

**Lanesboro Park Board
Regular Meeting Agenda
Tuesday, September 23, 2025 – 5:00 p.m.
Lanesboro Community Center Meeting Room and Zoom**

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However, due to potential technical issues, full functionality is not guaranteed*

<https://us02web.zoom.us/j/87298259196?pwd=bIBKWW5Nd3NuZEowQTNlbURac0svZz09>

Meeting ID: 872 9825 9196 Passcode: 565465

Call to Order

A. Agenda Approval

Motion _____ **Second** _____

B. Public Comment

C. Approval of Minutes

a. Minutes of the Regular Meeting August 26, 2025

Motion _____ **Second** _____

D. Consent Agenda

a. Wedding 10/10/25

b. Legion Lights Dining Room 12/13/25

c. Thieret Visitation/Memorial Service 9/13/25

d. Bluff Country Church Dining Room Wednesday's Sept. – Nov. 2025

E. FY2025 YTD Budget Review

Motion _____ **Second** _____

Park Department Staff Update

Continued Business

A. Legion Lights Request - Speaker Installation

Motion _____ **Second** _____

B. Walking Trail Proposal

Motion _____ **Second** _____

New Business

A. Class of 1960 Bench Donation - Parkway Avenue

Motion _____ **Second** _____

Next Meeting: Tuesday, October 28, 2025 at 5:00 p.m.

Adjourn Regular Meeting

Teri Benson, Samantha Hareldson, Brenda Semmen, Steve Harris, and Joe Deden

**Lanesboro Park Board
Regular Meeting Minutes
Tuesday, August 26, 2025 – 5:00 p.m.
Lanesboro Community Center Meeting Room and Zoom**

Present Members:

☒ Teri Benson ☒ Joe Deden ☒ Steve Harris ☐ Sam Hareldson ☒ Brenda Semmen

Staff Members:

☒ Mark Lawstuen ☒ Darla Taylor ☒ Mitchell Walbridge

Guests Present: Bonita Underbakke, Joe Goetzke, and Alicia Pearson

Member Semmen called the meeting of the Lanesboro Park Board to order at 5:04 p.m.

A. Agenda: Member Harris entered a motion to approve the agenda. Member Deden seconded the motion. All members voted in favor of the motion. Motion carried.

B. Public Comment: No public comments were shared.

C. Approval of Minutes

- a. Minutes of Regular Meeting, July 22, 2025: Member Deden entered a motion to approve the minutes as submitted; Member Harris seconded the motion. All members voted in favor of the motion. Motion carried.

D. Consent Agenda

- a. Harvey Wedding - September 25, 2026
- b. NAMI Connection Support Group-Monthly 2nd & 4th Wednesday - Community Room
- c. Bradley North Shelter – September 20, 2025
- d. Land Stewardship Project Gym - November 5, 2025
- e. Strahl Birthday Party- September 7, 2025 - Gym 3 hours

Member Harris entered a motion to approve the Consent Agenda; Member Deden seconded the motion. All members voted in favor of the motion. Motion carried.

E. FY2025 Budget Review: Member Harris entered a motion to approve the budget review; Member Deden seconded the motion. All members voted in favor of the motion. Motion carried.

Park Department Staff Update

Mark Lawstuen noted that Buffalo Bill Days went well despite the storm damage at the beginning of the week. Mowing, weed eating, and wax rings on two toilets in the Community Center were replaced in the last month. Member Deden noted that the summer seasonal employee has done well.

Continued Business

A. Walking Trail Proposal: Administrator Walbridge stated that he continued communication with MnDOT to determine whether utilization of the TH250 bridge for pedestrian traffic would be appropriate. A motion to table the topic was made by Member Deden. Member Harris seconded the motion. All members voted in favor of the motion. Motion carried.

New Business

A. Donation of Space – November 8, 2025 – 5th Grade Class Fundraiser: The 5th grade class would like to host a garage sale and Bingo to raise funds for their Eagle Bluff Class Trip. A motion to donate the use of the space to the 5th grade class was made by Member Harris and seconded by Member Deden. All members voted in favor of the motion. Motion carried.

Member Benson joined the meeting at 5:15 p.m.

Draft 8/27/25

- B. 2026 Visitors Guide Campground Ad:** A motion was made by Member Deden to purchase a ½-page ad at the cost of \$620 in the Visitors Guide and to use the remaining 2025 budgeted funds on virtual advertising. Member Harris seconded the motion. All members voted in favor of the motion. Motion carried.
- C. Lanesboro Legion Lights Request- Speaker Installation:** Legion Lights Chairperson Kathryn Wade shared the idea of installing two speakers in Sylvan Park. It was suggested that Bose makes a good quality outdoor speaker that is designed to be buried half under the ground, but would need to have wires running between, and the amp system would need to be housed, possibly in the cabin. A more detailed plan will be presented next month.
- D. Consider Replacement of Office Fan Unit:** A quote from WHV to replace the two oldest fan units was reviewed. The unit in the main office could be done later, however the unit the new EDA/Spare Office should be replaced. A motion to approve the replacement of the EDA/Spare Office fan was made by Member Benson. Member Deden seconded the motion and asked us to check on the replaceable filter possibilities. All members voted in favor of the motion. Motion carried.
- E. Consider 2026 Camping Season Rates:** City Administrator Walbridge shared the implementation of the new reservation system allows for much more flexibility in the camping rates and suggested the board may wish to consider a premium rate for Friday and Saturday nights or an overall rate increase for 2026. Member Benson made a motion to keep the rates the same and revisit the increase after the reservation system has been operational for the start of the 2026 season. Member Harris seconded the motion. All members voted in favor of the motion. Motion carried.
- F. FY2026 Preliminary Budget Review:** City Administrator Walbridge shared the preliminary budget with the board members and noted the changes. Member Deden made a motion to recommend approval of the preliminary budget to the city council. Member Benson seconded the motion. All members voted in favor of the motion. Motion carried.

Member Harris entered a motion to adjourn the meeting; Member Benson seconded the motion. All members voted in favor of the motion. Motion carried.

The meeting adjourned at 5:41 p.m.

Next Meeting: Tuesday, September 23, 2025 at 5:00 p.m.

Respectfully submitted,

Darla Taylor
Deputy Clerk

Park Department	2025 Budget	January	February	March	April	May	June	July	August	YTD Total	% of Budget
E 100-45200-100 Wages and Salaries	\$ 70,138.72	\$ 5,237.12	\$ 5,252.40	\$ 5,348.70	\$ 5,427.18	\$ 5,427.18	\$ 5,427.20	\$ 8,249.84	\$ 5,427.19	\$ 45,796.81	65%
E 100-45200-103 Part-Time Wages	\$ 10,000.00	\$ -	\$ -				\$ 1,746.88	\$ 2,872.63	\$ 1,993.25	\$ 7,441.51	74%
E 100-45200-121 PERA	\$ 5,260.41	\$ 392.80	\$ 393.93	\$ 401.16	\$ 407.04	\$ 407.03	\$ 407.03	\$ 618.73	\$ 407.04	\$ 3,434.76	65%
E 100-45200-122 FICA	\$ 6,010.40	\$ 397.71	\$ 398.87	\$ 406.23	\$ 412.24	\$ 475.63	\$ 545.86	\$ 846.40	\$ 564.71	\$ 4,047.65	67%
E 100-45200-131 Employer paid Health	\$ 15,532.30	\$ 1,290.35	\$ 1,290.35	\$ 1,290.36	\$ 1,290.36	\$ 1,290.36	\$ 1,290.36	\$ 1,314.38	\$ 1,290.35	\$ 10,346.87	67%
E 100-45200-134 Employer Paid Life	\$ 603.64	\$ 36.82	\$ -	\$ 146.07		\$ 36.82	\$ 36.82	\$ 36.82	\$ -	\$ 293.35	49%
E 100-45200-135 Cell Phone	\$ 750.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 400.00	53%
E 100-45200-150 Worker's Comp	\$ 4,792.00	\$ -				\$ 5,351.23				\$ 5,351.23	112%
E 100-45200-210 Operating Supplies	\$ 10,000.00	\$ 101.29	\$ 212.25	\$ 58.75	\$ 162.64	\$ 634.13	\$ 2,838.78	\$ 622.10	\$ 2,011.76	\$ 6,641.70	66%
E 100-45200-211 Safety Training	\$ 236.25	\$ 133.63		\$ 102.62						\$ 236.25	100%
E 100-45200-212 Motor Fuels	\$ 2,628.00		\$ 147.75		\$ 191.52			\$ 365.23		\$ 704.50	27%
E 100-45200-236 Program Expense	\$ 5,500.00				\$ 11,000.00					\$ 11,000.00	200%
E 100-45200-239 Clothing Allowance	\$ 660.00					\$ 206.99				\$ 206.99	31%
E 100-45200-240 Small Tools and Minor Equip	\$ 350.00		\$ 14.49							\$ 14.49	4%
E 100-45200-262 Rock	\$ 1,200.00					\$ 683.19				\$ 683.19	57%
E 100-45200-266 Trees	\$ 3,000.00								\$ 515.21	\$ 515.21	17%
E 100-45200-300 Professional Svcs	\$ 4,200.00	\$ 290.00	\$ 380.00	\$ 194.78			\$ 310.78	\$ 6,860.03		\$ 8,035.59	191%
E 100-45200-321 Telephone	\$ 510.00	\$ 41.27	\$ 41.27	\$ 41.27	\$ 41.31	\$ 41.31	\$ 41.31	\$ 41.23	\$ 41.23	\$ 330.20	65%
E 100-45200-350 Print/Binding	\$ 1,250.00			\$ 149.00		\$ 113.52	\$ 210.00			\$ 472.52	38%
E 100-45200-361 General Liability Ins	\$ 303.43	\$ 303.43								\$ 303.43	100%
E 100-45200-362 Property Ins	\$ 17,591.00	\$ 17,591.00								\$ 17,591.00	100%
E 100-45200-363 Automotive Ins	\$ 313.00	\$ 313.00								\$ 313.00	100%
E 100-45200-380 Utility Services	\$ 35,700.00	\$ 2,204.38	\$ 2,666.73	\$ 3,128.79	\$ 2,559.99	\$ 2,250.77	\$ 3,190.53	\$ 2,639.04	\$ 2,918.96	\$ 21,559.19	60%
E 100-45200-401 Repairs/Maint Buildings	\$ 11,000.00	\$ 47.94				\$ 806.40	\$ 843.00		\$ 142.82	\$ 1,840.16	17%
E 100-45200-404 Repairs/Maint Mach/Equip	\$ 5,916.00		\$ 228.27	\$ 1,567.90	\$ 201.21	\$ 212.42	\$ 3,291.06		\$ 562.45	\$ 6,063.31	102%
E 100-45200-410 Rentals	\$ 3,300.00				\$ 197.31	\$ 373.57	\$ 405.00	\$ 405.00	\$ 405.00	\$ 1,785.88	54%
E 100-45200-430 Miscellaneous	\$ 100.00				\$ 28.93	\$ 79.00		\$ 150.00		\$ 257.93	258%
E 100-45200-470 Sales Tax Paid	\$ 7,000.00							\$ 2,394.00		\$ 2,394.00	34%
E 100-45200-480 Prop Tax for Campgrounds	\$ 742.00				\$ 662.00					\$ 662.00	89%
E 100-45200-500 Capital Outlay	\$ 22,500.00									\$ -	0%
E 100-45200-700 Transfers	\$ 17,723.93									\$ -	0%
Subtotal	\$ 264,811.08	\$ 28,430.74	\$ 11,076.31	\$ 12,885.63	\$ 22,631.73	\$ 19,268.30	\$ 20,634.61	\$ 27,465.43	\$ 16,329.97	\$ 158,722.72	60%
R 100-45200-34701 Camping Fees	\$ 85,000.00		\$ 425.00	\$ 970.00	\$ 4,174.00	\$ 15,695.05	\$ 13,552.00	\$ 23,358.00	\$ 17,685.00	\$ 75,859.05	89%
R 100-45200-34702 Showers/Wood Revenue	\$ 1,500.00			\$ 177.75	\$ 53.00	\$ 169.75	\$ 759.50	\$ 198.75	\$ 590.75	\$ 1,949.50	130%
R 100-45200-34750 Auditorium Use Fees	\$ 10,000.00	\$ 436.25	\$ 125.00	\$ 350.00	\$ 1,235.00	\$ 825.00	\$ 550.00	\$ 425.00	\$ 1,047.50	\$ 4,993.75	50%