



**MINUTES
PARK BOARD MEETING
December 1, 2025**

Meeting Location

City Hall Conference Room - 450 Virginia Avenue

Present: Chair: Erika Leachman; Members: Leslie Buehler, Donny Chillstrom; City Clerk: Jeanette Moeller; and City Council Liaison: Deirdre Kvale

Absent: Secretary: Mark Preissing (with prior notice)

Call to Order

The meeting was called to order at 4:36 pm by Chair Leachman.

Approve Agenda

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

Regular Business

a. Approve Minutes of November 12, 2025 Park Board Meeting

A motion was made by Chillstrom, seconded by Buehler, to approve the minutes of the November 12, 2025 Park Board meeting. Ayes: all.

b. Continue Planning / Preparations for December 5 Holiday Tree Lighting Event

Chair Leachman provided all members with an updated planning checklist to follow up on preparations for the event. All Board members in attendance and City Clerk Moeller provided updates on their areas of responsibility. Board member Buehler shared the details of a few vendors that had signed up to sell their goods at the event. Chair Leachman noted that DJ Chime / Shane Johnson would be generously volunteering his services and playing holiday music this year. Event flyers had been distributed in town; Santa and Mrs. Claus were scheduled to return along with a visit by the Fire Department; cookies and hot chocolate had been arranged; and City Hall's cleaning service would be spending a few hours at the Warming House to get it ready. Moeller would be sending out final social media blasts with information highlighting the craft vendors and DJ prior on Wednesday. Board members were looking forward to a bigger and better Holiday Tree Lighting event this year with a good weather forecast ahead.

Other Business

No other business was discussed.

Adjourn

Hearing no objection, Chair Leachman adjourned the meeting by general consent at 5:17 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk