



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
MARCH 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 February 15, 2018.
4. Public Works Director Report.
5. Township Day / Movie in the Park:
 - a. Coordination.
 - b. Event Layout.
 - c. Billboard.
6. Polar Lakes Park –
 - a. Restroom Location Options.
 - b. Prefab Units vs. Custom Design.
7. Emerald Ash Borer Discussion.
8. Apple Tree Park – Grand Opening.
9. Bellaire Beach – Lifeguard Contract.
10. Added Agenda Items.
11. Adjournment



recycled paper



**Park Board Meeting
March 15, 2018**

Agenda Number: 1 – 2 - 3

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

Approval of March 15, 2018 Agenda
Approval of February 15, 2018 Minutes

Documentation: March 15, 2018 Agenda
February 15, 2018 Minutes

Action / Motion for Consideration:

Approve March 15, 2018 Agenda
Approve February 15, 2018 Minutes

**MINUTES
PARK BOARD MEETING
FEBRUARY 15, 2018**

The meeting was called to order at 6:30 p.m.

Present: DeMoe, Josephson, Koster, Lombardi, Reeves; Town Board Liaison: Ruzek;
Planner: Riedesel; Township Day Coordinator: Stender.

Absent: Lee with notice.

APPROVAL OF AGENDA (Additions/Deletions): Lombardi moved approval of the agenda as submitted. Reeves seconded. Ayes all.

APPROVAL OF MINUTES OF JANUARY 18, 2018: Lombardi moved approval of the Minutes of January 18, 2018 with the following clarification: Public Works Director Report: Ice Skating Rinks – 2nd line to read: “the parks: Red Pine Park, Mead Park, and Eagle Park.” Koster seconded. Ayes all.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director reviewed the Public Works Department Activity for January, 2018 as it relates to park projects. **Apple Tree Park Playground Replacement Project:** The adult fitness equipment will be installed in the spring. **Bellaire Beach House Rehabilitation:** The roof replacement will begin soon. The Town is working on a new two year contract for lifeguard services with the YMCA. The bathrooms will be rehabilitated in the fall. One stall will be eliminated and an ADA compliant toilet installed. There will be new fixtures, dividers, and door frame. The Public Works Director will come back with more specifics. **Eagle Park:** The tennis courts are scheduled for replacement this summer. **Trails:** The trails along White Bear Parkway, Hammond Road, Centerville Road, Otter Lake Road, Polar Lakes Park and Columbia Park will be seal coated in 2018. **Polar Lake Park Ballfields:** A pitching mound will be constructed on Field #2 along with continued turf establishment after the drain tile which was installed in 2017. It is anticipated that ballfield #2 will be programmed in 2017. **Trimming:** There is ongoing tree trimming in the parks.

Reeves asked about the new signs on Bald Eagle Avenue and Bald Eagle Blvd. The new signs are according to Federal Highway Administrative requirements. The new signs are 9” deep and are reflective.

TOWNSHIP DAY/MOVIES IN THE PARK: Deb Stender, Township Day Coordinator reviewed updates for 2018 Township Day. **Bands:** It was the consensus to go with two bands: **Main Band:** Choice #1: Power of Ten for the main band. Power of 10 is open for that date. Their fee is \$2,000 - \$2,500. Can negotiate price since the Town provides the stage and they can sell their wares at the event. As headliner band they will perform from 6:00 p.m. – 8:00 p.m. Choice #2: All Tomorrow's Petty. **Afternoon Band:** Choice #1: Jake Nelson; choice #2: Highbrow and the Shades. They would perform 4:00 p.m. – 6:00 p.m. **Food Shelf:** Participate in collection for White Bear Food Shelf. Township Day is listed as a major donor. **Community Performances** (before the bands): Would perform 2:00 p.m. – 4:00 p.m. 1) Dance; 2) Drum Line; 3) WB Orchestra; 4) Karate; 5) Lakeshore Players; 6) Joey Flip/Harmonica lessons and student performers; 7) Children's Performing Arts Center. **Special Features:** 1) Fireworks (\$5,000); 2) Archery; 3) Petting Zoo; 4) Tamarack; 5) Knocker Ball, will check, there was an incident in one of their events. 6) Public Safety / Trucks: 1) Sandbox – okayed by PW Director;

MINUTES
PARK BOARD MEETING
FEBRUARY 15, 2018

trucks – okayed by the PW Director. 7) Inflatables – confirmed; 8) Bean Bag Tournament. Is on their calendar. Viking Auto will again sponsor and the Bean Bag Company has the date of Sept. 8th penciled in; 9) Car Show. Interest has been indicated in having a car show. Jake from Viking Auto would like to see a car show and is willing to sponsor it. Maybe start smaller rather than bigger. Could start with vintage or special cars from people we know for this year and see how it goes. **Sponsorships:** Will contact Lake Animal Hospital and other businesses. Not necessarily Township businesses. Could contact White Bear Lake businesses, Vadnais Heights, Lino Lakes, etc., residents from those communities attend Township Day. **Tent:** Need to figure out where the Park Board Tent should go with the relocation of the event within the park. **Signage:** Need directional signs to accommodate new footprint. Banners and signs need to be re-evaluated. **Vendors:** Will update application and post to the event website – March. Will email past vendors for first opportunity. Vendors did not take credit cards last year. The vendor application will ask if they will accept credit cards. Press release will go out. **Print Ads:** 1) Midwest Art Fairs (vendor promotion focused) \$125.00 – done; 2) Town Life Magazine - \$365.00 – do?; 3) Lions Show Program - \$100.00; 4) White Bear Press – in conjunction with Movies in the Park up to \$800.00; 5) Billboard (Clear Channel) - \$1,000 for printing the vinyl ad (will contact). **Facebook:** will continue to utilize for all events. **Website:** will continue to update as information is available. **Blues Fest:** Is this event happening again? Will it be the day after Township Day. Do we want to separate it from Township Day. Do we want them to use Township Day as a selling point for their event? The Town has not heard if they will be holding an event again this year. **Water Conservation:** The Township should add something about water conservation. St. Paul Regional Water may have rain barrels, etc. Deb will look into. Ask VLAWMO to participate also.

Movies in the Park: May 12, June 9, July 14, August 11. (2nd Saturdays of the month). Deb will get an amendment to the agreement with the screen company. **To Do:** 1) Screen secured with company; 2) choose movies. Deb is looking at movie tabs. She will cull down to 12 – 15 movies for Park Board review. Ask family oriented businesses to sponsor a movie. Their logo will be projected onto to the screen. **Pre-Movie Entertainment:** offer vendors space.

POLAR LAKES PARK: 1) RESTROOM LOCATION OPTIONS; 2) CIP / PRIORITIES:

Restroom Location Options: The Planner reported that staff has contacted Tim McIlwain 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 within the park.

The proposal received from Tim McIlwain was reviewed. The agreement includes initial conceptual design and site planning design service to locate the best location for the first toilet building to be constructed. HCM Architects estimates the construction cost for the project to be \$320,000 - \$400,000. The Planner stated that the plan is to construct the soccer field restroom first and next year construct the restroom at the ballfield. Due to the high cost a suggestion was to maybe do only one restroom versus two and centralizing the facility within the park. Funding for the project would come from the Polar Lakes Park Fund. It was noted that the restrooms in the HCM proposal are a custom designed building. Reeves asked if the building could be pre-fab. He offered to bring in information on restroom buildings the county uses. Prices regarding pre-fab versus designed buildings will be acquired and reviewed. Various locations were reviewed within the park for the restrooms. It was suggested to have

**MINUTES
PARK BOARD MEETING
FEBRUARY 15, 2018**

the restroom closer to the playground. Restroom adjacent to the concession building at the soccer fields was also suggested. HCM will build a site location into the proposal. It was suggested that cost comparison between designed versus pre-fab building be obtained.

CIP Priorities: Priority project ratings were reviewed. The ratings were based on replies received from six Park Board members. The highest priority projects include: 1) Band shell construction = 1.8 rating; 2) Amphitheater concessions, shelter, restrooms 4.0 rating at \$475,000; 3) soccer restrooms #3 – 5.0 rating at \$250,000; 4) perimeter trail – 5.2 rating at \$100,000; 5) baseball restrooms - 6.2 rating at \$250,000; 6) Grandstand – 6.4 rating at \$250,000; 7) ballfield light #2 & #4 – 7.4 rating at \$256,000. There will be continued discussion on Polar Lakes Park projects.

LAKE LINKS TRAIL UPDATE: An email from Steve Wolgamot, Chair of the Lakes Link Trail regarding preliminary engineering for the South Shore Boulevard was received by staff. He is working with Senator Wiger to try to get a legislative framework in place early in the legislative session. The project is divided into three phases: 1) data collection and review; 2) schematic design; 3) design development. The schematic design phase is nearly completed. There was discussion regarding Rutherford Park. \$110,000 has been designated in the CIP this year for this park which would be for trail construction. There was discussion regarding placing a temporary wooden sign at Rutherford Park indicating “future trail”. The sign could be removed later when the trail is completed and a permanent sign installed. The Planner will look into signage and cost.

CHAIR / VICE CHAIR APPOINTMENTS: **Chair:** Koster moved to recommend to the Town Board to appoint Scott Lombardi as Chair of the Park Board for the coming year. Josephson seconded. Ayes all.

Vice Chair: Lombardi moved to recommend to the Town Board to appoint Selena Koster as Vice Chair of the Park Board for the coming year. Josephson seconded. Ayes all.

BEST PRACTICES FOR POLLINATORS CONFERENCE 2018 – UPDATE: Reeves attended the Best Practices for Pollinators 2018 conference on February 8, 2018. He provided packets of information received at the conference which will be of help with the Park Board's continued interest in using pollinators. Supervisor Ruzek also attended the conference. He stated that the Township has a lot of wetland and has an ideal opportunity to work with the pollinator friendly organization on best practices for pollinators.

Reeves moved to adjourn the meeting at 8:56 p.m. Lombardi seconded. Ayes all.

Respectfully Submitted,

Joan J. Clemens
Recording Secretary



**Park Board Meeting
March 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
(February 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 revised Job Hazard Analysis sheets are now being reviewed and signed by staff.

3. **Water Meter Repair/Reading**
 - Water meter issue update – A follow up meeting with Sensus representative and Core&Main representative was held today.
 - Commercial meter testing will begin soon with the information that has been provided by Utility Billing.

4. **2016-2020 Capital Equipment/Capital Improvement Programs**
 - The GIS Request for Bids has been placed on hold per staff’s request, to further investigate the use by departments other than Public Works.
 - Replacement of the Town warning sirens – A site survey needs to be completed by the Public Works Director to provide the installation contractor, West Shore Services. The installation is scheduled for March at this time.

5. **Storm Water Program**
 - The Storm Water project listing was presented to the Utility Commission in February and they recommended \$100,000.00 to start the bidding process on projects listed.
 - Ramsey County has provided a draft cost share agreement that has been reviewed by the Town Attorney, and returned to Ramsey County for review and incorporation into the agreement.

6. **Water system improvements/issues**
 - Well #5/Treatment Plant #1 veneer project. 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, due to the current snow cover.

- 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.
 - The Town Board approved the specifications and advertisement for bids on February 5, 2018 for Well #1 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 advertisement for sealed bids was approved by the Town Board on February 5th.
9. **Sign replacement program (retroreflectivity standard)**
- Street name sign replacement is proposed for 2019. Staff is currently taking inventory of our existing sign locations and number. The CIP \$\$\$ may need to be increased.
10. **Personnel Updates:**
- Advertisements for open seasonal worker positions have been posted.
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 Public Works Director has received quotes for the removal and replacement of the asphalt Eagle Park Tennis Courts.
 - The trails along White Bear Parkway, Hammond Road, Centerville Road, Otter Lake Road, Polar Lakes Park and Columbia Park will be sealcoated in 2018. The Public Works Director is working on specifications for the project to be approved by the Town Board.

- A pitching mound will be constructed on Field #2 in the Polar Lakes. A quote has been received and the work will be completed over the summer of 2018.

12. Ramsey County Projects within the Township;

2018

- Mill and Overlay of County Road J from Highway 61 to Portland Avenue North.
- System Improvements on Highway 96.

2019

- Mill and Overlay of Century Avenue from Co Rd E to Co Rd F.
- Mill and Overlay of South Shore Boulevard from White Bear Avenue to Co Rd F.
- Concrete Rehab of Highway 96 from I-35E to Highway 61.

2020-2022 Proposed

- Co Rd F from McKnight Road to Century (East Co Ln)
- Co Rd H-2 from Centerville Road to West Bald Eagle Boulevard
- Otter Lake Road from Goose Lake Road to CSAH 96
- Portland Avenue from Highway 96 to Taylor Avenue.

13. Informational sharing regarding Public Works in general:

Public Works Jobs for February 2018

1. Monthly safety inspections of fall harnesses, fire extinguishers, lighting, first aid kits and A.E.D.
2. Painted and patched walls in the Public Works building and hung frames for maps of the Towns infrastructures
3. Continuing doing water testing and monitoring of the towns water system
4. Operating and testing water at well # 5
5. Continuous water testing at well's 1, 3, 4, 5 and 6
6. Continued water meter repairs and reading
7. Completed all 15 Sate water tests for this month
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. Benched snow banks back on all Town roads where allowed
13. Roadside tree trimming
14. Completed a concrete patch on Co. Rd. F Emptied trash in all the parks
15. Snow removal on Town sidewalks and trails

16. Continue to flood the Town's 3 ice rinks
17. Continue to haul woodchips for the Red Pine Trail system
18. Water main break on F and Lakewood.

Mechanic jobs for February 2018

Repaired the Bobcat broom

Change/modified the Bobcat snow blower shoes

Replaced 4 hydraulic lines on #44 (Cat Loader)

Sealed the deck boards on #51 (Skid Steer Trailer)

Serviced multiple pieces of equipment

Replaced ignition switch on #12 (Pull behind air compressor)

Replaced back up alarm on #41 (Single axle plow truck)

Replaced back up alarm on #36 (1-ton dump)

Replaced and rewired sander light on #40 (Single axle plow truck)

Replaced fuel filter on #21 (Toolcat)



Park Board Meeting March 15, 2018

Agenda Number: 5

Subject: Township Day / Movie in the Park:
a. Coordination
b. Event Layout
c. Billboard

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
February 15, 2018

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Tom Riedesel

From: Kaitlyn Morgan <kmorgan@swankmp.com>
Sent: Wednesday, March 07, 2018 3:47 PM
To: Tom Riedesel
Subject: RE: 2018 Movie Showings

Hi Tom,

I have included a list of movies for you to look through, below. IF you click on the link next to each genre, it will take you to a list of titles for you to browse.

Younger audience (<https://www.swank.com/parks-recreation/bucket/3319-animated>)

Moana \$395
The Nut Job 2 \$350
The Emoji Movie \$350
The Lion King \$395
Sing \$350
Toy Story \$350
The Princess and The Frog \$350
Inside Out \$350
A Bug's Life \$350
Chicken Little \$300
Curious George \$300
Dumbo \$300

Teen Night (<https://www.swank.com/parks-recreation/bucket/3373-teen-night>)

Jumanji Welcome To The Jungle
Spider Man Homecoming
Power Rangers
Raider of the Lost Ark
Batman
Teenage Mutant Ninja Turtles
Willy Wonka and The Chocolate Factory
Dr. Seuss' The Cat In The Hat \$300
Inspector Gadget \$300
Little Big League \$300
Spy Kids \$300

If I am way off with these suggestions, please let me know and I can send over a different list!

Kaitlyn Morgan
Senior Account Executive
Swank Motion Pictures

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F: 314-909-0879
kmorgan@swank.com
www.swank.com



Kaitlyn Morgan | Senior Account Executive | P:800.876.5577 | F:314.909.0879 | Email: kmorgan@swankmp.com
Swank Motion Pictures, Inc. | 10795 Watson Road | St. Louis, MO 63127 | United States of America | www.swank.com

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Please consider the environment before printing this email

From: Kaitlyn Morgan
Sent: Tuesday, March 06, 2018 9:33 AM
To: 'tom.riedesel@whitebeartownship.org' <tom.riedesel@whitebeartownship.org>
Subject: RE: 2018 Movie Showings

Hi Tom,

It was nice hearing from you! I am so sorry for your loss. Below is the email chain between Deb and I regarding the movies for this year.

As we had discussed, the licensing fee is based on the title you are showing and the anticipated audience size. For any audience under 200 people, films will license at \$300-\$435 depending on the title.

Click [here](#) to be directed to our website. This is our best resource to view the titles we are able to license for you. Once you have a title selected, let me know and I can confirm availability and provide a specific price quote.

Attached is an exhibition request form as well as some policy information for you to review. When you are ready to move forward with ordering please complete the form and return via email or fax (314.909.0879).

If you have any additional questions, please let me know!

Kaitlyn Morgan
Senior Account Executive
Swank Motion Pictures

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F: 314-909-0879
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www.swank.com



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From: Kaitlyn Morgan
Sent: Monday, February 12, 2018 3:48 PM
To: 'Deb Stender' <debzshirtz@aol.com>
Subject: RE: 2018 Movie Showings

Hi Deb,

Please see the list of G rated movies which license at \$300 below.

The Swan Princess
Robo Dog
Tinkerbell and the Legend of the Neverbeast
The Hero of Color City
Super Buddies
A Turtle's Tale: Sammy's Adventure
Gnomeo and Juliet
The Tale of Despereaux
Hachi: A Dog's Tale
The Wild
Brother Bear
Balto
The Rescuers
The Rescuers Down Under
The Secret of Nimh
The Aristocats

Have a good day.

Kaitlyn Morgan
Senior Account Executive
Swank Motion Pictures

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F: 314-909-0879
kmorgan@swank.com



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Please consider the environment before printing this email

From: Deb Stender [<mailto:debzshirtz@aol.com>]
Sent: Monday, February 12, 2018 12:00 PM
To: Kaitlyn Morgan <kmorgan@swankmp.com>
Subject: Re: 2018 Movie Showings

OK.
We are looking for as current as possible G rating.

Thanks!!
Deb

-----Original Message-----
From: Kaitlyn Morgan <kmorgan@swankmp.com>
To: Deb Stender <debzshirtz@aol.com>
Sent: Mon, Feb 12, 2018 10:53 am
Subject: RE: 2018 Movie Showings

Deb,

Unfortunately, we don't have an easy way to look through the older titles on the website other than searching through the genre lists.

It might be easier to give you guidelines of what would make a movie not license at \$300. If a movie has been released within the past year, the lowest licensing fee it will carry is \$350. Additionally, if a movie is on the new release or trending now page, then it will carry a minimum licensing fee of \$350.

Is there any certain genre of movie you are wanting to stick with? I can see if I can do some searching through the lists as well to assist.

Kaitlyn Morgan
Senior Account Executive

Swank Motion Pictures

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[Please consider the environment before printing this email](#)

From: Deb Stender [<mailto:debzshirtz@aol.com>]
Sent: Monday, February 12, 2018 8:23 AM
To: Kaitlyn Morgan <kmorgan@swankmp.com>
Subject: Re: 2018 Movie Showings

Thank you.

How would one go online and figure this out?
I'm not seeing any here that jump out at me I'm afraid....

Thanks again,
Deb

-----Original Message-----

From: Kaitlyn Morgan <kmorgan@swankmp.com>
To: Deb Stender <debzshirtz@aol.com>
Sent: Mon, Feb 12, 2018 8:13 am
Subject: RE: 2018 Movie Showings

Deb,

I do not have a full list to send to you, as we have access to over 20,000 titles. However, I have included a handful of suggestions, below.

Air Bud
An American Tail Fievel Goes West
Babe Pig in The City

Barnyard
Chicken Little
Curious George
Dr. Seuss' The Cat in The Hat
Dumbo
Escape From Planet Earth
Grown Ups
Herbie Fully Loaded
Old Yeller
RV
Spy Kids
Tad The Lost Explorer
The Fox and The Hound
The Pirates Band of Misfits
The Spongebob Squarepants Movie
Teenage Mutant Ninja Turtles 2007
Tron

Have a good day!

Kaitlyn Morgan
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Kaitlyn Morgan | Senior Account Executive | P:800.876.5577 | F:314.909.0879 | Email: kmorgan@swankmp.com
Swank Motion Pictures, Inc. | 10795 Watson Road | St. Louis, MO 63127 | United States of America | www.swank.com

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Please consider the environment before printing this email

From: Deb Stender [<mailto:debzshirtz@aol.com>]
Sent: Monday, February 12, 2018 7:31 AM
To: Kaitlyn Morgan <kmorgan@swankmp.com>
Subject: Re: 2018 Movie Showings

Hi Kaitlyn

Could you please send me a list of all of the movies in the lowest licensing fee range please?

Thank you,
Deb

Deb Stender
Debz Eventz/Debz Shirtz Proprietor
White Bear Lake Marketfest Director
White Bear Township Day Event Director
612-986-0070

-----Original Message-----

From: Kaitlyn Morgan <kmorgan@swankmp.com>
To: Deb Stender <debzshirtz@aol.com>
Sent: Thu, Jan 18, 2018 1:06 pm
Subject: RE: 2018 Movie Showings

Hi Deb,

Unfortunately, the lowest price this year is \$300. Are you able to accept donations at the event, host a raffle or obtain a local sponsor to cover the \$60 difference in licensing fees?

Kaitlyn Morgan
Senior Account Executive
Swank Motion Pictures

P: 800-876-5577
F: 314-909-0879
kmorgan@swank.com
www.swank.com



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[Please consider the environment before printing this email](#)

From: Deb Stender [<mailto:debzshirtz@aol.com>]
Sent: Thursday, January 18, 2018 9:01 AM
To: Kaitlyn Morgan <kmorgan@swankmp.com>
Subject: Re: 2018 Movie Showings

Hi Kaitlyn,

We only have budget for 4 this year and we were sort of counting on the same licensing fees as last year to do so. We might only be able to do 3 now.....are there any movies that are less than the \$300 or is there any way to honor the discount extended from last year?

Thanks so much fro your help.

Deb

Deb Stender
Debz Eventz/Debz Shirtz Proprietor
White Bear Lake Marketfest Director
White Bear Township Day Event Director
612-986-0070

-----Original Message-----

From: Kaitlyn Morgan <kmorgan@swankmp.com>
To: Deb Stender <debzshirtz@aol.com>
Sent: Wed, Jan 17, 2018 9:16 am
Subject: 2018 Movie Showings

Hi Deb,

It is nice to hear from you! The studios only approve discounts to help customers increase their series. If you are able to expand and show 5 movies (since you showed 4 in 2017) we can apply a discount.

I have included a handful of title options at our lowest price point for 2018-\$300, below.

An American Tail Fievel Goes West
Barnyard
Chicken Little
Curious George
Escape from Planet Earth
Babe Pig in The City
Hercules (1997)
Robin Hood (animated)
The Fox and The Hound

Let me know if there is anything else I can do to help!

Kaitlyn Morgan
Account Executive
Swank Motion Pictures

P: 800-876-5577
F: 314-909-0879
kmorgan@swank.com
www.swank.com

Kaitlyn Morgan | Account Executive | P:800.876.5577 | F:314.909.0879 | Email: kmorgan@swankmp.com
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Please consider the environment before printing this email

From: Deb Stender [mailto:debzshirtz@aol.com]
Sent: Tuesday, January 16, 2018 12:37 PM
To: Kaitlyn Morgan <kmorgan@swankmp.com>
Subject: Re: Swank Motion Pictures, Inc. Order Confirmation

Hi Kaitlyn,

I have the green light to do 4 movies this summer (May, June, July and August.

Can you help recommend some movies in a lower license fee bracket? Would we be able to get a discount on doing multiple licenses all at once like last year?

Many thanks and I hope you are well!!!

Deb

Deb Stender
Debz Eventz/Debz Shirtz Proprietor
White Bear Lake Marketfest Director
White Bear Township Day Event Director
612-986-0070

-----Original Message-----

From: MotionP <MotionP@Swank.com>
To: DEBZSHIRTZ <DEBZSHIRTZ@AOL.COM>; KMORGAN <KMORGAN@SWANKMP.COM>
Cc: MotionP <MotionP@Swank.com>
Sent: Tue, Feb 28, 2017 6:37 am
Subject: Swank Motion Pictures, Inc. Order Confirmation

We have you scheduled for the following movies. Call 1-800-876-5577 with any questions. Your representative is Kaitlyn Morgan.

NOTE: Notice only; invoice will follow.
Check carefully and notify us at once if any questions.

Title: FINDING NEMO
Swank Order No.: 1419261-1

Title Reference: 0019420 WSDVD
Show Dates: 05/13/17 - 05/13/17

Price: \$285.00

Total: \$285.00

Title: FROZEN

Swank Order No.: 1419261-2

Title Reference: 0036688 WSDVD
Show Dates: 06/10/17 - 06/10/17

Price: \$285.00

Total: \$285.00

Title: DESPICABLE ME
Swank Order No.: 1419261-3

Title Reference: 0028604 WSDVD
Show Dates: 07/08/17 - 07/08/17

Price: \$285.00

Total: \$285.00

Title: UP
Swank Order No.: 1419261-4

Title Reference: 0025949 WSDVD
Show Dates: 08/12/17 - 08/12/17

Price: \$285.00

Total: \$285.00

Sales Tax: \$0.00

Final Total: \$1,140.00

Will be Billed To:
Customer number: 0337546-001
Deb Stender
Event Director
White Bear Township Park Board
1281 Hammond Rd.
White Bear Township, MN 55110

NOTE: Licensed to obtain your own legal copy of the movie.

Please print this document for your records.

Any movie may be cancelled without obligation provided that Swank Motion Pictures, Inc. receives written notification fourteen (14) business days before the show date or the full rental and handling charges must be paid.



400.0 200.00 400.0 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
 © Ramsey County Enterprise GIS Division

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Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- Airports

Parking LOT

VENDORS

RETTING 200

POUCE/FIRE

SAND BOX

PROGRESS/WASH STATION

P.W. TRUCKS/EQUIP.

P.B. TENT - SILENT AUCTION

Notes

Enter Map Description



March 5, 2018

COMMITMENT FOR PRODUCTION

CONTRACTED BY AGENCY ON BEHALF OF ADVERTISER:			
CUSTOMER #		INVOICE	
NAME			
ADDRESS			
CITY/STATE/ZIP			
CONTACT			
EMAIL ADDRESS			
PHONE #		FAX #	
P.O. #			
ADVRTSR / PROD			

CONTRACTED DIRECTLY BY ADVERTISER:			
CUSTOMER #	253952	INVOICE	
NAME	White Bear Township		
ADDRESS	1281 Hammond Road		
CITY/STATE/ZIP	St. Paul, MN 55110		
CONTACT	Tom Riedesel		
EMAIL ADDRESS	tom.riedesel@ci.white-bear-township.mn.us		
PHONE #		FAX #	
P.O. #			
PRODUCT NAME	2018 White Bear Township Days		

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Market Name	Number of Faces/Units	Total Sq. Ft.	Type	Creative Name / Description	Estimated Cost
Minneapolis	1	672	Bulltein	White Bear Township Days	\$ 1,000.00

Display Commences: 8/13/18
Additional Comments:

SUB TOTAL	\$ 1,000.00
Estimated Shipping	
Sales Tax	0.00% \$ -
ESTIMATED INVOICE TOTAL	\$ 1,000.00

All cost are NET amounts. The above estimated total is subject to any applicable SALES TAX and/or shipping/freight charges stated or incurred upon completion. Payment terms are NET-30.

If Agency or Advertiser fails to pay any invoice when due, in addition to amounts payable, Clear Channel Outdoor (CCO) will be promptly reimbursed its collection costs, including reasonable attorney's fees, plus a monthly interest charge at the higher of (a) the amount equal to 1.5% of the outstanding balance of the invoice or (b) the highest amount permitted by law. CCO will pay all property taxes attributed to the ownership or control of any embellishments and Agency and Advertiser will be responsible for all other taxes in respect of the services provided under this contract, including without limitation, sales and use taxes which may be applicable to the services rendered hereunder. This contract contains the entire understanding between parties and cannot be changed or terminated orally.

Agency/Advertiser hereby contracts for the production services described above. Contracts transmitted to Clear Channel Outdoor via fax machines are to be treated as original contracts and are subject to the terms and conditions. PRODUCTION WILL NOT BEGIN UNTIL WE HAVE RECEIVED YOUR SIGNED APPROVAL.

Agency:	
Signature:	
Name:	Date

Advertiser:	
Signature:	
Name:	Date

Clear Channel Outdoor, Inc.		
Signature:	Name: Dan Ballard	Date

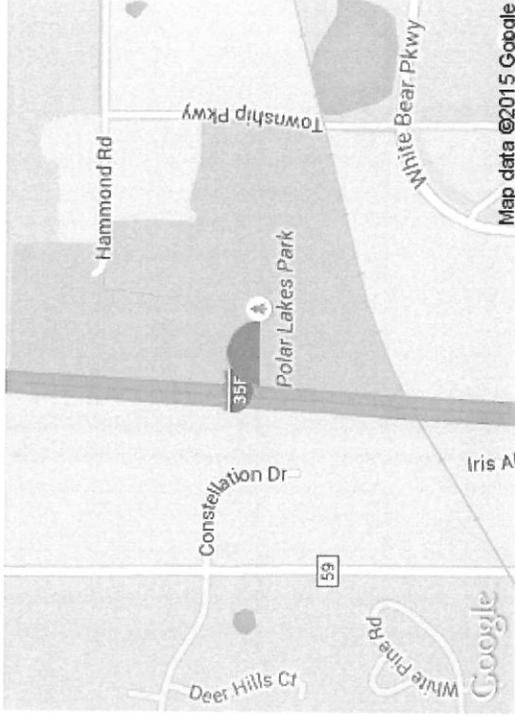
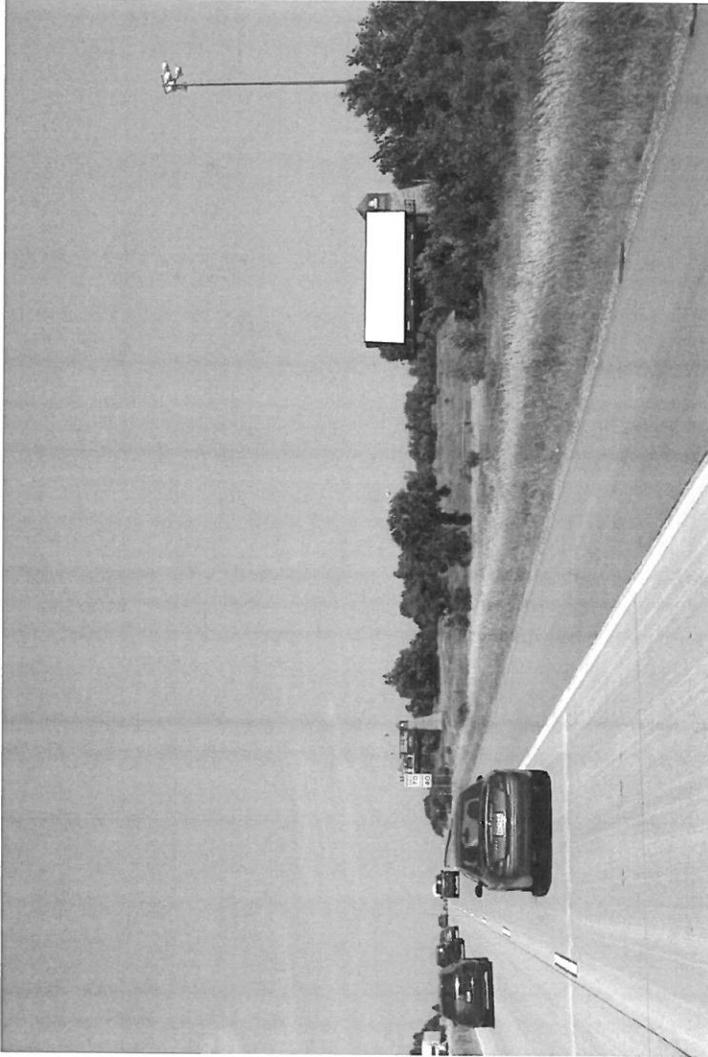
PLEASE RETURN TO: Clear Channel Outdoor, Minneapolis 3225 Spring St NE, Minneapolis, MN 55413
612.605.5100 www.clearchanneloutdoor.com

FOR INTERNAL USE:	Contract No.	File Name
	A/E (s) Name / No. Tammy Hartman 612.605.5105	Selling Branch Minneapolis 3225 Spring St NE, Minneapolis, MN 55413
	Product / Class Number:	

092804 - Minneapolis/St. Paul



Description: I-35E ES 0.8mi N/O CR 96 (Loc #2) F/S - 2
TAB Panel ID: 15519161 **City:** WHITE BEAR TWP **Latitude:** 45.091
Media Type: Bulletin **State:** MN **Longitude:** -93.051
Dimensions: 14' x 48' **Zip:** 55110 **Facing:** S



Weekly Impressions Minneapolis-St. Paul, MN (DMA)

Demo	In Market	Total
18+ yrs	210,520	210,520

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Park Board Meeting March 15, 2018

Agenda Number: 6

Subject: Polar Lakes Park –
A. Restroom Location Options
B. Prefab Units vs. Custom Design

Documentation:

Action / Motion for Consideration:

Town Planner Report at Meeting / Discussion

Minutes
Park Board Meeting
February 15, 2018

POLAR LAKES PARK: 1) RESTROOM LOCATION OPTIONS; 2) CIP / PRIORITIES:

Restroom Location Options: The Planner reported that staff has contacted Tim McIlwain 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 within the park.

The proposal received from Tim McIlwain was reviewed. The agreement includes initial conceptual design and site planning design service to locate the best location for the first toilet building to be constructed. HCM Architects estimates the construction cost for the project to be \$320,000 - \$400,000. The Planner stated that the plan is to construct the soccer field restroom first and next year construct the restroom at the ballfield. Due to the high cost a suggestion was to maybe do only one restroom versus two and centralizing the facility within the park. Funding for the project would come from the Polar Lakes Park Fund. It was noted that the restrooms in the HCM proposal are a custom designed building. Reeves asked if the building could be pre-fab. He offered to bring in information on restroom buildings the county uses. Prices regarding pre-fab versus designed buildings will be acquired and reviewed. Various locations were reviewed within the park for the restrooms. It was suggested to have the restroom closer to the playground. Restroom adjacent to the concession building at the soccer fields was also suggested. HCM will build a site location into the proposal. It was suggested that cost comparison between designed versus pre-fab building be obtained.

CIP Priorities: Priority project ratings were reviewed. The ratings were based on replies received from six Park Board members. The highest priority projects include: 1) Band shell construction = 1.8 rating; 2) Amphitheater concessions, shelter, restrooms 4.0 rating at \$475,000; 3) soccer restrooms

#3 – 5.0 rating at \$250,000; 4) perimeter trail – 5.2 rating at \$100,000; 5) baseball restrooms - 6.2 rating at \$250,000; 6) Grandstand – 6.4 rating at \$250,000; 7) ballfield light #2 & #4 – 7.4 rating at \$256,000. There will be continued discussion on Polar Lakes Park projects.



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

February 15, 2018

Mr. Tom Riedesel
White Bear Township
1281 Hammond Road
White Bear Township, MN 55110

Dear Tom:

Thank you requesting a proposal for professional design services to "master plan" the first Toilet Room Building for White Bear Township Polar Lakes Park. This proposal is broken into two Phases; the first Phase is the site plan analysis, building location options and conceptual design for the proposed Toilet Rom Building. The second Phase of work is the completion of design, development of Construction Documents, services during public bidding and Construction Administration of the project.

What follows is our understanding of the project and our anticipated services and proposed fees.

We appreciate this opportunity to provide you our design services. If you have questions regarding this proposal, please call me. We look forward to hearing from you.

Sincerely,

Tim McIlwain, AIA

A. Project Understanding:

Hagen Christensen & McLwain Architects will be completing the initial Conceptual Design and Site Planning Design Services to locate the best location for the first Toilet Building to be constructed at Polar Lakes Park. After the initial location has been approved, our Team will complete the design and documentation required to publicly bid, permit and construct the Project. HCM estimates the construction cost for the Project to be \$320,000 - \$400,000.

This proposal will break our services into the following Phases:

Phase 1 – Conceptual Design & Site Planning

Phase 2

2a – Design Development

2b - Construction Documents

2c – Bidding and Construction Administration Services

B. Scope of Services:

We propose that our services be divided into phases as follows:

Phase 1: Conceptual Design and Site Planning:

- Floor Plan
- Exterior Elevations
- 3-D Digital Model of the project showing options
- Site Plan Locations Options and Analysis
- Cost Matrix for each location based on utility costs
- Review meetings (2 meetings assumed)
- Presentations to Council/Parks, etc. (2 assumed)

Phase 2 - Design Development, Construction Documents, Bidding & Construction Administration:

Phase 2a– Design Development: This effort would complete the design process from the Concept Design developed to date. Work efforts for this phase will include:

- Floor Plan
- Exterior Elevations
- Finish/material studies
- 3-D Digital Model of the project
- Review meetings (2 meetings assumed)
- Presentations to Council/Parks, etc. (2 assumed)

Phase 2b - Construction Documents: This portion of the work includes the development of construction documents (drawings and specifications) of the following in order to bid and build the project:

- Floor plan
- Exterior building elevations
- Detailed building sections
- Civil Plans and Details
- Structural Plans and Details
- Mechanical Plans and Specifications
- Electrical Plans and Specifications
- Schedules and finishes

Phase 2c- Bidding and Construction Administration: This portion of the work includes the issuing of documents for public bidding, answering questions, issuing Addenda if needed and the services through the bidding and contract portion of the project as well as our services during the bidding and construction of the project. Specific work efforts include:

- Periodic site visits and review of work (assumed 8 site visits)
- Review of contractor's shop drawings for design compliance
- Review of contractor's payment applications
- Review and preparation of approved Change Orders
- Final review and Punchlist of the completed work (assumed 2 visit2)

C. Compensation and Schedule:

We propose that the fees to complete the work would be on an hourly basis with a not to exceed fee as follows.

Services / Phases		Proposed Fee
Phase 1 – Conceptual Design & Site Planning		\$6,800.00
Architectural	\$4,800.00	
Civil / Site Design	\$2,000.00	
Phase 2a – Design Development		\$9,000.00
Architectural	\$3,800.00	
Civil / Site Design	\$1,000.00	
Structural Engineering	\$1,200.00	
Mechanical & Electrical Engineering	\$3,000.00	
Phase 2b – Construction Documents		\$25,000.00
Architectural	\$11,800.00	
Civil / Site Design	\$2,200.00	
Structural Engineering	\$4,000.00	
Mechanical & Electrical Engineering	\$7,000.00	
Phase 2c- Bidding & Construction Administration		\$8,000.00
Architectural	\$4,800.00	
Civil / Site Design	\$1,000.00	
Structural Engineering	\$1,200.00	
Mechanical & Electrical Engineering	\$1,000.00	

Total Fees **\$48,800.00**

Fees by Discipline

Architectural	\$25,200.00
Civil / Site Design	\$6,200.00
Structural Engineering	\$6,400.00
Mechanical & Electrical Engineering	\$11,000.00

Additional Services are provided per hour depending on staff level at your request, See Billable Rate Schedule below. Reimbursable expenses such as, mileage, prints, copies, long distance calls, faxes, etc. will be billed at 1.0 times costs and are estimated to be \$1,000.00

HCM Architects P.A. currently employs the following personnel at the following rates:

<u>Staff</u>	<u>Billable Rate</u>
Senior Architect Principal	\$160.00 / hour
Architect Principal	\$150.00 / hour
Senior Architectural Staff	\$130.00 / hour
Architectural Staff	
• Senior Intern	\$115.00 / hour
• Junior Intern	\$105.00 / hour

Again, we just want to thank you for this opportunity.

Sincerely,



Tim McIlwain, AIA

Acceptance

If this proposal meets with your approval, please indicate your authorization to proceed by signing the ACCEPTED BY and returning a copy to us. Should this proposal not be accepted within 60 days from the date of proposal or should the scope of the project or services vary from the stated assumptions, **Hagen, Christensen & McIlwain Architects** reserves the right to review and update this proposal as necessary.

ACCEPTED BY: _____

DATE: _____

Tom Riedesel

From: Kris Lamar <romtec29@romtec.com>
Sent: Wednesday, March 07, 2018 10:42 AM
To: Tom Riedesel
Subject: RE: White Bear Township Restroom - Romtec Follow Up

Tom,

Thanks for the follow up. I have updated my "Design & Supply" estimates below based on the selected "Design Criteria Options".

- Model 2081 with associated "Design Criteria Options" - \$100K - \$110K

Note 1: This estimate does not include tan block. Romtec will purchase the block from a local manufacturer and will need to have the tan block quoted.

Note 2: Glulam Beams will not work with a truss roof. The estimates above assume 2" x 8" x 16' PT, Truss Mud Sill Plate for the Eave/Ridge Connector.

Note 3: The estimates above assume a Romtec 4.1 exhaust system which is appropriately sized for this building model.

Note 4: The installation estimates below should be adjusted accordingly per the updated "Design & Supply" estimates above.

Please review and let me know if there are any questions, or if there is any other information I can provide at this time.

Thanks,

Kris Lamar
Sales Engineer
(541) 496-3541
Romtec29@romtec.com

ROMTEC

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COMPLETED / INSTALLED ESTIMATE:
\$250,000 - \$330,000



From: Tom Riedesel [mailto:Tom.Riedesel@whitebeartownship.org]
Sent: Wednesday, March 07, 2018 7:51 AM
To: 'Kris Lamar' <romtec29@romtec.com>
Subject: RE: White Bear Township Restroom - Romtec Follow Up

Hi Kris,

Attached is the list of restroom options. Could you update the cost estimate based on the list?

Thanks,
Tom

From: Kris Lamar [mailto:romtec29@romtec.com]
Sent: Wednesday, February 28, 2018 3:29 PM
To: Tom Riedesel <Tom.Riedesel@whitebeartownship.org>
Subject: White Bear Township Restroom - Romtec Follow Up

Tom,

Thanks for your time on the phone with me this afternoon.

I have attached the standard drawings for building model 2081, which may work for your project, along with some customer photos.

Romtec buildings are pre-engineered packaged building kits that are designed to meet all state and local codes for a site-built permanent structure. Romtec offers the "Design & Supply" of the packaged buildings delivered to the site to be "Installed by Others". I have included some ballpark estimates below for the "Design & Supply" of the attached standard building, delivered to MN.

- Model 2081 "Design & Supply" - **\$60K - \$65K**

Note 1: For estimating purposes, installation of Romtec building kits of this size typically runs 1.5-2 times the cost of "Design & Supply" assuming a local contractor installs the building in our area (Oregon, California, Washington).

*Special note: Therefore, I would estimate the completed/installed (Design, Supply, and Installation) "standard" structure to be in the **\$150K - \$195K** range.*

This should be considered a rough estimate only. Installation will ultimately depend on the contractors in your area.

Note 2: The estimates above assume all standard fixtures/finishes per the attached Design Criteria Options.

Please let me know if you have any questions or have additional requirements for your restroom building project. Once I have a better understanding of what we are trying to accomplish with the restroom building for your project, I can get started on the design and provide you with a detailed proposal and quote.

Again, I appreciate the opportunity to work with you on this project and hope to earn your business! I look forward to talking with you soon.

Thank you,

Kris Lamar
Sales Engineer
(541) 496-3541
Romtec29@romtec.com



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Bathroom Funding. (TK)

A. REFERENCE AND BACKGROUND:

The Town has received a cost estimate to design and construct a restroom facility in Polar Lakes Park. The cost estimate is \$320,000.00 to \$400,000.00 to construct and \$48,800.00 to design and oversee the project, making the total cost estimate \$368,800.00 to \$448,800.00. The 2018 budget includes \$250,000.00 for this project. The Community Park Improvement Fund, which provides funding of new improvements to Polar Lakes Park, has a current cash balance of \$248,081.12. The major funding source for the Community Park Improvement Fund is billboard revenue, which is expected to be \$53,292.51 in 2018.

Other funding sources could include the Park Improvement Fund, which funds the replacement and improvements at existing Town Parks. This fund has a cash balance of \$256,300.00, but also has \$195,000.00 of estimated improvements to fund in 2018. The only other possible funding source for this project could be the Capital Building Fund, which funds current and future improvements to existing Town buildings such the administration and public works buildings. This fund has a current cash balance of \$1,001,117.99 and has estimated expenses of \$422,800.00 in 2018.

The Town Board would approve all funding sources as part of the final project approval.



**Park Board Meeting
March 15, 2018**

Agenda Number: 7

Subject: Emerald Ash Borer Discussion

Documentation: Policy

Action / Motion for Consideration:

Report at Meeting / Discussion



Emerald Ash Borer Management Plan

Introduction:

The Emerald Ash Borer (EAB) is a non-native insect that was introduced to North America from Asia. It was discovered in Detroit, Michigan/ Windsor Ontario area in 2002 and probably arrived in wood crating used to pack freight that was transported here either by ship or airplane. Despite eradication and suppression efforts, EAB has killed over 20 million Ash trees in Michigan, Ohio, Indiana, Illinois, Maryland, Ontario, and recently in St. Paul, Minnesota.

EAB is a beetle that is smaller than a dime. The adult does very little damage. However, this not the case with the larvae (immature stage) that feed on the inner bark (the phloem and xylem) of Ash trees. The larvae feeding on the phloem and xylem over a couple of years will completely disrupt the feeding of nutrients to the tree and eventually kill the tree. All species of Ash are susceptible. Because EAB is hard to detect, it can be present for years before an infestation is confirmed. Although, the Minnesota Department of Agriculture is working with local cities to detect infestations as early as possible by providing trained personnel to examine trees that are could be infested.

Purpose:

By implementing the provisions of this EAB management plan, the Township will take a proactive approach to mitigate the disruption of its urban forest caused by the pending infestation of the EAB. Taking a proactive approach will enable the Township to address public and private needs in an efficient and effective manner.

Administration of the plan:

The following elements of the Township's EAB management plan should be adopted by the Town Board, and will be subject to periodic revision based on new information as it becomes available regarding the borer. The plan is also subject to change should state or federal rules dictate. The Public Works Director and the Public Works Maintenance staff will be responsible for implementation and follow up on the provisions of the plan.

Communications:

The Town Board, Town Clerk/Treasurer and the Public Works Director will receive periodic updates through normal channels.

Ordinance changes:

Our current Disposal of **Diseased and Dead Trees and Tree Trimming Policy** indirectly addresses trees impacted by the EAB in Ordinance 27, Section 3-1.

Inventory collection:

The Public Works Department has completed a rough inventory of the Township's trees located in the street right-of-ways (ROW).

Treatment options:

There are four (4) treatment options for Ash trees at this time.

- The first is a Drench Technique that uses a chemical mixed with water that is then poured around the base of the tree. This treatment technique is available to private homeowners.
- A second option is soil injection of a chemical mixed with water then injected into the soil within 18" of the trees base.
- A third option is direct injection of a chemical into the tree either at its base or in its trunk (dependent on size).
- A fourth option is a chemical mixed with water then applied as a spray over the trees canopy.

The last three options require application licensing by the Department of Agriculture.

All the treatment options have their respective advantages/disadvantages. Some have had better results than others, but there is not conclusive evidence to which one is the best.

In summation the treatment of Ash trees typically has to be done annually and may or may not save the trees. Once the EAB has invaded an area, they are there to stay and no reports have been developed on the long term success of treatments. (A report is available for more detail on treatment technique results)

Public trees:

At this time the Public Works Director is recommending a wait and see approach. The Township is only removing public ash trees that are in decline on street boulevards and in active parks/public grounds areas, the exception is wooded natural areas within park system. The trees in these areas will be left to decompose unless they pose a hazard to park users, in which case they will be felled and left.

Private trees:

There are thousands of Ash trees on private property within White Bear Township. No inventory exists and the Ash density varies by neighborhood.

Property owners are urged to monitor the EAB's movements. **The decision to treat, remove, or retain a private tree rests with the property owner.** Residents should consider many variables when evaluating the options, including tree size, location, and condition; access to the tree; potential targets should the tree fall; property value; shade, heating, and cooling value; treatment techniques, efficacy, and cost's; proximity of EAB infestation; and intangible costs.

The Township will enforce the relevant Section 3-1 of Ordinance 27, regarding the Disposal of Diseased and Dead Trees and Tree Trimming Policy through its Forestry Inspection program should it receive complaints about hazardous private trees. Private trees that are a threat to private property will be inspected only as complaints are received.

When hiring for insecticide control or tree removal it is encouraged to contact a qualified ISA Certified Arborist whom is licensed by the Township. Contractors should be able to provide proof of liability insurance and worker's compensation coverage. The Township should encourage residents to replace trees lost with species appropriate for the site, or to plant new trees in advance of the EAB infestation and Ash tree removal.

Tree replacements:

As the budget permits, all publicly owned Ash trees, that are removed, will be replaced with non-host species that will enhance the planting site, are appropriate for the planting site, and add to the diversity and general health of the urban forest. A replacement tree planting policy should be developed by the Town. Plantings will be budget based and prioritized by canopy cover goals as identified by the Public Works Director. Those areas needing the most trees to reach their goal will be planted first.

Trees replacements on private property are totally funded by the owner.

The Township could offer residents economical replacements (bare root stock) annually at an Arbor Day Tree Sale to be held in April or May each year.

Adopted by the Town Board April 18, 2011.



**Park Board Meeting
March 15, 2018**

Agenda Number: 8

Subject: Apple Tree Park – Grand Opening

Documentation: None

Action / Motion for Consideration:

Town Planner Report at Meeting / Discussion

MINUTES
PARK BOARD MEETING
OCTOBER 19, 2017

APPLE TREE PARK GRAND RE-OPENING: There was discussion regarding having a grand re-opening next spring for Apple Tree Park. The Planner reported that the Town may receive a petition to remove the box elder tree because of the bugs. It was noted that the Town and Park Board need to take credit for park improvements. The residents like to know where their money is going. An informational article was suggested, either included in the utility billing or the White Bear Press. It was noted that Archer is taking photos of the parks. The photos could be placed on the Town's website and people could click on which park they want to see.

Peterson moved to carry over the Apple Tree Park grand re-opening. Reeves seconded. Ayes all.



**Park Board Meeting
March 15, 2018**

Agenda Number: 9

Subject: Bellaire Beach - Lifeguard Contract

Documentation: Proposed Contract

Action / Motion for Consideration:

Town Planner Report at Meeting / Discussion

MINUTES
PARK BOARD MEETING
FEBRUARY 18, 2016

BELLAIRE BEACH – LIFEGUARD CONTRACT: The Planner reviewed the two year contract submitted by the YMCA for lifeguard services at a cost of \$18,000.00 which is a 2% increase. He reviewed primary changes to the contract as follows:

1. Schedule: Weekends seem staggered a bit funny this year. They are proposing waiting a little longer than usual to open so that the water is warm enough, and then staying open a little longer than usual in August.

2. Increases to the minimum wage and other factors have driven up costs for the Y. In 2015, the Town paid about \$16,500. They are proposing a fee of \$18,000 for this summer.

The Y will provide lifeguarding services from Memorial Day weekend, May 28, 2016 to Labor Day, September 5, 2016. Lifeguards will be provided on weekends only from May 28, including Monday, May 30, until June 19. Lifeguards will be provided seven days per week from June 20 through August 21. Lifeguards will be provided weekends only from August 22 through Labor Day, including Monday, September 5, 2016.

A question was asked if the City should be asked for involvement since the Ramsey County beach is closed. The Public Works Director will contact the Ramsey County Parks and Recreation Department regarding funding assistance for lifeguard services at Bellaire Beach.

Lombard moved to recommend to the Town Board to approve the Bellaire Beach lifeguard contract for two years as outlined in Shane Hoefler email dated January 28, 2016. Swisher seconded. Ayes all.

MEMORANDUM

TO: PARK BOARD
FROM: TOM RIEDESEL
DATE: MARCH 6, 2018

SUBJECT: BELLAIRE BEACH LIFEGUARDS

White Bear Township works with the YMCA to provide lifeguard services at Bellaire Beach during summer months. The YMCA has provided these services since 2000. The Town has executed 2-year contracts with them since 2000.

The 2016-2017 contract recently expired. A new contract has been solicited from the Y and received. The contract remains basically the same as in the past with the following exceptions:

1. The term of the contract is for 2018 (1 year) and will automatically renew for additional one year terms. The contract can be voided with a 60 day notice by the Town or the Y.
2. The fee for 2018 is proposed at \$20,000. An annual increase of 3% is proposed for subsequent years. This compares to a fee of \$18,000 in 2017.

The fee increase is to help pay a higher hourly wage in order to attract life guards which are in short supply. Minimum wage hikes are a part of the reason for the increase.

The YMCA also provides lifeguard services to the cities of Mahtomedi (White Bear Lake), Oakdale (Silver Lake), each of which pay \$24,000 per year for fewer days of life guarding than Bellaire Beach.

TR/psw
cc:admin/add.
b:2018lifeguard

**AGREEMENT BETWEEN
THE TOWN OF WHITE BEAR AND THE
YMCA OF GREATER TWIN CITIES
REGARDING LIFEGUARD SERVICES**

THIS CONTRACT, made and entered into on the ___ day of _____, 2018 by and between the Town of White Bear (the TOWN), a governmental subdivision of the State of Minnesota, and the YMCA of Greater Twin Cities, a Minnesota non-profit corporation (YMCA),

RECITALS

WHEREAS, the TOWN has a 99 year lease from the County of Ramsey for the property located on the south shore of White Bear Lake in the Town of White Bear, known as "Bellaire Beach",

AND WHEREAS, the YMCA is engaged in the business of hiring, training, and managing personnel who work as lifeguards at various locations,

AND WHEREAS, the TOWN desires to contract for the services from the YMCA, and the YMCA desires to provide the service to the Town of White Bear;

NOW, THEREFORE, it is agreed by and between the parties:

1. **PURPOSE AND TERM OF AGREEMENT.**

- A. The YMCA shall provide lifeguarding services from Memorial Day weekend, May 26, 2018, to Labor Day, September 3, 2018. Lifeguards will be provided on weekends only from Saturday, May 26, including Monday, May 28, until June 17. Lifeguards will be provided seven (7) days per week from June 18 through Aug. 19 and from Lifeguards will be provided weekends only from Aug. 18 through Labor Day, including Monday, Sept. 3.
- B. In the event of poor weather conditions, the YMCA will be responsible for the decision of closing the beach. YMCA will also be responsible for opening and closing of the beach facility on a daily basis and administration of keys to personnel.
- C. Official beach hours are 12 to 7 p.m., though lifeguards will use their discretion and provide services up to 30 minutes later if a significant group is at the waterfront.
- D. The Term of the Agreement shall be for one (1) year, commencing on the Effective Date of this Agreement. This Agreement shall automatically renew for additional one-year terms under the terms and conditions set forth in this

Agreement, unless either party gives written notice of its intent not to renew to the other party at least sixty (60) days prior to the end of the initial term or any subsequent renewal term.

2. **SCOPE OF CONTRACT.**

A. Services Provided by YMCA.

- a. Recruit, hire, train and evaluate all lifeguard staff. YMCA will hire, train, evaluate, discipline and terminate employees.
- b. Manage pay records and issue paychecks to all aquatic personnel working at Bellaire Beach.
- c. Ensure employees working at Bellaire Beach are employed by the YMCA and follow all YMCA personnel policies. Employees must meet the minimum requirements to work in the appropriate position.
- d. All lifeguards hired must hold a current certificate from a certifying agency approved by the YMCA in Lifeguarding, Waterfront, First Aid and CPR/AED for Lifeguards.
- e. The YMCA will monitor Aquatic Staff certifications to be sure that all certifications remain current.
- f. All Aquatic Staff is required to maintain current certifications. Expired certifications will result in being released from duties.
- g. In the event of an expired certification, the YMCA will remove the person, fill their shift with certified staff and make every attempt to renew the individual's certification in order to return the work as soon as possible, or re-staff as appropriate, at the sole discretion of the YMCA.
- h. In an effort to encourage fitness and develop strong lifeguards, the YMCA will administer the Cooper Swim Test to all lifeguards at the start of their employment along with other skill tests. These skills are also performed periodically throughout the year at mandatory in-service trainings.
- i. Lifeguards who are not achieving "good" standards according to the Cooper Test will attend additional training sessions conducted by YMCA certified lifeguard instructors and water safety instructors in order to improve their swimming skills.

- j. Lifeguards who are selected to work at the beach must be certified to work at a waterfront by a YMCA approved agency, have six months experience working as a lifeguard at the YMCA, and have demonstrated excellent dependability and responsibility. These high expectations are to insure that all staff who are working off site are aware of and following YMCA policies and work well independently.
- k. The TOWN will be able to participate in the final selection of guard staff should they desire, but the final hiring selection shall solely be the responsibility of the YMCA.
- l. Give an orientation to lifeguard staff on beach management, rules and regulations, preventive responsibilities, emergency procedures, operation of facility, suggest in-service training curriculum of the Bellaire Beach 2018/2019 summer season.
- m. Administer Bellaire Beach for the entire 2018/2019 beach seasons.
- n. Conduct minimum of five in-service training sessions (one every two weeks). In-services consist of both in and out of water training sessions. Attendance at these in-service training sessions will be mandatory. Lifeguarding skills will be evaluated at the "in-water" in-services and information vital to the success of the aquatic program will be given at "dry-land" in-services.
- o. Visit Bellaire Beach a minimum of once per week during the months of June through August to critique and advise staff on operations and gather input from participants. The Aquatic Program Manager or Head Lifeguard will be available on site during times that the beach is open. Head lifeguards must be a minimum of 18 years of age and have excellent guarding, customer service, and leadership skills.
- p. YMCA staff will also conduct "On the Job Evaluations" for lifeguards periodically throughout the year without previous warning to the staff being evaluated. The skills in an "On the Job Evaluation" may be guarding technique, CPR skills, first aid skills, and prevention of accidents. After evaluating the lifeguard, the staff will meet with the staff individually and discuss any critiques, or comments that they have to improve life guarding or teaching techniques.

- q. All employees will be evaluated for their performance formally at the end of the summer season. Employees will also be evaluated on a less formal basis midway through the summer.
- r. Provide an Automated External Defibrillator (AED) for Bellaire Beach at no cost to the TOWN.
- s. Clean the Beach facilities including the guard house and toilets. Any maintenance or mechanical problems will be immediately reported to the TOWN.
- t. Oversee use of other Bellaire Beach facilities including picnic shelter, picnic tables and grounds. Patrol the entire park once per day to clean-up litter, empty trash receptacles into park dumpster as needed. Clean beachfront daily including removing weeds and other debris from shoreline. Remove weeds and remove trees which tend to grow in shallow water areas of beach.
- u. Have the option to sell concessions such as snacks and beverages during lifeguarding operations, with the proceeds to be retained by the YMCA.
- v. Have the option to provide water safety lessons and water games programming on a fee-for-service basis on site on a regular basis, provided attendance meets minimum YMCA guidelines.

B. Services Provided by TOWN.

- a. Provide all services outside the scope of this Agreement including but not limited to signage, water quality maintenance related to swimmers itch and E. Coli testing.
- b. Provide resident names and addresses to the YMCA when requested to aid in promoting water safety lessons and water games held at Bellaire Beach

3. SERVICE FEE.

- A. The Town agrees to pay the YMCA with an annual service fee of \$20,000 for services rendered pursuant to this Agreement in 2018, with an annual increase of 3% for each subsequent year of this Agreement if the Agreement is renewed for subsequent one (1) year terms pursuant to Section 1, Paragraph D of this Agreement.

1. First payment shall be made to YMCA by June 30;
2. Second payment shall be made by July 31; and
3. Third payment shall be made by Sept. 15.

B. YMCA will invoice the Town according to the above schedule.

4. **NON-DISCRIMINATION.**

YMCA agrees that during the life of the contract, YMCA will not, within the State of Minnesota, discriminate against any employee or applicant for employment because of race, color, creed, national origin or ancestry, or sex, and will include a similar provision in all subcontracts entered into for the performance thereof, The contract may be cancelled or terminated by the TOWN, and all money due or to become due may be forfeited for a second or subsequent violation of the terms or conditions of this Paragraph. This Paragraph is inserted in the Contract to comply with the provisions of Minnesota Statutes, 181.59.

5. **INDEMNIFICATION.**

YMCA agrees to indemnify and hold harmless the TOWN, its agents, officers, and employees from any and all claims, causes of action, liabilities, losses, damages, costs, expenses, including reasonable attorney's fees, suits, demands and judgments of any nature, because of bodily injury to, or death of any person or persons and/or because of damages to property of YMCA or others, including loss of use from any cause whatsoever, which may be asserted against the TOWN on account of any act or omission, including negligence of YMCA, or YMCA's employees or agents, in connection with YMCA's performance or this Contract. YMCA agrees to defend any action brought against the TOWN on any such matter, and to pay and satisfy any judgment entered thereof, together with all costs and expenses incurred in connection therewith. The TOWN shall in no way be liable for any claims or charges incurred by YMCA in the performance of this Contract.

6. **TERMINATION.**

It is understood the essence of this Contract is high quality service to those whom frequent Bellaire Beach. As such, if the TOWN determines that YMCA is in breach of any provision of this Contract, written notice will be sent to YMCA allowing him/her thirty (30) days to comply. Upon failure by YMCA to comply with the Contract by the end of the thirty (30) day period, the TOWN will terminate the Contract and shall be released of its obligations.

Upon any failure of YMCA to fulfill any of the provisions of the Contract, the TOWN shall be authorized to hire services and equipment, or assign the TOWN employees and equipment, as may be necessary to do such work, and the cost of such expenses thereof may be charged and deducted from any monies due the Contract.

7. **NOTICE.**

Except as otherwise herein provided, all notices required to be served by either party on the other, shall be placed in writing and forwarded by certified mail to the principal office of the party to which notice is given, as follows:

To The Town:

Town of White Bear
Clerk-Treasurer
1281 Hammond Road
White Bear Township, MN 55110

YMCA:

YMCA
2100 Orchard Lane
White Bear Lake, MN 55110

IN WITNESS WHEREOF, the Town of White Bear and the YMCA have caused this Agreement to be executed on their behalf by their proper officers and Board.

TOWN OF WHITE BEAR

By: _____
ROBERT J. KERMES, Chair

ATTEST:

By: _____
WILLIAM F. SHORT, Clerk-Treasurer

YMCA OF GREATER TWIN CITIES

By: _____

Title: _____

Date: _____

DRAFT



**Park Board Meeting
March 15, 2018**

Agenda Number: 10 - 11

Subject: Added Agenda Items
Adjournment

Documentation:

Action / Motion for Consideration:



**Park Board Meeting
March 15, 2018**

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

Documentation: