



PARK BOARD MEETING

July 29, 2024 at 5:30 PM

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

AGENDA

1. Call to Order

2. Approve Agenda

3. Consent Agenda

A. Approve Minutes of June 3, 2024 Park Board Meeting

4. Regular Business

A. Review of Dexter Park Facilities

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

C. 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.

D. Review of Appointment Process for Park Board Vacancies

NOTE: The City is accepting applications to fill the remainder of resigned Park Board member Tony David's term which expires 12/2025. If Park Board members are aware of anyone who may be interested in the vacancy, please refer them to the City Clerk and she'll provide them with the application form. Any applications received will be reviewed by the City Council. The Council has sole authority for reviewing applications, interviewing candidates, and making appointments to the City's advisory boards.

E. Establish Agenda Business for Next Park Board Meeting (August 21 – Nelson Lakeside Park at 5:30 pm)

5. Other Business

6. Adjourn



**MINUTES
PARK BOARD MEETING
June 3, 2024**

Meeting Location

Hardin Park – 141 Glenmoor Lane, Long Lake, MN 55356

Present: Chair: Suzanne Caswell; Secretary: Erika Leachman; Members: Thomas Joyce; Public Works Director: Sean Diercks

Absent: Members: Tony David (resigned), Donny Chillstrom (without prior notice); and Council Liaison: Gina Joyce (with prior notice)

Call to Order

The meeting was called to order at 5:32 pm by Chair Caswell.

Approve Agenda

A motion was made by Joyce, 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 Leachman, to approve the May 6, 2024 meeting minutes as presented. Ayes: all.

Chair Caswell requested Secretary Leachman share a draft map of conceptual trail improvements for Holbrook Park as an action item from the May 6 meeting.

Regular Business

a. Review of Current Hardin Park Facilities

The Park Board visually surveyed and discussed Hardin Park to assess current conditions and potential needs. The Park Board observed that the playground is in good condition and was substantially improved by the new mulch installed by the City in the spring. Hardin Park experience some limited trash management issues and could use new trash cans, similar to other City parks. The undeveloped hillside toward the pond on the north side of the park experiences pooling/drainage issues. Several ash trees are planned for removal due to emerald ash borer damage, although timing of the removal is unknown. Secretary Leachman summarized opportunities in the 2025 grant cycle to support tree/urban forest planting in City parks; grant support will be a topic for future agendas.

b. Discussion of Ideas for Bike Safety Event in Hardin Park

Park Board Member Joyce volunteered to contact the Wayzata Police Department to investigate potential programming in Hardin Park in support of a bike safety event. The event could coincide with the Greenhill/Glenmoor neighborhood's National Night Out event and involve other partners or local businesses. Joyce will report back to the Board on the feasibility of supporting an event in summer/fall 2024.

c. Planning for Holiday Tree Lighting Celebration

The Park Board selected December 6, 2024 as the date for the annual tree lighting celebration in Holbrook Park. Public Works Director Diercks updated the Board on timeline to install a new evergreen tree in Holbrook Park in time for the event. Chair Caswell intends to expand the activities during the event, including ornament sales and food trucks.

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

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

- July 29 – Dexter Park at 5:30 pm
- August 21 – Nelson Lakeside Park at 5:30 pm
- September 16 – Holbrook Park at 5:30 pm (weather permitting)

The July 29 agenda will address Park Board membership, as the Park Board recognized the resignation of member Tony David.

Adjourn

Hearing no objection, Park Board Chair Caswell adjourned the meeting by general consent at 6:14 pm.

Respectfully submitted,

Erika Leachman, Park Board Secretary Officer