

Linwood PARC Board meeting 1/26/2015

In attendance: Mike Pederson, Mike Halliday, David Johnson, Kris Millerbernd, Gary Peterson & Peter Braido

Call to order at 6:05pm Review of the budget for 2015

Mike H. noted future budget reporting won't be as detailed line item as in past but more grouped together.

Kris noted we were still paying for telephone in warming shack, she thought it was still in working order. Mike H. said he thought the phone line is necessary for the alarm system. Mike H. will look into it to verify the situation, phone and security.

Discussion on the Capital funds and the planned uses for equipment needs in the future.

Mike P. is proposing a budget of \$71,500 with \$15,000 of capital. Discussion on a tractor going out and needing to be replaced and the costs associated. Proposed by Mike P., Second by Kris M. passed unanimously.

Discussion held on the usage of fields like football and baseball. Organizations use the fields but do not pay for the usage but we pay for the upkeep. Should there be a charge to these organizations?

Need to clarify the Capital does not deposit into the Park Dedication Funds, it will be corrected.

Hike H. said Pam will look into clarifying the definition of use for Park Dedication funds if it can only be spent on new parks or can it be used for enhancement of existing parks.

David J. brought up obtaining high visibility vests for when volunteers are doing events. Mike P. motion for high visibility vests, David J. second, approved for an order of 12 vests. David will check with Pam to verify no sales tax. David will verify with LSF their order of the same vests. Mike P. also wanted "Volunteer" added to the back of the vests.

Discussion held on the Linwood School Forest as it operates on its own and covers its own expenses.

Weather was really warm so the attendance was very low at the Linwood Winter Fun Day. Hockey rink is currently closed until weather permits.

Meeting adjourned at 7:05pm

Linwood PARC Board meeting 2/23/15

Mike Pederson Present

Mike Halliday Present

David Johnson Present

Kris Millerbernd Present

Gary Peterson Present

Peter Braidon Present

Melvin Pfaffendorf Present

Orin Johnson Absent

Others: None

Meeting called to order at 6:12pm

Melvin made a motion, second by Kris to approve December and January minutes. Approved.

Discussion on signs and ability to put park signs on posts of street signs and Mike H. noted that is allowed. Gary wondered about if a sign is needed on a county road what would be needed.

Mike P. said we will review upon our park tour this spring and address per location with the county if needed.

David J. said vests are ordered, 6 Large and 6 X-Large.

Mike P. brought up State DNR Park grant opportunities for example improving the warming house, fishing piers, rink liners etc... Discussed applying for a rink liner, warming house or fishing pier for starters and then prioritize needs and wants and apply annually for needs in the community. Mike P. said to start with the rink liner, he will apply for the grant which has a deadline of March 2015.

Mike H. noted some minor vandalism at the warming house with donuts thrown around and smeared on the building.

Gary was wondering about sign costs for interpretive signs for student projects run by Jennifer Braidon. Mike P. said if signs are to be made for benefits of school forest, they will pay for those signs. We will approve the signage for needs in Linwood parks.

Peter said we will be invited to the presentation at the end of the semester for the students who did research in the parks.

Mike H. said he had information on how the park dedication funds can be used. Will look for the information before next meeting.

Melvin brought up the needs to improve the Fawn Lake piece like a path and tables. We will make a plan at our next park tour. Other discussion on parks at Martin Lake and Typo Lake and how to improve.

Mike P. brought up the term limits of those that have expired and if people plan to continue for a new 3-year term. The following committee members have requested to do a new term:

Kris Millerbernd 2014-2017

Peter Braidon 2015-2018

Gary Nelson 2014-2017

Melvin Pfaffendorf 2015-2018

Kris nominated and Melvin second for Mike Pederson to continue as Chair - approved.

Mike Pederson nominated and second by Melvin to continue Kris as Vice Chair - approved.

Kris nominated and Melvin second for David Johnson to continue as Secretary- approved.

Meeting adjourned at 7:09pm

Linwood PARC Board meeting 3/23/15  
Mike Pederson

Mike Halliday

David Johnson

Kris Millerbernd

Gary Peterson

Peter Braido

Melvin Pfaffendorf

Orin Johnson

Absent Present Present

Absent Present

Absent Present Absent

Others: Richard Johnston & Richard Johnston 651-269-0809 Email:  
[richiej@frontier.com](mailto:richiej@frontier.com) 6230

232<sup>nd</sup> Ave NE Stacy, MN Meeting called to order at 6:04pm

Richard Johnston working on Eagle badge for Boy Scouts. Looking for an Eagle Scout project. We discussed a signage project, maybe improve Broadbent sign, Gary mentioned Playful shadows. Melvin mentioned fencing the flower garden in 4-seasons park. Mike H. referenced we can put together some ideas and send a list and he can choose a project. We could invite him on the park tour, date to be determined.

Park tour meeting tentatively set for 4/27/15 at 5pm to leave Town Hall. Mike H. will check on bus availability.

David brought in a completed Park Volunteer safety vest, they are done.

Gary brought in two finished directional signs for the Linwood Parks. Noted we should pay attention during the park tour as to where to put the signs. Then depending on where we put them we will need to specify how to install them. We also discussed tamper-resistant installation brackets.

David brought up the BMX bike track in 4-seasons park. He would like to improve it by killing the weeds. David will take that up when the weather permits.

Melvin brought up the idea of expanding the LSF parking lot off County rd 26. David

said he would bring it up at the LSF meeting and maybe we can work together for improvement/ enhancement. It is a very narrow parking lot and muddy. We may need to coordinate with the county to verify engineering needs or wetland concerns.

Mike H. brought up money that may be available for community purposes that is collected through taxes and held by the County. He will look further into it.

Meeting adjourned at 6:50

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4/27/2015 Park Tour: In attendance-Mike Pederson, Kris Millerbernd & David Johnson Absent: Mike Halliday, Gary Nelson, Peter Braido, Melvin Pfaffendorf, Orin Johnson

**Boettcher Park:** Need to stain underside of pavilion. Need to put up a park sign (Eagle Scout project requested for a new sign). Request for maintenance to kill weeds in rocks on path around park and in play area. Bring portable toilet back from four seasons. Possibly incorporate sign by well to hide in landscaping. Request Handicapped ramp mat at entrance of play area.

Per Orin: My park is Boettcher & the only thing I have to report is in regards to the black edging around the play area containing the rubber filler.

1) 1 of the edging pieces has a hole in the top. It appears someone missed with the hammer as they were putting the stakes in.

2) Many of the stakes all the way around have popped up and need hammered back down.

(I can go hammer the stakes down, wasn't sure if we have some sort of warranty with the project. Just let me know)

3) We could possibly use a couple of more bags of the rubber stuff, not vital but just to stay on top of it

**Givens Park-** Request new rust resistant chain on chair swing. Sign can use some paint.

**Allquist Park-** Sign maintenance-paint. Paint posts on swing set. Replace two swings on swing set. Remove volleyball posts. Stump could be removed by play area for ease of maintenance. Find out who is responsible for generator/utility box which is no longer used.

**Fairway Flyerz-** Leaning tree on hole #8. Landscaping by sign- new mulch.

**Paradise Point-** determine future of lot.

**North star Park-** What to do? Trail, boardwalk or fishing pier?

**Playful Shadows-** Looks good. Gary will re-do the landscaping around the east Playful Shadows this summer. Will also paint both the east and west signs on Playful Shadows.

**Olympic Green-** Looks good. **Martin Lake Shores-** Level berm by lake. Look at adding fishing pier. Trim smaller trees

around pond. **Four seasons-** Kill grass on bike track. **Broadbent-** sandburs need killing, bad already by benches where spectators sit.

4-2015

No Meeting

## 6/1/2015 PARC Board Meeting

In attendance: Mike Pederson, Melvin Pfaffendorf, David Johnson, Gary Nelson, Orin Johnson & Mike Halliday

Absent: Kris Millerbernd, Peter Braidon Meeting called to order at 6:02pm Gary made a motion, second by Melvin to approve last month's minutes. Motion passed.

Reviewed notes from park tour. Eagle Scout Richie is working on sign for Boettcher Park, he currently needs a board member to sign off on his drawing. Mike P. or David will meet with him this week to sign off on the project.

Discussion on requirements to follow through on projects we request need done to maintain our parks. No maintenance took place last year and we would like to be sure that necessary maintenance happens this year. Every board member is responsible for a park, maybe have them report monthly or quarterly to the board. Mike P. said he will go before the board to be sure follow-through occurs.

Consider a fishing pier at Martin Lake Shores. A project to consider for future.

How and where to install new park location signs. Request maintenance to hang signs and place posts if necessary.

Mike H. will submit the maintenance requests to the Town Board and maintenance department.

LFFD September 12. Discussion of not having a table at the event, not a lot of participation or interest at our booth. Maybe just set up a large map of the park locations and the brochures available for people to take. If possible share a table with School Forest.

Melvin brought up the park at Paradise Point and what is allowed for access, such as the ability to carry in a canoe. We don't have any signs yet to direct people to the parks. That may improve awareness. That project will be tabled for future discussion.

Meeting adjourned at 7:13pm

PARC Board meeting 7/27/15 In attendance: David Johnson, Mike Halliday, Gary Nelson, Kris Millerbernd, Melvin Pfaffendorf Absent: Mike Pederson, Orin Johnson, Peter Braido Others present: Bob Millerbernd Meeting called to order at 6:03pm Melvin made a motion to approve June 1<sup>st</sup> minutes, a second by Kris, approved.

Confusion on where the cow-pies are to be stored for LFFD. They were put into the warming shed. We prefer they will be moved to a different location such as outside under a tarp or in the salt shed. Kris made a motion to move cow-pies, second by Melvin, motion passed. Kris will send an email to Chris Lecy to notify of our request.

Gary may check in to a fishing pier on Martin Lake. Gary noted there were some spelling errors on the website, will inform Carol Searing.

Kris noted a friend used the exercise equipment at Boettcher Park and hurt a muscle while on it. Discussion on whether to put "Use at your own risk", we noted it was user error.

Gary has noted that four "Park Arrow" signs are up, he requests vinyl or rubber washers to be used so the vinyl doesn't tear upon installation. Gary and Mike H. will bring to attention of maintenance department.

Gary brought in an aluminum interpretive sign that Anoka Ramsey had made for the parks. We will have them installed in the existing locations. We are planning on doing a working meeting and install the 11 signs that were made. Will do for either September or October meeting. We will need to purchase some additional posts. Gary will check on hardware needs.

We will plan to update the DNR once the sign is updated on the windswept prairie.

Gary brought up whether to landscape below park signs and the maintenance required. Question whether to flatten the landscaping mounds and just have grass as the landscaping and shrubs are not properly maintained and does not look nice. Conclusion is to have more working meetings to improve the signs and remove the landscaping and turn to grass. Starting park would be Martin Lake shores since we need to do some trimming of trees there.

Tentative date of October 26<sup>th</sup> meeting to work at Martin Lake Shores and September 28<sup>th</sup> signs in the forest/parks.

Melvin brought in tag of fence requested for protecting trees, request of 2 rolls 72 inch, 14 gauge 50 feet. Also 25 treated landscape timbers. Melvin and David fenced in trees in Broadbent park, Melvin has sprayed for weeds around base this summer to upkeep the look of the fenced trees.

We need to send a letter to past residents that signed up to adopt a park. Request if they would like to continue their adoption. Will ask Mike Pederson if he has that information.

Melvin has been maintaining the garden in 4-seasons park, would like to build a fence to protect the garden, Mike H. mentioned that let's move forward with these projects. Melvin will assess hardware needs.

Bob Millerbernd brought up items such as check list of items to be done seasonally, for example take tennis nets down before winter. We as a Park board will create a standing list to assist maintenance with seasonal needs. To be addressed at the next meeting. Start with



your assigned park and bring list to next meeting.

Bob also questioned whether the basketball court in Broadbent Park should be refinished. The Park board will start compiling a list for the maintenance department to assist with their maintenance. We will add to the agenda as a standing item and add to the list and submit quarterly to maintenance department. Melvin stressed to account for additional expenses so they are counted in the budget for future.

Gary will request a Park Volunteer vest from Mike Pederson for working in the parks.

Also we would like to improve and increase the parking lot on the North side of the Linwood School Forest. Tabled for future discussion.

Next meeting set for August 24<sup>th</sup> Meeting adjourned at 7:25pm

## PARC Board Meeting 8/24/2015

In attendance: David Johnson, Mike Pederson, Gary Nelson, Melvin Pfaffendorf, Mike Halliday and 14 others from the community

Absent: Kris Millerbernd, Orin Johnson, Peter Braidon Meeting called to order at 6:06pm cst

Mike addressed the conversation that we had regarding the fishing pier on Martin Lake we had discussed at our last meeting and our maintenance issues with the parks such as Martin Lake Shores park.

Public input on the subject from those in attendance: Prefer it to be by boat launch for access and parking. People swim at the beach, would that take away from swimming access? Could anchor the tables to the ground so they are not continuously moved into the water. Liability from a township perspective? There are right-of-ways to Martin and Linwood Lakes. It could hurt the fish population. Would we consider having a working day on a weekend? Bob Millerbernd noted he had consulted with the conservation department and they stated the trees around the pond in Martin Lake Park should be removed to improve the system and someone from Anoka County will be at our working meeting as well to assist.

Gary noted that unless the DNR approves the site, it wouldn't be an option. The DNR only approves about 3 or 4 per year and generally are approved with cost sharing from local governments. Mike H. asked if they need to be handicapped accessible, Gary wasn't sure. Melvin noted that he had read the Forest Lake paper that Martin Lake had a very high fish kill due to over population, a member in the meeting said it could have been due to a parasite. David brought up the idea of grooming it more for swimming and the general consensus was those in attendance were in favor of that over a fishing pier. Mike H. also mentioned the holding pond was created to allow for the run-off to flow there first before it gets to the lake. Caution should be used to kill weeds and tree stumps around the lake. Mike P. noted to continue this discussion as we progress, but to start with the clean-up first and make it more presentable as-is.

Gary made a motion to adopt the minutes, second by Melvin, approved.

Melvin brought up the parking lot on the North side of the LSF with Ed Kramer and improving the lot and expanding it. Mike H. said he had also discussed it with Ed Kramer and they have already began improvements.

Mike P. tabled the adopt a park member list. Mike P. brought up leveling out the hockey rink high spot, Mike H. said that will be addressed. Hockey Rink signs have not yet been posted, Gary said Anoka County was to do that. Plan to try and get up interpretive signs up at wind swept prairie by October.

Seasonal checklist: Add trash receptacle at Martin Lake Park. Move port a potty from Boettcher to Hockey Rink. Take down tennis court nets in fall. At Playful Shadows- remove and store trash bins.

Could we hire a park position to just maintain the parks? Mike H. stated the maintenance department should be able to handle the necessary requests.

Peter Braidon has resigned effective as of today for personal reasons as stated in his email. Melvin motion to accept Peter's resignation, David second, motion passed. Mike will draft a letter of acceptance and thanks.

Meeting adjourned at 7:20pm

September 2015

No Meeting. Park Clean-Up Day

October 26, 2015 PARC board meeting

Present: Mike Pederson, David Johnson, Melvin Pfaffendorf, Mike Halliday, Doris Wetjen, Gary Nelson, Orin Johnson, Kris Millerbernd

Others present: Richard Johnston and Richard Johnston, Bob Millerbernd Absent:

Meeting called to order at 6:03pm

Richard Johnston with Linwood Boy Scout troop updated on Eagle project. He has finished and installed the sign as well as added a wood box over the well pump and leveled the site. Mr. Johnston requested a sign-off on the project and an email to verify our acceptance of the project to [richiej@frontier.com](mailto:richiej@frontier.com). Mike or David will send him an email.

Mike P. asked who owned the generator at Allquist park. It is not in service and rundown. Mike H. mentioned he and Bob Millerbernd will track it down to see if we can get it cleaned up.

Reviewed August minutes-Motion to approve minutes by Kris Millerbernd, second by Melvin, minutes accepted.

Review of working meeting in September at Martin Lake Shores. Mike P, David, Melvin, Gary and Kris were all in attendance as well as approximately 10 residents from the surrounding community. Mike P. stated he had called the maintenance department to ask them spray stumps immediately and was not sure if/when they were treated. It was a week later before brush was picked up. Mike H. stated the stumps were not sprayed. Concern was expressed that if the stumps weren't treated all of the efforts were for nothing. Mike P. expressed frustration that if the necessary follow-through of the maintenance department doesn't happen then our efforts are wasted. Question arose on why the park maintenance has fallen off and what can do to fix it? Kris said we should make a checklist and follow-up on it. Mike H. said he had forwarded the checklist we had provided and he had a meeting with maintenance to try and address some of those issues. Melvin said there needs to be some sort of schedule and direction for these items to be addressed. Mike H. stated there is no head of maintenance. Kris said maybe there should be a work-order submission system to have things addressed especially if items are time- sensitive.

Bob Millerbernd stated it was in a lengthy process with the DNR and road and bridge department to have the pond dredged out at Martin Lake Shores Park. He said the people across the road were very appreciative of the clean-up.

It was noted that we as a board are responsible for overall recommendations to the parks, but we are not responsible to "maintain" the parks.

Mike H. said he will bring up to the board a part-time maintenance person for the summer months to assist with the maintenance and who would be responsible for that additional employee. For example, we have increased the parks like the addition of Boettcher Park, but the maintenance staff has not increased. Mike H said he and Bob M. will bring it up to the township board.

Bob M. asked what was the boards vision for Boettcher park. Orin and Mike P. said there was football played there. Mike H. brought up if we let some of the park go to a natural state or prairie grass because it's not being utilized.

David asked what was the original purpose of the open space at Boettecher. Mike H. said it was to be in partnership with FLAAA to develop baseball and football fields then FLAAA fell through on their end.

Mike H. said Linwood Covenant church was looking for projects to do, they stained the underside of the pavilion at Boettcher. Unfortunately there was a fair amount of stain that dripped onto the concrete.

Melvin said people from the church also helped him plant hundreds of bulbs in 4-seasons park.

Mike P. brought up if we were going to proceed on the dock/fishing pier at Martin Lake Shores. Most were in favor of a dock instead of a pier. It was suggested to table the discussion for future.

Mike P. and Bob said they wanted to know if the hockey rink had the high spot leveled, Mike H. said he will follow up.

Mike P. said we should get a fire and carbon monoxide alarm in the warming shed. Bob M. stated he would like to be able to put a 4x4 on the ground in the open spot to make it easier to flood.

Mike H. said the North side of the LSF parking lot was done for now, but it was expanded and some more maintenance will be required next spring. It looks great.

David said he brought it up at the LSF meeting about a community billboard for that site.

Discussion on the existing parking lot and the LSF board was having signs made to clarify where the new DNR parking lot exists. Melvin noted it has been a lot better with less parking in the LSF lot and more in the new DNR lot.

Next meeting dates November 23<sup>rd</sup> and December 21<sup>st</sup>. Mike P and David will inquire about the LSF medallion hunt and if there again will be a winter fun day. Acknowledgement of the new member, Doris Wetjen Meeting adjourned at 7:19pm, motion by Gary, second by Kris passed.

No Meeting in November 2015

December 21, 2015 Park Board Meeting

Members present: David Johnson, Kris Millerbernd, Orin Johnson, Gary Nelson, Mike Halliday, Melvin Pfaffendorf, Doris Wentjen

Others present: Bob Millerbernd Members absent: Mike Pederson Meeting called to order at 6:06pm Review October minutes. Motion made by Melvin. Second Orin. Motion passed

January 30<sup>th</sup> is planned for Linwood Winter Fun Day. Last year was 1-4. Question about if there was no availability of ice on the rink, could we move it to Martin Lake? Discussion included ice rink flooding and how last year looked in comparison to this year. What would parking look like at Martin Lake Shores if we held the event there? DNR lot would work. Another alternative would be Linwood Lake. If the weather is not cold enough by the first week of January, we can't flood and will have to make different arrangements. If we did the event on the lake, we could hold a fishing tournament but would need to have at least 15 inches of ice. Mike H will call attorney to find out about liability of holding the event on the ice. Gary will check with DNR to see if there are any restrictions or permits needed if we want to hold a fishing contest. Promotion of event was done through school. Emily R will coordinate with Mike P to distribute flyer. Want this event to coordinate with School Forest medallion hunt and possible moonlight hike. PARC could help with moonlight hike with possible bonfire, etc. Moonlight hike will be held same day, approximately 5-6pm. Turnout for skating party last year was lowest due to warm weather.

History of cell tower relationship/agreement with DNR land we received a grant for years ago. As a result of the cell tower being installed, the township may not be eligible for further DNR grants. Township attorney is looking into the agreement and ramifications.

Boettcher Park discussion about what we should be doing with it. David had a discussion with a neighbor, regarding letting the area go, put in walking path, natural vegetation, or trees. DO we have a plan for this park use? Melvin suggested community garden. Mike H expressed this is a great idea. Discussion about the need for fencing, water sprinklers. Mike H can ask to put it on the website to get feedback from residents and will include in the quarterly newsletter. Melvin suggested possibly putting an orchard in that area. Closer to spring, we will ask public for additional feedback.

Tamarak Lake: do we have a vision for this area of land? Same with Paradise Park.? In spring we should promote Paradise Point as a canoe launch area, possibly make a sign for the area. There is a bench there but no picnic table. Maybe put railroad ties or wooden ramp to help launch watercraft. On tour, we will evaluate accessibility and look at options for further development. Tamarak is mostly swamp area and not valuable for development. On spring tour, look at Northstar Park on Typo lake.

Windswept prairie signs have all been remade by Anoka County Community College. Gary is holding the signs right now. David will contact Gary during holiday break to put some signs up. David will send an email to PARC when ready to put up signs and those available, can help post those signs. David will bring School Forest signs also to put them up.

Next meeting will be held January 25<sup>th</sup> at 6pm. Motion to adjourn by Melvin, Gary second the motion. Meeting adjourned at 7:00pm.

1/25/16

PARC Board minutes

In attendance: Mike Pederson, Gary Nelson, David Johnson, Kris Millerbernd, Doris Wentjen, Mike Halliday.

Absent: Orin Johnson, Melvin Pfaffendorf

Others present: Bob Millerbernd

Meeting called to order at 6:08pm

Review minutes, motion to approve by Kris, second by Gary, motion passed.

Discussion on the budget focused on the ability of the maintenance department to handle all of the needs of the community parks or do we need to plan for part-time help in the future? Should we purchase a liner for the hockey rink to allow the rink to flood more easily and quicker? The warming shed needs improvement. It would also be desired for it to have better storage capabilities for rink equipment. Can we cover the expense if a new lawn tractor is needed? Conclusion on the budget to include \$5,000 if part-time help is needed for things like summer parks, mowing or winter rink flooding. Additional \$15,000 request for capital.

Budget review. Every category addressed and proposed budget for 2017 to be \$71,680. Motion by Kris to accept proposed budget, second by Gary, motion passed.

No ice on hockey rink. Warmer weather will make the ice a 50/50 bet if it will be usable for Saturday on the pleasure rink. It was decided we do our best with what we got and it was set for 11-4. Will plan to have popcorn and hot chocolate.

Trail discussion tabled to next month.

Meeting adjourned 7:46 motioned by David, second by Gary, passed.



No Meeting this month

10/24/2016

PARC board meeting minutes

In attendance: Mike Pederson, Orin Johnson, Doris Wentjen, Kris Millerbernd, Gary Nelson, David Johnson and Supervisor Mike Halliday

Absent: Melvin Pfaffendorf

Others in attendance: Brian and Bridgit Robinson, Bob Millerbernd

Review August and September minutes. Motion to approve August minutes, motion by Orin, second by Gary, motion passed. Motion to approve September minutes, motion by Kris, second by Gary, motion passed.

- Discussion continued on the land swap inquiry, Brigit stated she recently spoke with Mr. Jungbauer and he noted that a land swap was not an option. Mike H. concurred from what he understood about the matter that it was not an option either.
- Gary brought up the idea of a concrete corn hole structure to consider in the parks. Something to consider.
- Mike P. brought up the rink liner, found a company in Sauk Center, 120x200 for \$1440. Reinforced ripstock for \$2,300. Mike H and Bob Millerbernd brought up how to store it in the office. Kris brought up concern of it getting cut by skates or damaged in storage. David asked if it was still being considered to split the rink in half, Mike P. said it wouldn't be cost effective to run another wall in the rink. Mike H. stated it could be stored in the bus garage or warming shed. Mike P. asked what are we doing to support the youth of the community. What happens if it was vandalized or cut? We would likely need to build a storage box when not in use.
- Orin makes a motion for the ripstock liner for \$2,300, Gary second, motion passed.
- In discussion it was assumed maintenance department would be available.
- Orin will follow up with the manufacturer to ask some additional questions.
- Broadbent sign is being worked on – Eagle Scout project. Should be completed by spring.
- Port-a-Potty to be moved to four seasons at end of the month from Boettcher.
- Linwood Park sign has been replaced for Givens park after construction.
- Lois Kelzer will be talking about preserving the cemetery prairie tomorrow evening at board meeting.
- David mentioned the firefighters offered to do "saw training" in the forest on the downed wood, boyscouts offered to haul wood out and the school forest plans to sell for \$20 per load/trailer as a fundraiser. Plans were to operate this fundraiser Saturday October 29.
- Gary mentioned the sign by Martin shores is rotting, if another project is to be considered.
- Discussion on maintenance of the parks in the township, in particular the weed whipping, and edging around signs and equipment. Kris said she will write some concerns on those issues and bring to next meeting.
- Meeting adjourned at 7:20pm



March 2016

Park Tour

PARC Board minutes for 4/25/16

In attendance, Mike Pederson, Kris Millerbernd, Doris Wetjen, Gary Nelson, Orrin Johnson.

Absent, David Johnson, Melvin Pffanfendorf, Supervisor Mike Halliday.

Meeting called to order at 6:00pm

Minutes for 3/28/16 meeting read and motion to approved made by Kris and seconded by Gary.

Reviewed park tour, supervisors will be watching Martin Lake Shores to make sure it gets maintained.

Look into putting in a table and umbrella in Playfull Shadows. Mike P. to look into options.

Look into ADA requirements for existing parks, Kris to get them.

Park improvements,

Umbella and table at Playfull

ADA compliance

Hockey rink, look into making 2 half rinks

Kill weeds in hockey rink and BMX track.

Discussed the 17 acres for sale across from Boot Lake, land contains indian mound.

Meeting adjourned at 6:45pm

May 23, 2016

## **PARC Board Meeting**

**Present:** Mike Pederson, Kris Millerbernd, Gary Nelson, Doris Wetjen

**Absent:** Orin Johnson, Melvin Pfaffendorf, David Johnson, Supervisor Mike Halliday

**Others Present:** Bob Millerbernd

Meeting called to order at 6:05 PM

Review of minutes from April 25<sup>th</sup> meeting, motion to approve by Kris, second by Gary; motion passed.

Discussion about purchasing an umbrella for Playful Shadows. Mike P. shared his research on pricing. An 8' round fiberglass or steel umbrella can be purchased for \$800 - \$1,000. Discussion included suggestion to find salesman who could provide options, and contacting local parks to see if they use umbrellas, what types, and their satisfaction. Tabled.

Kris reviewed document on ADA requirements. Playgrounds not addressed in document. Kris will call building inspector to see if he has connections. Tabled.

Purchase and installation of skating rink wall and liner was discussed. Get estimate on cost for materials. Can park capital be used for this? Supervisor Bob Millerbernd believes it can. Tabled.

Boy Scout who wants to become an Eagle Scout is looking for a project. Discussion of possible projects:

- Build picnic table with surrounding landscaped area
- Place flag pole in every park
- New horseshoe pit at Allquist Park or Broadbent Memorial Park
- Maintenance at Frisbee park (Fairway Flyerz Disc Park)
- Paint inside and outside of warming shack
- Build new deck on warming shack

Project needs to offer Boy Scout the opportunity to create something, organize a team, and obtain funding. Boy Scout (Nick?) did not attend meeting. Mike P. tried calling him – no answer – left voice mail.

PARC board to keep an eye on Martin Lake Shores Beach. Ask Carol Searing to put announcement on Linwood Township website asking people to call if they see something that needs to be brought to the attention of the PARC Board.

Motion made by Gary to adjourn at 6:45 PM. Second by Kris. Passed.

Minutes respectfully submitted by Doris Wetjen

June 27, 2016

## **PARC Board Meeting**

**Present:** Mike Pederson, Kris Millerbernd, Gary Nelson, Melvin Pfaffendorf, Doris Wetjen and Supervisor Mike Halliday

**Absent:** Orin Johnson and David Johnson

5:45 PM – Mike (Pederson), Kris, Melvin and Doris met Nick Wilcocks at the Broadbent Memorial Park to discuss his eagle scout project for replacing the sign. Nick will present his plan to the PARC Board at the July meeting.

Meeting called to order at 6:10 PM

Review of minutes from May 23<sup>rd</sup> meeting, motion to approve by Kris, second by Gary; motion passed.

Discussion about looking for salesman for needs at Boettcher Farm Park.

Discussion about plastic for hockey rink- a poly to hold water – poly similar to that used for silage.

Kris reported on parks standards for ADA:

- Existing parks don't have to be brought up to ADA code. All Linwood existing parks are fine
- ADA standards apply to new parks being developed (such as paths being wheelchair accessible)

Discussion about putting water and electric in Broadbent Memorial Park.

Melvin suggested it would be helpful if he could get help with maintaining the park in the back of the town hall. Mike (Halliday) said he would coordinate with Dawn Cash (Senior Coordinator) to see if this could be made a senior project. It would be better to have six seniors spend one hour each helping with the upkeep of the park behind the town hall, rather than expect one senior to work six hours on maintenance.

Discussion on interpretive signs for the school forest and how best to dig holes for sign posts.

To date there have been no complaints about any of the Linwood parks.

Mike (Halliday) will contact maintenance about now being the best time to kill buckthorn. He will also talk to them about gates. (Sorry, I didn't make note of what gates this is in reference to!)

Motion made by Gary to adjourn at 7:005 PM. Second by Kris. Passed.

Minutes respectfully submitted by Doris Wetjen

7/25/16

PARC Board meeting

In attendance: Mike Pederson, David Johnson, Doris Wentjen, Gary Nelson, Kris Millerbernd and Supervisor Mike Halliday

Absent: Orin Johnson, Melvin Pfaffendorf

Others in attendance: Nick Wilcocks, Ritchie Johnson

- Meeting called to order at 6:01pm
- Nick Wilcocks presented sketches for proposal for replacing the Broadbent Memorial Park sign. Within the project, consider moving the sign 5-10 feet to move away from the trees. Will look at options such as retaining wall and low-maintenance flowers/shrubs for landscaping. Gary mentioned the maintenance issues with plants and shrubbery. Mike H. noted that maintenance shouldn't be an excuse not to do a more elaborate sign with the landscaping and retaining wall. He will report back with more details and get paperwork to Mike P. to sign off on the project acceptance so he can begin.
- Mike P. makes a motion to pass the minutes, Gary second, minutes were approved.
- Mike P. has been unsuccessful in getting a contact person for equipment at Boettcher Park, will continue to get a contact.
- Mike also looking to final details on the poly for the hockey rink.
- Gary noted hardware was in the maintenance shed for the School Forest signs.
- Meeting adjourned 6:35pm



8/22/2016

PARC Board Meeting

In attendance: David Johnson, Mike Halliday, Kris Millerbernd, Doris Wentjen, Mike Pederson

Absent: Orin Johnson, Melvin Pfaffendorf, Gary Nelson

Others in Attendance: Glen Brown, Melody Paulson, Brian and Bridgit Robinson

Meeting called to order 6:01pm

- Motion by to pass July meeting minutes by Kris Millerbernd, Second by Doris – motion passed.
- Mike H. gave an overview of proposal for Melody Paulson in desire to possibly trade property to give better access to their land that is adjacent to Olympic Green Park to the North where they are planning to build a house. They were told an easement is to be 66 feet, but driveway would need to be 10 feet wide. It appears it would encompass nearly all of the pine trees on the West side of the park. Glen and Melody weighed in on their request. PARC Board requested more detail to verify easement width and for more accurate specifics on the request as well as what they are willing to trade.
- Brian and Bridgit mentioned that the Browns already have access to the property in question and it seems unnecessary and would not be as safe to have a driveway near park equipment.
- Decision tabled until we get more details.
- Mike H was contacted by a citizen regarding a community garden in four seasons park. Could it be added alongside of the plant garden where Melvin planted his plant garden. Might be a good way to start a community garden on a small scale.
- Mike P brought up (via Gary Nelson) about the corn hole game established at a park. David wondered if they would be used. Where would you store the bags? No action at this time.
- Mike P did look at liners for the hockey rink. Figured a liner would be about \$600 from Fleet Farm (silage liner) or can have it cut to size. Mike will continue to get specifics such as weight, how it can be stored etc.

Meeting adjourned at 6:55

September 26, 2016

## **PARC Board Meeting**

**Present:** David Johnson, Kris Millerbernd, Doris Wetjen and Supervisor Mike Halliday

**Absent:** Mike Pederson. Orin Johnson, Gary Nelson, Melvin Pfaffendorf

**Others Attending:** Brian and Bridgit Robinson; Bob Millerbernd

Meeting called to order at 6:01 PM

Review of minutes from August meeting, tabled until October meeting because voting quorum not present.

**Planning and Zoning** report Glen Brown and Melody Paul asked to split 24 acre parcel. If split, the two properties require 66' easement for access. Have no additional proposals for access. Therefore nothing to vote on – tabled this issue. DNR has control of frontage marsh area.

Brian and Bridgit Robinson shared the following:

- Access road easement on side of park reduces resale value of homeowners who live next to the park. Browns have had this property for several years; they've had opportunity to work on this previously. Mike Jungbauer said he would research original purpose of park and see if park land can be changed in any way.
- Discussion – Would access be a driveway or a public road needed for granting access to two parcels.

Community Gardens – Discussion on wood cutting in school forest.

- Approximately 20 oak trees dead from oak wilt; other downed dead wood
- Is this a fire hazard?
- There will be a DNR walk-through sometime in October
- School Forest board indicated cutting of dead wood can be allowed
- Limited trail intended for ATV is not suitable for heavy equipment needed to cut and remove dead trees
- Supervisor Bob Millerbernd suggested contracting with one company to come in with skid steer to cut out and remove dead trees and downed wood

School Forest Board

PARC Committee

Linwood Town Board

Need to decide what can be done

Motion made by Kris to adjourn at 7:00 PM. Second by Doris. Passed.

Minutes respectfully submitted by Doris Wetjen

10/24/2016

PARC board meeting minutes

In attendance: Mike Pederson, Orin Johnson, Doris Wentjen, Kris Millerbernd, Gary Nelson, David Johnson and Supervisor Mike Halliday

Absent: Melvin Pfaffendorf

Others in attendance: Brian and Bridgit Robinson, Bob Millerbernd

Review August and September minutes. Motion to approve August minutes, motion by Orin, second by Gary, motion passed. Motion to approve September minutes, motion by Kris, second by Gary, motion passed.

- Discussion continued on the land swap inquiry, Brigit stated she recently spoke with Mr. Jungbauer and he noted that a land swap was not an option. Mike H. concurred from what he understood about the matter that it was not an option either.
- Gary brought up the idea of a concrete corn hole structure to consider in the parks. Something to consider.
- Mike P. brought up the rink liner, found a company in Sauk Center, 120x200 for \$1440. Reinforced ripstock for \$2,300. Mike H and Bob Millerbernd brought up how to store it in the office. Kris brought up concern of it getting cut by skates or damaged in storage. David asked if it was still being considered to split the rink in half, Mike P. said it wouldn't be cost effective to run another wall in the rink. Mike H. stated it could be stored in the bus garage or warming shed. Mike P. asked what are we doing to support the youth of the community. What happens if it was vandalized or cut? We would likely need to build a storage box when not in use.
- Orin makes a motion for the ripstock liner for \$2,300, Gary second, motion passed.
- In discussion it was assumed maintenance department would be available.
- Orin will follow up with the manufacturer to ask some additional questions.
- Broadbent sign is being worked on – Eagle Scout project. Should be completed by spring.
- Port-a-Potty to be moved to four seasons at end of the month from Boettcher.
- Linwood Park sign has been replaced for Givens park after construction.
- Lois Kelzer will be talking about preserving the cemetery prairie tomorrow evening at board meeting.
- David mentioned the firefighters offered to do "saw training" in the forest on the downed wood, boyscouts offered to haul wood out and the school forest plans to sell for \$20 per load/trailer as a fundraiser. Plans were to operate this fundraiser Saturday October 29.
- Gary mentioned the sign by Martin shores is rotting, if another project is to be considered.
- Discussion on maintenance of the parks in the township, in particular the weed whipping, and edging around signs and equipment. Kris said she will write some concerns on those issues and bring to next meeting.
- Meeting adjourned at 7:20pm



Park & Rec

No Meeting for November 2016

12/19/16

PARC board meeting minutes

In attendance: Mike Pederson, Kris Millerbernd, Gary Nelson, David Johnson

Absent: Melvin Pfaffendorf, Orin Johnson, Doris Wentjen

Others in attendance: Bob Millerbernd

Meeting called to order at 6:08pm

- Review October minutes. Motion to approve October minutes, motion made by Kris, second by Gary, minutes passed.

- Rink liner was purchased and installed last week. Discussion on storing it in spring, likely keep it in the rink. Ice is already established on the rink, working well. Pleasure rink is doing well also. Hoping to have it open by end of week.

- Linwood family winter day set for Saturday January 28<sup>th</sup>. School forest will hold medallion hunt beginning that Friday. We will have skating party 11-4. LSF will have a moonlight hike that evening.

- We discussed letter Kris drafted to address some of our landscaping needs. We will continue discussion in spring.

- Gary inquired if the adopt-a-park system is still active. Yes, there are a few families still participating. We will put a note in the newsletter if others are interested in adopting a park.

- Meeting adjourned at 6:45pm

1/23/17

PARC Board meeting minutes

In attendance: Mike Pederson, David Johnson, Gary Nelson, Kris Millerbernd, Doris Wentjen, Mike Halliday

Absent: Orin Johnson, Melvin Pfaffendorf

Others in attendance: Bob Millerbernd

Meeting called to order at 6:04pm

- Motion by Kris, second by Gary to approve December minutes, motion passed.
- Due to warm weather, the winter fun day in the park will be cancelled as the skating rink is not in suitable condition. We will print signs and update online to notify public.
- Budget review for 2018
- Discussion of capital and if funds can be used for the Linwood School Forest . As the PARC oversees all parks in the township the assumption is that it could. Review into the LSF and protocol.
- New lights and poles may need to be replaced at Broadbent park. We will come up with specifics for the major projects we want to address in the upcoming years.
- Mike P. made a motion to approve, second by Kris to approve \$70,875 in proposed budget for 2018 and \$15,000 for capital. Motion passed.
- Melvin has made one meeting in 2016, we are going to make contact to confirm if he is going to be an active board member.
- Question of whether the Linwood School Forest needs to have board approval for their projects and expenses in the forest or if it operates on its own accord. Mike P. and David will review the LSF structure to continue discussion on appropriate protocol for future items.
- Theft occurred at the warming house and there has been multiple break-ins in the past few months. Look to hire an attendant next year to help with maintenance and flooding of the rink as well as monitoring.
- Meeting adjourned 7:15pm

2/27/17

PARC Board meeting minutes

In attendance: Mike Pederson, David Johnson, Orin Johnson, Kris Millerbernd, Doris Wetjen, Mike Halliday

Absent: Gary Nelson, Melvin Pfaffendorf

Others in attendance: Bob Millerbernd

Meeting called to order at 6:00pm

Motion by Kris, second by Orin to approve January minutes, motion passed.

**Linwood School Forest:**

- PARC oversees Linwood School Forest.
- Linwood School Forest Committee does all maintenance of School Forest.
- Linwood School Forest is Linwood Township property – any improvements become property of Linwood Township.
- If they hire someone to do work in the Linwood School Forest, that entity needs to be insured to protect them (the Linwood School Forest Committee) and Linwood Township.

**Skating Rink:**

- An electrical contractor from Forest Lake was called to replace a light that burned out.

**Comprehensive Plan Advisory Committee**

- Linwood Township is looking for volunteers to serve on a Comprehensive Plan Advisory Committee.
- Looking to develop long-term plan for the future (2040).
- Committee would meet monthly or twice a month during 2017.
- Linwood Township will submit the comprehensive plan to the Metropolitan Council in January 2018.
- Want one person from Parks and Recreation to be on the advisory committee.
- Kris nominated Gary; he has environmental background; Mike H will call Gary to see if he would be willing to serve.

**Future Cemetery Area**

- 18 plant species (extinct or never identified) have been found in the future cemetery area.
- Lois indicated she would like a prairie burn of that area before the burn bans are issued.
- Should Lois, Mike P and Mike H have a meeting with the DNR prior to making any plans for a burn?
- Cemetery needs the expansion area for future cemetery expansion.

The March PARC board meeting will begin one hour early at 5:00 PM and will consist of a tour of the Linwood Parks.

Meeting adjourned at 6:55 PM.



3/27/2017

PARC Board Meeting / Park Tour

Present: David Johnson, Kris Millerbernd, Gary Peterson, Doris Wentjen & Mike Halliday

Absent: Mike Pederson, Orin Johnson

Others present: Mike Halliday

- First stop Olympic Green: Looks in good shape, eight people are currently using the park. Equipment is in working order.
- Martin Lake shores, looks in great shape. Recommended to put a concrete table and bench at this location as often times the wooden one is placed in the lake.
- Givens Park: No concerns with the park. Do the trash containers get put out in spring? If not, this park could use one. Consider the dog poop trash bag dispensers for parks to encourage users to pick up after their pets.
- Boettcher park: Equipment all looks in good order. Fitness equipment is all in working condition. Discussion on the vacant land at this park, no solid plans for any changes at this point.
- Alquist park: One bench for ballplayers, in poor condition, needs to be replaced. Could add another bench on third baseline. Looks like one swing missing from the hexagon swing set. If we installed bag dispenser for dog waste, this would be a good park as we noticed quite a few piles of dog waste in this park.
- Fairway Flyerz: Looks good, people were "golfing" as we stopped by.
- Playful Shadows: Looks in great condition.
- Four Seasons Park: Good condition. Request to kill weeds and grass on the BMX track again this year.

Overall the parks looked in great condition.

Meeting Adjourned, park tour ended at 6:30pm

Park and Rec  
June 5, 2017  
6pm

Agenda

Review minutes from March and April meetings.  
Discuss the state of the parks and review any maintenance items.  
Progress update on the new sign at Broadbent.  
Review member terms.

June 5, 2017

PARC meeting minutes

In attendance: Mike Pederson, Orin Johnson, Kris Millerbernd, Doris Wetjen, Mike Halliday, Supervisor

Absent: Gary Nelson

Others in attendance: Bob Millerbernd

Meeting called to order at 6:05pm

Reviewed minutes from the March tour of the parks and the April meeting. Motion by Kris, second by Orin to approve the March and April minutes, motion passed.

Discussed the state of the parks and reviewed maintenance items.

- Melvin's garden in the back – who will tend that? U of M master gardener program student?
- Playful Shadows – weeds on one side need treatment
- Martin Lake Shores – tall weeds
- Ball fields – drag every week?
- Find someone to do weed and feed
- Sand burrs – how to treat – lime?

Discussed progress on the new sign at Broadbent. Nick Willcocks is replacing the sign as a Boy Scouts project. Expects to have the project completed by the end of June.

Ron Ridge is going to donate 20 telephone poles of different sizes that can be used to replace deteriorating poles at Broadbent.

Reviewed member terms.

- Mike Pederson, Chairperson - 2012-2018
- David Johnson, Vice Chair – 2015-2017
- Orin Johnson – 2012-2018
- Gary Nelson – 2011-2017
- Doris Wetjen – 2016-2018
- Kris Millerbernd – 2017-2019

It was decided to make this June 5<sup>th</sup> meeting the May/June meeting. The next park meeting will be on Monday, July 24. It will be a combination park board and school forest committee meeting. We will be meeting at the school in the pavilion.

Meeting adjourned at 7:05 PM.

Minutes respectfully submitted by Doris Wetjen

### Agenda

Review the minutes from June.

Review the status of the parks.

Review the price quote for crack and sealing of the tennis courts.

Meet with the School Forest Committee and discuss any question or concerns we/they may have.

7/24/2017

PARC Board meeting

In attendance: David Johnson, Gary Nelson, Doris Wentjen, Mike Pederson, Mike Halliday

Absent: Orin Johnson, Kris Millerbernd

Linwood School Forest: Mike Pederson, David Johnson, Emily Raml, Diane Selz, Jennifer Braido, Gae Jarvis, Cindy Prestagard

Others: Bob Millerbernd

- Signs for windswept prairie trail, need plywood backing for aluminum signs.
- Review of June minutes, motion made by Gary, second by David, minutes are approved.
- Broadbent sign has been completed by Eagle Scout Nick Wilcox, looks great.
- Estimate for tennis courts cracks to be filled and sealed, \$300, basketball courts \$478. Want to look into if the tennis courts will be blue to match existing court color. Tabled. Would like it to be addressed by the next meeting.
- Well needs to be addressed by hockey rink/4 seasons park, township is looking into it.
- Planning a walk-through of the LSF early August, before school starts.
- Meeting adjourned at 6:22pm

Agenda for Monday August 28, 2017

Review minutes from the July meeting.

Sealcoating and crack filling of the tennis and basketball court and path to it.

Discuss ordering and replacing park signs. New signs should be Aluminum and review what they say to decide if they wording needs to be changed.

Adjourn

August 28, 2017

PARC meeting minutes

In attendance: David Johnson, Kris Millerbernd, Gary Nelson, Doris Wetjen, Mike Halliday, Supervisor

Absent: Mike Pederson, Orin Johnson

Others in attendance: None

Meeting called to order at 6:08pm

Reviewed minutes from the July 24<sup>h</sup> meeting. Motion by Kris, second by Gary to approve; motion passed.

Discussed:

- Sealcoating and crack filling of the tennis court
- Full sealcoat needed for basketball court
- Mike H to follow up on cost estimates for sealcoating and crack filling
- Well by hockey rink / 4 seasons park still needs to be addressed
- Ordering and replacing park signs; aluminum vs plastic
- Wording of new signs – no hunting – no motorized vehicles - do they need signatures
- If signatures not required, don't add – signatures become outdated
- Gary will get cost estimate for 50 signs from Gateway Signs in Stacy – aluminum and plastic
- Security in the back of the town hall – cameras have been stolen

Meeting adjourned at 6:45 pm

Minutes respectfully submitted by Doris Wetjen

September 25, 2017 Park Agenda

Review the pricing for lime on the ball fields.

Discuss the plaque for the ball field in 4 seasons.

Talk about the light pole that was burnt by the fireworks co. in Broadbent.

Discuss the new sign pricing.



## October Park Agenda

Read minutes from August.

Review the pricing for lime on the ball fields.

**Was discuss in September to hold off until spring.**

Discuss the plaque for the ball field in 4 seasons.

**Mike Halliday to look into.**

Review status of the light pole that was burnt by the fireworks co. in Broadbent.

Discuss the new sign pricing.

**We were going to order on a as needed basis start with 20 and replace them as needed. We talked about the aluminum with rounded corners.**

Sealcoating and crack filling the basketball and tennis courts.

**We talked about waiting until spring.**

Skating rinks.

**We discussed options like having the maintenance guys take on a larger role and possibly hiring an attendant.**

**Look into adding 1 or 2 members to the board.**

October 24, 2017

PARC meeting minutes

In attendance: David Johnson, Gary Nelson, Doris Wetjen, Mike Halliday, Supervisor

Absent: Mike Pederson, Orin Johnson, Kris Millerbernd

Others in attendance: None

Meeting called to order at 6:05pm

Not enough members present for voting quorum.

Discussed:

- Sealcoat company can't apply sealcoating to tennis and basketball courts until spring.
- Signs – Gateway Sign Company in Stacy - Logo added at no charge – order 20 to start
- Lime – neutralizes acidity – Mike H will speak to maintenance about applying lime this fall
- Plaque in 4 Seasons ball field – Mike H will talk to Ed about this
- Skating rink – Pleasure rink
  - See how much use this year
  - Maintenance guys take on a larger role?
  - Volunteer available for warming shack?
  - Lights on a timer?
  - Cut liner to size of pleasure rink
  - Larger size liner was difficult to remove in spring
- Website photos of parks and trails – outdoors in Linwood – upload photos
  - Carol oversees website – talk to Carol

Meeting adjourned at 6:35 pm

Minutes respectfully submitted by Doris Wetjen

No Meetings for April and November

December 5, 2017

PARC meeting minutes

In attendance: Mike Pederson , Gary Nelson, Doris Wetjen, Kris Millerbernd, Mike Halliday, Supervisor

Absent: David Johnson, Orin Johnson

Others in attendance: Bob Millerbernd, Jared Tovsen

Meeting called to order at 6:04 pm. This meeting covers both November and December.

Motion by Kris Millerbernd, second by Gary Nelson, to approve minutes from August 28 and October 23, 2017 meetings. Approved.

Discussed:

- **Photo gallery** - Kelly Kramer screens photos and updates the photo gallery on the Linwood Township website. Gary Nelson submitted several photos which have been posted. Open to anyone in the township to submit photos. Spread the word!
- **Pleasure rink** – Maintenance cut the very heavy liner to fit the pleasure rink and laid it out and buried it under dirt so it doesn't have to be removed every spring. Maintenance will flood the rink.
  - Should consideration be given to hiring a part-time warming house attendant – discussion only – no recommendation.
  - The broken light as been fixed.
  - Skating party scheduled for Saturday, January 27, 2018, from noon -3:00 PM will depend on prior weather temperatures to maintain good ice.
- **Utility vehicle** – Currently golf cart being used by maintenance for upkeep on parks and grounds. Olson (North Branch) loaned maintenance a Kubota side by side for five days over Linwood Fun Days weekend. Discussed different vehicles – new, used – medium, heavy duty capital electric, gas, diesel – PARC has capital fund for new equipment.

Motion by Mike Pederson, second by Gary Nelson to spend up to \$7,500 from the PARC capital fund for a utility maintenance vehicle. Passed.

Attendee Jared Tovsen shared that he moved to Linwood township in July and wants to get involved and would be interested in joining the PARC board.

6:55 PM - Motion by Kris, second by Gary to adjourn to adjourn. Passed

Minutes respectfully submitted by Doris Wetjen

### Agenda

- Look at adding a little library in parks with the Girl Scouts.
- Add garbage receptacle at disc golf, with a disposable dog waste bag station.
- Discuss Linwood Winter Day.

1/22/2018

PARC board meeting

In attendance: Mike Pederson, David Johnson, Kris Millerbernd, Jerod Tovson, Gary Nelson, Doris Wentjen, Mike Halliday- Supervisor

Absent: Orin Johnson

Others: Kevin Lucas, Bob Millerbernd

Meeting called to order at 6:01pm

Motion by Kris Millerbernd, second by Gary Nelson to approve December minutes, the minutes were approved.

Sally Lucas from girl scouts spoke about putting in a "little library" in Broadabent Park. The little library is a wooden cube which contains books that are able to be checked out and are also to be replaced by those using it. Suggested location is the pavilion in the park. Kris motion to accept, Gary second, motion passed. It is to be built by the summer of 2019 with grant funds.

An email was sent to board requesting dog waste receptacle with bags to encourage pet owners to pick up after their pets in Fairway Flyerz Park. Mike Halliday was going to run the idea by Ed Kramer to ask his opinion as well. The question was whether to use signs or place bag dispenser in the park. Board was generally in favor of adding a receptacle, we will look to discuss at next month meeting.

Discussion whether to cancel Linwood winter skating party this coming Saturday due to sloppy snow and 40 degree weather forecasted for the weekend. So far this winter it has been observed the ice has been in good condition. Concluded to cancel, will post on website and also notify the LSF board so they are aware.

Utility vehicle has been purchased and it is in service.

Budget review for 2019 budget.

Discussion was held on the funds to use to resurface the tennis courts and basketball courts in Broadbent Park. It will be addressed with funds available in 2018 and budgeting accounted for it 2019. Overall 2019 budget proposal of \$71,300.

Motion to adjourn by David, second by Kris, adjourned.

Meeting adjourned at 7:10pm



2/26/2018

PARC board meeting

In attendance: Mike Pederson, David Johnson, Kris Millerbernd, Jerod Tovson, Gary Nelson, Doris Wentjen, Mike Halliday- Supervisor

Absent: Orin Johnson

Others: Bob Millerbernd

Meeting called to order at 6:02pm

Motion to approve January minutes by Kris and Gary, motion passed.

David and Gary are willing to extend their terms through 2019.

Linwood School Forest (LSF) is looking towards a project about building a more permanent bathroom structure. The LSF is going to apply for a grant for an outdoor permanent facility, may be a classroom setting with a bathroom, if received, is the PARC board okay with the opportunity? Mike H. stated that if a grant is to be applied for, it should be proposed to the township board first. Unsure at this point if the project would be composting toilets or a septic system. Kris has concerns with what the final plans will be, how big? Those items will be addressed in the future if/when a plans move forward. Mike H. also brought up the idea if a grant could provide two facilities, one on the North and one on the South side. In general, the board was in agreement for the LSF board to move forward as it is in the very early stages.

David asked on behalf of the LSF if the PARC board is able to include the portable toilet currently located at the South entrance of the LSF with the PARC/township, currently the LSF is paying for it. Mike H. stated that it could be included with township. LSF to contact Pam and let her know.

Ice rink is in great shape.

Annual meeting in March 13<sup>th</sup> at 7pm.

Mike H. noted that our budget as proposed was approved. Also the board is eyeing some larger maintenance projects in the near future.

David motion, Gary second to adjourn, meeting adjourned at 6:55pm.



3/26/2018

PARC board meeting

In attendance: David Johnson, Doris Wentjen, Gary Nelson, Mike Pederson, Kris Millerbernd, Jared Towsen, supervisor Mike Halliday

Absent:

Others Present: Ethan Wilcox, Rachel Wilcox, Shawn Mclane from Maintenance

Meeting called to order at: 6:00

Motion made by Kris, second by Jared to approve February minutes, motion passed.

- Ethan Wilcox from Eagle Scouts to inquire about an Eagle Scout project. Jared brought up the idea of an archery. David mentioned there was some interest in an archery club, Boettcher park would be an option for space. Another idea was a more of a park space, canoe/kayak landing to Fawn Lake from the Paradise Point piece of property. Another suggestion was to put a path along the side of Martin Lake Shores from the road to the lake/picnic area. Fairway Flyerz sign needs to be rebuilt.
- Park tour date set for April 23<sup>rd</sup> at 5:00pm.
- Mike H. is looking to obtain quotes for resurfacing and crack sealing the tennis courts and basketball court in Broadbent park. Possibly look to get the tennis courts done this year and basketball courts next year.
- Mike H. brought pictures of dog waste containers for consideration for parks. We will look at the parks on our tour to decide if the waste containers are necessary.
- Rink liner is no longer usable due to deterioration.
- Shawn mentioned some maintenance is necessary at Fairway Flyerz such as trees cut and some tee-signs need to be fixed/replaced. Some landscape timbers are rotted in Alquist Park, some low spots need to be filled. Couple posts in Playful Shadows need to be replaced. Couple posts at School Forest Parking Lot. Power poles need to be checked in Broadbent Park. Would be nice to have a smaller zero-turn mower to maneuver through tighter areas in the parks and cemetery.
- Should the township charge FLAAA for use of ball fields? They pay for other locations, if we do charge, it would be necessary to stay on top of the maintenance and obtain schedules as a result. Mike H. will look into surrounding area charges.
- Meeting adjourned at 7:10pm

### Agenda

Meet with Boy Scout Ethan Wilcocks and discuss possible Eagle Scout projects.

Talk about setting a date for the park tour.

Discuss the deterioration of the Disc Golf Park sign.

4/30/2018

Annual park tour

In attendance: Mike Pederson, David Johnson, Jared Toveson, Kris Millerbernd, Mike Halliday

Others present: Bob Millerbernd, Sean McClean, Tom Bey

Four Seasons Park:

Baseball fields were dragged, look nice. The fields do need more limestone added. Pam at the township has a list if teams wish to use the fields on a scheduled basis. The flower garden may include a vegetable garden this year with cooperation from the senior center. Volleyball net will be put up this year.

Martin Lake Shores:

Lakeside park sign is rotted beyond repair to be removed and replaced with a standard Linwood Park sign so those from the lake are aware it is a park. Recommended to maintenance to keep small tree growth removed to not block view of lake.

Playful Shadows:

Leaning tree over walking path is dangerous and needs to be taken down. Playground in good condition, could use a wheelchair accessible mat to access swingset.

Remove edging and cease putting mulch under park sign, let it grow as grass, easier to mow and maintain.

Allquist Park:

Need another bench along ballfield and/or remove existing deteriorated bench. Eventually will need the surround barrier around the playground to be replaced with the plastic border. Should be adequate for another year or two.

Fairway Flyerz Disc Golf:

A starting sign needs to be replaced as it is missing. Low areas which are hard to mow due to roots are to be filled in with mulch to even out ground. Trees need to be trimmed along fairways.

Paradise Point:

Rustic use, leave as-is which allows for canoe or kayak launch. Look to add a picnic table.

Givens Park: Looks good.

Boettcher Park:

Drag parking lot as it has been rutted up with tire tracks. Adjust mount on equipment piece (it is a stand-up piece of equipment which mimics cross country skiing motion). If an archery range was to be installed, this park would be a top consideration. Look to add more rubber "mulch" to playground area and add a wheelchair accessible ramp to access playground.

#### Olympic Green:

Remove edging and bushes under sign. Asphalt in good shape, will need sealcoating in future, equipment looks good.

#### Broadbent Park:

In process of obtaining quotes for tennis courts and basketball surfaces. Replace chain nets with rope nets. Spray backboard of rusted basketball hoops. Replace broken bench by basketball court. Remove edging under sign on East side to allow for easier mowing and maintenance. Light pole near basketball court has the plastic conduit broken at bottom, wires exposed, needs to be repaired. Touch-up paint on pavilion. Parking lot poles to be replaced and painted as needed.

Tom from Trugreen gave estimates to treat township parks. It was in consideration to treat a few of the mostly used parks such as Broadbent, Four Seasons, Boettcher (by pavilion and equipment only) for weed control and sandburs. The board was in agreement (those still present: Mike P, David and Jared) to move forward if it was within our budget, Mike H. will look into the details.

Park Tour for May Meeting

**Park agenda for Monday June 24, 6:00 PM**

Review the minutes from April.

Review the park tour.

Talk about the newly sealed tennis courts.

Review terms of the members listed below. If the member is interested on staying on the board the town board will approve the new term.

June 25, 2018

#### PARC Board Meeting

In attendance: David Johnson, Kris Millerbernd, Doris Wetjen, Mike Halliday- Supervisor

Absent: Mike Pederson, Orin Johnson, Jerod Tovson, Gary Nelson

Others Present: Bob Millerbernd, Craig Cold, Kristy Mann, mother of Boy Scout Miles Mann who was unable to attend.

Meeting called to order at 6:07pm

Minutes from March 26 and April 30, 2018 meetings were reviewed. Not enough members present to make motion or vote.

Kristy Mann presented for her son Miles who is working toward earning his Eagle Scout badge.

- Miles wants to hold two pickle ball clinics at the tennis courts in Broadbent Park during Linwood Family Fun Day
  - Teach residents how to play pickle ball
  - Wants permission to hang a permanent equipment storage box there for pickle ball equipment (8 paddles, 12 balls)
  - Box would hang on the fence
  - Pressure treated lumber for durability

#### Discussion –

- Crack sealing and resurfacing of tennis court in Broadbent Memorial Park exceeded expectations. Possibly have the basketball courts done next year.
- Melvin's gardens. Melvin can't upkeep them anymore.
  - Plant fruit trees which would require less maintenance?
  - Christina to see if she could get some seniors to do maintenance?
- Volunteers for Linwood Family Fun Day
  - Difficult to get volunteers
  - Last year Linwood Covenant Church provided volunteers
  - Advertise need on Linwood Township website
- Intergenerational painting
  - Christina suggested using the senior center
  - Seniors and kids teamed up
- Trugreen for weed control
  - Get rid of weeds and sand burrs first
  - Fertilize next
  - Make sure everything looks good for Linwood Family Fun Day

- PARC board member current 2-year terms and renewed 2-year term dates
  - David Johnson 2015-2017, new term 2017-2019 – will renew
  - Orin Johnson – 2016-2018, new term 2018-2020 – (not present)
  - Gary Nelson – 2015-2017, new term 2017-2019 – will renew
  - Doris Wetjen – 2016-2018, new term 2018-2020 – will not renew
- Craig Cold wants to be on PARC board
  - Currently serves on School Forest Board
  - Interested in Linwood parks and protected land
  - Will send letter of intent to Linwood Town Board

Meeting was adjourned at 6:50 PM

Minutes respectfully submitted by Doris Wetjen



July PARC agenda

Review the minutes from June (attached).

Miles Mann Eagle Scout Project.

Conditions of the parks.

Review member terms.

7/23/2018

PARC board meeting

In attendance: David Johnson, Mike Pederson, Orin Johnson

Absent: Kris Millerbernd, Jared Tovsen, supervisor Mike Halliday, Gary Nelson

Others Present: Craig Cold

Meeting called to order at: 6:10

- Mike met with Miles Mann regarding his Eagle Scout Project for the Pickle Ball equipment and a sign for the rules posted as well. He will offer classes during Linwood Family Fund Days. Mike signed the paperwork for his project to move forward.
- Mike Pederson, Doris Wentjen, Orin Johnson, and Gary Nelson will be stepping down from the board.
- Mike Pederson will pass along Craig Cold's intent to be on the board to the Township board for their approval.
- Did not have a quorum for voting due to absent members.
- Meeting adjourned at 6:30

**Park Agenda for August**

Review previous meeting minutes.

Parks involvement at LFFD.

Miles Mann's Eagle Scout Project status, (his plan was to be done by LFFD).

New park members.

08/27/2018

PARC Board meeting

In attendance: David Johnson, Kris Millerbernd

Absent: Craig Cold, Jared Toveson

Others present: Sam Kramer, Bob Millerbernd

Meeting called to order at 6:12pm

Our September meeting will address new members and update positions

There was a request for a lacrosse coach to use Broadbent park fields for occasional practices, we do have a paint sprayer for use if there is a request for lines.

Conduit on park light in Broadbent park was fixed.

Request to have a Linwood Park sign to put on Martin Lake Shores on the lakeside.

Park board will assist with watermelon eating contest at LFFD.

Meeting adjourned at 6:30pm

No Meeting this Month

## PARC Meeting Minutes 11/26/18

### Attendance:

David Johnson  
Kris Millerbernd  
Christine Magler  
Laura Kearns  
Craig Cold  
Mike Halliday

1. Start time 6:05pm
  - a. Kris Millerbernd motioned start.
2. Must post committee meeting, hold all dates.
  - a. Kris Millerbernd motioned.
  - b. David Johnson second.
    - i. Motion approved
3. Jared Towsen resigns from PARC Board.
  - a. Mike Halliday will announce resignation at the board meeting on 11/27/18.
4. Linwood Twp will not host the Skating Event in 2018.
5. The skating rink will be flooded and will be open by Christmas break, weather permitting.
6. Disc Golf has a beaver issue. This could be a spring opportunity to look into.
7. Family Fun Day is in need of members. If you'd like to join, please submit a letter of intent to Mike Halliday at [mhalliday@gmail.com](mailto:mhalliday@gmail.com)
8. Linwood Twp PARC board will look into an ice fishing/winter event for 2019.
9. January 2018 meeting will officially announce Park & Rec commission titles.
  - a. David Johnson to Chair position title.
  - b. Kris Millerbrend to Vice Chair position title.
  - c. Christine Magler to secretary position title.
    - i. Kris Millerbernd motioned.
10. Motion to end meeting, David Johnson. 7:15pm.

### Next Agenda

1. Park Tour
2. Ice Fishing event
3. Commission Title's