



PARK BOARD MEETING

March 23, 2026 at 5:00 PM

City Hall Council Chambers – 450 Virginia Avenue, Long Lake, MN 55356

AGENDA

1. Call to Order

2. Administer Oath of Office to New Park Board Member / Welcome & Introductions

The City Clerk will administer the Oath of Office to new Park Board member, Kelly Grady.

3. Approve Agenda

4. Regular Business

A. Approve Minutes of December 1, 2025 Park Board Meeting

B. Recommendation on the Appointment of Park Board Chair and Secretary Officer Positions for 2026

C. Discuss Potential Park Improvement Projects / Grant Opportunities

D. Consider Planning for a Spring/Summer Event in a City Park

5. Other Business

6. Adjourn



**MINUTES
PARK BOARD MEETING
December 1, 2025**

Meeting Location

City Hall Conference Room - 450 Virginia Avenue

Present: Chair: Erika Leachman; Members: Leslie Buehler, Donny Chillstrom; City Clerk: Jeanette Moeller; and City Council Liaison: Deirdre Kvale

Absent: Secretary: Mark Preissing (with prior notice)

Call to Order

The meeting was called to order at 4:36 pm by Chair Leachman.

Approve Agenda

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

Regular Business

a. Approve Minutes of November 12, 2025 Park Board Meeting

A motion was made by Chillstrom, seconded by Buehler, to approve the minutes of the November 12, 2025 Park Board meeting. Ayes: all.

b. Continue Planning / Preparations for December 5 Holiday Tree Lighting Event

Chair Leachman provided all members with an updated planning checklist to follow up on preparations for the event. All Board members in attendance and City Clerk Moeller provided updates on their areas of responsibility. Board member Buehler shared the details of a few vendors that had signed up to sell their goods at the event. Chair Leachman noted that DJ Chime / Shane Johnson would be generously volunteering his services and playing holiday music this year. Event flyers had been distributed in town; Santa and Mrs. Claus were scheduled to return along with a visit by the Fire Department; cookies and hot chocolate had been arranged; and City Hall's cleaning service would be spending a few hours at the Warming House to get it ready. Moeller would be sending out final social media blasts with information highlighting the craft vendors and DJ prior on Wednesday. Board members were looking forward to a bigger and better Holiday Tree Lighting event this year with a good weather forecast ahead.

Other Business

No other business was discussed.

Adjourn

Hearing no objection, Chair Leachman adjourned the meeting by general consent at 5:17 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk



CITY OF
LONG LAKE

Park Board Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / March 23, 2026

SUBJECT: Recommendation on the Appointment of Park Board Chair and Secretary Officer Positions for 2026

Prepared By: Jeanette Moeller, City Clerk

Report Date: 3/18/2026

Recommended Park Board Action

Staff recommends the following:

Motion to recommend the City Council appoint Park Board member Leachman to the position of Chair, and appoint member Preissing to the position of Board Secretary for calendar year 2026.

Overview / Background

At the Park Board's first meeting of the year, the Board is tasked with making a recommendation to the City Council on appointment of the Board's officer positions for the remainder of the year. The City Council typically ratifies and makes the appointments as recommended by the Board at their next meeting following the Board's action.

The Board's Chair officer position is responsible for chairing and maintaining order during meetings; assuring all agenda business on each meeting is addressed; and for working/communicating with staff as needed to follow up on any post-meeting action items or prepare for an upcoming meeting. Board member Erika Leachman served as Chair in 2025.

The Board's Secretary officer position is responsible to act as the Chair in the Chair's absence on an as-needed basis, and to record and prepare minutes for all Board meetings for sending to the City Clerk in a timely manner following each meeting. Board member Mark Preissing was appointed to serve as Secretary officer for 2025.

It should be noted that the Park Board's first meeting in 2025 didn't occur until November. At that time, when officer position recommendations were made, the Board had voted unanimously to recommend that member Leachman hold the position of Chair and member Preissing serve as Secretary for both 2025 and 2026. The Board has the option to revisit their previous recommendation if desired at this time.