



CITY OF
LONG LAKE

Park Board Agenda Report

City of Long Lake

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

MEETING DATE / November 12, 2025

SUBJECT: Recommendation on the Appointment of Park Board Chair and Secretary Officer Positions for 2025

Prepared By: Jeanette Moeller, City Clerk

Report Date: 10/22/2025

Recommended Park Board Action

Staff recommends the following:

Motion to recommend the City Council appoint Park Board member _____ to the position of Chair for calendar year 2025.

Motion to recommend the City Council appoint Park Board member _____ to the position of Secretary for calendar year 2025.

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. Prior Board member Suzanne Caswell served as Chair in 2024 - she's since moved out of state).

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 Erika Leachman held the Secretary officer in 2024.

Staff recommends the Board discuss the positions and allow for all members to have a chance to express any interest they may have in taking a turn to serve in an officer capacity prior to making selections for 2025.