



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**

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**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

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### **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.