

**Lanesboro Park Board  
Regular Meeting Agenda  
Tuesday, September 24, 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=b1BKWW5Nd3NuZEowQTNlbURac0svZz09>

Meeting ID: 872 9825 9196 Passcode: 565465

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

- A. Agenda Approval**
- B. Public Comments**
- C. Approval of Minutes**
  - a. [Minutes August 27, 2024](#)
- D. Consent Agenda:**
  - a.
  
- E. Staff Update:**
  - a. Staff Projects
  - b. [August 2024 Financials](#)

**Continued Business:**

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

**New Business:**

- A. [Visit Bluff Country Magazine Ad](#)
- B. Community Center Service Lift

**Next Meeting: Tuesday, October 22, 2024 at 5:00 pm.**

**Adjourn Regular Meeting**

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

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

**Present Members:**

Teri Benson    Joe Deden    Alex Gehrig    Samantha Hareldson    Brenda Semmen

**Staff Members:**

Mark Lawstuen    Darla Taylor    Mitchell Walbridge

**Guests:**     Vicki McKinney, Kate O’Neary, Kathryn Wade, Adelyn Sobeniak

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

- A. Agenda:** City Administrator Walbridge requested that Camping Reservations be added to Miscellaneous. Member Deden entered a motion to approve the agenda with the requested addition; Member Gehrig seconded the motion. Motion carried with all in favor.
- B. Public Comments:** No public comments were shared.
- C. Approval of Minutes:**
  - a. Minutes of Regular Meeting, July 23, 2024: Member Semmen entered a motion to approve the minutes as submitted; Member Benson seconded the motion. Motion carried with all in favor.
- D. Consent Agenda:**
  - a. Ruen 90<sup>th</sup> Birthday Party – October 19, 2024
  - b. Lanesboro High School Soil & Water Judging – October 30, 2024
  - c. Lanesboro Elementary School 5<sup>th</sup> Grade Class Fundraiser – September 21, 2024
  - d. Greatest Journey Children’s After School Program – Wednesdays – September 11-November 27
  - e. Bradley North Park Shelter – Craft Fair – September 21, 2024Member Hareldson entered a motion to approve the consent agenda; Member Semmen seconded the motion. Motion carried with all in favor.

**Staff Update**

- A. Staff Projects: Park Facilities Manager Mark Lawstuen delivered a park department staff update.
  - The DNR completed pond shocks in Sylvan Park to eradicate carp.
  - The shoreline restoration project for the ponds in Sylvan Park is still anticipated for Fall 2024.
  - A new drinking fountain is being installed at the Visitor’s Center.
  - Changing tables are being installed in the men’s restrooms at Sylvan Park Bath House and the Visitor’s Center.

Member Deden recommended the city apply for a Paint the Town Grant in 2025 to have the posts in the park painted.

- B. June 2024 Financials: The financial report was reviewed.
- C. July 2024 Financials: The financial report was reviewed.

**Continued Business**

- A. Lanesboro Trail System: Administrator Walbridge shared that the Lanesboro Sales Commission is not in favor of granting an easement on their property for the trail extension. This is due to the area having high vehicle traffic. Member Deden stated he had a conversation with Diane Amdahl about the trail running along the north side of the Root River on the Amdahl property. Diane will talk with her sons to see if they are willing to consider the installation of a trail and have an easement agreement. No action was taken this day.
- B. Sylvan Park Capital Campground Campaign: Estimates for information signs were reviewed. Members noted that funds are not budgeted in 2024 for the sign expense. No action was taken this day.

Draft 08/28/2024

- C. Pickleball Courts: Administrator Walbridge shared that a grant application has been submitted for the Taylor Rural Improvements Grant in the amount of \$20,000 for the pickleball court project. It was noted no further action is needed until the grant award announcement is made.

### **New Business**

- A. Prairie Seed for Ridgeview Lane: With the completion of the buckthorn removal project, Member Deden recommended that the Park Board authorize the purchase of prairie seed for the Ridgeview Lane area. An estimate from Shooting Star Native Seeds was reviewed. Member Hareldson entered a motion to approve the expenditure up to \$897.72 coming from the Tree budget allowance; Member Gehrig seconded the motion. Motion carried with Members Benson, Gehrig, Hareldson, and Semmen voting in favor; Member Deden abstained from voting.
- B. Fundraising for Sylvan Park Cabin: Vicki McKinney and Kate O'Neary asked about the procedure for donations to the City for improvements to the Sylvan Park Cabin. Administrator Walbridge explained that each donation would need to be accepted by resolution of the Lanesboro City Council. O'Neary and McKinney requested a copy of the signed resolution acknowledging the cabin as a local historic landmark. O'Neary and McKinney also would like estimates for roof replacement, signage, tuckpointing, multi-pane windows, and shutters so a fundraising goal can be established.
- C. Flower Baskets for 2025: Member Semmen entered a motion to approve obtaining flower baskets again in 2025; Member Hareldson seconded the motion. Administrator Walbridge explained that the baskets are a joint effort with the Lanesboro Area Chamber of Commerce. The motion carried with all in favor.

### **Miscellaneous**

- A. Camping Reservations: Administrator Walbridge stated the city has received several calls this summer asking whether the city takes reservations at its campgrounds. The city's administration will be looking into reservation systems as to whether the city would see a benefit to taking reservations, and how a reservation system would work with the staffing level currently available. A recommendation will be made to the park board by the end of the year.

**Next Meeting: Tuesday, September 24, 2024 at 5:00 p.m.**

Respectfully submitted,

Mitchell Walbridge  
City Administrator/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	\$ 5,099.60	\$ 45,193.97	66%
E 100-45200-103 Part-Time Wages	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 723.75	\$ 2,190.75	\$ 1,674.00	\$ 4,588.50	61%
E 100-45200-121 PERA	\$ 5,119.17	\$ 548.66	\$ 369.34	\$ 377.23	\$ 371.31	\$ 382.46	\$ 382.47	\$ 575.57	\$ 382.48	\$ 3,389.52	66%
E 100-45200-122 FICA	\$ 7,575.56	\$ 555.40	\$ 373.92	\$ 381.94	\$ 375.90	\$ 387.29	\$ 442.67	\$ 750.44	\$ 515.36	\$ 3,782.92	50%
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	\$ 1,290.70	\$ 10,371.87	67%
E 100-45200-134 Employer Paid Life	\$ 655.56	\$ -	\$ 109.24	\$ 54.63	\$ -	\$ 163.88	\$ -	\$ 54.62	\$ 54.62	\$ 436.99	67%
E 100-45200-135 Cell Phone	\$ 900.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 100.00	\$ 550.00	61%
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	\$ 604.79	\$ 4,492.73	45%
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 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	\$ 40.88	\$ 40.88	\$ 326.47	65%
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	\$ 2,868.20	\$ 18,200.27	52%
E 100-45200-401 Repairs/Maint Buildings	\$ 10,800.00	\$ -	\$ 1,790.04	\$ 929.82	\$ 364.60	\$ 306.46			\$ 895.38	\$ 4,286.30	40%
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	\$ 1,130.00	\$ 2,075.37	69%
E 100-45200-430 Miscellaneous	\$ 100.00	\$ 60.18	\$ -	\$ -					\$ 227.50	\$ 287.68	288%
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				\$ 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>\$ 19,629.02</b>	<b>\$ 14,883.51</b>	<b>\$ 149,708.21</b>	<b>59%</b>
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	\$ 21,051.00	\$ 67,694.00	80%
R 100-45200-34702 Showers/Wood Revenue	\$ 1,000.00			\$ 940.50	\$ -	\$ 388.50		\$ 620.25	\$ 554.45	\$ 2,503.70	250%
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	\$ (45.00)	\$ 4,716.25	79%
R 100-45200-36230 Contributions and Donations		\$ 4,231.52	\$ -	\$ 160.00	\$ (660.15)	\$ (147.84)	\$ 2,239.99	\$ 533.14	\$ 1,050.00	\$ 7,406.66	
<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>\$ 20,081.14</b>	<b>\$ 22,610.45</b>	<b>\$ 74,913.95</b>	<b>81%</b>

**dtaylor@lanesboro-mn.gov**

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**From:** Sara Mensink <sara@visitbluffcountry.com>  
**Sent:** Wednesday, August 28, 2024 9:21 AM  
**To:** dtaylor@lanesboro-mn.gov  
**Subject:** 2025-2026 Visit Bluff Country Magazine

Good morning Darla,

I hope your summer is going well!

We are already working on the 2025-2026 *Visit Bluff Country* Magazine that will be published in April 2025.

The *Visit Bluff Country Magazine* has continuously grown year after year, distributing 50,000 copies to more than 1,000 locations in NE Iowa, NW Illinois, Southern Minnesota, and SW Wisconsin.

We have added some exciting new features to the magazine over the years. Check out the Brewery, Winery & Distillery Fan Favorites (pages 22-23), Genealogy Directory, (page 28), several area maps & of course the Best of the Best awards (pages 2-4). All advertisers that purchase a 1/4 page full color ad or larger have the opportunity to be voted for the Best of the Best awards by our readers. This is just one of the many perks of advertising within our publication.

The advertising rates can be found at <https://visitbluffcountry.com/wp-content/uploads/2024/08/25-26-Visitors-Guide-Promo.pdf>

If you are curious about our distribution information, visit <https://visitbluffcountry.com/wp-content/uploads/2024/08/25-26-VBC-Distribution.pdf>

Here is the link to our current Magazine. <https://visitbluffcountry.com/visitor-guide/>

**Take advantage of the early bird discount & prepay by December 31, 2024 to save!**

Below is a link to your 1/8 page ad from our current magazine. With the early bird discount, this has a cost of \$230. If you are having trouble viewing your ad please let me know & I will send it as an attachment.

[https://drive.google.com/file/d/1M1qmv-8m\\_eR\\_LeK1fp0qvVbaSxvA72\\_6/view?usp=sharing](https://drive.google.com/file/d/1M1qmv-8m_eR_LeK1fp0qvVbaSxvA72_6/view?usp=sharing)

Also, if you are interested in running an online ad on [www.visitbluffcountry.com](http://www.visitbluffcountry.com) in addition to your print ad, the cost is only \$99 for the entire year.

Would you like to renew your ad for the 2025-2026 *Visit Bluff Country* Magazine?

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# City of Lanesboro

*Sylvan & Riverview Campgrounds*

**Bathhouse, campfire rings, playgrounds,  
walking distance to bike trail and river.**



**507-467-3722**

**| [www.lanesboro-mn.gov](http://www.lanesboro-mn.gov)**