

**Lanesboro Park Board  
Regular Meeting Agenda  
Tuesday, July 23, 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, June 25, 2024
- D. Consent Agenda**
  - a. Lanesboro Community Theater Request – July 28, 2024
  - b. Lanesboro Arts – Gazebo Rental – July 22, 2024
  - c. Wangen Family Christmas - Dining Room - December 14, 2024
  - d. Fireman’s Dance Rain Location- August 2, 2024

**Staff Update**

- A. Staff Projects
- B. June 2024 Financials

**Continued Business**

- A. Lanesboro Trail System
- B. Sylvan Park Campground Capital Campaign

**New Business**

**Miscellaneous**

**Next Meeting: Tuesday, August 27, 2024 at 5:00 p.m.**

**Adjourn Regular Meeting**

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

**Lanesboro Park Board  
Regular Meeting  
Tuesday, June 25, 2024 - 5:00 p.m.  
Lanesboro Community Center Meeting Room and Zoom**

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

**Members Absent:** Sam Hareldson

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

**Visitors:** Kathryn Wade, Bonita Underbakke and Bonnie Handemacher

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

**Approve Agenda:** Board Member Semmen motioned to approve the agenda with the addition of Gazebo Rental July 6, 2024 to the consent agenda. Member Deden seconded the motion. Motion carried with all in favor.

**Welcome Guests and Comments:** No Comments

**Approve Minutes:** A motion was made by Member Gehrig to approve the meeting minutes from May 28, 2024 as submitted. The motion was seconded by Member Benson. Motion carried with all in favor.

**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
- d. Jennifer Kimball-Olson Gazebo Rental July 6, 2024

A motion was made by Member Semmen to approve the consent agenda items including the addition of Gazebo on July 6, 2024. Member Deden seconded the motion. Motion carried with all in favor.

**Staff Update:** Mark Lawstuen noted that the staff have been trying to keep up with the mowing and daily duties. A discussion about the flexibility of working hours was brought up by Member Deden. It was noted by Administrator Walbridge that the ability to flex hours is based on the employees' desire, and requests must be approved by the supervisor. Administrator Walbridge also noted that staffing to workload is monitored and adjusted by the city administrator and department supervisors.

**Continued Business**

- A. **Tennis Courts:** A motion was made by Member Benson and seconded by Member Semmen to table indefinitely the tennis courts and Sylvan Park Cabin topics. The motion carried all in favor.
- B. **Lanesboro Trail Extension:** Member Deden noted that Diane Amdahl would be available for a meeting in August. Administrator Walbridge shared staff turnover at the DNR has caused delays, however, maps have been sent to Travis from the DNR to consider an easement to approach and cross over the current trail. Several questions were considered including easement liability, easement fees, codes and standards of trail as well as funding for the trail.
- C. **Sylvan Park Cabin:** Administrator Walbridge noted a draft resolution will be presented to the city council at their next meeting. A motion was made by Member Benson and seconded by Member Semmen to table indefinitely the Tennis Courts and Sylvan Park Cabin topics. The motion carried all in favor.

**New Business**

- A. **Pickleball Courts:** City Administrator Walbridge met with owners of Cedar Valley Resort who recently added two courts. The 60' x 60' concrete pad was about \$17,000 and the special paint

used cost approximately \$4,000. Administrator Walbrige noted that the project seems feasible for 2025 with an estimated cost of \$30,000-35,000 to come from some 2024 and 2025 capital improvements funds. It was also noted that the project may be eligible for some grants, or matching funds opportunities.

- B. **Sylvan Park Campground Capital Campaign:** Member Deden presented the idea of a capital campaign to be placed on the back side of the Sylvan Park sign. It was suggested that a quote for a 4' x 8' sign be obtained. Also, more in-depth information about the current park electrical infrastructure and the improvement needs should be clarified before moving forward. A motion was made to table this item by Member Semmen and seconded by Member Deden. Motion carried all in favor.
- C. **Outdoor Art Easels-Donations:** The Lanesboro Business Promotion Group offered art easels to the park board for placement around town. Several concerns including damage and storage were discussed. A motion was made to refuse the donation of the art easels and refer them to Lanesboro Arts by Member Benson and seconded by Member Gehrig. Motion carried all in favor.

**Miscellaneous:** Member Deden questioned the volunteer liability coverage for the city buckthorn removal project. It was noted by Administrator Walbrige that the need for volunteers would be at the discretion of Supervisor Haugen and any volunteers not requested to participate would be at their own risk.

**Adjourn:** A motion was made by Member Deden to adjourn at 5:33 p.m. The motion was seconded by Member Benson. Motion carried all in favor.

Respectfully submitted,

Darla Taylor  
Deputy Clerk

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	\$ 5,099.60	\$ 32,420.17	47%
E 100-45200-103 Part-Time Wages	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 723.75	\$ 723.75	10%
E 100-45200-121 PERA	\$ 5,119.17	\$ 548.66	\$ 369.34	\$ 377.23	\$ 371.31	\$ 382.46	\$ 382.47	\$ 2,431.47	47%
E 100-45200-122 FICA	\$ 7,575.56	\$ 555.40	\$ 373.92	\$ 381.94	\$ 375.90	\$ 387.29	\$ 442.67	\$ 2,517.12	33%
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	\$ 1,290.71	\$ 7,767.33	50%
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	\$ 50.00	\$ 400.00	44%
E 100-45200-150 Worker s Comp	\$ 5,137.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,545.94	\$ 3,545.94	69%
E 100-45200-210 Operating Supplies	\$ 10,000.00	\$ 42.31	\$ 327.88	\$ 111.92	\$ 244.66	\$ 1,634.85	\$ 255.30	\$ 2,616.92	26%
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		\$ 453.14	\$ 1,273.37	51%
E 100-45200-236 Program Expense	\$ 5,500.00	\$ -	\$ -	\$ -				\$ -	0%
E 100-45200-239 Clothing Allowance	\$ 660.00	\$ 34.54	\$ -	\$ -			\$ 195.49	\$ 230.03	35%
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			\$ 94.78	\$ 1,239.56	31%
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	\$ 40.66	\$ 244.71	49%
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	\$ 2,000.07	\$ 13,134.68	38%
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	\$ 72.81	\$ 920.23	16%
E 100-45200-410 Rentals	\$ 3,000.00	\$ -	\$ -	\$ -		\$ 160.37	\$ 380.00	\$ 540.37	18%
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%
<b>Subtotal</b>	<b>\$ 255,509.00</b>	<b>\$ 44,604.22</b>	<b>\$ 14,771.47</b>	<b>\$ 14,223.72</b>	<b>\$ 14,497.25</b>	<b>\$ 12,071.63</b>	<b>\$ 15,027.39</b>	<b>\$ 115,195.68</b>	<b>45%</b>
R 100-45200-34701 Camping Fees	\$ 85,000.00	\$ -	\$ 75.00	\$ 245.00	\$ 4,065.00	\$ 13,160.00	\$ 11,239.00	\$ 28,784.00	34%
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	\$ 175.00	\$ 3,692.50	62%
R 100-45200-36230 Contributions and Donations		\$ 4,231.52	\$ -	\$ 160.00	\$ (660.15)	\$ (147.84)	\$ 2,239.99	\$ 5,823.52	
<b>Subtotal</b>	<b>\$ 92,000.00</b>	<b>\$ 5,531.52</b>	<b>\$ 200.00</b>	<b>\$ 1,645.50</b>	<b>\$ 3,667.35</b>	<b>\$ 14,930.66</b>	<b>\$ 13,653.99</b>	<b>\$ 33,805.50</b>	<b>37%</b>

## RE: Website contact form submission

Brian Peterson <Brian@letterwerks.com>

Mon 7/15/2024 12:02 PM

To: mwalbridge@lanesboro-mn.gov <mwalbridge@lanesboro-mn.gov>

I would estimate this at \$500.

Let me know what other questions you may have for us.

Thank you,

Brian

-----Original Message-----

From: vcgmail@vcgcorporate.com <vcgmail@vcgcorporate.com>

Sent: Monday, July 15, 2024 11:05 AM

To: LetterWërks Signs <signs@letterwerks.com>

Subject: Website contact form submission

The following information was submitted from your web site contact us page.

Contact Name: Mitchell Walbridge

Email: mwalbridge@lanesboro-mn.gov

Comments: Can I please get an estimate for a 4'x8' sign (in color) with the following text:

Help Us Power Up Sylvan Park!

Join our campaign to upgrade the electric service at Sylvan Park with 50-amp hookups. Your support will enhance the camping experience for all visitors!

Naming Rights Available:

\$50,000: Name the Sylvan Park Campground

\$25,000: Name the Riverview Campground

\$10,000: Name a Park Shelter

\$5,000: Name a "Street" in either Campground

\$2,500: Name a Campsite

Contact the City of Lanesboro at 507-467-3722 for more information!

Note: In accordance with anti-SPAM regulations, this email is being sent from an unmonitored email account. To send a response to the actual sender's email address, please simply choose to 'reply' to this email.