



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

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

## AGENDA PARK BOARD MEETING OCTOBER 18, 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 August 16, 2018 & September 25, 2018 (Additions/Deletions).
4. Township Day.
5. Movie in the Park.
6. Polar Lakes Park Improvements.
7. Emerald Ash Borer:
  - a. Treatment of Bellaire Beach.
  - b. Tree Replacement Plan.
8. Rutherford Park – Saputo Shelter.
9. Summit Lane.
10. Public Works Director Report.
11. Added Agenda Items.
12. 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.





**Park Board Meeting  
October 18, 2018**

**Agenda Number:** 1 – 2 - 3

**Subject:** Call to Order at 6:30 p.m.  
1281 Hammond Road  
  
Approval of October 18, 2018 Agenda  
Approval of August 16, 2018 Minutes & September 25, 2018

**Documentation:** October 18, 2018 Agenda  
August 16, 2018 & September 25, 2018 Minutes

**Action / Motion for Consideration:**

Approve October 18, 2018 Agenda  
Approve August 16, 2018 & September 25, 2018 Minutes

**MINUTES  
PARK BOARD MEETING  
AUGUST 16, 2018**

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

Present: Akenson, Josephson, Lee, Lombardi, Koster, Reeves: Town Board Chair:  
Ruzek; Public Works Director: Reed; Planner: Riedesel.

DeMoe resigned from the Park Board as he no longer lives in White Bear Township.

**APPROVAL OF AGENDA (Additions/Deletions):** Koster moved approval of the agenda with the following amendment: Summit Lane Dock. Josephson seconded. Ayes all.

**APPROVAL OF MINUTES OF JULY 19, 2018:** Lombardi moved approval of the Minutes of July 19, 2018. Josephson seconded. Ayes all.

**TOWNSHIP DAY / MOVIE IN THE PARK:** **Township Day:** Lisa Beecroft, Township Day Coordinator reviewed the updates for the event. **Entertainment:** Bands are contracted; fireworks contracted; and outreach is in progress for community performances. Possible community performances before the bands include: 1) Behr Sisters Band (already confirmed); WB Orchestra; IPAC; Lakeshore Players; Sun Yi, Just for Kix. The following are "maybes": Create Space demos; Kireina Silk Art demos; White Bear Make. **Special Features:** All special features have confirmed as follows: Fireworks; NEW Car Show (Viking Auto/Jake Sarrack is sponsoring); Bean Bag Tournament (Viking Auto/Jake Sarrack is sponsoring); Petting Zoo – Cock-a-Doodle Zoo; Touch a Truck; Inflatables; Public Safety/Ramsey County Sheriff's Office; Tamarack Demo; Archery; Face Painting; White Bear Lake Area Historical Society/Town Hall Tours; White Bear Food Shelf (collection in vendor area and at the car show. **Vendors:** The following vendors have accepted: **Arts/Crafts:** Joyce Povolny. Rustic Creations, Solar Lawn Totems. **Food:** KP Concessions, Lakes Hawaiian Ice, Sister Treats, Stipe Concessions, Tot Boss, VFW Post 1782 Auxiliary. **Guests (not paid):** Ramsey County Sheriff's Department, Vadnais Lakes Area Water Management Organization, White Bear Lake 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

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(\$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. WBT Public Safety Commission is providing a new bike and accessories for a raffle operated by the White Bear Historical Society. It was suggested having a Township flag and WBT History Book as auction items. **Logistics:** The map is new; finalizing placements, vendor locations. Parking will now be in south to better display the Town Hall. **Tent for Silent Auction:** Staff is still trying to see who the current owner of the tent is. **Signage:** The banners and signs have been re-evaluated. Will need a new directional sign to accommodate new footprint and new car show. **Billboard:** Done. The design has been submitted for approval.

There was discussion regarding public officials running for office having a booth. Staff will check to see if there would be a Town Board booth which could accommodate candidates.

There was discussion regarding vendors having the opportunity to accept credit cards. Lisa Beecroft will check it out.

Park Board members will be available at noon on Township Day to help with set up. Shifts for attending the silent auction table will be provided to Park Board members.

There was discussion regarding having someone to handle fundraising. Township employees and commission/park board members are not allowed to fund raise. Staff will talk with the Town Attorney and report back.

**Movies in the Park:** Approximately 90 people were at the August movie, Sing. The White Bear Press forgot to run the previous movie in the park adds. They will not charge for their omission. There was discussion regarding changing the date for the movies in the park. Currently movies are shown on the 2<sup>nd</sup> Saturday of the month. It was suggested changing the evening showing to a Thursday or other night. It was suggested partnering with the soccer association. Researching what nights other communities who schedule movies in the park use was suggested.

**POLAR LAKES PARK IMPROVEMENTS – FINANCING PLAN:** **Polar Lakes Park Improvements:** The Park 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.

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 \$293,814. Billboard revenue expected in 2019 is \$53,422.

If \$293,814 is available this year and the restroom and dugout roofs costs are expected to be \$480,000.00, there is not enough funding for both projects. Add to that next year's

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planned projects (restroom and fitness court) and at least one planned improvement must be shifted to a future year. The projects which are being considered are:

Restrooms	\$ 350,000.00
Dugout Roofs	\$ 130,000.00
Fitness court	\$ 100,000.00
2 <sup>nd</sup> restroom	\$ 350,000.00

Dick Sand attended the meeting. He stated that the Baseball Association would like the dugout roofs to be done. They have ideas to make things better for the players. The Public Works Director stated that all the dugout roofs should be done at one time. In response to a question if the Baseball Association could contribute to the improvement, Dick Sand suggested that they be asked.

Reeves moved to table discussion on dugout roofs; that a partnership be created with the Baseball Association; and that staff reach out the Baseball Association for \$25,000 to assist in the replacement of the dugout roofs. Lombardi seconded. Ayes all.

**Financing Plan:** A report from the Finance Officer providing funding options for Polar Lakes Park improvements was reviewed. The Community Park Improvement Fund has a current cash balance of \$270,719.88. Its main revenue source is from half of the billboard rent of \$4,451.85 per month currently. The improvements proposed for Polar Lakes Park proposes 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. The Finance Officer's information included projected fund balance based on current and projected ten-year park improvements for the Community Park Improvement Fund.

There are options for funding of these projects. The first option is to stay with 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 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 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 the Town Attorney would need 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

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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 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 and how much it will increase property taxes.

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 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.

**Project Priority Ratings:** The rating list was reviewed. Dick Sand attended the meeting to discuss the dugout roofs. He stated that the baseball association has expressed concern about the lack of roofs. The tarp roofs that are there are weathered and torn. He noted that dugout roofs were on the bottom of the project priority ratings list. He asked if this project could be moved higher on the list since the cost is much less than some of the projects with a higher rating higher on the list.

**EMERALD ASH BORER: 1) TREATMENT OF BELLAIRE PARK; 2) TREE REPLACEMENT PLAN:** At last month's meeting the Park Board provided recommendations regarding removal or treatment of trees in parks which may be infested with Emerald Ash Borer. It was the consensus to remove Bellaire Beach from the recommended list until an arborist reviewed the trees. A consultant from Save A Tree visited Bellaire Park. Some of the infected trees are not infected with Emerald Ash Borer. Four of the trees were recommended to be taken down. The remainder of the trees could be treated. It was the consensus that further discussion be tabled until information on treating the trees is available.

**RUTHERFORD PARK – SAPUTO SHELTER:** Joe and Lisa Ehrman, 5251 Portland and John Igo, 2656 Stillwater Street attended the meeting to listen to the review of the Saputo shelter at Rutherford Park and the Lake Links Trail project.

The neighbors were informed that the Park Board visited Rutherford Park as part of their annual park tour in June. The view for the neighbors is important and the project is still in the planning stages. Comments included:

- The shelter may will impair view of the lake from some of the properties.
- The east side of the park is high and there is no view of the lake.

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- The shelter could go on the flat area and not be as much in the way less tree removal and less grading would be a better option due to limited view of the lake and homes are higher in elevation.
- Igo stated that the trail stakes are not placed correctly. It was noted that the stakes show the south edge of the Highway 96 public right-of-way.
- Placing it off of Portland would offer a flat area another option for consideration.
- Mrs. Ehrman stated that they have no desire to open up their space to others (the White Bear Beach Community Club). She stated that this is a private area and they do not need to define what they are.
- Their concern is what the Township will do to protect them.
- The neighbors do not understand the purpose of the shelter. (It was explained that the shelter is proposed to be 10' x 24' in area and will have bike stands for repairs.
- They feel that the further away from their property would be best. (It was explained that there is no set spot for the shelter as yet.)
- Why can't something be worked out and place the shelter at the Ramsey County Beach property?

There was considerable discussion relative to traffic, and parking, and safety.

**PUBLIC WORKS DIRECTOR REPORT:** The Public Works Director reviewed the Public Works Department Activity for the month of July that relates to park projects. **Apple Tree Park:** The adult fitness equipment has been installed. **Bellaire Beach House:** The roof replacement project is complete. There will be dark grey on the fascia and light grey on the block. Doors will be blue. The bathroom will be unisex. Quotes will be obtained for a handicap drinking fountain. **Eagle Park Tennis Court:** The 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. **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 2019. **Field #2 – Polar Lake Park:** The pitching mound was constructed on Field #2 in Polar Lakes Park.

**SEPTEMBER MEETING DATE:** The September meeting is scheduled for September 20<sup>th</sup>. Items for discussion to include: 1) Township Day debrief; 2) Polar Lakes Park Improvements; 3) Emerald Ash Borer; 4) Rutherford Park – Saputo Shelter.

Riedesel noted that he will be on vacation on the regular Park Board meeting date (9/20/18). The Park Board recommended to hold the September meeting on Tuesday, September 25, 2018.

**SUMMIT LANE DOCK:** Park Board member Josephson requested that the Public Works Director raise the height of the dock, due to the increase in the lake level, and also requested regular maintenance of the property by the Town.

Lee moved to adjourn the meeting at 8:45 p.m. Akenson seconded. Ayes all.

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SEPTEMBER 25, 2018**

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

Present: Akenson, Josephson, Koster, Lombardi; Town Board Liaison: Ruzek; Public Works Director: Reed; Planner: Riedesel; Lisa Beecroft, Township Day Coordinator.

Absent: Reeves with notice and Lee.

**APPROVAL OF AGENDA (Additions/Deletions):** Josephson moved approval of the agenda with the following rotation: Move Item 8) Rutherford Park – Saputo Shelter to follow Item 5) Movie in the Park – Follow Up. Koster seconded. Ayes all.

**APPROVAL OF MINUTES OF AUGUST 16, 2018:** The Minutes of August 16, 2018, were continued to the October meeting. John Igo had comments relating to the Minutes which staff will incorporate into the Minutes for review by the Park Board in October.

John Igo provided input relative to resident comments regarding Rutherford Park, Saputo Shelter at the August meeting. He noted areas to be corrected: The following (page four of the minutes) have been amended.

Bullet #1: The shelter may impair view of the lake from some of the properties. (Mr. Igo stated that the shelter WILL impair view of the lake.)

Bullet #3: The shelter could go on the flat area and not be as much in the way. (Mr. Igo stated that the flat area would be the better option.)

Bullet #4: Igo stated that the trail stakes are not placed correctly. It was noted that the stakes show the south edge of the Highway 96 public right-of-way. (Mr. Igo stated that this was for the beach club right-of-way.)

Last sentence: There was considerable discussion relative to traffic and parking (added: and safety).

**TOWNSHIP DAY – FOLLOW UP:** Responses from a survey of the Township Day event was reviewed as follows: **Describe Your Participation at Township Day:** 15 responses were received. 60% of the vendors responded; 7% provided response to entertainer; 33.3% Township Board Member or staff. **Are You a Resident of WBT:** 15 responses were received. 26.7% stated that they were residents; 73.3% were not WBT residents. **How They Felt Overall About the Event This Year:** 15 responses were received. 40% provided a “10” rating (the highest). 6.7% provided a rating of 4; 6.7+% provided a rating of 5; **What Did You Like About Township Day This Year:** Well organized; well promoted; great weather; wonderful crowd; family/kids attractions were nice; good location; increased advertising and more schools being present; vendors great; Township staff awesome; good kids’ activities; fireworks were great; people seemed to be having fun; lots of variety; convenient parking; reasonable prices. **What Did You Not Like About The Event This Year:** Nothing, it was great; very low traffic in the vendor areas; would be nice to have a stronger start to the day; the date is not good – way too much competition in WBL; the music ended too early (maybe go until 9:00 or 10:00 p.m. in the future); inflatables were quite loud and smelled of exhaust near the generators – seem too close

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SEPTEMBER 25, 2018

to the animals and vendors; one vendor did not feel that they had many people stopping by (they were toward the back) which seemed to limit some of the foot traffic given the food, music and kids activities were closer to the front; vendor next to me played music all through the event; hand soap ran out at 7:30 p.m. at mini-biffies; move Legion burger stand up front as first food truck; Jake Nelson should be the closer; not enough hand washing stations; the first band was better than the last one. **Is There Anything that You Would Add Next Year:** Keep growing the vendor and food list (great progress this year; Have more vendor booths so it becomes a partly shopping event as well as a strolling event; have an activity so there is a reason for people to come at the beginning of the event instead of trickling in later; more advertising; more vendors; add food truck B3-Burgers, Brats & BBQ. **Is There Anything Else you Think we Should Know:** Love having it in the upper lot; super fun event; warmer/earlier would be better; curious about fireworks "encores"; as a vendor it was not profitable; handicap parking.

The members will review all the comments in preparation for next year's event. It was suggested that people should be asked to fill out a survey as they leave. Also ask people what they would like to see in general for the park. It was unanimous that help is needed for traffic. It was suggested to ask the Public Safety Commission if they would assist. Reviews from the vendors would be good to help in coordinating next year's event.

Other comments and suggestions included:

- Need a better MC. Next year Lisa will work with local performing groups/organizations.
- The car show can grow for next year.
- Sandbox & Touch a Truck was very popular.
- Petting Zoo very popular.

The Township Day event will continue to be discussed at future meetings.

Josephson moved to continue the matter of Township Day follow up to the October meeting. Koster seconded. Ayes all.

**MOVIE IN THE PARK – FOLLOW UP:** Pros from this year's Movies in the Park are: great location; Twilight did a great job with projection and sound; good movie selection; age appropriate for the sunset times; attendance increased as the summer went on (would have helped if WB Press had run the earlier ads). The cons included: weather sensitive (it rained before the movies 2 of the 4 nights); mosquitos, mosquitos, mosquitos; had trouble getting local orgs to participate on a Saturday night; not enough guests to make it worthwhile for food trucks (plus too late for meals). Recommendations included: Move to Thursday? Saturdays are so busy in the summer. Could do spring or fall while school is in session; do something about mosquitos; partner with Soccer Association and have movie after soccer game/practice; have local orgs sell concessions as a fundraiser (plus draw their audience); or stick to a vendor that sells popcorn, ice cream, etc.

**POLAR LAKES PARK IMPROVEMENTS:** The Planner noted that the Park Board has been reviewing several improvements to Polar Lakes Park in 2018 and beyond. Currently the Board is finalizing plans for a new restroom building with a cost of approximately \$350,000 and dugout

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SEPTEMBER 25, 2018

roofs at a cost of approximately \$120,000 to be completed this year. Plans for next year include a second restroom building at \$350,000 and a fitness court at \$100,000 which includes \$30,000 in grant funding. 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 \$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 Planner reported that he contacted the president of the Soccer Association regarding the improvements proposed to Polar Lakes Park relative to restrooms. It was suggested that the Soccer Association could have a fund raiser to assist in funding for a restroom. He also emailed the president of the Baseball Association. A question was asked if having two restrooms for Polar Lakes Park should be revisited and listed separately in the priority list (restroom #1 and restroom #2).

It was the consensus that the project priority list be re-rated and costs updated. The costs for the projects need to be updated to today dollars; there should be a project and cost and rating for restroom #1 and another project cost and rating for restroom #2; any grant funding to be included in the cost for a project and any fundraising effort for a project.

Polar Lakes Park improvements and the project list will be reviewed at next month's meeting.

**EMERALD ASH BORER; 1) TREATMENT OF BELLAIRE BEACH 2) TREE REPLACEMENT PLAN:** Information was provided regarding chemical treatment to address potential Emerald Ash Borer infestation and toxicity of chemicals proposed for treatment of the trees infested.

Last month the Park Board discussed treatment of Ash trees in Bellaire Beach or removal of infested trees. It was the consensus that the Town have an arborist look at the trees at Bellaire Beach. It was the consensus that the four trees known to be infected be removed and replaced in the spring. It was the consensus a current policy for Emerald Ash Borer be reviewed at next month's meeting.

Josephson moved to recommend to the Town Board that the four trees infected with Emerald Ash Borer at Bellaire Beach be removed and replaced in the spring of 2019. Akenson seconded. Ayes all.

**RUTHERFORD PARK – SAPUTO SHELTER:** The Planner reported that a meeting was held on September 10<sup>th</sup> regarding the trail section around White Bear Lake which included Rutherford Park. The impact on the neighbors was addressed. The grant funding from the Minnesota Legislature was not identified for any specific section of the trail. A consultant is needed to address the issues. The location of the bike shelter for Rutherford Park has not been determined. Meeting with the neighbors and input received has been provided at the meetings.

John Igo, 2656 Stillwater Street, stated that he is a Township resident. He stated that he will be bowing out for the WB Beach Club. He introduced Robert M. Rodriguez, Vice President of

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the White Bear Beach Club. Mr. Rodriquez will keep updated on discussions. A question was asked if the Park Board has jurisdiction over Rutherford Park and if it is public property. Ruzek explained that the Town has jurisdiction over the park and that it is public property. The Park Board advises the Town Board with recommendations.

John Igo asked about the option for the west end of the park. He stated that the neighbors have started a petition against the location of the Supato shelter to build a bike shelter and that attractive location should be considered. He provided the petition to the Planner. Lombardi stated that nothing has been decided at this point and the Park Board takes the neighbor's concerns seriously. John Igo stated that they are not against a bike trail and the majority would enjoy the trail but are not in favor of a bike shelter.

**SUMMIT LANE:** Josephson provided a proposal for Kayak/Canoe/SUP racks at Bellaire Beach and Summit Lane. A rationale for the racks is based on information from Mahtomedi, Birchwood, and White Bear Lake who all offer rack rentals at various locations around White Bear Lake. Residents of the Township have expressed interest in rack rentals at Bellaire and Summit Lane. This would make both areas more useable and generate some income for the parks. The rental agreements would hold the renter responsible for providing a locking mechanism and hold the Township harmless.

Mahtomedi offers rentals from May 1 – October 15 at Chautauqau, Echo, Lake, and Mahtomedi Beach. Applications are accepted from April 1 to April 15. Rentals are assigned for the season on a first come first serve basis, with preference to citizens of Mahtomedi. Cost is \$40 for residents and \$50 for non-residents. Birchwood Village offers rentals from April 1 – October 31 at Ash (5 spots), Birch (20 spots), Elm (6 spots), and Dellwood (18 spots) beaches at a cost of \$10 to residents only. Rentals are assigned for the season on a first come first serve basis. White Beat Lake offers rentals; applications accepted online, year-round at Matoska Park. Rentals are assigned for the season. Cost is \$45 for residents and \$60 for non-residents.

Costs for Racks: Commercial kayak racks can run from \$800 to \$2,100 depending on materials and capacity. They can be free-standing or mounted to concrete blocks.

Proposal for Bellaire Beach and Summit Lane: There is space for 24 (4 double sided racks with 6 spots each) rental spots at Bellaire Beach on the western edge of the park. This would allow the watercraft to be launched outside of the swim area. If the Township were to charge \$40 per spot, this would generate \$960 dollars a year in income. Summit Lane has space for 9 (3 single sided rack) spots on the western edge near the water which would generate \$360 per year. The Township would have to provide the racks. It was the consensus if the Township would provide kayak/canoe/SUP racks the rental fee information provided by the City of Mahtomedi would be the most feasible for the Township. The Planner noted that since these are parks public meetings should be held.

**PUBLIC WORKS DIRECTOR REPORT:** The Public Works Director reviewed park projects as part of the August Public Works Department Activity Report. **Bellaire Beach House Rehabilitation:** Quotes are being solicited for the repainting of both the interior and exterior, modifications to the plumbing in the men's bathroom along with a new ADA drinking fountain

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SEPTEMBER 25, 2018**

installed, and replacement of some of the metal door frames and doors. **Eagle Park Tennis Courts:** Fencing was replaced by Modern Fence. Court color coating quote was approved by the Town Board on August 20, 2018. **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 2019. The Public Works Director is working on specifications for the project to be approved by the Town Board.

Josephson moved to adjourn the meeting at 8:50 p.m. Koster seconded. Ayes all.

Respectfully Submitted,

Joan J. Clemens  
Recording Secretary

DRAFT



## Park Board Meeting October 18, 2018

**Agenda Number:** 4

**Subject:** Township Day

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

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Minutes

Park Board Meeting  
September 25, 2018

**TOWNSHIP DAY – FOLLOW UP:** Responses from a survey of the Township Day event was reviewed as follows: **Describe Your Participation at Township Day:** 15 responses were received. 60% of the vendors responded; 7% provided response to entertainer; 33.3% Township Board Member or staff. **Are You a Resident of WBT:** 15 responses were received. 26.7% stated that they were residents; 73.3% were not WBT residents. **How They Felt Overall About the Event This Year:** 15 responses were received. 40% provided a “10” rating (the highest). 6.7% provided a rating of 4; 6.7+% provided a rating of 5; **What Did You Like About Township Day This Year:** Well organized; well promoted; great weather; wonderful crowd; family/kids attractions were nice; good location; increased advertising and more schools being present; vendors great; Township staff awesome; good kids’ activities; fireworks were great; people seemed to be having fun; lots of variety; convenient parking; reasonable prices. **What Did You Not Like About The Event This Year:** Nothing, it was great; very low traffic in the vendor areas; would be nice to have a stronger start to the day; the date is not good – way too much competition in WBL; the music ended too early (maybe go until 9:00 or 10:00 p.m. in the future); inflatables were quite loud and smelled of exhaust near the generators – seem too close to the animals and vendors; one vendor did not feel that they had many people stopping by (they were toward the back) which seemed to limit some of the foot traffic given the food, music and kids activities were closer to the front; vendor next to me played music all through the event; hand soap ran out at 7:30 p.m. at mini-biffies; move Legion burger stand up front as first food truck; Jake Nelson should be the closer; not enough hand washing stations; the first band was better than the last one. **Is There Anything that You Would Add Next Year:** Keep growing the vendor and food list (great progress this year; Have more vendor booths so it becomes a partly shopping event as well as a strolling event; have an activity so there is a reason for people to come at the beginning of the event instead of trickling in later; more advertising; more vendors; add food truck B3-Burgers, Brats & BBQ. **Is There Anything Else you**

**Think we Should Know:** Love having it in the upper lot; super fun event; warmer/earlier would be better; curious about fireworks "encores"; as a vendor it was not profitable; handicap parking.

The members will review all the comments in preparation for next year's event. It was suggested that people should be asked to fill out a survey as they leave. Also ask people what they would like to see in general for the park. It was unanimous that help is needed for traffic. It was suggested to ask the Public Safety Commission if they would assist. Reviews from the vendors would be good to help in coordinating next year's event.

Other comments and suggestions included:

- Need a better MC. Next year Lisa will work with local performing groups/organizations.
- The car show can grow for next year.
- Sandbox & Touch a Truck was very popular.
- Petting Zoo very popular.

The Township Day event will continue to be discussed at future meetings.

Josephson moved to continue the matter of Township Day follow up to the October meeting. Koster seconded. Ayes all.

# 2019

January							February							March							April							
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QUESTIONS RESPONSES 28

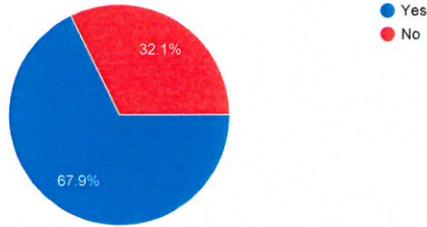
28 responses

SUMMARY INDIVIDUAL

Accepting responses

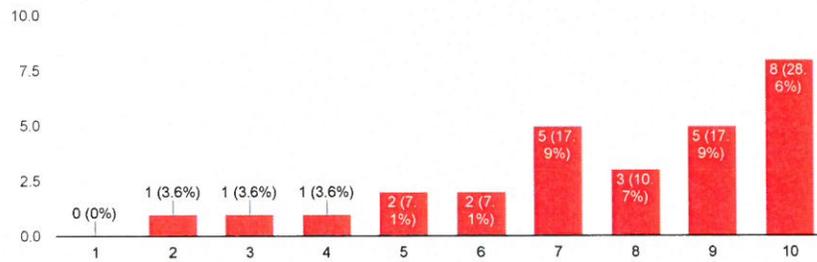
### Are you a resident of White Bear Township?

28 responses



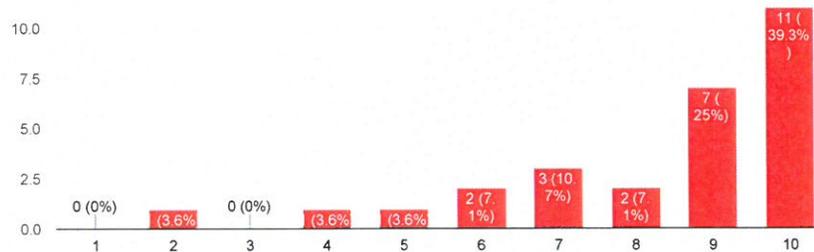
### What did you think of Township Day this year?

28 responses



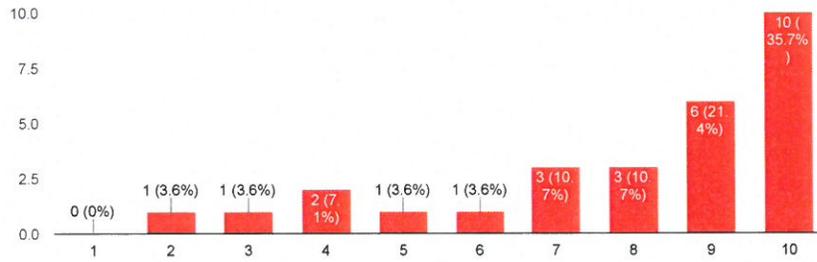
### How likely are you to attend Township Day next year?

28 responses

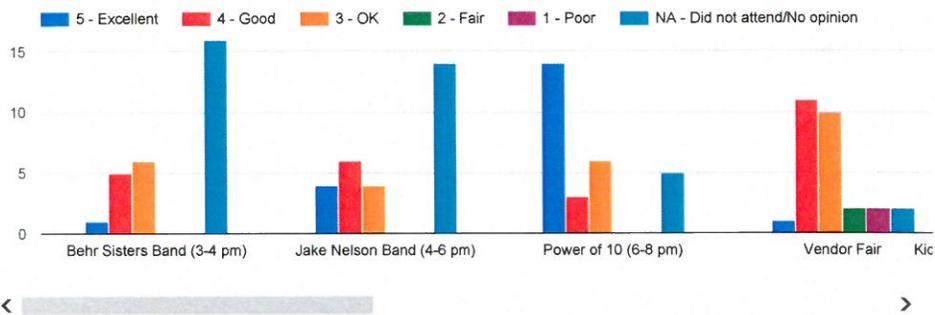


### How likely are you to recommend Township Day to a friend or relative?

28 responses



### Rate each Township Day activity.



### What did you like about Township Day this year?

20 responses

Fireworks  
(3)

The bands and fireworks were excellent

The bands and fireworks were great

Jake Nelson Band. They were phenomenal!

Liked the change of location

Time was perfect

Fireworks, headliner band

I like that the fireworks were early. I also liked the last band. Music for everyone.

Beer garden inflatables food trucks and petting zoo was a huge hit

The layout was great

Tacos,  
vendor area was good

Most  
all of it

I  
loved the fireworks! I like that it is not an overcrowded festival. There was  
just enough to do for an afternoon.

Wristband  
for inflatables, made it fair and easy to manage. Timing of fireworks was  
great.

Great  
Closing Band PO10; petting zoo

Bounce  
houses

Fireworks  
were perfect. Not totoo loud, not too close, but still highly entertaining. Kids  
loved them!

The  
lay out was great! Loved the lions club hotdog stand. Perfect for kids! My kids  
LOVED the sandbox

## What did you NOT like about Township Day this year?

21 responses

Cornhole  
tournament was to far away. No one could see it

\$12.00  
was a lot for a 4 year old for inflatables that looked dangerous. We had 2  
children. Need safer children activities.

The  
cost of the inflatables was really high considering how few inflatables there  
were.

\$12  
for 4 inflatables was way overpriced. Families were leaving in droves

Super spread  
out but that's nothing big

More  
food options would be nice. Inflatables aren't toddler friendly which is hard to  
explain to a toddler :)

Vendors  
were meh. Inflatables were overpriced

the  
petting zoo was a little gross

The  
price for the inflatables was high. There were also not any inflatables geared  
toward the toddlers.

Maybe  
spend alittle less on the fireworks and make the inflatabes free

The  
inflatables were expensive

Cost  
of kid's wristband for inflatables and the long lines for them.

Vendors

Not  
enough vendors

Nothing

Parking,  
almost made me not want to try to attend. Are there more options or shuttles  
available?

Need  
more vendors

Would  
have liked More food options and shaded areas to eat

Poor  
food selection

That  
you had to pay to do the inflatables. And it was super expensive. Also, no real dairy-free (allergy aware) food vendors.

Very  
high price for inflatables wrist band for a family with 2 kids. At the end, they were not swapping kids in and out in a timely fashion so we spent more time waiting on line. Also, the spot lights for the stage were left on during the fireworks and were in our eyes.

## Is there anything that you would ADD to Township Day next year?

19 responses

More  
food vendors and young children's games.

More  
to do for older kids and teens.

More  
free or cheaper kid activities. More games or things for teen/preteens to do.

Parade?

Better  
entertainment for elementary kids, more food options

I  
would add more variety with food trucks and vendors

Wish  
there were more kid activities.

Maybe  
a magic show face painting bingo

Ice  
cream

Atm  
or food trucks that accepted cards.

Games  
that all ages can participate in.

Better  
vendors with more choices

More  
food options, more vendors

More  
food trucks!

Incentives  
for bringing food. Maybe free kids activity, etc. Food shelf should be promoted more.

Shaded  
areas to sit, face painting, yoga in the park

I  
like the food truck idea; however, those were boring and with nothing special. Better food truck selection with variety. People will pay for fun food!

Egg  
rolls (Hmong church in Robinsdale makes them as a fundraiser), church booth options, way more seating around the food.

Nothing  
specific

10/11/2018

## Is there anything else you think we should know?

9 responses

Love  
the event overall.

The  
car demo would have been better if they offered a smaller hammer for younger  
kids. The 18+ rule killed the fun. Need more/better silent auction  
items

Bring  
Jake Back for 2019 to headline. We brought a huge group out there just for his  
performance. Later would generate a big draw

Parking  
on the grass was awful. Why did you make it one way?? We had to back up the  
whole way out when there were no spots open. Very dangerous.

Longer  
hours

I  
didn't check out the car show, but it seemed like a great idea.

Thanks for  
asking for input! Thanks also for putting on the event! A great way to bring the  
community together!

I  
love it! Love the time of year too! End summer with a bang!

Fireworks  
that went off after the finale were scary (as we drove away). Please don't do  
that again.



## Park Board Meeting October 18 , 2018

**Agenda Number:** 5

**Subject:** Movie in the Park

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

-----  
**Minutes**  
Park Board Meeting  
September 25, 2018

**MOVIE IN THE PARK – FOLLOW UP:** Pros from this year's Movies in the Park are: great location; Twilight did a great job with projection and sound; good movie selection; age appropriate for the sunset times; attendance increased as the summer went on (would have helped if WB Press had run the earlier ads). The cons included: weather sensitive (it rained before the movies 2 of the 4 nights); mosquitos, mosquitos, mosquitos; had trouble getting local orgs to participate on a Saturday night; not enough guests to make it worthwhile for food trucks (plus too late for meals). Recommendations included: Move to Thursday? Saturdays are so busy in the summer. Could do spring or fall while school is in session; do something about mosquitos; partner with Soccer Association and have movie after soccer game/practice; have local orgs sell concessions as a fundraiser (plus draw their audience); or stick to a vendor that sells popcorn, ice cream, etc.



## Park Board Meeting October 18, 2018

**Agenda Number:** 6

**Subject:** Polar Lakes Park Improvements

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

-----  
**Minutes**  
**Park Board Meeting**  
**September 25, 2018**

**POLAR LAKES PARK IMPROVEMENTS:** The Planner noted that the Park Board has been reviewing several improvements to Polar Lakes Park in 2018 and beyond. 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 \$120,000 to be completed this year. Plans for next year include a second restroom building at \$350,000 and a fitness court at \$100,000 which includes \$30,000 in grant funding. 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 \$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 Planner reported that he contacted the president of the Soccer Association regarding the improvements proposed to Polar Lakes Park relative to restrooms. It was suggested that the Soccer Association could have a fund raiser to assist in funding for a restroom. He also emailed the president of the Baseball Association. A question was asked if having two restrooms for Polar Lakes Park should be revisited and listed separately in the priority list (restroom #1 and restroom #2).

It was the consensus that the project priority list be re-rated and costs updated. The costs for the projects need to be updated to today dollars; there should be a project and cost and rating for restroom #1 and another project cost and rating for restroom #2; any grant funding to be included in the cost for a project and any fundraising effort for a project.

Polar Lakes Park improvements and the project list will be reviewed at next month's meeting.

**MEMORANDUM**

**TO: PARK BOARD**  
**FROM: TOM RIEDESEL**  
**DATE: NOVEMBER 1, 2017 REVISED DECEMBER 13, 2017 REVISED JANUARY 11, 2018 REVISED OCTOBER 4, 2018**

**SUBJECT: POLAR LAKES PARK CIP**

Below is Polar Lakes Park's list of additional improvements planned in the future. The Park Board is the group which helps guide future development of the park. Additional ideas/projects are also added to the list as recommended by the Board.

Please review the list and prioritize the projects in the order in which you think they should be completed.

Possible Projects:

Ballfield Lighting – Fields #2 & #4	\$250,000	_____
Landscaping	25,000	_____
Ballfield Scoreboards (3)	45,000	_____
Parking Lot Expansion	100,000	_____
Perimeter Trail	100,000	_____
Soccer Restrooms	300,000-450,000	_____
Baseball Restrooms	300,000-450,000	_____
Grandstand	300,000	_____
Plaza Construction-Baseball Field Area	100,000	_____
Additional Playground Structure	25,000+	_____
Replace Existing Playground	200,000	_____
Additional Grandstands	250,000/each	_____
Band shell Construction	475,000	_____
Stage Area Drainage Improvements	10,000	_____
Amphitheater (Concessions, Shelter, Restrooms)	500,000	_____
Town Hall Improvements	?	_____
Wetland Enhancements	20,000	_____
New Dugout Roofs	125,000	_____
Soccer Field Lighting	125,000	_____
*Soccer Club Requests:		
• Expand Central Soccer Field		
• Concession Stand Improvements		
• LED Lighting for Soccer Fields		
*Soccer Scoreboard	15,000	

\* Denotes New to List

## 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  
October 18, 2018**

**Agenda Number:** 7

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

**Documentation:** Miscellaneous Information

**Action / Motion for Consideration:**

Report at Meeting / Discussion

-----  
**Minutes**  
Park Board Meeting  
September 25, 2018

**EMERALD ASH BORER; 1) TREATMENT OF BELLAIRE BEACH 2) TREE REPLACEMENT PLAN:**

Information was provided regarding chemical treatment to address potential Emerald Ash Borer infestation and toxicity of chemicals proposed for treatment of the trees infested.

Last month the Park Board discussed treatment of Ash trees in Bellaire Beach or removal of infested trees. It was the consensus that the Town have an arborist look at the trees at Bellaire Beach. It was the consensus that the four trees known to be infected be removed and replaced in the spring. It was the consensus a current policy for Emerald Ash Borer be reviewed at next month's meeting.

Josephson moved to recommend to the Town Board that the four trees infected with Emerald Ash Borer at Bellaire Beach be removed and replaced in the spring of 2019. Akenson seconded. Ayes all.



## FORESTRY POLICY

### **PURPOSE:**

The purpose of this policy is to outline standards and procedures for public and private forestry in White Bear Township.

### **APPLICABILITY:**

This administrative policy is applicable to all public and private forestry.

### **DEFINITION(S)**

- Private forestry means trees on privately owned property.
- Public forestry means trees on public easements (public right-of-way and public use), parks, public buildings grounds, and other Township owned property.
- Street trees are public forestry that are in public right-of-way on the boulevard and/or median.
- Park and public ground trees are public forestry that are in parks or other public land used primarily for recreation or other active or passive public purposes.
- Open space (natural areas) are located in parks or other public land used secondarily for recreation or other limited public purposes.
- The right-of-way is the area on, below, or above a public roadway, highway, street, cartway, bicycle lane, and public sidewalk in which the local government unit has an interest, including other dedicated rights-of-way for travel purposes and utility easements of local governments.
- The boulevard is the area between the road edge and the property line.

### **POLICY:**

- A. The primary purpose of public and private forestry shall be to provide Protection from climatic extremes and improve the environment, such as:

- Provide shade and wind protection
- Improve air quality by capturing pollution particles and reducing carbon dioxide
- Improve water quality of rivers and streams
- Provide food and shelter for wildlife

B. The secondary purpose of public and private forestry shall be to provide aesthetics and other intangibles such as:

- Streetscapes, parks and private properties beautification
- Provide privacy and aid in reduction of noise and glare
- Help in reducing stress levels and possibly crime levels

C. STREET TREE SPECIES/LOCATION STANDARDS

1. Street tree species and location shall be as approved by the Public Works Director or his designee.

2. Street tree species shall be from the following list (**no coniferous trees allowed**):

Shade Trees

- Bi-Color Oak (swamp white oak)
- Ironwood/Hop Horn Beam
- Ginko (no female) slow growing
- Hackberry
- Imperial Honey Locust
- Little Leaf Linden
- Northwood Maple
- Sugar Maple
- River Birch
- Burr Oak
- Pin Oak
- Prairie Horizon Manchurian Alder

Ornamental Trees

- Amur Maple (single stem)
- Japanese Lilac Tree
- Service Berry (Tree Farm)
- Newport Plum
- Flowering Crab

3. Street trees be installed in locations as follows:

- Arterial or major collector street designated entryway medians as approved by the Town Board.
- Special development projects area street medians and possibly boulevards as approved by the Town Board.
- Cul-de-sacs and entrance medians in **association maintained** developments as approved by the Town Board.

- d. Replacement in areas with existing street trees as location standards allow; replacements are normally planted in the front yard, not in the boulevard.
  - e. Street tree type plantings by private property owners meeting street-tree species/location standards as listed in Section C.
4. **Street tree specific location standards (when allowed) shall be as follows:**
- a. The boulevard (planting area) must be eight (8) feet or more in width.
  - b. The planting site must be located as follows:
    - No less than 30 feet from street curb intersections
    - 10-20 feet from curb on collector and arterial streets; preferably 15 feet
    - 5-12 feet from curb on local streets; preferably 10 feet 10 feet or more from any sewer or water line, fire hydrant or driveway
    - 5 feet or more from any gas, electric, telephone, cable TV or other under ground utility
    - 3 feet or more from any sidewalk or trail
    - 18 foot maximum height of tree at maturity, if within 18 feet of a **Distribution Power Line**
    - 25 foot clear zone (no plantings) on either side of a **Transmission Power Line**

D. PRIVATE TREE SPECIES/LOCATION RECOMMENDATIONS

1. Private property tree species are recommended to be chosen from the Section C. Street Tree List or the following additional tree list (keeping in mind that a variety of tree species is best for a healthy urban forest):

Coniferous Trees

- Balsam Fir
  - Austrian Pine
  - Eastern White Pine
  - White Spruce (Black Hills Spruce)
  - Other species allowed if recommended by a qualified arborist.
2. Private property tree location standards are recommended as follows in addition to zoning code, development agreement or conditional use permit requirements:
- a. The planting site should be located as follows:

- 30 feet or more from street curb intersections
  - 10 feet or more from any sewer or water line
  - 18 foot maximum height of tree at maturity, if within 18 feet of a **Distribution Power Line**
  - 25 foot clear zone (no plantings) on either side of a **Transmission Power Line**
  - 5 feet or more from a fire hydrant, gas or electric underground utility, driveway or property line
  - 3 feet or more from any sidewalk or trail
  - 20 feet or more from any building (shade tree)
  - 15 feet or more from any building (ornamental tree)
3. The developer, contractor or individual private property owner must call for Gopher State One-Call utility locates.

E. COST/FUNDING RELATED ISSUES

1. Costs for new public forestry installations shall be determined on a case by case basis, with funding by the Township or developer or a combination of Township, developer, donations or grant funding.
2. Costs for public forestry maintenance, diseased, hazardous, nuisance, or other removal, replacement and fill-in are addressed in Ordinances 16 and 27 or borne by the Township as funding allows.
3. Costs for private forestry installation, maintenance, diseased or other removal and replacement, shall be borne 100% by developer or private property owner.

F. ADMINISTRATIVE PROCEDURES

1. Installation of public and private trees.
  - a. The Public Works Department shall maintain public and private forestry specifications and installation recommendations.
  - b. The Code Enforcement Officer shall ensure that new construction forestry is installed as per the agreement.
  - c. Public forestry street trees installed by private property owners after initial development, shall be by permission and direction of the Public Works Director or his designee.
2. Maintenance of public and private trees.
  - a. The Public Works Department is responsible for the related annual public forestry operations and maintenance budgets and for annual

review/development of methods that could control, contain or reduce costs.

- b. Private forestry maintenance and replacement is the responsibility of the private property owner.
- c. See attached Public Right-of-Way and Public Purpose Easements Applicable Maintenance Standards Policy.

Adopted by the Town Board April 16, 2012.



## Park Board Meeting October 18, 2018

**Agenda Number:** 8

**Subject:** Rutherford Park – Saputo Shelter

**Documentation:**

**Action / Motion for Consideration:**

Town Planner Report at Meeting / Discussion

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**Minutes**  
**Park Board Meeting**  
**September 25, 2018**

**RUTHERFORD PARK – SAPUTO SHELTER:** The Planner reported that a meeting was held on September 10<sup>th</sup> regarding the trail section around White Bear Lake which included Rutherford Park. The impact on the neighbors was addressed. The grant funding from the Minnesota Legislature was not identified for any specific section of the trail. A consultant is needed to address the issues. The location of the bike shelter for Rutherford Park has not been determined. Meeting with the neighbors and input received has been provided at the meetings.

John Igo, 2656 Stillwater Street, stated that he is a Township resident. He stated that he will be bowing out for the WB Beach Club. He introduced Robert M. Rodriguez, Vice President of the White Bear Beach Club. Mr. Rodriguez will keep updated on discussions. A question was asked if the Park Board has jurisdiction over Rutherford Park and if it is public property. Ruzek explained that the Town has jurisdiction over the park and that it is public property. The Park Board advises the Town Board with recommendations.

John Igo asked about the option for the west end of the park. He stated that the neighbors have started a petition against the location of the Saputo shelter to build a bike shelter and that attractive location should be considered. He provided the petition to the Planner. Lombardi stated that nothing has been decided at this point and the Park Board takes the neighbor's concerns seriously. John Igo stated that they are not against a bike trail and the majority would enjoy the trail but are not in favor of a bike shelter.

TOWNSHIP CONTROLLED  
PROPERTY / POTENTIAL  
PARK

**Char-Mar Corporation**  
1284 Birch Pond Trail  
White Bear Lake, MN 55110

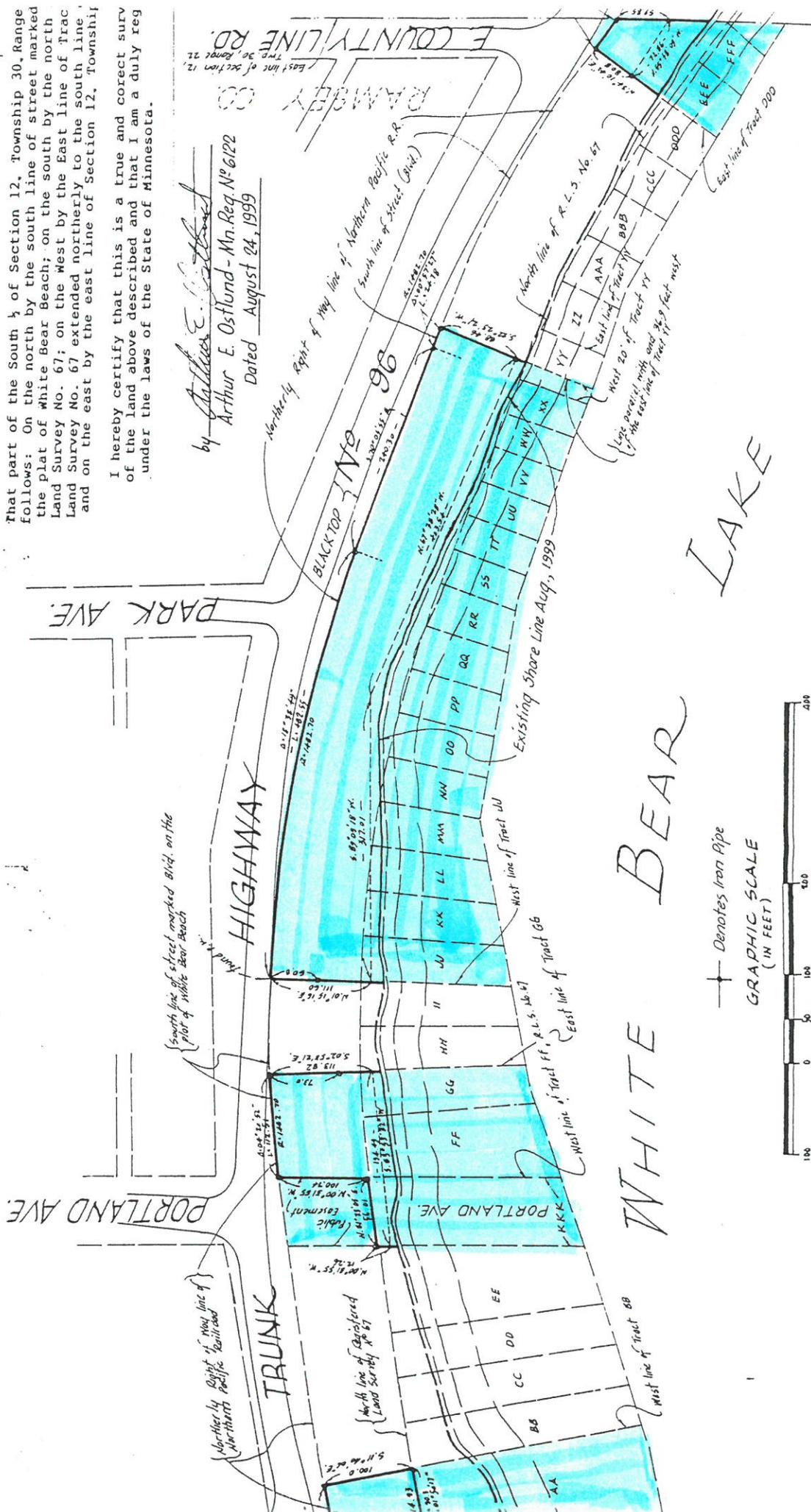
the south line of street marked boulevard on the plat of White Bear Beach; on the south by the line of Registered Land Survey No. 67; on the east by the West line of Tract BB on Register Survey No. 67 extended northerly to the south line of said boulevard and on the west by the extension of the center line of Grand Avenue as platted in said White Bear Beach.

That part of the South 1/4 of Section 12, Township 30, Range 22, bounded as follows: On the north, south line of street marked boulevard on the plat of White Bear Beach; on the south by the line of Registered Land Survey No. 67; on the west by the West line of Tract FF of Registered Land Survey No. 67 extended northerly to the South line of said boulevard and on the east by the east line of Tract GG in said Registered Land Survey extended northerly to the south line of said boulevard.

That part of the South 1/4 of Section 12, Township 30, Range 22, bounded as follows: On the north by the south line of street marked boulevard on the plat of White Bear Beach; on the south by the north line of Registered Land Survey No. 67; on the west by the West line of Tract JJ of Registered Land Survey No. 67 extended northerly to the south line of said boulevard and on the east by a line 36.9 feet west and parallel with the east line of Tract YY of said Register Survey extended northerly to the south line of said boulevard.

I hereby certify that this is a true and correct survey of the land above described and that I am a duly registered land surveyor under the laws of the State of Minnesota.

by *Arthur E. Ostlund*  
Arthur E. Ostlund - Mn. Reg. No. 6122  
Dated August 24, 1999





## Park Board Meeting October 18, 2018

**Agenda Number:** 9

**Subject:** Summit Lane

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discussion

-----  
**Minutes**  
Park Board meeting  
September 25, 2018

**SUMMIT LANE:** Josephson provided a proposal for Kayak/Canoe/SUP racks at Bellaire Beach and Summit Lane. A rationale for the racks is based on information from Mahtomedi, Birchwood, and White Bear Lake who all offer rack rentals at various locations around White Bear Lake. Residents of the Township have expressed interest in rack rentals at Bellaire and Summit Lane. This would make both areas more useable and generate some income for the parks. The rental agreements would hold the renter responsible for providing a locking mechanism and hold the Township harmless.

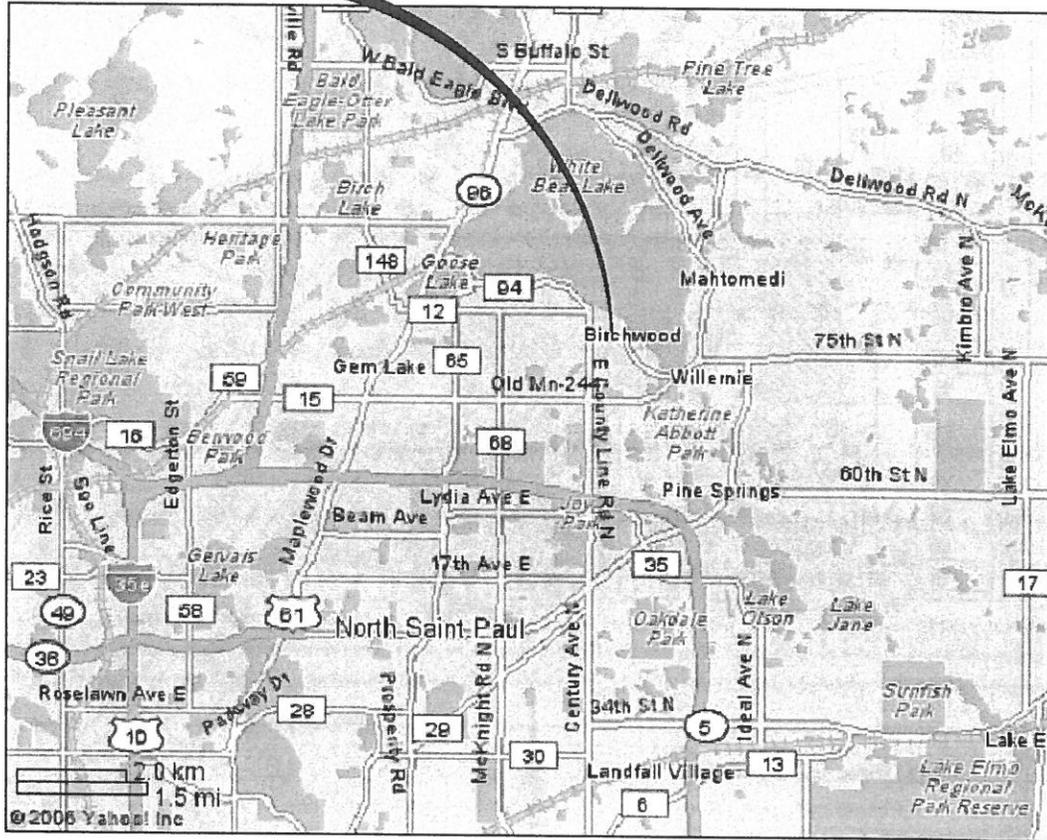
Mahtomedi offers rentals from May 1 – October 15 at Chautauqau, Echo, Lake, and Mahtomedi Beach. Applications are accepted from April 1 to April 15. Rentals are assigned for the season on a first come first serve basis, with preference to citizens of Mahtomedi. Cost is \$40 for residents and \$50 for non-residents. Birchwood Village offers rentals from April 1 – October 31 at Ash (5 spots), Birch (20 spots), Elm (6 spots), and Dellwood (18 spots) beaches at a cost of \$10 to residents only. Rentals are assigned for the season on a first come first serve basis. White Bear Lake offers rentals; applications accepted online, year-round at Matoska Park. Rentals are assigned for the season. Cost is \$45 for residents and \$60 for non-residents.

Costs for Racks: Commercial kayak racks can run from \$800 to \$2,100 depending on materials and capacity. They can be free-standing or mounted to concrete blocks.

Proposal for Bellaire Beach and Summit Lane: There is space for 24 (4 double sided racks with 6 spots each) rental spots at Bellaire Beach on the western edge of the park. This would allow the watercraft to be launched outside of the swim area. If the Township were to charge \$40 per spot, this would generate \$960 dollars a year in income. Summit Lane has space for 9 (3 single sided rack) spots on the western edge near the water which would generate \$360 per year. The Township would have to

provide the racks. It was the consensus if the Township would provide kayak/canoe/SUP racks the rental fee information provided by the City of Mahtomedi would be the most feasible for the Township. The Planner noted that since these are parks public meetings should be held.

**CITY OF BIRCHWOOD VILLAGE**



UPDATED 9/08

**ELFERING & ASSOCIATES**

TRUE NORTH

10062 FLANDERS COURT NE  
 BLAINE, MN 55449  
 PH: (763) 780-0460  
 FAX: (763) 780-0452

**CITY OF BIRCHWOOD VILLAGE  
 LOCATION MAP**

**FIGURE**

**1**



# City of Birchwood Village

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## Canoes/Kayaks Storage Policy

The Birchwood City Council has adopted the following policy for canoe and kayak storage at public easements that best serves all residents:

Canoes and kayaks not in use must be stored in racks, and must be properly licensed and registered with the City. All canoes and kayaks must have a permit displayed on their watercraft in the form of a sticker obtained at City Hall. The cost of the permit is \$10.00 and must be renewed annually. Canoes/Kayaks cannot be placed on the racks until a permit has been purchased and a slot assigned. The Season officially opens April 1st and closes October 31st each year, with registration opening March 1st.

Canoes/Kayaks placed on the racks prior to April 1st and after October 31st and/or without a permit will be impounded at the owner's expense. There is a fee of \$25.00 for residents using racks without a permit, and a fee of \$50.00 for all watercraft that must be removed by the City due to lack of permit or failure to remove a canoe or kayak prior to October 31<sup>st</sup>.

To register your canoe/kayak for a slot, complete the application (below) and deliver to the City Offices with a \$10 check to select your spot (first come first serve). The City Office is open Mondays and Thursdays from 9:30am-12:30pm OR by appointment. If you have questions, you can call City Hall at 651-426-3403 or email to [info@cityofbirchwood.com](mailto:info@cityofbirchwood.com).

In City Government/ Committees/Codes/Beaches:

- [General City Information](#)
- [City Council Meetings](#)
- [Committees, Commissions, and Associations](#)
- [Code Book](#)
- [City Policies and Committee By-Laws](#)
- **[Canoe and Kayak Storage](#)**

Enclosed:

- [Canoe/Kayak Rack Application](#)
- [Canoe/Kayak Rack Assignment Map](#)
- [Canoe-Kayak Rack Rental Application Form](#)
- [CANOE KAYAK RACK MAP](#)

[Printer-friendly Version](#)

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**City of Birchwood Village**  
Canoe/ Kayak Rack Rental Application

207 Birchwood Ave, Birchwood, MN 55110  
Phone: 651-426-3403 Fax: 651-426-7747

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CANOE INFORMATION:**

Permit Number: \_\_\_\_\_ Beach: \_\_\_\_\_

Make: \_\_\_\_\_ Type: \_\_\_\_\_ Color: \_\_\_\_\_ Length: \_\_\_\_\_

**Resident Fee: \$10.00/ season**

**Storage Season: April 1 – October 31**

**Rental Agreement:** *The applicant agrees to not place the canoe in the rack prior to April 1 and to remove it no later than October 31. Any canoes/ kayaks on the rack prior to April 1 or after October 31 will be impounded by the City at the owner's expense.*

**Rental Fee:** *Rental Fee is due at the time of application and will be cashed upon receipt.*

**Condition of the Canoe/ Kayak Rack:** *The rack must be left in the condition that it was prior to the rental.*

**Security:** *You must provide your own lock.*

**Waiver:** *THE APPLICANT HERBY AGREES TO RELEASE, DEFEND AND HOLD THE CITY OF BIRCHWOOD VILLAGE HARMLESS FROM ANY AND ALL CLAIMS AND DAMAGES CAUSED BY A BOAT UNDER THE UNDERSIGNED'S CONTROL, EXCEPT FOR DAMAGES CAUSED BY THE NEGLIGENCE OF THE AGENTS OF THE CITY AND AGREE TO ABIDE BY THE RULES ESTABLISHED BY THE CITY COUNCIL OF BIRCHWOOD VILLAGE.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE USE ONLY

Date Paid: \_\_\_\_\_ Rack #: \_\_\_\_\_ By (initials): \_\_\_\_\_



**Park Board Meeting  
October 18, 2018**

**Agenda Number:** 10

**Subject:** Public Works Report

**Documentation:** Report

**Action / Motion for Consideration:**

Report at Meeting / Discussion



**Park Board Meeting  
October 18, 2018**

**Agenda Number:** 11 - 12

**Subject:** Added Agenda Items  
Adjournment

**Documentation:**

**Action / Motion for Consideration:**



## Park Board Meeting October 18, 2018

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

### Documentation:

Minutes  
Town Board Meeting  
September 17, 2018

#### **BELLAIRE BEACH HOUSE INTERIOR AND EXTERIOR PAINTING – RECEIVE AND AWARD**

**QUOTE:** The Public Works Director reported that the Township entered into a 99 year lease agreement with Ramsey County on May 23, 1989 for Bellaire Beach, located at 2499 South Shore Boulevard. As part of the lease the Township has the responsibility to “maintain the property in good repair and tenantable condition”. In order to meet the intent of this agreement certain improvements will need to be made. The roof replacement was completed in the spring of this year for \$35,900.00, leaving a balance of \$24,100.00 for plumbing and bathroom renovations estimated at \$8,000.00; metal door and frame replacements for \$4,587.96; and painting of the exterior and interior for \$8,775.00; leaving a balance of \$2,737.04 for a storage pod to remove the items stored in the beach house over the winter temporarily while the painting work is completed and lighting efficiency improvements for the interior of the beach house completed. Staff requested quotes from three contractors. Two of them provided quotes for complete painting of the interior and exterior as specified as follows: 1) Elite Finisher, Inc. for \$9,637.00 and 2) Fresh Paint, Inc. for \$8,775.00. Staff recommends approving the quote from Fresh Paint, Inc. for their low quote of \$8,775.00 for the painting of the interior and exterior of the Bellaire Beach beach house. Fresh Paint, Inc. completed painting projects for the Township in the past. The project is identified in the 2018-2027 CIP for \$60,000.00 with funding from the Parks and Recreation Account of the General Fund in 2018. Staff would like to have the painting done this fall if possible. If that is not possible, it will be done in the spring of 2019 before the beach opens.

Ruzek moved, based on Public Works Director’s review and recommendation to receive the quotes from Elite Finisher, Inc. in the amount of \$9,637.00 and Fresh Paint, Inc. in the amount of \$8,775.00. Prudhon seconded. Ayes all.

Ruzek moved to award the quote to the low bidder, Fresh Paint, Inc. in the amount of \$8,775.00 with funding from the Parks and Recreation Account of the General Fund. Prudhon seconded. Ayes all.