



PARK BOARD MEETING

October 14, 2024 at 5:30 PM

City Hall Conference Room - 450 Virginia Avenue, Long Lake, MN 55356

AGENDA

1. Call to Order

2. Approve Agenda

3. Consent Agenda

A. Approve Minutes of July 29, 2024 Park Board Meeting

4. Regular Business

A. Update on Recent Hennepin County Grant Application(s) for Holbrook Park Improvements (Park Board Secretary - Erika Leachman)

B. Continue Discussion of Plans/Preparations for 2024 Holiday Tree Lighting Celebration

NOTE: A Special Event Permit application (must include detailed event scope and schedule information) will need to be submitted to the City Clerk by the end of October.

C. Establish Next Park Board Meeting Date and Agenda Business

5. Other Business

6. Adjourn



**MINUTES
PARK BOARD MEETING
July 29, 2024**

Meeting Location

Dexter Park – 585 Dexter Drive, Long Lake, MN 55356

Present: Chair: Suzanne Caswell; Secretary: Erika Leachman; Members: Donny Chillstrom

Absent: Members: Thomas Joyce (with prior notice); Public Works Director: Sean Diercks; and Council Liaison: Gina Joyce (with prior notice)

Call to Order

The meeting was called to order at 5:37 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 June 3, 2024 Park Board Meeting

A motion was made by Chillstrom, seconded by Leachman, to approve the June 3, 2024 meeting minutes as presented. Ayes: all.

The Park Board reviewed updated options for a Bike Safety Event idea for Hardin Park and determined that the event was not feasible in 2024. The Park Board will continue to seek opportunities to partner with community groups and agencies to host special community events in the City's parks.

Regular Business

a. Review of Dexter Park Facilities

The Park Board visually surveyed and discussed Dexter Park to assess current conditions and potential needs. The Board observed that the park overall displayed several maintenance needs, including new mulch/bark, major weed abatement, and finishings such as paint and stain. The structures, including the playground and pergola, appeared to be in working order, but collectively appear neglected and inaccessible due to maintenance needs. Additionally, the park design/layout could be improved to unify the facilities to serve users. Further, underutilized space exists within the park and could support additional recreation facilities for active sports and landscaping. The Board discussed future efforts to engage the community to evaluate recreation needs in the neighborhood and advocate for park improvements for Dexter Park in 2025, including the opportunities for grant funding.

b. Update on Status of Grant Application for Holbrook Park Improvements

Park Board Secretary Leachman shared that the MnDNR did not award the City of Long Lake the requested grant funding to support the Holbrook Park Skate & Splash project for the 2024 cycle. The Board discussed next steps, including Hennepin County grants, community fundraising partnerships, and 2025 cycle for state funding.

c. Continue Discussion of Plans/Preparations for 2024 Holiday Tree Lighting Celebration

Chair Caswell prepared a plan to share with the Park Board and guide preparations, including materials, public notification, and securing sponsorship/vendors during the event. Chair Caswell secured an onsite decoration/ornament vendor and Park Board Member Chillstrom will contact Luce Line Orchards about vendor opportunities. Secretary Leachman will prepare the required special event permit for the City no later than October 2024. Secretary Leachman will also secure the hot chocolate for the event.

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

The Park Board is planning to meet at the following upcoming date(s).

- September 16 – Nelson Lakeside Park at 5:30 pm (weather permitting)

Adjourn

Hearing no objection, Chair Caswell adjourned the meeting by general consent at 6:20 pm.

Respectfully submitted,

Erika Leachman, Park Board Secretary Officer