45200-134 Employer Paid Life	\$ 655.56	\$ -	\$ 109.24	\$ 54.63	\$ -	\$ 163.88		\$ 327.75	50%
E 100-45200-135 Cell Phone	\$ 900.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 100.00	\$ 50.00		\$ 350.00	39%
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	\$ 244.66	\$1,634.85		\$ 2,361.62	24%
E 100-45200-211 Safety Training	\$ 225.00	\$ -	\$ -	\$ -	\$ 225.00	\$ -		\$ 225.00	100%
E 100-45200-212 Motor Fuels	\$ 2,503.00	\$ -	\$ 401.98	\$ -	\$ 418.25			\$ 820.23	33%
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 Svcs	\$ 4,000.00	\$ 290.00	\$ 754.78	\$ 100.00				\$ 1,144.78	29%
Trees	\$ 3,500.00					\$ 475.32		\$ 475.32	14%
E 100-45200-321 Telephone	\$ 500.00	\$ 40.91	\$ 40.91	\$ 40.91	\$ 40.66	\$ 40.66		\$ 204.05	41%
E 100-45200-350 Print/Binding	\$ 1,250.00	\$ 149.00	\$ 253.31	\$ -	\$ 112.56			\$ 514.87	41%
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	\$2,241.87	\$1,947.39		\$ 11,134.61	32%
E 100-45200-401 Repairs/Maint Buildings	\$ 10,800.00	\$ -	\$1,790.04	\$ 929.82	\$ 364.60	\$ 306.46		\$ 3,390.92	31%
E 100-45200-404 Repairs/Maint Mach/Equip	\$ 5,800.00	\$ 77.00	\$ -	\$ 518.98	\$ 118.79	\$ 132.65		\$ 847.42	15%
E 100-45200-410 Rentals	\$ 3,000.00	\$ -	\$ -	\$ -		\$ 160.37		\$ 160.37	5%
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				\$ 674.00			\$ 674.00	100%
E 100-45200-500 Capital Outlay	\$ 20,000.00			\$2,968.22	\$2,968.21			\$ 5,936.43	30%
Vehicle Replacement	\$ 13,667.00	\$ 13,667.00						\$ 13,667.00	100%
Subtotal	\$ 255,509.00	\$ 44,604.22						\$ 100,168.29	39%
R 100-45200-34701 Camping Fees	\$ 85,000.00	\$ -	\$ 75.00	\$ 245.00	\$4,065.00	\$ 13,160.00		\$ 17,545.00	21%
R 100-45200-34702 Showers/Wood Revenue	\$ 1,000.00			\$ 940.50	\$ -	\$ 388.50		\$ 1,329.00	133%
R 100-45200-34750 Auditorium Use Fees	\$ 6,000.00	\$ 1,300.00	\$ 125.00	\$ 300.00	\$ 262.50	\$1,530.00		\$ 3,517.50	59%
R 100-45200-36230 Contributions and Donations		\$ 4,231.52	\$ -	\$ 160.00	\$ (660.15)	\$ (147.84)		\$ 3,583.53	
Subtotal	\$ 92,000.00	\$ 5,531.52						\$ 22,391.50	24%

Draft Sylvan Park Electric Upgrade

Lanesboro prides itself on being a quaint, welcoming, outdoor minded community. We believe in and practice "Minnesota Nice" here.

The Park Board would like to expand electric service throughout our park and trailer courts to include 50-amp hookups. The initial cost estimate is \$100,000 which is outside our financial reality. To address this need, we have established a dedicated fund (**Sylvan Park Electric Upgrade fund**) for "campers" that value their experiences while in Lanesboro to contribute to - either in the cash box or at City Hall. All donations are tax deductible. Donors can be recognized on a plaque strategically placed in the park.

Please share this information with anyone else whom you think would be supportive of our request! (Foundations, corporations or individuals)

We value having you visiting our park, enjoying our community and we look forward to your next visit.

Naming rights:

- \$50,000 - name the Sylvan rv campground
- \$25,000 - name the dam rv campground
- \$10,000 - name on a park shelter
- \$5,000 - name a "street" in either rv campgrounds
- \$2,500 - name a campsite

The Lanesboro Park Board - Contact us for more information about this project

Teri Benson, Chair
Samantha Hareldson
Brenda Semmen
Alex Gehrig
Joe Deden
Kathryn Wade, City Council Representative
Mitchell Walbridge, City Administrator
Darla Taylor, Deputy Clerk

