



**MINUTES  
PARK BOARD MEETING  
May 6, 2024**

**Meeting Location**

Holbrook Park – 300 Harrington Drive, Long Lake, MN 55356

**Present:** Chair: Suzanne Caswell; Secretary: Erika Leachman; Members: Donny Chillstrom and Thomas Joyce

**Absent:** Members: Tony David (no notice given); Council Liaison: Gina Joyce (with prior notice); Public Works Director: Sean Diercks

**Call to Order**

The meeting was called to order at 5:38 pm by Chair Caswell.

**Approve Agenda**

*A motion was made by Chillstrom, seconded by Leachman, to approve the agenda as presented. Ayes: all.*

**Consent Agenda**

**a. Approve Minutes of March 4, 2024 Park Board Meeting**

*A motion was made by Joyce, seconded by Chillstrom, to approve the April 8, 2024 meeting minutes as presented. Ayes: all.*

Chair Caswell requested that draft minutes be prepared by the Board Secretary shortly after each Park Board meeting (i.e., preferably within the same week), and requested that the City Clerk contact the Board Chair if the next agenda and/or draft meeting minutes are not received within a week following each Park Board meeting.

**Regular Business**

**a. Review of Current Holbrook Park Facilities**

The Park Board discussed the schedule for the MnDNR's review of the Holbrook Park Skate & Splash Plaza Project and the City's grant application, anticipating a decision on funding the project in the summer (July/August). Orono Youth Hockey Association (OYHA) is pursuing a pull-tab retail permit at a new restaurant in Long Lake (Bucks Pub) that will open soon. OYHA is a key fundraiser for the project's local match, in addition to City park funds, sponsors, and other local grants.

The Park Board walked throughout Holbrook Park to assess current conditions and potential improvements to complement existing and future facilities (e.g. the Skate & Splash Plaza).

Chair Caswell provided a summary of a discussion she'd had with the Orono Park Commission Chair, Brian Roath, sharing information about the range of Orono facilities and the planned pickleball courts to the west of Holbrook Park.

The Park Board revisited the need for a trail connecting Holbrook Park to Willow Drive through the City-owned property north of the Long Lake Fire Station. Chillstrom explained that a trail was planned as an outcome of the CR 112 project but had not been successfully installed. The Board discussed the process needed for the trail, including collaboration with the City of Orono for local permitting, easement to Willow Drive, and the potential joint pursuit of grant funding for local trails. Additional trails and landscaping along the western edge of Holbrook Park could provide a trail network and improve access to all recreation facilities. Leachman volunteered to make a conceptual sketch of the potential trail alignments for Board consideration and planning purposes.

**b. Discussion of Park Board Event Programming for Fall/Winter, Begin Planning for Holiday Tree Lighting Celebration**

The Park Board reviewed the Holbrook Park setting for the 2024 Holiday Tree Lighting Celebration, noting that the evergreen tree used in past events has been removed and will need a replacement.

Chillstrom suggested that the free community meals in Dexter Park would be a good time for the Park Board to engage directly with residents to learn about recreation needs for Dexter Park and others. Chair Caswell requested Chillstrom contact the organizers to find out when the community meal event is planned in July 2024. Leachman volunteered to make outreach materials to support community engagement during the event. The Park Board is planning to discuss Dexter Park engagement strategies further at its June 3, 2024 meeting in preparation for community outreach in July.

**c. Establish the Next Park Board Meeting Date, Location, and Agenda Business**

The Park Board is planning to meet at the following upcoming dates.

- June 3 – Hardin Park at 5:30 pm
- July 29 – Dexter Park at 5:30 pm

**Adjourn**

Hearing no objection, Park Board Chair Caswell adjourned the meeting by general consent at 6:26 pm.

Respectfully submitted,

Erika Leachman, Park Board Secretary Officer