



PARK BOARD MEETING

December 11, 2023 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 October 16, 2023 Park Board Meeting
- 4. Regular Business**
 - A. Review of December 8 Holiday Tree Lighting Event
 - B. Discuss Researching Possible Grant Opportunities for Dexter Park Playground Equipment Replacement
 - C. Recommendation to City Council Regarding Reappointment of Park Board Member Donny Chillstrom
 - D. Establish Next Park Board Meeting Date, Location and Agenda Business
- 5. Other Business**
- 6. Adjourn**



**MINUTES
PARK BOARD MEETING
October 16, 2023**

Meeting Location

HOLBROOK PARK, 300 Harrington Drive

Present: Chair: Donny Chillstrom; Members: Suzanne Caswell, Tony David, and Thomas Joyce

Absent: Members: Erika Leachman (with prior notice)

Call to Order

The meeting was called to order by Chair Chillstrom at 5:37 pm.

Approve Agenda

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

Consent Agenda

The Consent Agenda consisted of the following:

- a. Approve Minutes of July 17, 2023 Park Board Meeting

A motion was made by David, seconded by Caswell, to approve the July 17, 2023 meeting minutes as presented. Ayes: all.

REGULAR BUSINESS

a. Continue Planning for Holiday Tree Lighting Event

The Holiday Tree Lighting Ceremony is continuing as planned. Board member David committed to bringing straw bales donated by Otten Brothers. Chair Chillstrom committed to bringing the fire pits from the Orono Lions, as well as providing wood and new lights for the tree. Secretary Officer Joyce will be in touch with the Chamber of Commerce to ask about cookies and candy canes; will ask the city about providing a portable PA system; and will bring pens / name tags. Board member Caswell will work with the City Clerk to ensure ad is sent to the paper to publicize the event. She had also locked down Santa Claus for a visit, as well as secured a donation from North Mallow to provide marshmallows for the event.

Board members commented that the tree lighting needs improvement, as several light bulbs were burnt out that need to be replaced. Board member Caswell is looking at possibly getting an apple fritter food truck, if possible; and is looking into knit hats for the Park Board to wear at the event so folks know who is there to host and help. She also came prepared with fliers that Park Board members could distribute to local businesses. Board member Leachman had volunteered to work with Caribou Coffee to supply hot chocolate. Additionally, Board member David indicated he would bring a giant ladder golf set, and Secretary Officer Joyce committed to bringing a cornhole bags set.

b. Discuss Researching Possible Grant Opportunities for Dexter Park Playground Equipment Replacement

This discussion was postponed until the next meeting to ensure that Board member Leachman could participate.

c. Identify Suggestions for Potential Long Lake Garden Club Work List, Prepare Recommendation to City Council

This discussion was postponed until the next meeting to ensure that Board member Leachman could participate.

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

Park Board members will meet informally for a casual dinner and for the sole purpose of preparing for the Holiday Tree Lighting event. This dinner will be held on Monday, November 20 at 5:30 pm at San Pancho Mexican Restaurant. In addition, the Board will meet on Monday, December 11 at 5:30 pm for the purposes of addressing the above agenda items and to debrief on the Holiday Tree Lighting Event.

Adjourn

Hearing no objection, Secretary Joyce adjourned the meeting by general consent at 6:07 pm.

Respectfully submitted,
Thomas Joyce, Park Board Secretary Officer

DRAFT



CITY OF
LONG LAKE

Park Board Agenda Report

City of Long Lake

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

MEETING DATE / December 11, 2023

SUBJECT: Recommendation to City Council Regarding Reappointment of Park Board Member Donny Chillstrom

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/8/2023

Recommended Park Board Action

Staff recommends the following:

Consider a motion to recommend the City Council reappoint Donny Chillstrom to continue serving as a member on the Park Board for a new term effective January 1, 2024 through December 31, 2026.

Overview / Background

Current Park Board member Donny Chillstrom was notified that his term would expire December 2023 and provided with information regarding the process for seeking reappointment should he be interested in serving another term. On Friday, December 8, staff received a written request via email from Board member Chillstrom requesting consideration of his reappointment.

The City Council is charged with making Park Board member appointments. At this time, the Park Board may either motion to recommend the City Council reappoint Board member Chillstrom to serve a term expiring December 31, 2026; or alternatively, the Park Board has the option to recommend the City Council seek applications for the seat.

Please Note: Selection of the Park Board Chair and Secretary officer positions will take place at the Board's first meeting in 2024.

Supporting Information

- Email from current Park Board member Donny Chillstrom dated December 8, 2023 requesting reappointment



Jeanette Moeller <jmoeller@longlakemn.gov>

Park Board Term Expiring - Reappointment?

donco7x@aol.com <donco7x@aol.com>

Fri, Dec 8, 2023 at 10:53 AM

To: Jeanette Moeller <jmoeller@longlakemn.gov>

Honorable Mayor and city council

Please consider me for re-appointment to the city of Long Lake park board

Respectfully submitted, Donny Chillstrom

267 Charles street

Long Lake, MN. 55356

612-710-0569

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