



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

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

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

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## AGENDA PARK BOARD MEETING AUGUST 16, 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 July 19, 2018.
4. Township Day / Movie in the Park.
5. Polar Lakes Park Improvements – Financing Plan.
6. Emerald Ash Borer:
  - a. Treatment of Bellaire Beach.
  - b. Tree Replacement Plan.
7. Rutherford Park – Saputo Shelter.
8. Public Works Director Report.
9. September Meeting Date.
10. Added Agenda Items.
11. Adjournment.

### White Bear Township's Mission:

To provide White Bear Township residents, businesses and visitors with reliable, high quality municipal services while serving as open and responsible stewards of the public trust.



recycled paper



**Park Board Meeting  
August 16, 2018**

**Agenda Number:** 1 – 2 - 3

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

Approval of August 16, 2018 Agenda  
Approval of July 19, 2018 Minutes

**Documentation:** August 16, 2018 Agenda  
July 19, 2018 Minutes

**Action / Motion for Consideration:**

Approve August 16, 2018 Agenda  
Approve July 19, 2018 Minutes

**MINUTES  
PARK BOARD MEETING  
JULY 19, 2018**

The meeting was called to order at 6:31 p.m.

Present: Akenson, Demoe, Josephson, Lee, Lombardi, Reeves; Town Board Liaison: Ruzek; Planner: Riedesel; Public Works: Tholen.

Absent: Koster with notice.

**APPROVAL OF AGENDA (Additions/Deletions):** Josephson moved to approve the agenda as submitted. Akenson seconded. Ayes all.

**APPROVAL OF MINUTES OF JUNE 21, 2018:** Josephson moved approval of the Minutes of June 21, 2018. Akenson seconded. Ayes all.

**TOWNSHIP DAY / MOVIE IN THE PARK:** The movie scheduled for Saturday, August 11, 2018 is Sing.

The updated Township Day event schedule of activities was reviewed. **Entertainment:** Contracts are on file for the bands (Jake Nelson 4:00 p.m. – 6:00 p.m.); Power of 10 (6:00 p.m. – 8:00 p.m.); Fireworks and Star Spangled Banner set. Outreach is in progress for Community Performances (2:00 p.m. – 4:00 p.m.). Possible Community Performances before the bands are: Behr Sisters Band (yes); WB Orchestra, IPAC, Lakeshore Players, Drum Line, Sun Yi, Just for Kix, etc.; Create Space (demos?); Kireina Silk Art (demos?); White Bear Make. **Special Features:** Fire Works (Irv Hammonds (confirmed); NEW Car show – Viking Auto (Jake Sarrack will sponsor; Bean Bag Tournament – Viking Auto will sponsor again and the Bean Bag Company has the event penciled in for Sept. 8<sup>th</sup>; Petting Zoo – Cock-a-Doodle Zoo (\$800 confirmed); Touch a Truck (will contact 2017 trucks & WBT Public Works); Inflatables (John Ficcandenti confirmed); Public Safety/Ramsey County ( Steve Yochim confirmed); Tamarack Demo (yes (\$750 SCORE funding); Archery (yes). Harmonica? (Planner will talk with Lisa). **Blues Fest:** Contacted Jan Dehnert (calls not returned. Suspect it is off). **Revenue:** Sent info to past participants as well as select Marketfest vendors; Food Shelf Collection in vendor area and at the car show. **Sponsorships:** Outreach in progress. 1) Car Show and Bean Bag Tournament (\$500) Viking Auto Repair; 2) Petting Zoo (\$500) – Lake Animal Hospital; Media (in kind) – White Bear Press. **Silent Auction:** Outreach in progress. Cub gift certificates. At the 2017 event the Silent Auction was closed at 5:45 p.m. Is that a good time? **Layout:** Rough draft – still making final adjustments. The Planner is working with Lisa on this. Parking now in south to better display the Town Hall and prevent kids crossing street to playground. **Metropolitan Sound:** Contacted and sending an invoice. **Stage Tent:** Tent for Township/Silent Auction has been reserved. **Signage:** Banners and signs need to be re-evaluated. Need new directional signs to accommodate new footprint. **Marketing/Publicity:** White Bear Press (meeting on July 18<sup>th</sup>) Tab, 2 ads; Posters 11x18 – The posters are done – at printer. Angela Homic (paid \$125). Distribute posters in August. Need volunteers to distribute. One-half sheet for stores/ restaurants, etc. Lisa will distribute in August; Billboard: Clear Channel – paid \$1,000. Space reserved – they will design. Will have the content by July 30<sup>th</sup>; PR to local media and web calendars are in progress; Facebook page vs event merged; Website is done; City Pages is done; Ski Otters Program – color ¼ page, 15 local shows (done); Town Life Magazine (\$365) Should we do?; Lions Show Program (\$100 – done). Midwest Art Fairs (vendor promotion focused) \$100 – done.

**Movie in the Park:** Review of information for advertising in publications provided by Lisa was reviewed. The following ads were recommended: **WB/VH Press:** August Movie in the Park – 3.32” x 6” color - \$59; **WB/VH Press:** Township Day – Car Show/Bean Bag Tournament – 5.07” x 4” color - \$150; **WB/VH Press:** Special Event Pages – 4 page spread in color - \$425.00; **WBVH Press:** Thank You Ad 10.3” x 5” in color - \$425.

There was discussion relative to advertising in Township Life Magazine. Cost of ad - \$355. It was the consensus to advertise Township Day in the magazine, if the magazine comes out prior to the event.

DeMoe moved to recommend to the Town Board that an ad be placed in Town Life Magazine for the Township Day Event. Josephson seconded. Ayes all.

Demoe moved to inform the Town Board that the Park Board supports the ads for the August Movie in the Park and Township Day event as outlined in the spreadsheet provided by the Township Day coordinator. Josephson seconded. Ayes all.

**POLAR LAKES PARK IMPROVEMENTS: 1) RESTROOM(S); 2) FITNESS COURT; 3) DUGOUTS:** The Park Board has been considering several improvements to Polar Lakes Park in 2018 and beyond. A priority list was recently reviewed and cost for each of the projects and average rating was provided.

Currently the Board is finalizing plans for a new restroom building with a cost of approximately \$350,000 and dugout roofs at a cost of approximately \$130,000, to be completed this year. Plans for next year include a second restroom building (\$350,000) and a fitness court (\$100,000) which includes \$30,000 in grant funding. The Town was notified that White Bear Township has been selected to receive \$30,000 towards building a Fitness Court and launching a local Fitness Campaign.

As of June 27, 2018, the Polar Lakes Park Fund has a balance of \$262,650. An additional \$31,163 in billboard lease revenue is expected this year for a total of \$263,814. Billboard revenue expected in 2019 is \$53,422.

If \$293,814 is available this year and the restroom and dugout roof costs are expected to be \$480,000, there is not enough funding for both projects. Adding to that next year's planned projects (restroom and fitness court) and at least one planned improvement must be shifted to a future year.

There was discussion regarding the proposed improvements. It was noted that funding could be borrowed from the Park Acquisition and Development Fund. However, a total concept plan is needed and there needs to be discussion with the Finance Officer. Before selecting a restroom option maintenance procedure and locking features need to be determined. It was noted that there are programs that lock and unlock the restrooms at set times. A proposal for the improvements and comparisons are needed to present to the Town Board. The Planner will do a cost comparison and report back. There was discussion regarding dugout roofs. Eight dugout roofs are needed. Pete Tholen has done a lot of research regarding dugout roofs and is providing information.

Reeves moved to recommend to the Town Board that the Finance Officer be directed to provide funding options for restrooms at Polar Lakes Park recognizing that the Town Board would like to have restrooms at the park. Lee seconded. Ayes all.

**EMERALD ASH BORER – CONTINUED DISCUSSION:** Staff has inventoried ash trees in the Township parks and reviewed a proposal to treat the trees in order to prevent Emerald Ash Borer. The proposal was unsolicited as the Park Board recommended removal of the trees as they die plus adding new trees in anticipation that the ash trees will eventually become infested and die. The following recommendation that trees be planted in the following parks and the ash trees be removed when infested was reviewed:

- Bellaire Beach:** Replace the 22 ash trees with landscape quality trees. (It was the consensus to removed Bellaire Beach from the recommended list at this time until back from the arborist).
- Brandlwood Park** Replace the 8 ash trees with landscape quality trees. Note; several of the maple trees could also be replaced due to their poor quality. (Schedule for 2019).
- Eagle Park** Replace the 4 ash trees with landscape quality trees. (Schedule for 2019).
- Four Seasons** Replace several but not all of the ash trees with landscape quality trees. (Schedule for 2021).
- Glider** Replace one ash tree with a landscape quality tree. (Schedule for 2020).
- Meadowlands** Replace the 9 ash trees with landscape quality trees. (Public Works can do this as a winter project).
- Polar Lakes Park** Replace the 61 ash trees with landscape quality trees. (This Park is a priority. Treat every other tree and replace in between).
- Red Pine** Replace the 8 ash trees with landscape quality trees. (Schedule for 2020).

Landscaping quality trees typically cost \$300-\$400 for balled and burlaped trees planted professionally. The trees should be placed near the ash trees to be replaced. Approximately 119 trees are recommended for replanting. At a cost of \$350 each on average the total replanting cost is \$41,650. It is recommended that the planting plan be incorporated over the next 5 years.

Town staff recently found an Emerald Ash Borer infestation near the intersection of Centerville Road and County Road 96. In addition, an ash tree disease appears to be affecting trees at Bellaire Beach. Meadowlands Park is located near the Centerville Road/Highway 96 infestation. Bellaire Beach and Meadowlands Parks should be the top priority parks and should be considered for replanting this fall. Staff recommends the following parks be considered for tree replant as listed: 2019 – Eagle Park and Brandlwood Park; 2020 – Red Pine and Glider Parks; 2021 – Four Seasons and Polar Lakes Park. Chemical treatment for some of these trees may

still be considered for treatment as these ash trees were landscape quality trees which were balled and burlapped at Polar lakes Park. The Ash tree at Glide Park was donated to the Town.

Staff contacted two adjacent communities. The City of Hugo does not treat infected trees. They wait until they die and replace. The City of White Bear Lake treats some infected trees.

Lombardi moved to recommend to the Town Board that the Park Board would like to wait until the arborists reviewed the 22 ash trees at Bellaire Beach identified as being infected with Emerald Ash Borer before making a recommendation relative to treating or removal of the trees. Josephson seconded. Ayes all.

Josephson moved to recommend to the Town Board that the every other of the 61 identified infected trees at Polar Lakes Park be treated and trees be replanted in between. Lombardi seconded. Ayes all.

**LAKE LINKS TRAIL – UPDATE:** Mr. and Mrs. John Igo, who live adjacent to Rutherford Park, attended the meeting to discuss the proposed bicycle rest area proposed for Rutherford Park. John reported that they removed the buckthorn to the east. The Town's Public Works helped to move the brush out. In the next few weeks neighbors will help with the project. He stated that Steve Wolgamot explained the proposal and options for the Lake Links Trail in the area. The neighbors are concerned with the proposed bicycle rest structure. They are concerned that a structure in the remote park will be an invitation for kids to hang out. They feel that it would be better for Saputo to donate to clean up the area and not provide funding for a structure. There is an area "a few bike pedals away" in White Bear where there is a bicycle tire pump. The Rutherford Park area would be a beautiful trail for people to walk every day. The area would be best used as a beach area. It was explained to John that the structure will be an "open" structure with a few pieces of equipment to fix tires. John stated that a rest area would be good but only benches are needed. The area has been isolated for many years. There was discussion regarding the view of the structure from adjacent properties. The Park Board toured Rutherford Park as part of the annual park tour last month. The view for the neighbors is important. The Planner will visit with the neighbors and report back.

**PUBLIC WORKS REPORT:** The Public Works Department Activity Report for the month of June 2018 was reviewed. Items relative to Town Parks included: 1) Weeded and trimmed shrubs at the 3 Mallard Ponds roadway islands; 2) Mowed and weed whipped Town Parks and lots; 3) Disked Bellaire Beach multiple times; 4) Emptied trash in all the parks; 5) Set up concrete forms for 2 grills at Bellaire Beach and poured slabs for surface mount grills; 6) Set up concrete forms at Apple Tree Park for trash and recycle cans, picnic table and a handicap accessible picnic table, and poured slabs for these; 7) Prepped Polar Lakes baseball field #4, set bases, cut out radius for home plate, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> bases; 8) Started to top dress and seed Polar Lakes baseball field #2 drain tile trenches and wheel ruts; 9) Put up batting cages and wind screens at baseball fields #1 and #3 at Polar Lakes Park; 10) Tiled and weeded Polar Lakes baseball field batting cages; 11) Waiting for fencing to be put up at Eagle Park. Will then have court surface and side walk to court done; 12) Apple Tree Park should be done in the next week or two. Public Works is waiting for equipment (exercise equipment and parent/child swing).

Lee moved to adjourn the meeting at 8:00 p.m. Josephson seconded. Ayes all.

Respectfully Submitted,

Joan J. Clemens  
Recording Secretary

DRAFT



## Park Board Meeting August 16, 2018

**Agenda Number:** 4

**Subject:** Township Day / Movie in the Park

**Documentation:** Lisa Beecroft Update

### Action / Motion for Consideration:

Report at Meeting / Discuss

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**Minutes**  
**Park Board Meeting**  
**July 19, 2018**

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The updated Township Day event schedule of activities was reviewed. **Entertainment:** Contracts are on file for the bands (Jake Nelson 4:00 p.m. – 6:00 p.m.); Power of 10 (6:00 p.m. – 8:00 p.m.); Fireworks and Star Spangled Banner set. Outreach is in progress for Community Performances (2:00 p.m. – 4:00 p.m.). Possible Community Performances before the bands are: Behr Sisters Band (yes); WB Orchestra, IPAC, Lakeshore Players, Drum Line, Sun Yi, Just for Kix, etc.; Create Space (demos?); Kireina Silk Art (demos?); White Bear Make. **Special Features:** Fire Works (Irv Hammonds (confirmed); NEW Car show – Viking Auto (Jake Sarrack will sponsor; Bean Bag Tournament – Viking Auto will sponsor again and the Bean Bag Company has the event penciled in for Sept. 8<sup>th</sup>; Petting Zoo – Cock-a-Doodle Zoo (\$800 confirmed); Touch a Truck (will contact 2017 trucks & WBT Public Works); Inflatables (John Ficcardenti confirmed); Public Safety/Ramsey County ( Steve Yochim confirmed); Tamarack Demo (yes (\$750 SCORE funding); Archery (yes). Harmonica? (Planner will talk with Lisa). **Blues Fest:** Contacted Jan Dehnert (calls not returned. Suspect it is off). **Revenue:** Sent info to past participants as well as select Marketfest vendors; Food Shelf Collection in vendor area and at the car show. **Sponsorships:** Outreach in progress. 1) Car Show and Bean Bag Tournament (\$500) Viking Auto Repair; 2) Petting Zoo (\$500) – Lake Animal Hospital; Media (in kind) – White Bear Press. **Silent Auction:** Outreach in progress. Cub gift certificates. At the 2017 event the Silent Auction was closed at 5:45 p.m. Is that a good time? **Layout:** Rough draft – still making final adjustments. The Planner is working with Lisa on this. Parking now in south to better display the Town Hall and prevent kids crossing street to playground. **Metropolitan Sound:** Contacted and sending an invoice. **Stage Tent:** Tent for Township/Silent Auction has been reserved. **Signage:** Banners and signs need to be re-

evaluated. Need new directional signs to accommodate new footprint. **Marketing/Publicity:** White Bear Press (meeting on July 18<sup>th</sup>) Tab, 2 ads); Posters 11x18 – The posters are done – at printer. Angela Homic (paid \$125). Distribute posters in August. Need volunteers to distribute. One-half sheet for stores/ restaurants, etc. Lisa will distribute in August; Billboard: Clear Channel – paid \$1,000. Space reserved – they will design. Will have the content by July 30<sup>th</sup>; PR to local media and web calendars are in progress; Facebook page vs event merged; Website is done; City Pages is done; Ski Otters Program – color ¼ page, 15 local shows (done); Town Life Magazine (\$365) Should we do?; Lions Show Program (\$100 – done). Midwest Art Fairs (vendor promotion focused) \$100 – done.

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DeMoe moved to recommend to the Town Board that an ad be placed in Town Life Magazine for the Township Day Event. Josephson seconded. Ayes all.

DeMoe moved to inform the Town Board that the Park Board supports the ads for the August Movie in the Park and Township Day event as outlined in the spreadsheet provided by the Township Day coordinator. Josephson seconded. Ayes all.



White Bear Park Board Update  
August 16, 2018

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### **Movie in the Park - August 11 - Sing**

- Not able to find local performers - busy time of year for students
- We sold the donated finger lights for 50 cents each
  - July - Made \$11.00
  - Aug - We will sell again for 50 cents
- Sold concessions, donated profit to Food Shelf
  - July - \$14
  - Aug - tbd
- Advertising/Promotion
  - Facebook Event/posts
  - Flyer distribution (including at the Aug 6 MN Library Field Trip Expo at Twins Field)
  - WB Press
  - Moms Club, TC Family, Macaroni Kid

### **White Bear Township Day**

#### **ENTERTAINMENT**

- 2-4 pm - Community Performances - OUTREACH IN PROGRESS;
- 4-6 pm Jake Nelson - CONTRACT ON FILE
- 6-8 pm Power of 10 - CONTRACT ON FILE
- 8:05 pm – Fireworks & Star-Spangled Banner (Natalie Hickman, 11)

#### **Possible Community Performances (Before the bands) - Finalizing schedule**

- Behr Sisters Band (yes), WB Orchestra, IPAC, Lakeshore Players, WB Drumline, Sun Yi, Just for Kix, etc.
- Create Space demos?
- Kireina Silk Art demos?
- White Bear Make?

#### **Special Features**

- Fireworks – Irv Hammonds CONFIRMED
- NEW Car Show – Sponsor - Viking Auto/Jake Sarrack CONFIRMED
- Bean Bag Tournament - Sponsor - Viking Auto/Jake Sarrack CONFIRMED
- Petting Zoo – Cock-a-Doodle Zoo \$800 CONFIRMED
- Touch a Truck – Will Contact 2017 trucks & WBT Public Works
- Inflatables –John Ficcadenti CONFIRMED
- Public Safety/Ramsey County WITH STEVE YOCHIM – CONFIRMED

White Bear Park Board Update  
August 16, 2018

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- Tamarack Demo – Yes, \$750 SCORE funding
- Archery – Yes! CONFIRMED
- Face painting - White Bear Cheerleaders – CONFIRMED
- White Bear Historical Society/Town Hall Tours – CONFIRMED
- White Bear Food Shelf (collection in vendor area AND at the car show)

Blues Fest – Contacted Jan Dehnert – but she has not returned recent calls. Suspect its off.

## REVENUE

Vendors (emailed accepts; packets mailed by mid-August)

- Accepts:
  - **Arts/Crafts:** Joyce Povolny, Rustic Creations, Solar Lawn Totems
  - **Food:** KP Concessions, Lakes Hawaiian Ice, Sister Treats, Stipe Concessions, Tot Boss, VFW Post 1782 Auxilary
  - **Guests (not paid):** Ramsey County Sheriffs Department, Vadnais Lake Area Water Management Organization, White Bear Area Historical Society, White Bear Food Shelf
  - **Services/Merchandise:** Academy for Sciences & Agriculture, Brevena Laboratories, Canine Revival, LLC, Lake Animal Hospital, Revive Chiropractic Wellness, SRF Consulting Group, Inc, Usborne Books & More

## Sponsorships

- Outreach – IN PROGRESS
  - Car Show & Bean Bag Tournament (\$500) - Viking Auto Repair
  - Petting Zoo (\$500) - Lake Animal Hospital
  - Community (\$250) - Metal Doctor
  - Media (In Kind) - White Bear Press

## Silent Auction

- Outreach – IN PROGRESS
  - Cub gift certificate
  - Tea Bar - 20 gift cards for free beverage and topping

## LOGISTICS/PLANNING

Layout – NEW\*\*\*

- Map - Finalizing placements, vendor locations

White Bear Park Board Update  
August 16, 2018

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- Parking now in south to better display Town Hall (and prevent kids crossing street to playground)

Metropolitan Sound

- Contacted & sending an invoice (Tom)

Stage Tent

- Tent for Township/Silent Auction – DONE 2.13.18

Signage

- Banners and signs need to be re-evaluated
- New directional to accommodate new footprint, new car show

Logistics (Tom)

- Electricity, Dumpsters, Portapotties – WBT/Tom
- Health Inspector – Hannah Davis

MARKETING/PUBLICITY:

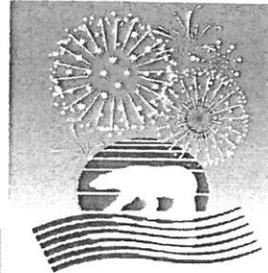
- Midwest Art Fairs – (Vendors - Catalog 1/6p ad - \$125, List - \$25
  - 2018 DONE 11.15.17
  - **2019 due in November**
- White Bear Press – MEETING 7.18.18 (Tab, 2 ads)
- Billboard – (Clear Channel) - \$1000.00 - DONE - On display month before event
- Poster 11x18 - Angela Homic \$125 DONE at printer; Distribute August. DONE
- ½ sheets for stores/restaurants, etc. - IN PROGRESS
- PR to local media & web calendars – IN PROGRESS
- Merge Facebook page vs. event – DONE
- Website - DONE
- City Pages - DONE 6.2.18
- Ski Otters Program – Color ¼ page, 15 local shows – DONE 5.13.18
- Lions Show Program - \$100.00 – DONE 1.30.18
- Town Life Magazine - \$365.00 – Not published until after event.

White Bear Park Board Update  
August 16, 2018

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**White Bear Township Day**  
**Saturday, September 8**  
2 - 8 p.m.  
Here at  **Polar Lakes Park**



*Live Music, Car Show, Fireworks, & More!!*  
2018 Billboard



## Park Board Meeting August 16, 2018

**Agenda Number:** 5

**Subject:** Polar Lakes Park Improvements – Financing Plan

**Documentation:** Financing Plan

### Action / Motion for Consideration:

#### Report at Meeting / Discuss

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**Minutes**  
**Park Board Meeting**  
**July 19, 2018**

#### **POLAR LAKES PARK IMPROVEMENTS: 1) RESTROOM(S); 2) FITNESS COURT; 3) DUGOUTS:**

The Park Board has been considering several improvements to Polar Lakes Park in 2018 and beyond. A priority list was recently reviewed and cost for each of the projects and average rating was provided.

Currently the Board is finalizing plans for a new restroom building with a cost of approximately \$350,000 and dugout roofs at a cost of approximately \$130,000, to be completed this year. Plans for next year include a second restroom building (\$350,000) and a fitness court (\$100,000) which includes \$30,000 in grant funding. The Town was notified that White Bear Township has been selected to receive \$30,000 towards building a Fitness Court and launching a local Fitness Campaign.

As of June 27, 2018, the Polar Lakes Park Fund has a balance of \$262,650. An additional \$31,163 in billboard lease revenue is expected this year for a total of \$263,814. Billboard revenue expected in 2019 is \$53,422.

If \$293,814 is available this year and the restroom and dugout roof costs are expected to be \$480,000, there is not enough funding for both projects. Adding to that next year's planned projects (restroom and fitness court) and at least one planned improvement must be shifted to a future year.

There was discussion regarding the proposed improvements. It was noted that funding could be borrowed from the Park Acquisition and Development Fund. However, a total concept plan is needed and there needs to be discussion with the Finance Officer. Before selecting a restroom option maintenance procedure and locking features need to be determined. It was noted that there are programs that lock and unlock the restrooms at set times. A proposal for the improvements and comparisons are needed to present to the Town Board. The Planner will do a cost comparison and

report back. There was discussion regarding dugout roofs. Eight dugout roofs are needed. Pete Tholen has done a lot of research regarding dugout roofs and is providing information.

Reeves moved to recommend to the Town Board that the Finance Officer be directed to provide funding options for restrooms at Polar Lakes Park recognizing that the Town Board would like to have restrooms at the park. Lee seconded. Ayes all.

**Consideration of Funding Park Improvements.** (TK)

**A. REFERENCE AND BACKGROUND:**

The Park Board has asked what funding options are available to fund park improvements in Polar Lakes Park. The Community Park Improvement Fund has a current cash balance of \$270,719.88. Its main revenue source is from half the billboard rent of \$4,451.85 per month currently. The improvements proposed for Polar Lakes Park as outline in a memorandum dated July 11<sup>th</sup> by Tom Riedesel purposes an estimated \$930,000.00 of improvements over the next two years and the 2019 – 2028 Town Capital Improvement Plan has \$2,884,000.00 of improvements to the park, including constructing the amphitheater/band shell. Attached is the projected fund balance based on current and projected ten-year park improvements for the Community Park Improvement Fund. Which brings up the question of where does the funding come from to complete these projects?

The first option is to stay the status quo. Continue to collect about \$53,500 in billboard revenue and push projects further out until the Community Park Improvement Fund has the funds available for the improvements.

Another funding source would be to direct all or more of the billboard revenue to the Community Park Improvement Fund. However, these are currently budgeted in the General Fund and used to fund operations, such as park maintenance, and by redirecting, them would require the Town to replace this revenue source with a property tax levy or reduce the cost of operations.

The Town could (and does) try to obtain grant funding for the projects. Grants are not always available and usually only cover a portion of the project costs. Because grants are not always available, it can be hard to time projects with available funding sources and timing of projects.

The next option to fund park improvements would be for the Town to negotiate a franchise agreement with the utility companies and dedicate this revenue source for park improvements. Cities currently have the ability to levy franchise fees and we would need the Town Attorney to research if the same authority extends to Townships. It should be noted that the Town Board is currently considering this funding source for street improvements. The Town currently sends out about 4,602 utility bills to Township properties. If each property generated a \$200 a month electric and gas bill and the Town had a 2% franchise fee, this would generate about \$220,896.00 per year.

The next option would be to issue park improvement bonds. The Town would combine major park improvements to be completed in the next three years into one bond issue. These improvements could include new and replacement of equipment, facilities, trails, and playground equipment. The bonds would be repaid by a property tax levy. Because of the property tax levy, the issuance of these bonds would require voter approval (levy referendum). To achieve voter approval could be difficult, because as a Township and Township board/commission, we can't promote passage of the referendum, only provide the facts, such as, what the bonds will be used for, how much it will increase property taxes, etc.

Finally, the Town could loan the Community Park Improvement Fund money from other Town funds. The problem here is that because of Town projects recently completed or projected in the near future, the Town's other funds do not have the resources to loan money to the Community Park Improvement Fund.

The Town could also do a combination of the revenue sources listed above or there could be other sources I have not considered.

**A1. Budget Impact:** The budget impact would be too incorporated into future budgets and the Town's 10-year capital improvement plan.

**A2. Staff Workload Impact:** The project would have no or little staff impact.

**B. ALTERNATIVE ACTIONS:**

1. Discuss funding options.

**C. STAFF RECOMMENDATION:**

1. There is no staff recommendation for this item.

**D. SUPPORTING DATA:**

Community Park Improvement Fund Projections.



Fund 504 - Community Park Improvement Fund

Revenues:	2023 Projected	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Interest Income	(43,051.76)	(43,697.18)	(44,318.44)	(44,913.95)	(53,542.04)	(54,242.19)	(54,914.62)
Donations From Private Sources							
Facility Rental Fees	61,780.65	63,634.07	65,543.09	67,509.38	69,534.66	71,620.70	73,769.33
Miscellaneous							
Transfers In							
<b>Total Revenues</b>	<b>18,728.89</b>	<b>19,936.89</b>	<b>21,224.65</b>	<b>22,595.43</b>	<b>15,992.62</b>	<b>17,378.52</b>	<b>18,854.71</b>
<b>Expenditures:</b>							
Engineering Services							
Legal Fees							
Professional Services							
Miscellaneous							
Land							
Other Equipment/Improvements	51,000.00	51,000.00	51,000.00	454,000.00	51,000.00	51,000.00	51,000.00
Transfers Out							
<b>Total Expenditures</b>	<b>51,000.00</b>	<b>51,000.00</b>	<b>51,000.00</b>	<b>454,000.00</b>	<b>51,000.00</b>	<b>51,000.00</b>	<b>51,000.00</b>
<b>Change in Fund Balance</b>	<b>(32,271.11)</b>	<b>(31,063.11)</b>	<b>(29,775.35)</b>	<b>(431,404.57)</b>	<b>(35,007.38)</b>	<b>(33,621.48)</b>	<b>(32,145.29)</b>
<b>Beginning Fund Balance</b>	<b>(2,152,587.91)</b>	<b>(2,184,859.02)</b>	<b>(2,215,922.13)</b>	<b>(2,245,697.48)</b>	<b>(2,677,102.05)</b>	<b>(2,712,109.43)</b>	<b>(2,745,730.91)</b>
<b>Ending Fund Balance</b>	<b>(2,184,859.02)</b>	<b>(2,215,922.13)</b>	<b>(2,245,697.48)</b>	<b>(2,677,102.05)</b>	<b>(2,712,109.43)</b>	<b>(2,745,730.91)</b>	<b>(2,777,876.21)</b>

Fund 504 - Community Park Improvement Fund

Revenues:	2031 Projected	2032 Projected	2033 Projected	2034 Projected	2035 Projected	2036 Projected	2037 Projected
Interest Income	(55,557.52)	(56,169.03)	(56,747.17)	(57,289.92)	(57,795.16)	(58,260.68)	(58,684.21)
Donations From Private Sources							
Facility Rental Fees	75,982.40	78,261.88	80,609.73	83,028.03	85,518.87	88,084.43	90,726.96
Miscellaneous							
Transfers In							
<b>Total Revenues</b>	<b>20,424.88</b>	<b>22,092.85</b>	<b>23,862.56</b>	<b>25,738.11</b>	<b>27,723.71</b>	<b>29,823.75</b>	<b>32,042.76</b>
<b>Expenditures:</b>							
Engineering Services							
Legal Fees							
Professional Services							
Miscellaneous							
Land							
Other Equipment/Improvements	51,000.00	51,000.00	51,000.00	51,000.00	51,000.00	51,000.00	51,000.00
Transfers Out							
<b>Total Expenditures</b>	<b>51,000.00</b>						
Change in Fund Balance	(30,575.12)	(28,907.15)	(27,137.44)	(25,261.89)	(23,276.29)	(21,176.25)	(18,957.24)
Beginning Fund Balance	(2,777,876.21)	(2,808,451.33)	(2,837,358.48)	(2,864,495.91)	(2,889,757.80)	(2,913,034.09)	(2,934,210.34)
<b>Ending Fund Balance</b>	<b>(2,808,451.33)</b>	<b>(2,837,358.48)</b>	<b>(2,864,495.91)</b>	<b>(2,889,757.80)</b>	<b>(2,913,034.09)</b>	<b>(2,934,210.34)</b>	<b>(2,953,167.59)</b>

## MEMORANDUM

**TO: PARK BOARD**  
**FROM: TOM RIEDESEL**  
**DATE: JULY 11, 2018**

**SUBJECT: POLAR LAKES PARK IMPROVEMENTS**

The Park Board has been considering several improvements to Polar Lakes Park in 2018 and beyond. A priority list was recently reviewed and rated (attached).

Currently, the Board is finalizing plans for a new restroom building with a cost of approximately \$350,000 and dugout roofs at a cost of approximately \$130,000, to be completed this year. Plans for next year include a second restroom building (\$350k) and a fitness court (\$100k, which includes \$30k in granting funding).

As of June 27<sup>th</sup>, the Polar Lakes Park Fund has a balance of \$262,650. An additional \$31,163 in billboard lease revenue is expected this year (total (\$293,814). Billboard revenue expected in 2019 is \$53,422.

If \$293,814 is available this year and the restroom and dugout roof costs are expected to be \$480,000, there is not enough funding for both projects. Add to that next year's planned projects (restroom and fitness court) and at least one planned improvement must be shifted to a future year.

The Park Board should review & discuss the projects which are being considered and prioritize. The projects are:

Restroom	\$350k
Dugout roofs	\$130k
Fitness court	\$100k
2 <sup>nd</sup> bathroom	\$350k

TR/psw  
cc:admin/add.file  
b:polar18



## Park Board Meeting August 16, 2018

**Agenda Number:** 6

**Subject:** Emerald Ash Borer:  
a. Treatment of Bellaire Beach  
b. Tree Replacement Plan

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discussion

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**Minutes**  
**Park Board Meeting**  
**July 19, 2018**

**EMERALD ASH BORER – CONTINUED DISCUSSION:** Staff has inventoried ash trees in the Township parks and reviewed a proposal to treat the trees in order to prevent Emerald Ash Borer. The proposal was unsolicited as the Park Board recommended removal of the trees as they die plus adding new trees in anticipation that the ash trees will eventually become infested and die. The following recommendation that trees be planted in the following parks and the ash trees be removed when infected was reviewed:

- |                        |  |
|------------------------|--|
| <b>Bellaire Beach:</b> | Replace the 22 ash trees with landscape quality trees. (It was the consensus to removed Bellaire Beach from the recommended list at this time until back from the arborist). |
| <b>Brandwood Park</b>  | Replace the 8 ash trees with landscape quality trees. Note; several of the maple trees could also be replaced due to their poor quality. (Schedule for 2019).                |
| <b>Eagle Park</b>      | Replace the 4 ash trees with landscape quality trees. (Schedule for 2019).   |
| <b>Four Seasons</b>    | Replace several but not all of the ash trees with landscape quality trees. (Schedule for 2021).  |
| <b>Glider</b>          | Replace one ash tree with a landscape quality tree. (Schedule for 2020).   |

- Meadowlands** Replace the 9 ash trees with landscape quality trees. (Public Works can do this as a winter project).
- Polar Lakes Park** Replace the 61 ash trees with landscape quality trees. (This Park is a priority. Treat every other tree and replace in between).
- Red Pine** Replace the 8 ash trees with landscape quality trees. (Schedule for 2020).

Landscaping quality trees typically cost \$300-\$400 for balled and burlaped trees planted professionally. The trees should be placed near the ash trees to be replaced. Approximately 119 trees are recommended for replanting. At a cost of \$350 each on average the total replanting cost is \$41,650. It is recommended that the planting plan be incorporated over the next 5 years.

Town staff recently found an Emerald Ash Borer infestation near the intersection of Centerville Road and County Road 96. In addition, an ash tree disease appears to be affecting trees at Bellaire Beach. Meadowlands Park is located near the Centerville Road/Highway 96 infestation. Bellaire Beach and Meadowlands Parks should be the top priority parks and should be considered for replanting this fall. Staff recommends the following parks be considered for tree replant as listed: 2019 – Eagle Park and Brandlwood Park; 2020 – Red Pine and Glider Parks; 2021 – Four Seasons and Polar Lakes Park. Chemical treatment for some of these trees may still be considered for treatment as these ash trees were landscape quality trees which were balled and burlapped at Polar lakes Park. The Ash tree at Glide Park was donated to the Town.

Staff contacted two adjacent communities. The City of Hugo does not treat infected trees. They wait until they die and replace. The City of White Bear Lake treats some infected trees.

Lombardi moved to recommend to the Town Board that the Park Board would like to wait until the arborists reviewed the 22 ash trees at Bellaire Beach identified as being infected with Emerald Ash Borer before making a recommendation relative to treating or removal of the trees. Josephson seconded. Ayes all.

Josephson moved to recommend to the Town Board that the every other of the 61 identified infected trees at Polar Lakes Park be treated and trees be replanted in between. Lombardi seconded. Ayes all.



**Park Board Meeting  
August 16, 2018**

**Agenda Number:** 7

**Subject:** Rutherford Park – Saputo Shelter

**Documentation:**

**Action / Motion for Consideration:**

Town Planner Report at Meeting / Discussion

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**Minutes  
Park Board Meeting  
July 19, 2018**

**LAKE LINKS TRAIL – UPDATE:** Mr. and Mrs. John Igo, who live adjacent to Rutherford Park, attended the meeting to discuss the proposed bicycle rest area proposed for Rutherford Park. John reported that they removed the buckthorn to the east. The Town's Public Works helped to move the brush out. In the next few weeks neighbors will help with the project. He stated that Steve Wolgamot explained the proposal and options for the Lake Links Trail in the area. The neighbors are concerned with the proposed bicycle rest structure. They are concerned that a structure in the remote park will be an invitation for kids to hang out. They feel that it would be better for Saputo to donate to clean up the area and not provide funding for a structure. There is an area "a few bike pedals away" in White Bear where there is a bicycle tire pump. The Rutherford Park area would be a beautiful trail for people to walk every day. The area would be best used as a beach area. It was explained to John that the structure will be an "open" structure with a few pieces of equipment to fix tires. John stated that a rest area would be good but only benches are needed. The area has been isolated for many years. There was discussion regarding the view of the structure from adjacent properties. The Park Board toured Rutherford Park as part of the annual park tour last month. The view for the neighbors is important. The Planner will visit with the neighbors and report back.



**Park Board Meeting  
August 16, 2018**

**Agenda Number:** 8

**Subject:** Public Works Report

**Documentation:** Report

**Action / Motion for Consideration:**

Report at Meeting / Discussion

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

1. **Lift Station Upgrades–**
  - Lift Station #10 was awarded to Lametti and Sons. The preconstruction meeting was held on July 25. No work during August. Lametti will provide a schedule soon.
  - Lift Station #3 Project. The landscaping requested by the adjacent residents will be installed in the next month.
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 – Water meter testing results will be shared with the Town Board today.
  - Commercial meter testing will begin soon with the information that has been provided by Utility Billing.
4. **2018-2027 Capital Equipment/Capital Improvement Programs**
  - The GIS Request for Bids has been placed on hold per staff's request.
  - Replacement of the Town warning sirens – All four are operational as of June 2018. A memo for the disposal will be on the August 6<sup>th</sup> Town Board meeting agenda.
5. **Storm Water Program**
  - The Town has received a grant of \$35,000.00 from RCWD for Outfalls #5 (St. Anthony) and #6 (Park St), both empty into Bald Eagle Lake. Ramsey County Public Works has provided an agreement for a cost share for Outfall #6 since a portion of the discharge is from East Bald Eagle Avenue. The cost share amount is \$11,600.00.
  - The Town has applied for renewal of their current MS-4 permit and the SWPPP will need to be updated soon.
6. **Water system improvements/issues**
  - Well #5/Treatment Plant #1 – The valve limiter will be installed after further discussions with Tonka Water on who will be reorienting the existing valve. Tonka Water was on site to install the limiter in June. There is an issue with the ability to install the limiter with the valve as it is placed.
  - 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 May.

- Water Tower Clean and Coat did complete the cleaning of the exterior of the South Water Tower in June.
- Well #1 rehabilitation was completed in June after some additional sand was removed from the bottom of the bore hole.
- A quote for a concrete floor in the base of the Northeast Water Tower will be approved by the Town Board soon.

**7. Sanitary sewer system improvements/issues**

- There is a section of sanitary sewer gravity line just west of lift station #3 has been identified as a potential lining project, there are many joints within that section that groundwater is infiltration.
- The Town Board has approved for the Town Engineer to develop plans and specs for the lining of the gravity line, west of lift station #3.

**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 was completed by Allied Blacktop Company during the week of July 16<sup>th</sup>. A called has been placed with the contractor in regards to sweeping.
- Emerald Ash Borer Management Plan will be updated based upon the Park Board recommendations and Town Board approval.

**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:**

- Tim has been hired as the replacement Maintenance Worker vacancy left by the retirement of Reed Walstad.

**11. Park Projects:**

- Apple Tree Park Playground replacement project - The adult fitness equipment has been installed.
- Bellaire Beach house rehabilitation. The roof replacement project is completed.
- Eagle Park Tennis Courts have been removed and repaved by Asphalt Restoration Company. The fencing will be replaced soon by Modern Fence. Court color coating quotes are being requested at this time.
- The trails along White Bear Parkway, Hammond Road, Centerville Road, Otter Lake Road, Polar Lakes Park and Columbia Park will be sealcoated in 2019. The Public Works Director is working on specifications for the project to be approved by the Town Board.
- The pitching mound was constructed on Field #2 in Polar Lakes.

**12. Ramsey County Projects within the Township;**

**2018**

- Reclamation and paving of Stillwater Street – The pr
- 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 July 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 and Radio repairs
6. Complete the 15 State water tests for this month
7. Various water shut off for home repairs
8. New construction water turn on's
9. Gopher one locates in Township, North Oaks, Gem Lake, and Birchwood
10. Picked up downed trees from recent storms
11. Repaired damaged and filling catch basins throughout the Town
12. Repaired the failing culvert's at South Shore Blvd. and Glen Oaks and Bellaire Beach
13. Jetted and cleaned multiple storm sewer pipe in Otter Hills
14. Prepped roads for seal coating
15. Currently propping trails for seal coating
16. Started skin patching the Mallard Ponds area
17. Started curb repairs in the Township
18. Ongoing pothole patching
19. Repaired the Division Street rain gardens with new socks and repaired some of the stand pipes

20. Mowing and weed whipping Town Parks and lots
21. Fertilized Polar Lakes Park, Longville and Four Season Baseball fields, Columbia soccer field, and Gem Lake, Public Works and Admin.
22. Disked Bellaire beach multiple times
23. Emptied trash in all the parks

### **Mechanic jobs for July 2018**

- Assisted Public Works
- Rewired and added a n traffic advisor on # 26 (pickup truck)
- Added new front warning lights on # 38 (2.5 yd. dump truck)
- Installed new headlight shrouds and headlights in # 38 (2.5 yd. dump truck)
- Added a counter weight and repaired the fender on # 54 (mower trailer)
- Repaired the gas tank on the walk behind concrete saw
- Buffed the hood out of the heavy water spots on # 26 (pickup truck)
- Buffed the hood out of the heavy water spots on # 39 (pickup truck)
- Changed the tire on # 19 (mower)
- Replaced the battery in # 5 (mower)
- Assisted with the installation of the camera pole
- Removed old wiring and cleaned up the utility room at the Admin building
- Ordered warning light for the new supervisor truck and service truck
- Serviced multiple pieces of equipment



## Park Board Meeting August 16, 2018

**Agenda Number:** 9

**Subject:** September Meeting Date

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discussion

September 2018 						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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**Park Board Meeting  
August 16, 2018**

**Agenda Number:** 10 - 11

**Subject:** Added Agenda Items  
Adjournment

**Documentation:**

**Action / Motion for Consideration:**



## **Park Board Meeting August 16, 2018**

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

### **Documentation:**

Minutes  
Town Board Meeting  
July 16, 2018

**CONSENT AGENDA:** Ruzek moved approval of the Consent Agenda as follows: 5B) Approve VFW On-Sale Liquor License Request for Township Day Event; Prudhon seconded. Ayes all.