

**Lanesboro Park Board
Regular Meeting Agenda
Tuesday, August 27, 2024 – 5:00 p.m.
Lanesboro Community Center Meeting Room and Zoom**

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Join Zoom Meeting <https://us02web.zoom.us/j/87298259196?pwd=bIBKWW5Nd3NuZEowQTNIbURac0svZz09>
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, July 23, 2024](#)
- D. Consent Agenda**
 - a. Ruen 90th Birthday Party – October 19, 2024
 - b. Lanesboro High School Soil & Water Judging – October 30, 2024
 - c. Lanesboro Elementary School 5th Grade Class Fundraiser – September 21, 2024
 - d. Greatest Journey Children's After School Program- Wednesdays Sept. 11 to Nov. 27
 - e. Bradley North Park Shelter - Craft Fair September 21, 2024

Staff Update

- A. Staff Projects
- B. [June 2024 Financials](#)
- C. [July 2024 Financials](#)

Continued Business

- A. Lanesboro Trail System
- B. [Sylvan Park Capital Campground Campaign](#)
- C. Pickleball Courts

New Business

- A. [Prairie Seed for Ridgeview Avenue](#)
- B. Fundraising for Sylvan Park Cabin
- C. 2025 Flower Baskets

Miscellaneous

Next Meeting: Tuesday, September 24, 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, July 23, 2024 - 5:00 p.m.
Lanesboro Community Center Meeting Room and Zoom**

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

Members Absent: Joe Deden

Staff: Darla Taylor, Mitchell Walbridge and Mark Lawstuen

Visitors:

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

Agenda Approval: Board Member Semmen motioned to approve the agenda with the addition of Elstad Drive-Thru Dinner for September 4, 2024 and Sandy Nelson North Shelter Rental for August 25, 2024 to the consent agenda. Member Gehrig seconded the motion. Motion carried with all in favor.

Welcome Guests and Comments: No comments were shared.

Approval of Minutes: A motion was made by Member Gehrig to approve the meeting minutes from June 25, 2024 as submitted. The motion was seconded by Member Benson. Motion carried with all in favor.

Consent Agenda:

- a. Lanesboro Community Theater Request - July 28, 2024
- b. Lanesboro Arts-Gazebo Rental - July 22, 2024
- c. Wangen Family Christmas - December 14, 2024
- d. Fireman's Dance Rain Location - August 2, 2024
- e. Elstad Drive-Thru Dinner - September 4, 2024
- f. Sandy Nelson North Shelter Rental - August 25, 2024

A motion was made by Member Semmen to approve the consent agenda items including the additions of Elstad Drive-Thru Dinner for September 4, 2024 and Sandy Nelson North Shelter Rental for August 25, 2024. Member Hareldson seconded the motion. Motion carried with all in favor.

Staff Update: Mark Lawstuen noted that mowing continues to keep staff busy. The bath house had the drinking fountain and the new flooring inspected recently. Lots of preparation for Buffalo Bill Days next week will take place. Seasonal staff is doing well.

June 2024 Financials: Reviewed and noted that camping revenue is down significantly for May-present from where we were last year, mostly assumed due to the weather.

Continued Business

- A. Lanesboro Trail Extension:** A guide of trail requirements was obtained from Bolton and Menk and will be shared with the board members via email. City Administrator Mitchell Walbridge had a conversation with Joe Nelson from the Lanesboro Sales Commission regarding an access easement. Mr. Nelson was not in favor of granting the access easement due to the high traffic of trucks and trailers in the area. Also noted by Administrator Walbridge was the fact that the city's liability insurance policy would cover an accident on the trail. A motion to table the item was made by Member Semmen and seconded by Member Gehrig. Motion carried all in favor.
- B. Sylvan Park Campground Capital Campaign:** Administrator Walbridge requested two quotes for the sign from LetterWerks and Kelly Printing. The quote from LetterWerks was included in

Draft 7/24/24

the packet, nothing had been received at the time of the meeting from Kelly Printing. Administrator Walbridge also met with staff member Troy Schiltz and has a much better understanding of the electric service and capacity of the park. Administrator Walbridge will email the board members the information in an understandable format.

Miscellaneous: Administrator Walbridge noted that SMIF's Small Cities grant opportunity was currently available. A motion was made by Member Semmen to apply for the grant funds to be used towards the installation of the pickleball courts. Member Hareldson seconded the motion. Motion carried all in favor.

Adjourn: A motion was made by Member Semmen to adjourn at 5:19 p.m. The motion was seconded by Member Gehrig. Motion carried all in favor.

Respectfully submitted,

Darla Taylor
Deputy Clerk

Park Department	2024 Budget	January	February	March	April	May	June	July	August	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	\$ 7,674.20		\$ 40,094.37	59%
E 100-45200-103 Part-Time Wages	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 723.75	\$ 2,190.75		\$ 2,914.50	39%
E 100-45200-121 PERA	\$ 5,119.17	\$ 548.66	\$ 369.34	\$ 377.23	\$ 371.31	\$ 382.46	\$ 382.47	\$ 575.57		\$ 3,007.04	59%
E 100-45200-122 FICA	\$ 7,575.56	\$ 555.40	\$ 373.92	\$ 381.94	\$ 375.90	\$ 387.29	\$ 442.67	\$ 750.44		\$ 3,267.56	43%
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	\$ 1,313.84		\$ 9,081.17	58%
E 100-45200-134 Employer Paid Life	\$ 655.56	\$ -	\$ 109.24	\$ 54.63	\$ -	\$ 163.88	\$ -	\$ 54.62		\$ 382.37	58%
E 100-45200-135 Cell Phone	\$ 900.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00		\$ 450.00	50%
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	\$ 1,271.02		\$ 3,887.94	39%
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,126.31		\$ 1,126.31	113%
E 100-45200-300 Professional Svcs	\$ 4,000.00	\$ 290.00	\$ 754.78	\$ 100.00		\$ 475.32	\$ 94.78			\$ 1,239.56	31%
Trees	\$ 3,500.00									\$ 475.32	14%
E 100-45200-321 Telephone	\$ 500.00	\$ 40.91	\$ 40.91	\$ 40.91	\$ 40.66	\$ 40.66	\$ 40.66	\$ 40.88		\$ 285.59	57%
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	\$ 2,197.39		\$ 15,332.07	44%
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	\$ 405.00		\$ 945.37	32%
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	\$ -				\$ 1,979.00		\$ 3,025.47	43%
E 100-45200-480 Prop Tax for Campgrounds	\$ 675.00			\$ 2,968.22	\$ 2,968.21					\$ 5,936.43	30%
E 100-45200-500 Capital Outlay	\$ 20,000.00									\$ 13,667.00	100%
Vehicle Replacement	\$ 13,667.00	\$ 13,667.00								\$ 13,667.00	100%
Subtotal	\$ 255,509.00	\$ 44,604.22	\$ 14,771.47	\$ 14,223.72	\$ 14,497.25	\$ 12,071.63	\$ 15,027.39	\$ 19,629.02		\$ 134,824.70	53%
R 100-45200-34701 Camping Fees	\$ 85,000.00	\$ -	\$ 75.00	\$ 245.00	\$ 4,065.00	\$ 13,160.00	\$ 11,239.00	\$ 17,859.00		\$ 46,643.00	55%
R 100-45200-34702 Showers/Wood Revenue	\$ 1,000.00			\$ 940.50	\$ -	\$ 388.50		\$ 620.25		\$ 1,949.25	195%
R 100-45200-34750 Auditorium Use Fees	\$ 6,000.00	\$ 1,300.00	\$ 125.00	\$ 300.00	\$ 262.50	\$ 1,530.00	\$ 175.00	\$ 1,068.75		\$ 4,761.25	79%
R 100-45200-36230 Contributions and Donations		\$ 4,231.52	\$ -	\$ 160.00	\$ (660.15)	\$ (147.84)	\$ 2,239.99	\$ 533.14		\$ 6,356.66	
Subtotal	\$ 92,000.00	\$ 5,531.52	\$ 200.00	\$ 1,645.50	\$ 3,667.35	\$ 14,950.66	\$ 13,653.99	\$ 20,081.14		\$ 53,353.50	58%



Darla Taylor <dtaylor@lanesboro-mn.gov>

FW: Quote for Sign

1 message

mwalbridge@lanesboro-mn.gov <mwalbridge@lanesboro-mn.gov>
To: Darla Taylor <dtaylor@lanesboro-mn.gov>

Tue, Aug 20, 2024 at 11:31 AM

From: Mindy Kelly <mindy@kellyprintingandsigns.com>
Sent: Wednesday, July 24, 2024 10:52 AM
To: Mitchell Walbridge <mwalbridge@lanesboro-mn.gov>
Subject: RE: Quote for Sign

Good Morning Mitch!

Following up on the is order. I'm assuming a corrugated plastic sign is what you are looking for as you will take it down after the fundraising is finished. A 4X8 corrugated is 358.00 that includes art set up.

Let me know if you would like to proceed and ill put this on the books for you.

Thank you

Mindy

From: Mitchell Walbridge <mwalbridge@lanesboro-mn.gov>
Sent: Monday, July 15, 2024 10:54 AM
To: Info <info@kellyprintingandsigns.com>
Subject: Quote for Sign

Good morning,

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

Help Us Power Up Sylvan Park!

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: LetterWerks 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.



SHOOTING STAR

NATIVE SEEDS

20170 County Road 00 - Spring Grove, MN 55074

(507) 498-3944 • info@shootingstarnativeseed.com

To: Joe Deden

joednmaryb@gmail.com

Quote Number	DEDEJ2401
Quote Date	08/12/2024
Total Acres	1.83
Total lb	73.36
Price/lb	\$11.45
Price/Acre	\$458.00
Seed Total	\$839.97
Mix Fee	-
Shipping	\$0.00
Sales Tax	\$57.75
Grand Total	\$897.72

Description: Modified SSNS Basic Pollinator Mix

Seeding Rate: 40 lb/acre (65.6 seeds/square foot)

Notes: Soil - Mesic to Dry Mesic, Sun - Full to Partial

Common Name	Scientific Name	% of Mix	Seeds/ft ²	Total
Grasses				
Sideoats Grama	Bouteloua curtipendula	8.00%	7.1	5.87 PLS lb
Blue Grama	Bouteloua gracilis	0.30%	1.8	0.22 PLS lb
June Grass	Koeleria cristata	0.20%	5.9	0.15 PLS lb
Little Bluestem	Schizachyrium scoparium	4.00%	8.8	2.93 PLS lb
Rough Dropseed	Sporobolus aspera	1.25%	5.5	0.92 PLS lb
Forbs				
Anise Hyssop	Agastache foeniculum	0.06%	0.8	0.05 PLS lb
Lead Plant	Amorpha canescens	0.25%	0.6	0.18 PLS lb
Swamp Milkweed	Asclepias incarnata	0.25%	0.2	0.18 PLS lb
Common Milkweed	Asclepias syriaca	0.31%	0.2	0.23 PLS lb
Butterfly Milkweed	Asclepias tuberosa	0.13%	0.1	0.09 PLS lb
Sky Blue Aster	Aster azureus	0.06%	0.7	0.05 PLS lb
Canada Milk Vetch	Astragalus canadensis	0.25%	0.6	0.18 PLS lb
Smooth Blue Aster	Aster laevis	0.13%	1.0	0.09 PLS lb
New England Aster	Aster novae-angliae	0.06%	0.6	0.05 PLS lb
White Wild Indigo	Baptisia alba	0.06%	0.0	0.05 PLS lb
Partridge Pea	Chamaecrista fasciculata	1.25%	0.5	0.92 PLS lb
White Prairie Clover	Dalea candidum	0.38%	1.0	0.28 PLS lb
Purple Prairie Clover	Dalea purpurea	0.47%	1.2	0.34 PLS lb
Ox-eye Sunflower	Heliopsis helianthoides	0.25%	0.2	0.18 PLS lb
Round-headed Bush Clover	Lespedeza capitata	0.13%	0.1	0.09 PLS lb
Prairie Blazingstar	Liatris pycnostachya	0.31%	0.5	0.23 PLS lb
Great Blue Lobelia	Lobelia siphilitica	0.03%	2.3	0.02 PLS lb
Wild Lupine	Lupinus perennis	0.00%	0.0	0.00 PLS lb
Spotted Bee Balm (sub)	Monarda punctata	0.06%	0.8	0.05 PLS lb
Wild Bergamot	Monarda fistulosa	0.13%	1.3	0.09 PLS lb
Long-headed Coneflower	Ratibida columnifera	0.13%	0.8	0.09 PLS lb
Yellow Coneflower	Ratibida pinnata	0.25%	1.1	0.18 PLS lb
Prairie Wild Rose	Rosa arkansana	0.13%	0.0	0.09 PLS lb
Black-eyed Susan	Rudbeckia hirta	0.13%	1.7	0.09 PLS lb
Brown-eyed Susan	Rudbeckia triloba	0.03%	0.2	0.02 PLS lb
Ohio Spiderwort	Tradescantia ohiensis	0.25%	0.3	0.18 PLS lb
Hoary Vervain	Verbena stricta	0.25%	1.0	0.18 PLS lb
Culver's Root	Veronicastrum virginicum	0.03%	3.7	0.02 PLS lb
Golden Alexanders	Zizia aurea	0.50%	0.8	0.37 PLS lb
Cover				
Oats	Avena sativa	80.00%	14.1	58.69 Bulk lb

Shipping and sales tax will be calculated at the time of order. The minimum order per individual species is \$10.00. A \$50.00 small mix fee will be added to mixes which cost less than \$250.00. Substitutions may be necessary based on availability at the time of order. This quote is valid for 30 days. Thank you for your inquiry.