



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750

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Board of Supervisors
ROBERT J. KERMES, *Chair*
ED M. PRUDHON
STEVEN A. RUZEK

AGENDA PARK BOARD MEETING FEBRUARY 15, 2018

1. **6:30 p.m.** Call Meeting to Order at Township Administrative Offices, 1281 Hammond Road.
2. Approve Agenda (Additions/Deletions).
3. Approve Minutes of January 18, 2018.
4. Public Works Director Report.
5. Township Day / Movie in the Park.
6. Polar Lakes Park –
 - A. Restroom Location Options.
 - B. CIP / Priorities.
7. Lake Links Trail Update.
8. Chair/Vice Chair Appointments.
9. Best Practices for Pollinators Conference 2018 – Update.
10. Added Agenda Items.
11. Adjournment.



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**Park Board Meeting
February 15, 2018**

Agenda Number: 1 – 2 - 3

Subject: Call to Order at 6:30 p.m.
1281 Hammond Road

Approval of February 15, 2018 Agenda
Approval of January 18, 2018 Minutes

Documentation: February 15, 2018 Agenda
January 18, 2018 Minutes

Action / Motion for Consideration:

Approve February 15, 2018 Agenda
Approve January 18, 2018 Minutes

**MINUTES
PARK BOARD MEETING
JANUARY 18, 2018**

The meeting was called to order at 6:34 p.m.

Present: DeMoe, Josephson, Koster, Lombardi, Reeves; Town Board Liaison: Ruzek; Public Works Director: Reed; Planner: Riedesel.

Absent: Lee

APPROVAL OF AGENDA (Addition/Deletions): Koster moved to approve the agenda as submitted. Lombardi seconded. Ayes all.

WELCOME TO NEW MEMBERS – JASON DEMOE & ERIK JOSEPHSON: The Chair administered the Oath of Office for Jason DeMoe and Erik Josephson. Introductions were made and the new members welcomed.

PUBLIC WORKS DIRECTOR REPORT: **Ice Skating Rinks:** There are three ice skating rinks in the parks: Red Pine Park (1 rink); Mead Park (2 rinks); and Eagle Park (2 rinks). Previously there were more rinks in the park system, but due to little use they were eliminated. **Bellaire Beach House:** An update will be provided at next month's meeting; **Rutherford Park:** Residents have adopted the park subject to Adopt-A-Park requirements. Residents have removed brush and buck thorn. They have generously removed some of the brush at their expense. **Bike Trail Around the Lake:** The abandoned rail bed in Rutherford Park can be a trail corridor as part of the Lakes Link Trail. **Polar Lakes Park – Field #2:** A mound will be installed at this field. Ag lime has been removed and drain tile installed. The field looks great. Fields #1 and #3 have drain tile. Field #4 has a grass infield now. **Red Pine Trail:** Chipping is being done on the trail utilizing workers from the Ramsey County Corrections program.

TOWNSHIP DAY / MOVIE IN THE PARK: The Planner reported that the budget for the 2018 Township Day event in the amount of \$30,000 was approved at the Budget meeting in December. He noted that Deb Stender, Township Day Coordinator submitted a contract for this year's event. The contract was approved by the Town Board. The Event Director's update was reviewed. **2018 Township Day Theme:** There was discussion regarding having a theme for this year's event, such as a theme through the decades (a "throw-back" theme). **Possible Bands:** Power of 10 (highly recommended) Katy Vernon; Free & Easy; WildCat Combo; Highbrow and the Shades; Sweet Tea; Inside Straight; Jake Nelson; American Bootleg; Michael Handler Project. **Possible Community Performances (before the bands):** Dance; Drum Line; WB Orchestra; Karate; Lakeshore Players; Joey Flip/Harmonica lessons and student performers. (It was the consensus to have Joey Flip again this year. It was a popular draw). **Special Features:** Fire Works (RES Pyrotechnics); Archery; Petting Zoo; Tamarack; Knocker Ball; Public Safety / Trucks (They will have trucks and sandbox); Inflatables are confirmed. **Bean Bag Tournament:** It was the consensus to have the bean bag tournament again this year. **Miscellaneous: Sponsorships** (need help with this); **Silent Auction:** Do again; **Stage Tent:** need quote; **Signage:** Banners and signs need to be re-evaluated – possibly new directional signs if footprint is changed. **Time for event:** 2:00 p.m. – 8:00 p.m. (fireworks).

Movies in the Park: Deb Stender will select movies and present selection to Park Board. It was suggested to have a mix of movies, such as one for kids and ones for older kids.

MINUTES
PARK BOARD MEETING
JANUARY 18, 2018

Blues Fest: Staff has not heard if they will be scheduling an event this year. LeGrandFest: They may be back this year. Staff will keep the Park Board aware of any information on the Blues Fest and LeGrandFest.

CAMBRIDGE DOWNS – MAJOR SUBDIVISION: The Planner reviewed a Planned Unit Development plan for property on Centerville Road north of County Road H-2, south of Anderson Lane, west of Peterson Road. The property is owned by the North Oaks Company. The development has been named Cambridge Downs and proposes 29 detached single family townhomes. The homes are traditional looking single family units but are being processed as a planned unit development, meaning a homeowners association will manage and maintain the properties. A PUD is required to have a minimum of ½ acre of land provided as an active recreation area for the residents in the PUD. This is required above and beyond the Town's Park Subdivision requirements. When reviewing residential subdivision proposals, the Town is required to consider whether parkland should be acquired or in the alternative, cash shall be required to satisfy park subdivision requirements. No public park land is proposed to be dedicated by North Oaks Company therefore the developers are expecting to pay a park dedication fee. As part of the development, the Town staff recommends including a trail along Peterson Road to Garley and Anderson Parks.

Town staff has been considering the location of a future park in this area for several years. After considerable thought staff recommends the Town acquire the Garley Park / North Oaks Lawn Service property for neighborhood park purposes. Historically, the Town has received property for a park as part of a subdivision. The North Oaks Lawn Service property is not proposed for development or subdivision as part of the Cambridge Downs development proposal so the property must be purchased by the Town rather than being acquired due to a subdivision (park land/fee).

The Town's Parks Open Space Map which is part of the Town's Comprehensive Plan, identifies a future park being acquired by the Town in this neighborhood. Existing parks in this neighborhood include Anderson Park which is a small parcel of property and is primarily wetland. There is not much development potential for this lot as it is wetland. Garley Park is also located in this neighborhood. Garley Park is approximately one acre in area of a larger property owned by the North Oaks Lawn Service. The Town leases this property under contract with the previous owner. The property was recently sold. North Oaks Lawn Service, owner of the property, is a commercial business located in a residential zoning district. As a result, they are considered a legal non-conforming use operating under a Non-Conforming Use Permit. The non-conforming use permit is approved by the Town on a 5-year basis. After discussion it was the consensus that staff contact the owner of North Oaks Lawn Service regarding the park.

Lombardi moved to recommend to the Town Board to authorize Staff to start discussion with North Oaks Lawn Service regarding the Town's long term plan for the Garley Park property. Reeves seconded. Ayes all.

POLAR LAKES PARK: 1) CIP/PRIORITIES; 2) RESTROOM LOCATION OPTIONS: The Planner noted that at the December Park Board meeting a list of projects planned for Polar Lakes Park was briefly reviewed. The Park Board members were asked to review and prioritize the projects. Board members were asked to submit comments prior to the January Park Board meeting. Staff is accepting the priority lists. Due to having two new Park Board members who will need some

**MINUTES
PARK BOARD MEETING
JANUARY 18, 2018**

orientation relating to the parks and projects, it is recommended to allow another month for the prioritized lists.

Polar Lakes Park CIP:

Ballfield Lighting – Fields #2 & #4	\$250,000	_____
Landscaping	25,000	_____
Ballfield Scoreboards (3)	45,000	_____
Parking Lot Expansion	100,000	_____
Perimeter Trail	100,000	_____
Soccer Restrooms	250,000	_____
Baseball Restrooms	250,000	_____
Grandstand	250,000	_____
Plaza Construction – Baseball Field Area	70,000	_____
Additional Playground Structure	25,000	_____
Replace Existing Playground	200,000	_____
Additional Grandstands	250,000/each	_____
Band Shell Construction	475,000	_____
Stage Area Drainage Improvements	10,000	_____
Amphitheater Concessions, Shelter, Restrooms	475,000	_____
Town Hall Improvements	?	_____
New Wetland Enhancements	20,000	_____
New Dugout Roofs	125,000	_____
Soccer Field Lighting	100,000	_____

This year the plan is to determine the location and construct the soccer field restroom. Next year a location for a restroom for the ballfields will be determined. A plan of Polar Lakes Park was reviewed and possible locations for the restrooms were identified. The Park Board will continue to review locations.

There was discussion regarding funding for some of the projects. The Planner noted that improvements are prioritized in the Capital Improvement Plan. Other funding is received from the billboard rental. The Town receives approximately \$100,000 a year and the majority of the income is earmarked for Polar Lakes Park.

Next month Polar Lakes Park CIP will continue to be prioritized. Chair and Vice Chair positions will also be recommended.

Reeves moved to adjourn the meeting at 8:25 p.m. Koster seconded. Ayes all.

Respectfully Submitted,

Joan J. Clemens
Recording Secretary



**Park Board Meeting
February 15, 2018**

Agenda Number:

4

Subject:

Public Works Director Report

Documentation:

None

Action / Motion for Consideration:

Report at Meeting / Discuss

**White Bear Township
Town Board Update
On
Public Works Department Activity
(January 2018)**

1. **Lift Station Upgrades–**
 - TKDA will provide a engineering proposal for developing bid documents for Lift Station #10 in early 2018.
 - Lift Station #3 Project. The Public Works Director is working with the Churchills, Vissers, and ? on a landscaping design to address there concerns.

2. **Safety**
 - The Job Hazard Analysis sheets are now being reviewed and signed by staff.

3. **Water Meter Repair/Reading**
 - Water meter issue update – The Public Works Director has provided Corey Luft, of Core & Main, with the estimated number of water meters that will need to be replaced. We are waiting to hear back from them with a resolution to the issue.
 - Utility Billing has verified, what they are able to with the records available, the current list of Commercial Meters within the Township. Meter testing and/or replacement will follow.

4. **2016-2020 Capital Equipment/Capital Improvement Programs**
 - The GIS Request for Bids is under review by the Clerk/Treasurer and will be presented to the Town Board for approval in February.
 - Replacement of the Town warning sirens – The sirens and controls have been delivered to Public Works and will be installed by the April deadline given to the communities by Ramsey County.

5. **Storm Water Program**
 - The Storm Water project listing has been updated and will be presented to the Utility Commission in February.
 - Ramsey County has provided a cost share agreement for the outfall located near Park and West Bald Eagle Boulevard for signature by the Town Board.

6. **Water system improvements/issues**
 - The veneer contractor has completed the thin brick and block veneer application. The acid wash of the exterior will be completed in late spring early summer along with some warranty work.
 - An interconnect for area south of TH 96 with the City of White Bear Lake’s water system is going to be proposed to the Town Board in 2018. The Town Engineer and Public Works Director will need to visit the possible interconnect locations to determine which is the most feasible, in the late spring.

- Water Tower Clean and Coat was unable to complete the cleaning of the South Water Tower in 2017. They will clean the Tower in the late spring of 2018.
 - Well #1 is up for rehabilitation in 2018. The work includes repair and replacement of well pump, shaft, and column piping. An electronic transducer will also be part of the rehab. This is the only well without a transducer in the system.
 - A concrete floor will be installed in the base of the Northeast Water Tower.
- 7. Sanitary sewer system improvements/issues**
- The 2017 I/I project was awarded by the Town Board on October 2nd to Visu-Sewer, Inc. The Public Works Director is in contact with Todd Stelmacher, the Visu-Sewer project manager, to discuss the start of the I/I work. Work will in late March, early April because of cold weather delays on other projects.
 - The televising has been awarded to Visu-Sewer for Cottage Avenue, Prospect Avenue, and Lakeview Avenue. A small section of gravity line between the West Bald Eagle Easement and Lift Station #3.
 - Lift Station #10 will be rehabilitated in 2018.
- 8. Street Improvement Program.**
- The Town Engineer has been directed by the Town Board to prepare a feasibility report on the Bellaire and Eastwood Manor neighborhoods.
 - 2018 Sealcoat Project specifications and maps will be presented to the Town Board on February 5th for approval to advertise and bid.
- 9. Sign replacement program (retroreflectivity standard)**
- Street name sign replacement is proposed for 2019.
- 10. Personnel Updates:**
- Staff will advertise for Seasonal Maintenance Workers soon.
- 11. Park Projects:**
- Apple Tree Park Playground replacement project - The adult fitness equipment will be installed in the spring of 2018.
 - Bellaire Beach house rehabilitation. The roof replacement will begin soon.
 - Eagle Park Tennis Courts are scheduled for replacement this summer.
 - The trails along White Bear Parkway, Hammond Road, Centerville Road, Otter Lake Road, Polar Lakes Park and Columbia Park will be sealcoated in 2018.
 - A pitching mound will be constructed on Field #2 in the Polar Lakes wheel along with continued turf establishment after the draitile install in 2017.

12. Ramsey County Projects within the Township;

13. Informational sharing regarding Public Works in general:

Public Works Jobs for January 2018

1. Monthly safety inspections of fall harnesses, fire extinguishers, lighting, first aid kits and A.E.D.
2. Continuing doing water testing and monitoring of the towns water system
3. Operating and testing water at well # 5
4. Continuous water testing at well's 1, 3, 4, 5 and 6
5. Continued water meter repairs and reading
6. Completed 9 of the 15 Sate water tests for this month
7. Finished repairing fire hydrants from the list compiled from the fall flushing
8. Various water shut offs at empty/abandoned homes from frozen pipes that thawed out and began leaking
9. New construction water turn on's
10. Gopher one locates in Township, North Oaks, Gem Lake, and Birchwood
11. Snow and ice control on Town roads and parking lot's
12. Emptied trash in all the parks
13. Snow removal on Town sidewalks and trails
14. Continue to flood the Town's 3 ice rinks
15. Brushed back the red pine trail system
16. Started chipping the Red Pine Trail system



Park Board Meeting February 15, 2018

Agenda Number:

5

Subject:

Township Day / Movie in the Park

Documentation:

Director February Update /
C & J Entertainment LLC Agreement

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
January 18, 2018

TOWNSHIP DAY / MOVIE IN THE PARK: The Planner reported that the budget for the 2018 Township Day event in the amount of \$30,000 was approved at the Budget meeting in December. He noted that Deb Stender, Township Day Coordinator submitted a contract for this year's event. The contract was approved by the Town Board. The Event Director's update was reviewed. **2018 Township Day Theme:** There was discussion regarding having a theme for this year's event, such as a theme through the decades (a "throw-back" theme). **Possible Bands:** Power of 10 (highly recommended) | Katy Vernon; Free & Easy; WildCat Combo; Highbrow and the Shades; Sweet Tea; Inside Straight; Jake Nelson; American Bootleg; Michael Handler Project. **Possible Community Performances (before the bands):** Dance; Drum Line; WB Orchestra; Karate; Lakeshore Players; Joey Flip/Harmonica lessons and student performers. (It was the consensus to have Joey Flip again this year. It was a popular draw). **Special Features:** Fire Works (RES Pyrotechnics); Archery; Petting Zoo; Tamarack; Knocker Ball; Public Safety / Trucks (They will have trucks and sandbox); Inflatables are confirmed. **Bean Bag Tournament:** It was the consensus to have the bean bag tournament again this year. **Miscellaneous:** **Sponsorships** (need help with this); **Silent Auction:** Do again; **Stage Tent:** need quote; **Signage:** Banners and signs need to be re-evaluated – possibly new directional signs if footprint is changed. **Time for event:** 2:00 p.m. – 8:00 p.m. (fireworks).

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WBT Day Event Director's Update: February 2018

Change footprint of event for sure? Yes - will work on rendering.

Entertainment/Special Features Update:

- Possible Bands (2) – *I'd like to contract bands ASAP...*
 - All Tomorrow's Petty
 - Power of 10 * *Highly recommend*
 - Katy Vernon
 - Free & Easy
 - WildCat Combo
 - Highbrow and the Shades
 - Sweet Tea
 - Inside Straight
 - Jake Nelson
 - American Bootleg
 - Michael Handler Project
 - Pandora's Other Box

- Possible Community Performances (Before the bands)
 - Dance
 - Drum line
 - WB Orchestra
 - Karate
 - Lakeshore Players
 - Joey Flip/Harmonica lessons and student performers
 - Children's Performing Arts Center

- Special Features
 - Fire works – *budget?*
 - Archery
 - Petting Zoo
 - Tamarack
 - Knocker Ball
 - Public Safety/Trucks – sandbox? – Will WBT Public Works lead/champion this again?
 - Inflatables – confirmed

Bean Bag Tournament? (Viking will sponsor again and the Bean Bag Company has us penciled in for Sept 8)

Sponsorships – Help w/ this....? Will send letter and do follow up calls/emails.

Silent Auction - Do again? Yes/No?

Stage Tent – Will seek quote from company again.

Tent for Township/Silent Auction



Signage

- Banners and signs need to be re-evaluated – new directional to accommodate new footprint
- Poster

Vendors:

- Will update Application and post to the Event Website - March
- Will Email past vendors first opportunity
- Press release will go out

Print Ads:

- Midwest Art Fairs – (Vendor promotion focused) \$125.00 - done
- Town Life Magazine - \$365.00 – do?
- Lions Show Program - \$100.00 – do?
- White Bear Press – in conjunction with Movies in the Park up to \$800 - ?
- Billboard – (Clear Channel) - \$1000.00 (Will contact)

Website:

- Will continue to update as information is available.

Facebook:

- Will continue to utilize for all events.

Is the Blues Fest happening again?

Movie in the Park Update

May 12, June 9, July 14, August 11
(2nd Saturday's of the month)

To Do:

- ~~Secure Screen with Company~~
- Choose movies
- Licenses
- Food trucks
- Vendor Booths/Sponsors

Marketing/Promotion:

- WB Press ads
- Facebook
- Fliers distributed

AGREEMENT

This AGREEMENT ("Agreement") is entered into as of January 22, 2018 between C&J ENTERTAINMENT LLC, a Minnesota limited liability company (the "Company") and White Bear Township (the "Customer").

BACKGROUND

A. The Company provides an outdoor cinema production service. This service includes on-site technicians, inflatable outdoor movie screens, and audio/visual equipment. ("Events").

B. Customer desires to engage the Company to provide Events.

AGREEMENT

For good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. CONTRACT.

1.1 Events. The Company shall provide the following Events, and Customer shall pay the price listed for each Event:

Date	Event	Location	Price
May 12, 2018	Outdoor Movie Event	Polar Park	\$1000.00
June 9, 2018	Outdoor Movie Event	Polar Park	\$1000.00
July 14, 2018	Outdoor Movie Event	Polar Park	\$1000.00
August 11, 2018	Outdoor Movie Event	Polar Park	\$1000.00
Customer responsible for film license. See Section 2.4		Travel Costs (\$1.25/mi)	n/a
		Total:	\$4000.00

Payment Schedule	
50% deposit to secure reservations	Deposit = \$2000.00
Remaining 50% due at event	Balance = \$2000.00

1.2 Payment. Customer shall submit contract and pay the non-refundable Deposit according to the above Payment Schedule. If paying by credit card, there is a 3% service fee that will be added to the invoice. Deposit can be refunded in the event that services cannot be performed by the Company. Upon receipt of the Deposit, the Company will notify Customer of the confirmed reservation. Interest will accrue on any unpaid balance at the rate of 1.5% per

month (18% per annum) if not paid by the event date. Customer agrees to pay all fees, including attorney's fees, if collection is necessary.

2. EVENT SPECIFICATIONS.

2.1 Event Production. The Company will provide the following:

- Inflatable Movie Screen use
- Digital Projection System
- Pro-audio system
- Film Licensing Information (see section 2.4)
- Technicians for setup/projection/take down
- C&J Entertainment LLC liability for its own equipment
- \$2,000,000 Event liability insurance coverage for accidents involving Company equipment or employees

2.2 Setup. The Company will begin setup for each Event at 5 pm, unless otherwise agreed upon by the Company and Customer at least 24 hours prior to an Event. The AirScreen will begin deflating 15 minutes after the end of the movie, unless otherwise agreed by the Company and Customer at least 24 hours prior to an Event.

2.3 Weather Policies: The Customer may shift event dates due to forecasted inclement weather. No charges will be applied if Company has not begun travel to Customer's venue.

If the weather looks threatening (imminent rain, rain, looming thunder clouds, dangerous winds capable of damaging equipment) the Company reserves the right to protect its own equipment by canceling setup/production. The Company reserves the right to delay setup or pause the production until suitable weather conditions exist.

If inclement weather prevents the complete screening of the film, where less than 50% of the film is presented, the Company guarantees the Customer one make-up event in 2018. A \$500 Weather Related Cancellation Fee, which will be charged to cover employee time and equipment use for the make-up event. Payment of travel costs and the Weather Related Cancellation Fee will be due at the make-up event. In the event that the make-up event is cancelled due to weather, the Company will have fulfilled all obligations to Customer.

2.4 Film Licensing. Customer is responsible for obtaining film licensing. Customer should contact www.swank.com, www.criterionpicusa.com, or www.mplc.org. The Customer must obtain the film license before advertising the name of the film title. If the Customer intends to charge admission at an Event, certain restrictions may apply, which vary according to choice of film and its distributor. If Customer needs further info, Customer should contact Company.

2.5 Other Media. The Company agrees to project sponsorships ads, slides, music videos & announcements, etc. if submitted by Customer to the Company at least one month in advance of an Event at no extra charge. The Company accepts the following media formats: CD & DVD.

3. GENERAL PROVISIONS.

3.1 **Further Assurance.** Each of the parties will execute such documents and take such further action as may be reasonably required or desirable to carry out the provisions of this Agreement.

3.2 **Notices.** The parties shall deliver any notices required under this Agreement in writing by personal or courier delivery, facsimile transmission, or by registered or certified U.S. mail, return receipt requested, postage prepaid, to the address or facsimile number set forth below, or to such other address as specified by a party in writing. Notices shall be deemed effective as of the date of personal or courier delivery, confirmed facsimile transmission, or the date on the U.S. postmark affixed to the notice.

If to the Company:	If to Customer:
C&J ENTERTAINMENT, LLC dba Twilight Zone Outdoor Cinema 5670 Memorial Ave. N. Space F Stillwater, MN 55082 Telephone: 800-535-8350 Fax: 800-535-8350 Attention: Christy Andacht	Deb Stender White Bear Township Telephone: 612 986-0070 Fax: Attn: Deb Stender Email: debzshirtz@aol.com

3.3 **Applicable Law.** This Agreement shall be governed by, construed, and enforced under the laws of the State of Minnesota. The parties consent to the jurisdiction of and venue in any appropriate court in Dakota County, Minnesota.

3.4 **Invalidity.** If any portion of this Agreement is held to be invalid by a court having jurisdiction, the remaining terms of this Agreement shall remain in full force and effect to the extent possible.

3.5 **Attorney Fees.** The prevailing party in any arbitration or litigation concerning this Agreement is entitled to reimbursement of its court costs and attorney fees by the non-prevailing party, including such costs and fees as may be incurred on appeal or in a bankruptcy proceeding.

3.6 **Entire Agreement; Modifications; Waiver.** This Agreement constitutes the entire agreement of the parties, and supersedes all previous agreements, written or oral, with regard to the subject matter of this Agreement. Any agreement to waive or modify any term of this Agreement must be in writing signed by both parties. No waiver, whether express or implied by non-action, will be binding unless in writing and signed by the waiving party.

3.7 **Assignment.** This Agreement will bind and benefit the parties and their respective heirs, executors, personal representatives, successors and assigns. However, no party may assign this Agreement without the prior written consent of the other parties, which consent will not be unreasonably withheld.

3.8 **Counterparts.** This Agreement may be executed in two or more counterparts, all of which shall constitute but one and the same instrument.

Executed as of the first date written above.

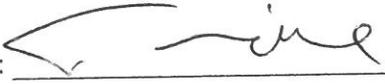
COMPANY:

C&J ENTERTAINMENT, LLC
DBA TWILIGHT ZONE OUTDOOR CINEMA

By: _____

Christy Andacht

CUSTOMER:

By:  _____

Title: Planner _____

Fax to 1-800-535-8350

or mail to:

C&J ENTERTAINMENT, LLC
4743 Europa Trail N
Hugo, MN 55038

Twilight ZONE
outdoor cinema services



**Park Board Meeting
February 15, 2018**

Agenda Number: 6

Subject: Polar Lakes Park –
A. Restroom Location Options
B. CIP / Priorities

Documentation:

Action / Motion for Consideration:

Town Planner Report at Meeting / Discussion

**Minutes
Park Board Meeting
January 18, 2018**

POLAR LAKES PARK: 1) CIP/PRIORITIES; 2) RESTROOM LOCATION OPTIONS: The Planner noted that at the December Park Board meeting a list of projects planned for Polar Lakes Park was briefly reviewed. The Park Board members were asked to review and prioritize the projects. Board members were asked to submit comments prior to the January Park Board meeting. Staff is accepting the priority lists. Due to having two new Park Board members who will need some orientation relating to the parks and projects, it is recommended to allow another month for the prioritized lists.

Polar Lakes Park CIP:

Ballfield Lighting – Fields #2 & #4	\$250,000	_____
Landscaping	25,000	_____
Ballfield Scoreboards (3)	45,000	_____
Parking Lot Expansion	100,000	_____
Perimeter Trail	100,000	_____
Soccer Restrooms	250,000	_____
Baseball Restrooms	250,000	_____
Grandstand	250,000	_____
Plaza Construction – Baseball Field Area	70,000	_____
Additional Playground Structure	25,000	_____
Replace Existing Playground	200,000	_____
Additional Grandstands	250,000/each	_____

Band Shell Construction	475,000	_____
Stage Area Drainage Improvements	10,000	_____
Amphitheater Concessions, Shelter, Restrooms	475,000	_____
Town Hall Improvements	?	_____
New Wetland Enhancements	20,000	_____
New Dugout Roofs	125,000	_____
Soccer Field Lighting	100,000	_____

This year the plan is to determine the location and construct the soccer field restroom. Next year a location for a restroom for the ballfields will be determined. A plan of Polar Lakes Park was reviewed and possible locations for the restrooms were identified. The Park Board will continue to review locations.

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MEMORANDUM

TO: PARK BOARD
FROM: TOM RIEDESEL
DATE: FEBRUARY 8, 2018

SUBJECT: POLAR LAKES PARK RESTROOM CONSTRUCTION

Staff has contacted Tim Mclwain from HCM Architects to discuss design and construction management services for the planned restroom facility. Staff also asked Tim to lead the Park Board through a discussion of location options within the park.

Mr. Mclwain is putting together a proposed for these services. The proposal, which is expected early next week, will be reviewed at the Park Board meeting.

TR/psw
cc:admin/add.file
b:hcm

**POLAR LAKES PARK
PROJECT PRIORITY
RATINGS**

PROJECT	COST	RATINGS	AVG RATING
Ballfield Lighting #2 & #4	256k	2, 4, -, 15	7
Landscaping	25k	10, 8, 11, 7	9
Ballfield Scoreboards (3)	45k	14, 9, -, 6	9.66
Parking Lot Expansion	100k	15, 11, 4, 16	11.5
Perimeter Trail	100k	4, 10, 9, 5	7
Soccer Restrooms	250k	17, 5, 1, 1	6
Baseball Restrooms	250k	16, 6, 2, 2	6.5
Grandstand	250k	6, 3, 8, 8	6.25
Plaza Construction- (Baseball field area)	70k	7, 14, 10, 17	12
Additional Playground Structure	25k	13, 12, 5, 9	9.75
Replace Existing Playground	200k	18, 13, 7, 6	11
Additional Grandstands	250k/each	8, 17, 12, 18	13.75
Band shell Construction	475k	1, 1, -, 3	1.66
Stage Area Drainage Impr.	10k	9, 7, 14, 14	11
Amphitheater Concessions, Shelter, Restrooms	475k	5, 2, 3, 4	3.5
Town Hall Impr. (New)	?	3, 19, 15, 10	11.75
Wetland Enhancements (New)	20k	11, 18, 13, 13	13.75
Dugout Roofs	125k	17, 15, -, 12	14.66
Soccer field Lighting	100k	-, 16, 6, 11	11

Rating is based on 4 reply's

Please email any additional responses to tom.riedesel@whitebeartownship.org.

TR/psw
cc:admin/add.file
b:2018ratingpark



**Park Board Meeting
February 15, 2018**

Agenda Number:

7

Subject:

Lake Links Trail Update

Documentation:

Miscellaneous Correspondence

Action / Motion for Consideration:

Town Planner Report at Meeting / Discussion

Tom Riedesel

From: Karen & Steve Wolgamot <kwolgamot@comcast.net>
Sent: Monday, February 05, 2018 10:37 PM
To: Tom Riedesel
Subject: RE: Preliminary Engineering

Will consider. I'm already on my second style of signs, and the household sign budget is limited!
Steve

From: Tom Riedesel [mailto:Tom.Riedesel@whitebeartownship.org]
Sent: Monday, February 5, 2018 12:47 PM
To: Karen & Steve Wolgamot <kwolgamot@comcast.net>
Subject: FW: Preliminary Engineering

FYI

From: Bill Short
Sent: Monday, February 05, 2018 12:23 PM
To: Tom Riedesel <Tom.Riedesel@whitebeartownship.org>
Subject: RE: Preliminary Engineering

Thoughtful.
Would you please pass that on to Steve.
Thanks

From: Tom Riedesel
Sent: Monday, February 05, 2018 11:50 AM
To: Bill Short <Bill.Short@whitebeartownship.org>
Subject: RE: Preliminary Engineering

Location would be vital. I don't want anything that would lead people to trespass on the private property's. We should design an access to the old rail bed to create the trail before signing it. A "Future Lake Links Trail" sign would be better, until we build something...

From: Bill Short
Sent: Tuesday, January 30, 2018 2:36 PM
To: Tom Riedesel <Tom.Riedesel@whitebeartownship.org>
Subject: FW: Preliminary Engineering

Hey Tom,
What do you think about Steve Wolgamot's idea about two Lake Links signs in Rutherford Park?

From: Bill Short
Sent: Tuesday, January 30, 2018 2:35 PM
To: 'Karen & Steve Wolgamot' <kwolgamot@comcast.net>
Subject: RE: Preliminary Engineering

Sounds good to me. But, I'll need to run it past the park folks. Either Tom Riedesel or I will get back to you.

Bill

From: Karen & Steve Wolgamot [<mailto:kwolgamot@comcast.net>]

Sent: Tuesday, January 30, 2018 2:00 PM

To: Bill Short <Bill.Short@whitebeartownship.org>

Subject: RE: Preliminary Engineering

Helps a great deal! I'm working to try to get a legislative framework in place early in the legislative session. Have some ideas about north shore to discuss with you in the near future.

What would you think about two lovely brown Lake Links signs in Rutherford Park?

Steve

From: Bill Short [<mailto:Bill.Short@whitebeartownship.org>]

Sent: Tuesday, January 30, 2018 1:38 PM

To: 'Karen & Steve Wolgamot' <kwolgamot@comcast.net>

Subject: RE: Preliminary Engineering

Hi Steve,

Our project is divided into 3 phases:

- Data collection and review
- Schematic design
- Design development

We are nearly completed with the schematic design phase. Project Advisory Team members from each of the 3 jurisdictions have completed a 6-altenative evaluation matrix (attached). The combined score of the 3 will be discussed on Friday. We will also discuss the design report outline. I'll be able to give you a more definitive report after we meet on Friday.

Hope that helps,

Bill

William F. Short

Clerk-Treasurer

White Bear Township

1281 Hammond Rd.

White Bear Township, MN 55110

(office) 651-747-2750

(direct) 651-747-2758

(fax) 651-426-2258

bill.short@whitebeartownship.org

From: Karen & Steve Wolgamot [<mailto:kwolgamot@comcast.net>]

Sent: Tuesday, January 30, 2018 1:22 PM

To: Bill Short <Bill.Short@whitebeartownship.org>

Subject: Preliminary Engineering

Bill – I will shortly have WSB's estimate of cost in Mahtomedi and Dellwood. Can you give me an idea of how things are going on the south shore?

Have some ideas for along 96, but waiting a bit to speak with Senator Wiger.

Steve



**Park Board Meeting
February 15, 2018**

Agenda Number:

8

Subject:

Chair/Vice Chair Appointments

Documentation:

Park Board List

Action / Motion for Consideration:

Town Planner Report at Meeting / Discussion

PARK BOARD

COMMISSIONER

Steve Ruzek
5529 Fisher Court
White Bear Township, MN 55110
651-247-3673
steve.ruzek@whitebeartownship.org

RECORDING SECRETARY

Joan Clemens
651-738-0921 (home) 612-618-0602 (cell)
goldendelta@comcast.net

ADVISOR

Tom Riedesel
651-747-2761 (office) 651-261-2706 (cell)
tom.riedesel@whitebeartownship.org

ADVISOR

Dale Reed, Public Works Director
651-747-2777 (office) 651-775-4295 (cell)
dale.reed@whitebeartownship.org

MEMBERS

Jason DeMoe
1403 Brandlwood Road
White Bear Township, MN 55110
651-331-8076 (cell) 763-233-0708 (work)

Term Expires: April 30, 2018

Appointed: 1/3/2018

Erik Josephson
4188 Forest Court
White Bear Township, MN 55110
703-859-4054 (cell)
erjosephson@gmail.com

Term Expires: April 30, 2018

Appointed: 1/3/2018

Scott Lombardi
5471 Franklin Ave
White Bear Township, MN 55110
651-493-8600 (home) 651-274-1584 (cell)
scottlombardi81@gmail.com

Term Expires: April 30, 2018

Appointed: 3/2/15

Reappointed:

Patricia Lee
1737 Pioneer Lane
White Bear Township, MN 55110
651-426-3652 (home) 651-271-9941 (cell)
leepatricia1950@aol.com

Term Expires: April 30, 2019

Appointed: 7/16/01

Reappointed: 9/20/04, 2007, 4/19/10, 6/3/13,
6/6/16

Steve Reeves
5341 Cedarwood Court
White Bear Lake, MN 55110
651-755-6072 (cell)
reeves23@comcast.net

Term Expires: April 30, 2018

Appointed: 1/23/17 to fill unexpired term

Reappointed:

Salena Koster
3991 Lakewood Ave
White Bear Township, MN 55110
651-431-0326 (cell)
salena.koster@gmail.com

Term Expires: April 30, 2019

Appointed: 3/6/17 to fill unexpired term

Reappointed:

Vacant

Term Expires:

Appointed:

Reappointed:

E-mail Agenda to: jon.anderson@isd624.org



**Park Board Meeting
February 15, 2018**

Agenda Number: 9

Subject: Best Practices for Pollinators Conference 2018 - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discussion



**Park Board Meeting
February 15, 2018**

Agenda Number: 10 - 11

Subject: Added Agenda Items
Adjournment

Documentation:

Action / Motion for Consideration:



Park Board Meeting February 15, 2018

Subject: FYI / Items passed by the Town Board Pertaining to the Park Board

Documentation:

Minutes
Town Board Meeting
January 17, 2018

INDEPENDENT CONTRACTOR AGREEMENT – TOWNSHIP DAY – APPROVE AGREEMENT FOR 2018: The Planner reported that a contract has been received from Deb Stender for coordinating the 2018 Township Day event and for Movies in the Park (second Saturday of the month for four summer months: May 12; June 9, July 14, and August 11). The contract term is from January to October 2018; fees increased by \$500 (\$5,000 to \$5,500) with payments of \$550/per month plus \$250.00 for each of the Movies in the Park. Other contract wording remains the same as the current contract. The Park Board reviewed the contract in December and recommend approval. The Town Attorney reported that he reviewed the contact. As an observation, under Section 4, the Park Board recommends movie selections but the final selection shall be made by Stender. This gives Stender the authority to select what movies are shown. Therefore, in the event of any controversy about what movie is selected by Stender.

Ruzek moved, based on Park Board and Staff review and recommendation to approve the Independent Contractor Agreement – Township Day between Deb Stender and White Bear Township for the period of January 2018 through October 2018 subject to the changes recommended by the Township Attorney in the amount of \$5,500, plus \$250.00 per Movie in the Park with funding from the Township Day Fund. Prudhon seconded. Ayes all.

ADVISORY BOARDS / COMMISSION MEMBERS / SERVICE PROVIDERS – RECOGNIZE SERVICE: Ruzek recognized and thanked the individual Park Board members as follows: Charles Archer (who resigned at the end of 2017), Erik Peterson (who resigned at the end of 2017), Scott Lombardi, Patricia Lee, Steve Swisher, Salena Koster, Steve Reeves. Prudhon seconded. Ayes all.

Tom Riedesel

From: Rick Murphy <rmurphy@vascudyne.com>
Sent: Thursday, February 01, 2018 2:31 PM
To: Tom Riedesel
Subject: Park off of Red Pine Blvd

Hi Tom,

My name is Rick Murphy and I live in White Bear Township on Pintail Lane. I have lived in this neighborhood for the past few years and really enjoy the family feel of the development. However, I do think the park off of Red Pine Boulevard is lacking in offering teen activities. There is a basketball court within this park, but the court is very small and not in an ideal location.

I noticed that there is a nice flat area adjacent to Red Pine Blvd that is often used as an ice rink in the winter, but otherwise unused. Would it be possible to install a dual purpose basketball/tennis court in this location? Who would I need to talk to to put this on the agenda during future city meetings.

Thanks in advance,

Rick Murphy
763-645-4609