



City of Lake St. Croix Beach
City Hall
16455 20th Street South
Lake St Croix Beach, MN 55043

PARKS COMMISSION
March 10th, 2026

This meeting will NOT be on video.

AGENDA

1. Call to Order
Roll Call
2. Public Comments
3. Approve Agenda
 - a. Motion to approve Agenda.
Motion made by: _____ 2nd _____
Discussion
Roll Call Vote
4. Approve Minutes of February 10th, 2026, Meeting
 - a. Motion to approve Minutes of February 10, 2026 meeting as presented/amended
Motion made by: _____ 2nd _____
Discussion
Roll Call Vote
5. Financial Report
6. Review of Annual Calendar – March
7. Review of Bulera vs Thole Dock Placement Dispute
8. Staff Reports and Updates
 - a. City Clerk - Mary Ashby
 - Watercraft Permit Update
 - Twins Baseball Grant Update
 - Contact Baseball Teams Update
 - Beach Access Mats / Playground Equipment / AARP Grant
 - b. Bob Shearer –
9. Commissioner Reports
Prater
Peterson
Sultan
Witzel
Chair Sandom
10. Adjourn



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PARKS
COMMISSION
February 10th, 2026

This meeting was NOT videoed.

Minutes

1. Call to Order 6.20pm
Roll Call: Present: Jo Sandom; Scott Prater; Dave Witzel. Tim Schneider, Council Liaison.
Absent: Kris Peterson, Colin Sultan
2. Public Comments: Dawn Bulera disputes that Gary Thole has a right to keep his dock placement now that she is getting a dock and got her permit before Gary. She wants to put her dock on Gary's spot on the river.
Mike Robinson spoke about his intention to cluster with Dawn Bulera on her new dock.
3. Approve Agenda
 - a. Motion to approve Agenda.
Motion made by: ___Jo Sandom___ 2nd ___Scott Prater___
Discussion: none
Vote: 3:0:2 absent. Motion passed.
4. Approve Minutes of January 13, 2026, Meeting
 - a. Motion to approve Minutes of January 13, 2026 meeting as presented.
Motion made by: ___Jo Sandom___ 2nd ___Scott Prater___
Vote: 3:0:2 absent. Motion passed.
5. Financial Report: Commissioners reviewed the financial report, noted that Playground Fund stands at \$10,256; Pettitt Park Fund has a balance of \$2,455.
6. Review of Annual Calendar: The Annual Calendar was reviewed for February: Restroom Quotes have been received and contracts signed for this year. Same Vendor (On-Site) with slight increase.
7. Staff Reports and Updates
 - a. City Clerk - Mary Ashby
 - Watercraft Permit Renewal: Registrations trickling in. So far 10 of 50 permits renewed with one buoy permit being relinquished. Staff will send out a reminder email in early March.
 - Twins Baseball Grant: Started the application but not finished yet.

- Contact Baseball Teams: Staff has delayed sending these out as City Attorney is working on a new Property Use Agreement. Staff will contact baseball teams once new PUA is available along with getting payment and proof of Liability Insurance.
- Mutt Mitt Dispenser: New Mutt Mitt dispenser was ordered and received at City Hall. This will be placed within the city at some time in the Spring when location has been decided on.
- Beach Access Mats / Playground Equipment / AARP Grant. A long discussion was held regarding these topics.
 - Beach Access Mats: Some discussion on the amount of usage they might get. Are they rugged enough to remain out in all weather? Concerns from Bob Shearer, Beach Manager, that these mats would make it difficult for him to use the gator to rake the beach every morning. The idea of having a ramp installed to allow ADA access to the beach was discussed. Several options discussed. Should a ramp be concrete or steel (like Stair 7). Staff will talk to John Parotti about potential siting for a ramp and see if he is familiar with requirements for ADA compliance. Look at costs and feasibility of this potential project.
 - Playground Equipment / AARP. The AARP Grant looks to be a possible source of funding however it needs to be in by March 4th this year leaving no time for discussion and review. After talking about this, Commissioners decided to review Playground Equipment this year and look at potentially applying for this grant in 2027.

b. Bob Shearer – Not present

9. Commissioner Reports

Prater – nothing to report

Peterson – absent

Sultan – absent

Witzel – Will be attending the UofM/DNR Shade Tree Short Course in March for recertification.

– Needs a vegetative management permit to take down dead ash trees on Stair 2.

Chair Sandom – nothing to report.

10. Adjourn – 7.36pm

Parks Budget Analysis for 2026 as of January 31, 2026

Fund and Account Numbers/Description		2026 Annual Budget	Actual to Date	Variance
101 General Fund				Over/(Under)
34100 Parks & Rec				
	34107 Park Rental	\$ 400.00	\$ -	\$ (400.00)
	34110 Beach Parking Permits	\$ 68,000.00	\$ -	\$ (68,000.00)
	34120 Watercraft Permits	\$ 6,500.00	\$ 535.00	\$ (5,965.00)
	34130 Other Park Revenue	\$ 2,000.00	\$ -	\$ (2,000.00)
Total 34100 Parks & Rec		\$ 76,900.00	\$ 535.00	\$ (76,365.00)
45000 Parks & Rec				
	45100 Park Wages & Benefits	\$ 14,772.00	\$ -	\$ (14,772.00)
	45105 Park Mnt, Supplies & Util (Includes 5% CC Fee)	\$ 13,000.00	\$ 189.50	\$ (12,810.50)
	45107 Beach Patrol	\$ 5,000.00	\$ -	\$ (5,000.00)
Total 45000 Parks & Rec		\$ 32,772.00	\$ 189.50	\$ (32,582.50)
404 Pettitt Park		<i>This fund includes the banner fees</i>		
12/31/2025	Beginning Balance	\$ 3,697.72		
	Banner Fee Revenue	\$ -	See Below	
	Revenue - Int/Donations, etc	\$ 11.51		
	Budgeted Transfer	\$ -		
	Expenses	\$ -		
12/31/2026	Ending Balance	<u>\$ 3,709.23</u>		
	Budget 2026 Funding	<u>\$ 1,000.00</u>		
12/31/2026	Projected Balance	<u>\$ 4,709.23</u>		
405 Playground Imp Fund				
12/31/2025	Beginning Balance	\$ 10,422.98		
	Revenue - Int/Donations, etc	\$ 32.61		
	Budgeted Transfer	\$ -		
	Expenses	\$ -		
	Expenses - Other	\$ -		
12/31/2026	Ending Balance	<u>\$ 10,455.59</u>		
	Budget 2026 Funding	<u>\$ 1,000.00</u>		
12/31/2026	Projected Balance	<u>\$ 11,455.59</u>		
450-58023 Park Imp Fund				
12/31/2025	Beginning Balance	\$ 5,594.79		
	Revenue - Donations, etc	\$ -		
	Budgeted Transfer	\$ -		
		\$ -		
		\$ -		
		\$ -		
12/31/2026	Ending Balance	<u>\$ 5,594.79</u>		
	Budget 2026 Funding	<u>\$ 1,000.00</u>		
12/31/2025	Projected Balance	<u>\$ 6,594.79</u>		

Beach
Parku
Fine

Banner Fees:

LSCB Park Board Annual Calendar of Regularly Occurring Items

January: 1/13/26 (CC 1/12/26)
 Oath of Office
 Elect Chairperson & Secretary
 Boat Permit renewal plan/timeline
 Twins baseball grant
 Contact baseball teams/ Beach Bar
 Parks budget/expenses

February: 2/10/26 (CC 2/9/26)
 Portable restroom quotes
 Seasonal beach parking passes
 Boat permit renewal status
 Contact baseball banner advertisers
 Parks budget/expenses

March: 3/10/26 (CC 3/16/26)
 Boat permit applications review
 Playground inspections
 Parks budget/expenses

April 4/14/26 (CC 4/20/26)
 Boat permit applications review
 Boat permit wait list offers
 Beach parking opens
 Riverfront/Pettitt pavilion reservations forms
 Parks budget/expenses

May 5/12/26 (CC 5/18/26)
 Beach Cleanup
 Boat permit wait list offers
 Swim beach buoys
 Boat compliance inspection form
 Parks budget/expenses

June 6/9/26 (CC 6/15/26)
 Heritage Day Plans
 Boat Permit compliance inspection
 Schedule date for city land walk about
 Parks budget/expenses

July 7/14/26 (CC 7/20/26)
 Boat permit compliance inspection
 Updated boat permit list
 Updated boat permit wait list
 Shoreland park clean-up day
 Heritage Day Plans
 Parks budget/expenses

August 8/11/26 (CC 8/17/26)
 Heritage Day report
 Review boat/mooring guides for next year changes
 Parks budget/expenses

September 9/8/26 (CC 9/14/26)
 Finalize boat/mooring guide updates for CC submission
 Heritage Day debrief
 Parks budget/expenses

October 10/13/26 (10/19/26)
 Buckthorn removal?
 Beach parking closes
 Parks budget/expenses

November – No Park Board Meeting (CC 11/16/26)
December – No Park Board Meeting (CC 12/21/26)

Scope of Board Responsibility:

Base of bluff & toe of levy
 Public beach area & Parking
 Shoreland Park
 Beach garage
 Pettitt Park

Out of Scope for Parks:

Bluff/levy stabilization/improvements – City Council
 Bike Trail – Washington County
 Veterans Memorial – Vets Committee (Parks is informed of planned improvements)

Items to Address for 2026:

Finalize Vegetative Management Document
 Twins baseball field grant application date(s)
 Park equipment inventory list review & update



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March 6, 2026

City Clerk Records review on Bulera vs Thole Dock Placement Dispute

For presentation at Park Board Meeting - March 10th, 2026

Important dates

2021 – Thole dock was permitted at this location as allowed under “Clustering” provision of the city code.

2023 – Bulera received dock permit and clustered on Thole dock.

2024 – Thole received dock permit.

Clerk’s Findings

Per city code 91.01 (B)(2)(k)3 – If a clustering of docking/mooring permit holders dissolves, each docking/mooring permit holder can place their own structure, based on their structure designation in an “open” location as directed by the Park Technical Committee.

The Thole dock placement location is not considered “open”, because the Thole dock has been permitted and maintained at this location by way of “clustering” arrangements for five years.

Once all applications for the 2026 season are processed, the Park Technical Committee will offer Bulera all available “open” location options for her new dock.

Dispute Resolution

Per city code 91.01 (D) – Disputes are resolved by the Chair of the Park Board. If parties are not satisfied, a hearing may be requested before the City Council. A majority vote of City Council is required to resolve any dispute.

Mary Ashby
City Clerk

No.	Name	Mooring Type		Store	Dock	Renewal email sent	Final Reminder email sent	Fees Received	Amount - check/cash	Notes
		Buoy	Dock							
Grandfathered Permits - 15 properties										
35E	Schwendig - vacated 2023									
37E	Hurley, Barbara			37E						
38E	Wald, Dave	X	X	38C		1.20.2026				
39E	Truax, Nancy									
40E	Bill Marzoff			40		1.20.2026				
41E	Connors, Michael			41		1.20.2026				
42E	Love, Richard			42D		1.20.2026				
43E	Vacated in 2001 - Church									
44E	Johnson, Gary			44D		1.20.2026				
45E	Sandson, Jo					1.20.2026				
46E	Danielson, Dan					1.20.2026		2.12.26	\$110	
47E	Frater, Scott					1.20.2026		2.10.26	\$110	
48E	O'Donnell, Linda	X	X	48C		1.20.2026				
49E	Sulttan, Collin & Mirran			49C		1.20.2026		1.26.26	\$135	
50E	O'Connell, Maria					1.20.2026				
51E	Diane Murray, Katie & Jason					1.20.2026		3.4.26	\$110	Check
	Bhisson									
		2	12							
		BUOY DOCK								

Total 19 30