

# PARC Meeting minutes

Date: 01-23-2023

Attendance:

Carrie Luedtke (Chair)

David Johnson

Sara Nelson

Mark Cawley (minutes)

Bob Millerbernd (Town board PARC liason)

- Call to order 6:00pm: Carrie, David second- all AYE
- Review and approve Oct. 2022 minutes- David motioned, Mark second- all AYE
- Review and approve Nov. 2022 minutes- David motioned, Mark second- all AYE
- Carrie to get post for vacant Park Board seat
- Linwood lake association request Ice Bocce Ball in one of our parks
  - Discussed approving usage mid to late February
  - Carol Broadbent Park
  - Can plow dirt in ball fields only
  - No plowing grass areas
  - Flag off any unsafe areas during and after event
  - Cleanup after
  - No alcohol
  - Give notice of financial liability if damages
  - Mark motioned, Sara second- all AYE, David abstain
- Park review- no needs
- Township update
  - Anoka county currently limited to grant of \$60k of \$200k required for new warm shack/recycle building
  - Mike to investigate if County willing to increase grant prior to moving forward
  - Rink looking good and appreciate volunteers
- Truegreen 5% increase
- Motion- David, Mark second- all AYE
- Mark to inquire Pam about Stacy Lions donating to re-do lime on ball fields
- Budget discussion
  - Increase from \$82,500 to \$xxx and propose to Township Board
- Motion to close meeting 7:28pm David, Carrie second

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Meeting was cancelled – no quorum

## PARC Meeting Minutes 3/27/23

### Attendance:

Laura Kearns  
David Johnson  
Christine Magler  
Sara Nelson  
Tony Raymond

1. Start time 6:00pm.
2. Approve January meeting minutes.
  - a. Christine motion
  - b. David 2<sup>nd</sup>
3. Welcome to Tony Raymond our new PARC board member.
4. Cliff Peterson – attached. Park board's preference for land dedication or 2K.
  - a. We voted to take the 2K, total value 6K. motion passed.
    - i. Christine motioned to accept park dedication funds. Sara 2<sup>nd</sup>.
5. National Fitness Campaign Grant has an opportunity for Linwood Twp to apply for.
  - a. Christine will research and bring information to April's meeting.
6. Warming house recycling building is moving forward this spring. Design development in under way.
7. Rink lighting will remain on the agenda for April. Is there a grant available?
8. April 24<sup>th</sup> will be the park tour. We will begin at 5:00pm.
  - a. We will visit Allquist, Broadbent, Four Seasons, Birchwood Circle, Fairway Flyers, Playful Shadows, Olympic Green.
  - b. Allquist – swing set install?
  - c. Boettcher Park – slide install?
  - d. Find a park to install the moon equipment.
9. We will dedicate a few parks to each board member to watch over at our April meeting.
10. Motion to conclude this meeting:
  - a. David motioned
  - b. Sara 2<sup>nd</sup> the motion.

End time 6:30

## **Park Board Meeting Minutes, 4/24/23**

Attendees: Bob Millerbernd, Andy Luedtke, Sarah Nelson, Mark Cawley, Tony Raymond, Carrie Luedtke

Absent: David Johnson, Christine Magler, Laura Kearns

1. Approved March meeting minutes
2. Park Tour:
  - a. Allquist:
    - i. Downed tree branches
    - ii. Remove old post and footings lying near playground area
    - iii. Rotted timber in the corner where the new swing set will go
    - iv. Lots of gopher mounds
    - v. Remove "sandbox"
    - vi. Put a picnic table closer to the playground, possibly where the sandbox is currently located
    - vii. Grade the ballfield
    - viii. New playground equipment arriving in late June/early July
  - b. Playful Shadows (playground side)
    - i. May need woodchips
    - ii. Plugged culverts
  - c. Boettcher
    - i. Move the teeter totter so the slide can go there (if this gives enough clearance for the slide)
    - ii. Do we need to cut & water all of the grass? Suggested we maintain an area equivalent to a lacrosse field since the park is sometimes used for that purpose. Lacrosse field dimensions: 60 yards wide x 110 yards long
  - d. Olympic Green
    - i. This park has pea gravel, can we leave that or do we need a plan to replace with mulch?
  - e. Broadbent
    - i. This park has pea gravel, can we leave that or do we need a plan to replace with mulch?
    - ii. Seal coat the basketball court this year?
    - iii. Cracks in the tennis court need to be repaired, is this under warranty?
    - iv. Add another bench in the tennis court by the road?
  - f. Four Seasons
    - i. Parking lot has deep ruts
    - ii. Ballfields - do we want to maintain these? They are not used. Will need to add rock to them if we want to maintain them.
    - iii. Does all of Four Seasons need to be mowed?
    - iv. Put the new 10-spin in the volleyball court area
    - v. This park has pea gravel, can we leave that or do we need a plan to replace with mulch?

g. East Town Hall

- i. Do we need to continue to maintain this ball field? It is smaller than all the other ball fields. It is in good shape.

## PARC Meeting Minutes 5/22/23

### Attendance:

David Johnson  
Christine Magler  
Sara Nelson  
Tony Raymond  
Mark Cawley  
Girl Scout Troop 57329

1. Start time 6:03pm.
  - a. Motion to order, Mark second.
2. 5<sup>th</sup> grade Girl Scout Troup presented
  - a. Would like 10x20 garden space at Boettcher Park. This would be a memorial for Carrie ? Carrie's Garden would help earn the girl scouts the Bronze Award. They would like to plant tree's, pollinator flowers, perennials, benches. Anoka County Master Gardeners is helping with donations and installation. The install would take a few weeks to install soil and plants.
  - b. Can we request the sprinkler system layout?
  - c. All local Girl Scout Troop members, Carrie's friends and family.
  - d. They plan to install a sitting bench with a memorial plaque in Carrie's name.
  - e. Motion to accept Carrie's Memorial Garden
    - i.
  - f. The PARC Board will bring this to motion to the Town Board meeting Tuesday 5/23/23. Christine will 2<sup>nd</sup> the motion.
3. April meeting minutes approved.
  - a. David motion
  - b. Mark 2<sup>nd</sup>
4. TrueGreen and Sherman Tree Farms bids were received for weed control.
  - a. Sherman Tree Farms were awarded the work.
5. Allquist update – remove sandbox and install a bench. The ballfield needs to be updated.
6. Playful Shadows – needs new wood chips. Culverts are plugged.
7. Boettcher Park – table mowing entire lot.
  - a. Can we get the hours and sprinkler layout?
8. Olympic, Broadbent, Four Season have pea gravel.
  - a. Do we want to replace with mulch?
  - b. Please collect a mulch bid for install at Olympic, Broadbent, and Four Seasons Park.
  - c. Please collect a bid for the pea gravel removal at Four Seasons Park.
  - d. Christine motion to install new Moon Spin at Four Season's Park
    - i. Sara 2<sup>nd</sup> the motion.
9. Broadbent Park – tennis courts need repair.

- a. Is the tennis court under warranty.
  - b. Can we add sitting benches.
- 10. Ballfields needs new sand. Please collect quote for all fields?
- 11. Can we let Forest Lake Community Education know that we have ballfields available once they are maintained?
- 12. East Town Hall
  - a. do we want to remove the ballfield and use the ballfield dirt for other ballfields?
  - b. Mark is getting a quote for pickle ball.
- 13. Park Maintenance Log has been created to track installs and updates.
- 14. Adopt a Park – please check your park monthly:
  - Allquiest – Sara
  - Boettcher – Tony
  - Broadbent – Carrie
  - Fairway Flyers – Mark
  - Four Seasons – Christine
  - Givens – Carrie
  - Martin Lake Shores – Mark
  - Olympic Green – David
  - Paradise Point – Sara
  - Playful Shadows – Laura
  - Town Hall East – Christine
- 15. 2023 Budget - \$72k in 2023 budget.
- 16. Park Dedication Funds \$85K.
- 17. Open position for lawn mowing.
- 18. Park Facebook page – let’s create more content.
- 19. The PARC Board will host a booth at Linwood Family Fun Days.
  - a. Minnow Races, Frisbee, can koozies. Christine will check with town hall to see if we have a printer.
  - b. Please collect fun prizes for the geocache event. Grand prize will be called on Family Fun Days.
- 20. Motion to conclude this meeting:
  - a. David motioned
  - b. Sara 2<sup>nd</sup> the motion.

End time 7:32

PARC Meeting minutes  
6/26/23

Attendance:  
Sara Nelson  
Mark Cawley  
Tony Raymond  
Carrie Luedtke via cell phone

1. Start time 6:03pm
  - a. Motion to order, Sarah second
2. May meeting minutes approved
  - a. Motion to order, Mark second
3. Mowing Boettcher Park
  - a. Continue mowing all of Park
4. New park equipment
  - a. Establish install date
  - b. possibly delivered on Wednesday 6/28
  - c. Install \$5,400-\$5,800 not to exceed \$6,000
5. Pea gravel and mulch for parks
  - a. Get quotes for Olympic, Broadbent and four seasons
  - b. Who we used for vendors
6. Park review
  - a. Redo infield of Allquist
  - b. Possibly come up with wish list for parks
  - c. Going back to park walk through for some request
  - d. Refresh second field at Broadbent
7. Expense planning for remainder of year
  - a. Wait until July meeting because of a small meeting group
8. Linwood family fun day
  - a. Put in application
  - b. Come of with games for kids to be able to use at parks
  - c. Get quotes for park stuff like Frisbee's (Sara)
  - d. Motion for dollar amount of \$500, Tony second
  - e. Come up with sign up sheet
9. Motion to conclude meeting
  - a. Carrie motion @7:02 pm, Tony second



## PARC meeting minutes July-2023

Date: 07-24-23, 6pm

Attending: Jon Olsen, Bob Millerbernd, Sara Nelson, Mark Cawley, Carrie Luedtke, Tony Ramond, David Johnson

Absent: Christine Magler

1. Agenda approved- motion = Carrie, 2<sup>nd</sup> = David
2. June minutes approved- motion = David, 2<sup>nd</sup> = Sarah
3. Township updates: Bob
  - a. Mowing has slowed due to drought
  - b. Sprinklers causing circular patterns at Broadbent
  - c. Concrete picnic table installed at Alquist
4. Warming house- Jon
  - a. 30% funding from PARC budget- heated concrete, walls, paint
  - b. All PARC funding complete this year
  - c. Location justified
  - d. 2 separate building would have added cost
  - e. Automatic door locks discussed- would eliminate need for lockup person
  - f. Mid/late Aug start
  - g. End October completion
5. Playground equipment added
  - a. Received equipment- Slide, 10-spin. Wrong slide
  - b. Install mid/late Aug
  - c. Request old equipment removal
  - d. Installer pre-visit to check safety zone
6. Sprinklers
  - a. Boettcher not turned on. Leave since no athletic in filed observed
  - b. Broadbent and 4 seasons now on
7. Pea gravel and mulch next steps for Olympic, Broadbent, 4 seasons- tabled
8. Park reviews
  - a. Boettcher flower beds now planted by Girl Scouts
  - b. Fairway Flyers- ATV tracks seen. Mark to investigate
9. FFD booth
  - a. Up to \$500 for frisbees/signs for Sara to secure approved
    - i. Motion = Carrie, 2<sup>nd</sup> = Tony
  - b. Sara to make soup can toss game
10. YTD budget review to happen at Aug 2023 meeting
11. Open position applicant- Sara Raymond approved
  - a. Motion = Carrie, 2<sup>nd</sup> = David

**12. Term limits:**

- a. Carrie = renewed, retains Chair
- b. Sara = renewed, retains Vice Chair
- c. Mark = renewed

**13. Porta-potty**

- a. Request moved to 4 seasons
- b. Currently has lighting
- c. Will check with Paul if viable

**14. Tony elected Secretary**

- a. Request a laptop for minutes

**15. Carrie to review pay per meeting**

**16. Adjournment- 7:39 pm**

- a. Motion = Carrie, 2<sup>nd</sup> = David

## August meeting minutes

-Start time 6:01 motion and Sara N second

-Township updates Bob

\*Parks are going to be cleaned in next couple weeks

\*What to do with old warming shed

\*motion to move for fire department Sarah N Carrie second

\*move outhouse in four seasons

-Playground updates

\*Have new slide waiting on install date

\*take back wrong slide

\*mulch 24x36 and use leftover as needed in other parks

\*motion to get mulch and edging \$4,000 Carrie and Christine second

-Park review

\*address sand burs

\*garbage at Broadbent

\*crack in pickleball court

\*Sarah R will be taking play full shadows Carrie will take Givens

-Linwood family fun day

\*print out what's new in parks

-YTD budget

\*\$52,000 left in budget

\*maintain the lime in ballfields, get quotes

\*hire help to clean hockey rink

\*price on leveling hockey rink

End Carrie motion Mark second

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Attendance

Dave J

Sarah N

Carrie L

Christine M

Tony R

Mark C

Sarah R

Bob M

Roll Call:

Carrie L

Sarah N

Tony R

Sarah R

Mark C

Christine M

Bob M

## September Minutes

Start 6:02 motion Carrie

1. July and August min approved

Sarah R motion and Sarah N second

2. Action Item List

Outhouse stays in place until end of season at four seasons

Edging ordered for Boettcher new slide

Crack at Broadbent is still an issue

Limestone for Broadbent fields: motion up to \$9000 Sarah N Christine Second

Trim branches at ice rink and start leveling rink

Clean up weeds and rotten meat in garbage can at Playful Shadows

Convert four seasons flower area to dog park

Screening area around a few port a potty Sarah R going to talk to scouts

3. Park Mowing

Consider hiring all year part time position up to 24 hours a week dedicated to park maintenance and mowing.

4. LFFD recap

Thank you Sarah Nelson for all the hard work on the Parcs booth. Geo-caching didn't seem to be missed.

Good resident feedback

The unused candy from the booth will be donated to the Senior Center for Halloween party.

5. Summer Park Event  
Possible party in the park – sprinklers in the park? Beottcher?
6. Winter Park Event  
January 2024? Christine to take the lead on planning. Cocoa, coffee & popcorn
7. Ice Rink Attendant  
John Mattila (main volunteer for ice rink) was in attendance to give input about flooding the rink  
Post for some volunteers to help with flooding ice.  
Bob will bring to Town Board the idea of maintenance to flood ice rink starting December 2023
8. Township updates  
Not much for updates on the new warming shack.

## **PARC meeting minutes October-2023**

Date: 10-23-23

Attending: Carrie Luedke, David Johnson, Mark Cawley, Cristine Magler, Sara Nelson, Sarah Raymond, Tony Raymond

- 1) Start time 6:00 pm
- 2) Agenda approval Mark, Sara second
- 3) September meeting minutes approval Sara, Christine second
- 4) Warming house updates
  - a) Get quote for pleasure rink to be concrete poured for pickle ball.
- 5) Action items
  - a) Replace cracks in pickleball court (Priority next year)
  - b) Designate dog park in Four Seasons. Carrie, Christine second
  - c) Getting handicap porta potty at Four Seasons Park for winter
  - d) Get quotes for lighting on skating ring on Botcher field.
- 6) 2024 Schedule
  - a) Conflict 5/27 move to 5/20
  - b) Conflict 12/23 move to 12/16
- 7) Meeting end time 7:36 pm Carrie, Mark second

## PARC Meeting Minutes November-2023

Attending: Carrie Luedke, Mark Cawley, Sarah Raymond, Sara Nelson, Tony Raymond, Bob Millerbernd

Absent: Christine Magler, David Johnson

1. Call to Order 6:03pm
2. Approval of agenda. Motion Sara N, second Sarah R, all eye
3. Approval of October minutes. Motion Carrie, second Sara N, all eye
4. Warming house updates
  - a) construction has been put on hold for a few weeks putting completion date behind
5. Well is temporary fixed so we can continue on with rink flooding for this year
6. Budget
  - a) getting lime on this year's budget
7. Action Items
  - a) getting lime delivered this year
8. Dog park rules
  - a) possibly getting new fencing on this year's budget
  - b) motion for Sara N to research pricing of fencing. Motion Mark, seconded Sarah R, all eye
9. Hockey rink rules
  - a) Three signs total, 2 inside warming house and 1 outside
  - b) Warming house hours are from 8am to 8pm subject to change
  - c) Sara N will move forward with signs to be made
10. Revised mulch quote for Boettcher slide
  - a) Motion to up spending to \$2,900. Motion Sarah R, David second, all eye
11. Get new light quotes for ball fields and hockey rink
12. Present job description for part-time park attendant to town board meeting on November 28<sup>th</sup>
13. Adjourn 7:30, motion Sara N, second Sarah R, all eye



## PARC Meeting Minutes December-2023

Attending: Mark Cawley, Sarah Raymond, Sara Nelson, Tony Raymond, Bob Millerbernd, David Johnson

Absent: Christine Magler, Carrie Luedke

1. Call to Order. 6:03pm
2. Approval of agenda. motion Sara N, second David, all eye
3. Approval of November minutes. motion Sara N, second Mark, all eye
4. Township updates-Bob
  - a. Mulch for Bottcher-done.
  - b. Lime for ballfields-delivered and spread.
  - c. Part-time Attendant
    - shorten up job description
    - possibly hire spring help starting in April.
5. Four Seasons Park update
  - a. Warming house updates
    - boiler and insulation both passed inspection
    - plywood starting this week 12/18
  - b. Motion to order floor tiles for warming house floor @ \$7,600 Sara N, second Mark, all eye
  - c. Motion to order four 8ft aluminum benches for inside warming house seating @ \$832.33 each for a total of \$3,329.32 Mark, second Sara N, all eye
  - d. Well update-working for this year
  - e. Flooding-on hold because of warm weather temperatures
  - f. Motion to proceed with grant for dog park fencing Sara N, second Sarah R, all eye
6. Budget
  - a. Try and use this year operating balance in warming house purchases
7. Action Items

- a. \$45 for each sign per dog park, warming house and skating rink

- 8. MN DNR outdoor recreation grant program

- a. Try and use for new dog park

- 7. Adjourn-7:46 motion David, second Sarah R, all eye