



1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

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FAX 651-426-2258
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Board of Supervisors
ROBERT J. KERMES, Chair
ED M. PRUDHON
STEVEN A. RUZEK

**AGENDA
PARK BOARD MEETING
DECEMBER 20, 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 November 15, 2018.
4. Rutherford Park – Saputo Shelter.
5. Polar Lakes Park – Fitness Court Location.
6. Kayak Racks – Summit Lane/Bellaire Beach – Review Policy.
7. Township Day. Note: Joan will be retiring from the Park Board Minute taking at the end of this year.
8. Movie in the Park.
9. Brandlwood Park. We will be celebrating her many years of service **WITH A PIZZA PARTY!**
10. Emerald Ash Borer:
 - a. Bellaire Beach – Tree Replacement Plan.
11. Public Works Director Report.
12. Added Agenda Items.
13. 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
December 20, 2018**

Agenda Number: 1 – 2 - 3

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

Approval of December 20, 2018 Agenda
Approval of November 15, 2018 Minutes

Documentation: December 20, 2018 Agenda
November 15, 2018 Minutes

Action / Motion for Consideration:

Approve December 20, 2018 Agenda
Approve November 15, 2018 Minutes

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

The meeting was called to order at 6:35 p.m.

Present: Akenson, Josephson, Koster, Lee, Reeves; Planner: Riedesel

Absent: Supervisor Ruzek and Lombardi with notice.

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

APPROVAL OF MINUTES OF OCTOBER 18, 2018: Reeves moved approval of the Minutes of October 18, 2018. Josephson seconded. Ayes all.

KAYAK RACKS – BELLAIRE BEACH / SUMMIT LANE: Information about the Park Board's consideration of adding kayak racks at Bellaire Beach was placed on the Town's website, under Community Voice. The survey yielded 8 views, two votes, and 1 comment. Of the two votes, one approved and one opposed. The comment, provided by Ronald Denn is as follows: "Great idea. Get our residents engaged and using our resources". A question was asked if a mailed notice would provide more feedback.

Discussion included placing a kayak rack at Bellaire Beach west of the shelter and west of the swing area. Applications for storing a kayak at the rack would be on a first come-first serve basis. In response to a question if the rack would be secure. Some of the racks are cemented in place others are free standing with a small locking chain. The price of a single rack is \$220. People who store their kayaks there would need to know that if it is not removed it would belong to the Town. It was noted that the Summit Lane access is only accessible by walking, however once a kayak rack is placed there for the season the people would not have to be transporting their kayak in. The Summit Lane access has a gate which is locked outside of park hours. It was suggested that there could be a pad lock with a code.

After discussion it was the consensus to place a single kayak rack at the Summit Lane access and see how it goes. Placement of a kayak rack at Bellaire Beach could be considered after it is known if the Summit Lane rack is used.

Reeves moved to recommend to the Town Board to authorize the purchase of a single free standing kayak rack, for 3-6 kayaks, at a cost of \$220 for use at the Summit Lane access, noting that if the Summit Lane rack is popular and used a kayak rack for Bellaire Beach may be recommended. Josephson seconded. Ayes all.

TOWNSHIP DAY: There was discussion regarding the date for the 2019 Township Day event. It was the consensus to recommend to the Town Board that the event be scheduled for the second Saturday of September – September 14th.

Reeves moved to recommend to the Town Board that the 2019 Township Day event be scheduled for September 14, 2019. Lee seconded. Ayes all.

MOVIE IN THE PARK: There has been ongoing discussion relative to which nights are best for movies in the park. There had been previous discussions regarding scheduling the movie night to coincide with a soccer event, however, soccer tournaments are typically held on weekends. Rather than a Saturday night showing it had been suggested in the past to have a movie on a Thursday

MINUTES
PARK BOARD MEETING
NOVEMBER 15, 2018

night. It was suggested that Lisa Beecroft, Township Day Coordinator attend a Park Board meeting to brain storm which nights would be best. It was suggested that a movie night be in honor of Deb Stender and that one of her favorite movies be presented. Staff will contact Lisa regarding attending a meeting to discuss Movie in the Park.

POLAR LAKES PARK IMPROVEMENTS: The Park Board has been considering several improvements for Polar Lakes Park in 2018 and beyond for the past several months. Currently plans are being considered for a new restroom building with a cost of approximately \$350,000 and dugout roofs at a cost of approximately \$130,000. An additional \$31,163 in billboard lease revenue is expected this year which brings the total of the two improvements to \$293,814. Billboard revenue expected in 2019 is \$53,422. If \$293,814 is available this year and the restroom and dugout roofs, the cost for those two improvements are expected to be \$480,000, there would not be enough funding for both projects. Adding next year's planned restroom and fitness court at least one planned improvement would have to be shifted to a future year. It was noted that grant funding is being provided for the equipment in the fitness court.

The Soccer Association would like to be able to sell concessions and to have a restroom in a centrally located area. They would also like to improve the soccer field lighting. They have indicated that they will provide some funding for this improvement. The Planner will be meeting with the president of the Soccer Association next week and will report back at the next meeting.

The members will review the ranking of the projects in the order in which they think they should be completed. The Planner will update the possible project list after feedback received.

EMERALD ASH BORER: 1) TREATMENT OF BELLAIRE BEACH; 2) TREE REPLACEMENT PLAN: It was noted that four trees in Bellaire Park were taken down as they were infected with a disease, but not Emerald Ash Borer. Those trees will be replaced. At the October Park Board meeting a question was asked if there is an opportunity for the Town to work with other communities regarding tree care, such as sharing a water tank truck. The Planner will share the information with the Public Works Director and report back.

RUTHERFORD PARK – SAPUTO SHELTER: Saputo will donate approximately \$25,000 for a shelter facility which includes a bike repair station along the north side of White Bear Lake, between Portland and East County Line Road. The shelter is planned along the Lake Links Trail route. One or two neighbors are not in favor of the bike shelter that is planned for Rutherford Park. Mike Brooks reported that the shelter may not have a concrete slab as previously considered. Mike talked with Saputo and they are in favor of the idea. The shelter is a legacy project and will have Saputo signage on the structure. Reeves stated that he would like to see cedar or treated wood for minimum maintenance. A second location west of Park Avenue, which is a fairly wooded area is a suggested location. The Planner will meet with the neighbor on the corner and provide the information to him and report back.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Department Activity Report for the month of October was provided for review.

Reeves moved to adjourn the meeting at 7:47 p.m. Lee seconded. Ayes all.

Respectfully Submitted,



Park Board Meeting December 20, 2018

Agenda Number: 4

Subject: Rutherford Park – Saputo Shelter

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
November 15, 2018

RUTHERFORD PARK – SAPUTO SHELTER: Saputo will donate approximately \$25,000 for a shelter facility which includes a bike repair station along the north side of White Bear Lake, between Portland and East County Line Road. The shelter is planned along the Lake Links Trail route. One or two neighbors are not in favor of the bike shelter that is planned for Rutherford Park. Mike Brooks reported that the shelter may not have a concrete slab as previously considered. Mike talked with Saputo and they are in favor of the idea. The shelter is a legacy project and will have Saputo signage on the structure. Reeves stated that he would like to see cedar or treated wood for minimum maintenance. A second location west of Park Avenue, which is a fairly wooded area is a suggested location. The Planner will meet with the neighbor on the corner and provide the information to him and report back.



Park Board Meeting December 20, 2018

Agenda Number:

5

Subject:

Polar Lakes Park – Fitness Court Location

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
November 15, 2018

POLAR LAKES PARK IMPROVEMENTS: The Park Board has been considering several improvements for Polar Lakes Park in 2018 and beyond for the past several months. Currently plans are being considered for a new restroom building with a cost of approximately \$350,000 and dugout roofs at a cost of approximately \$130,000. An additional \$31,163 in billboard lease revenue is expected this year which brings the total of the two improvements to \$293,814. Billboard revenue expected in 2019 is \$53,422. If \$293,814 is available this year and the restroom and dugout roofs, the cost for those two improvements are expected to be \$480,000, there would not be enough funding for both projects. Adding next year's planned restroom and fitness court at least one planned improvement would have to be shifted to a future year. It was noted that grant funding is being provided for the equipment in the fitness court.

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600.0 0 300.00 600.0 Feet

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Legend



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

Notes

Enter Map Description



200.0 0 100.00 200.0 Feet

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Legend



Notes

Enter Map Description



Park Board Meeting December 20, 2018

Agenda Number: 6

Subject: Kayak Racks – Summit Lane/Bellaire Beach –
Review Policy

Documentation: Draft Policy

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
November 15, 2018

KAYAK RACKS – BELLAIRE BEACH / SUMMIT LANE: Information about the Park Board's consideration of adding kayak racks at Bellaire Beach was placed on the Town's website, under Community Voice. The survey yielded 8 views, two votes, and 1 comment. Of the two votes, one approved and one opposed. The comment, provided by Ronald Denn is as follows: "Great idea. Get our residents engaged and using our resources". A question was asked if a mailed notice would provide more feedback.

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After discussion it was the consensus to place a single kayak rack at the Summit Lane access and see how it goes. Placement of a kayak rack at Bellaire Beach could be considered after it is known if the Summit Lane rack is used.

Reeves moved to recommend to the Town Board to authorize the purchase of a single free standing kayak rack, for 3-6 kayaks, at a cost of \$220 for use at the Summit Lane access, noting that if the

Summit Lane rack is popular and used a kayak rack for Bellaire Beach may be recommended. Josephson seconded. Ayes all.



KAYAK STORAGE POLICY

BACKGROUND

The storage of kayaks at Township parks for resident convenience has been determined to be beneficial.

PURPOSE

The intent of this policy is to allow the users of Summit Lane and Bellaire Beach the convenience of storing their kayak at these locations when not in use.

POLICY

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

Kayaks placed on the racks prior to May 1st and after November 1st 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 Town due to lack of a permit or failure to remove a kayak prior to November 1st.

To register your kayak for a slot, complete the application (below) and deliver to the Town Offices with a \$10.00 check to select your spot (first come first serve).



**Park Board Meeting
December 20, 2018**

Agenda Number: 7

Subject: Township Day

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
November 15, 2018

TOWNSHIP DAY: There was discussion regarding the date for the 2019 Township Day event. It was the consensus to recommend to the Town Board that the event be scheduled for the second Saturday of September – September 14th.

Reeves moved to recommend to the Town Board that the 2019 Township Day event be scheduled for September 14, 2019. Lee seconded. Ayes all.



Park Board Meeting December 20, 2018

Agenda Number: 8

Subject: Movie in the Park

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discussion

Minutes
Park Board Meeting
November 15, 2018

MOVIE IN THE PARK: There has been ongoing discussion relative to which nights are best for movies in the park. There had been previous discussions regarding scheduling the movie night to coincide with a soccer event, however, soccer tournaments are typically held on weekends. Rather than a Saturday night showing it had been suggested in the past to have a movie on a Thursday night. It was suggested that Lisa Beecroft, Township Day Coordinator attend a Park Board meeting to brain storm which nights would be best. It was suggested that a movie night be in honor of Deb Stender and that one of her favorite movies be presented. Staff will contact Lisa regarding attending a meeting to discuss Movie in the Park.



**Park Board Meeting
December 20, 2018**

Agenda Number: 9

Subject: Brandlwood Park

Documentation:

Action / Motion for Consideration:

Town Planner Report at Meeting / Discussion

MEMORANDUM

TO: PARK BOARD
FROM: TOM RIEDESEL
DATE: DECEMBER 9, 2018

SUBJECT: BRANDLWOOD PARK IMPROVEMENTS

LOCATION: 5801 MEADOWVIEW DRIVE

Brandlwood Park is on the Town's improvement list for 2019. A budget of \$80,000 was approved by the residents at the Annual Budget Meeting. Funding for the improvements is being transferred from the General Fund to the 2019 Park Improvement Fund. Improvements to the Bellaire Beach building in 2019 are also included in the transfer.

Staff would like to see the following improvements to the park:

- Replace outdated equipment with new equipment recommended by the neighborhood. This equipment includes the spring riders, climbing structure, tedertodder and possibly the swing set. These structures are in the older part of the playground. The newer multi-use structure and climbing boulder should remain.
- Replace the sand portion of the playground with engineered wood fiber. Approximate area (including replacing the existing wood fiber) 222 cubic yards. The estimated cost is \$5,400.
- Replace the plastic border with concrete curbing. Estimate cost using current budget = $385' \times \$30/\text{lineal foot} = \$11,550.00$.
- Replace the 3 maple trees in the park. Consider replacing the 7 ash trees also. Figure \$350 each for landscape quality trees.
- The in-ground benches should be replaced with new ones mounted on a slab. The cost estimate is approximately \$2,000.
- The backhoe could be eliminated or kept. If the backhoe remains, the sand area around the backhoe should remain.

These costs should be deducted from the \$80,000 budgeted for the park upgrade.

If all of the above are replaced, the remaining budget is approximately \$57,500.

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



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Legend



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

Notes

Enter Map Description



**Park Board Meeting
December 20, 2018**

Agenda Number: 10

Subject: Emerald Ash Borer

- a. Bellaire Beach – Tree Replacement Plan

Documentation:

Action / Motion for Consideration:

Town Planner Report at Meeting / Discussion

**Minutes
Park Board Meeting
November 15, 2018**

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

It was noted that four trees in Bellaire Park were taken down as they were infected with a disease, but not Emerald Ash Borer. Those trees will be replaced. At the October Park Board meeting a question was asked if there is an opportunity for the Town to work with other communities regarding tree care, such as sharing a water tank truck. The Planner will share the information with the Public Works Director and report back.

MEMORANDUM

TO: PARK BOARD
FROM: TOM RIEDESEL
DATE: DECEMBER 10, 2018

SUBJECT: BELLAIRE BEACH – ASH TREE REPLACEMENT

Staff has reviewed the ash tree situation at Bellaire Beach. Several trees were found to be infested with an ash borer disease (but not EAB). Four trees were recently removed.

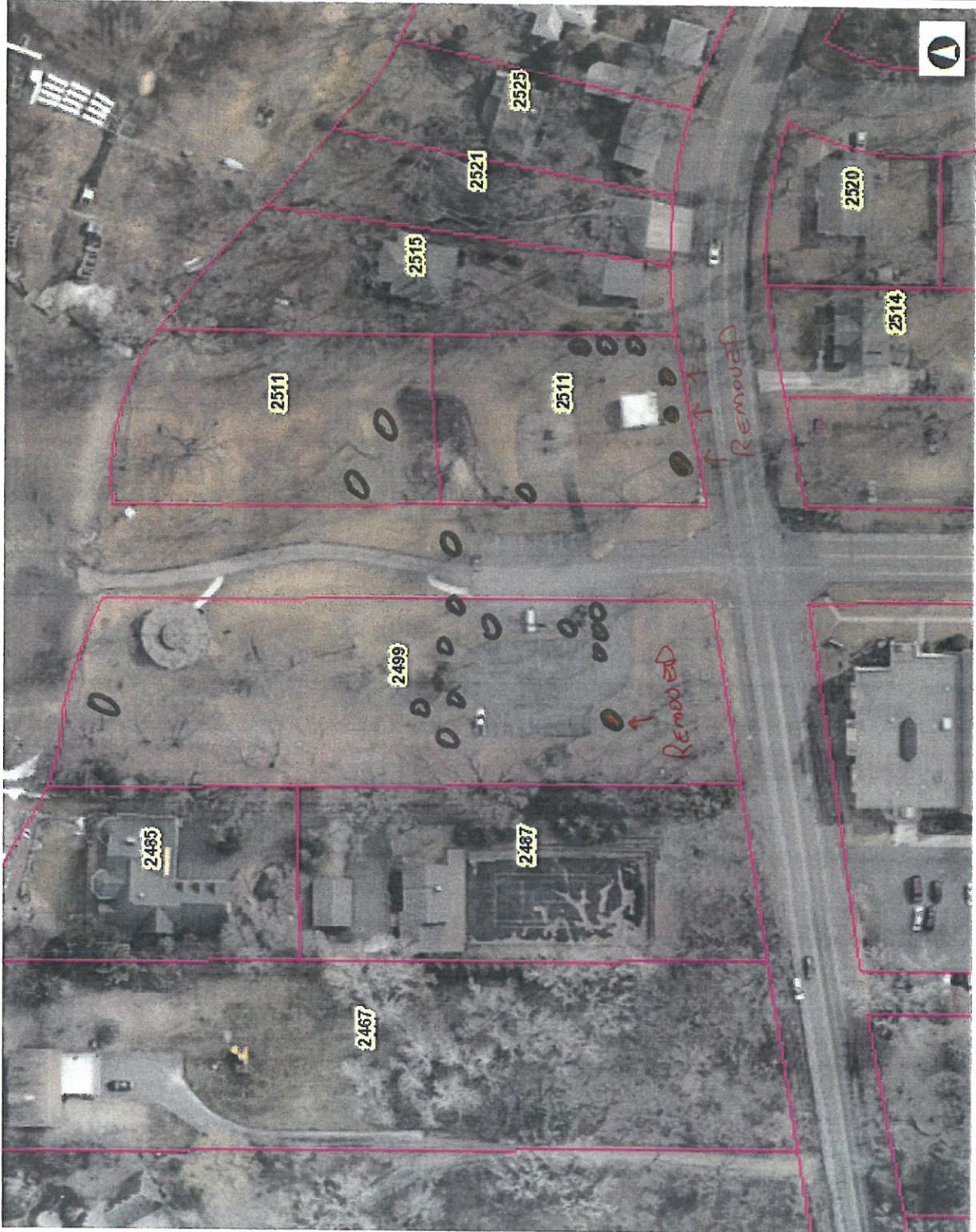
The Park Board asked staff to provide a tree replacement plan for the park.

The following is recommended by Staff:

- Replace the trees which were recently cut with new overstory trees
- Do not replace the two trees north of the storm pond, this open area is being considered for additional playground or other amenities
- Reduce the number of trees between the parking lots (replace 2 of the 4 trees)
- Replace the additional ash trees with overstory trees when the ash trees are removed

The cost for a B & B overstory tree is approximately \$300-\$400, professionally planted.

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



Legend



- City Halls
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- Police Stations
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O = ASH TREES
 O = ASH TREE
 Removed

Notes

Enter Map Description



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**Park Board Meeting
December 20, 2018**

Agenda Number: 11

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
(November 2018)**

1. **Lift Station Upgrades–**
 - Lift Station #10 - Lametti and Sons have set up the bypass pumping and will be working on the existing wet well rehabilitation, placement of new piping for new pumps and placement of the new control panel.
 - The concrete driveway will be replaced in the spring/summer of 2019. Along with other restoration work.

2. **Safety**
 - An employee had an accident with a single axle dump with another passenger car on Overlake Ave on November 9th.
 - The revised Job Hazard Analysis sheets are now being reviewed and signed by staff.

3. **Water Meter Repair/Reading**
 - Water meter issue update – The Town Attorney is drafting a written agreement.
 - Commercial meter testing – A percentage of commercial meters will be tested for accuracy each year going forward.

4. **2018-2027 Capital Equipment/Capital Improvement Programs**
 - The GIS/Asset Management Project will be renewed with assistance from Larry Poppler of TKDA.

5. **Storm Water Program**
 - The Town Engineer is organizing a site meeting with the Public Works Director on Outfalls 5 and 6 that discharge into Bald Eagle Lake soon.
 - There will be a large storm maintenance project completed by Public Works staff located south of Otterview Court in the easement. The system caused flooding in Brittany Court during one of the large rain events this summer. The ponding area has several large cottonwood trees to be removed, along with approximately 30 cu yds of sediment that is impairing drainage from two outlet pipes into inlet pipe that discharges into the I35E corridor. The Town Engineer is assisting staff in determining what the elevation of the pond bottom should be from the outlet and inlet pipe elevations.
 - 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**
 - The Town Engineer is going to provide an agreement for the Town Board to approve regarding replacement or lining of watermain between Taylor Ave

and Gaston Ave, on Hugo Road. There have been roughly 8+ watermain breaks between Taylor Avenue and Gaston Avenue over the last 30 years. No others north of south of this area. The watermain is a 12" line. One home would be without water. We can temporary water from a hydrant on Taylor while the work is being completed for the resident at 5475 Hugo Road.

- Hammond Road Water Tower repainting in 2019- The Town Attorney is review the existing cell phone provider agreements to address providers rights when requesting they temporarily remove their equipment while the Tower is being repainted.
- Well #5/Treatment Plant #1 – The valve limiter for cell "E" replacement, to reduce flow from the cell and hopefully reduce the frequency of backwashes is not functioning as Tonka Water had indicated. The Pratt Valve representative and Tonka Water will be out on November 19th to complete the installation of the limiter control for the effluent valve on cell E.
- 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.

7. Sanitary sewer system improvements/issues

- The gravity line west of Lift Station #3-The liner, for the gravity line, will be installed later this year.
- Another joint sealing project will be bid with Town Board approval in the near future.

8. Street Improvement Program.

- Public Works staff completed a large amount of skin patching on Reed Place, Barry Lane, Cottage, Prospect and Lakewood.
- A updated Emerald Ash Borer Management Plan will be shared with the Town Board in December.

9. Sign replacement program (retroreflectivity standard)

- Street name sign replacement is proposed for 2020. Staff has completed taking inventory of our existing sign locations and number. The CIP \$\$\$ have been increased.

10. Personnel Updates:

- The newest employee, Tim Cunningham, tested for his class "A" CDL yesterday.

11. Park Projects:

- Bellaire Beach house rehabilitation. The interior and exterior painting has been awarded to Fresh Paint and the work will be completed early next spring, pending weather. Plumbing improvements have been completed.

Door and door frame replacements will be completed soon by Bredemus Hardware.

- Court color coating quote was approved by the Town Board on August 20th. Work will be completed in the spring of 2019. The gates have been locked in the interim to prevent bike's from using the court.
- 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.

12. Ramsey County Projects within the Township;

2018

- Reclamation and paving of Stillwater Street – Project now complete.

2019

- **West Bald Eagle Boulevard.**
- **Possibly East Bald Eagle Boulevard.**
- 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.

2019

- **Mill and Overlay of Century Avenue from Co Rd E to Co Rd F.**

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 November 2018

1. Monthly safety inspections of, fire extinguishers, emergency lighting, eye wash stations, 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. Various water shut off for home repairs
7. New construction water turn on's and radio programing
8. Gopher one locates in Township, North Oaks, Gem Lake, and Birchwood
9. Continued to skin patching (164 tons and 96 man hours)
10. Ongoing pothole patching
11. Started to treated roads for snow and ice
12. Repaired and replaced damaged signs and posts

13. Cleaned out storm sewer sumps
14. Mowed/mulched Town Parks and lots
15. Emptied trash in all the parks
16. Winterized Bellaire Beach House
17. Winterized Polar Lakes Baseball and Soccer shelters
18. Winterized the irrigation at Columbia and Polar Lakes Park
19. Cut the native grasses at Polar Lakes Park
20. Removed tennis net for the season at Longville, Four Seasons and Columbia Park
21. Took down batting cages and wind screens at Polar Lakes Baseball fields
22. Removed the dock at summit Lane easement and cleaned up the leaves
23. Started to Airavate Polar Lakes Park
24. Completed Airavating at Longville, Four Seasons and Columbia Park sports field

Mechanic jobs for November 2018

- Serviced # 25 (pickup truck)
- Serviced # 21 (pickup truck)
- Brought # 32 (pickup truck) in for repair
- Brought # 41 (5 yd. dump truck) in for repair
- Had # 35 (bucket truck) DOT Inspected
- Repaired the salt spreader on # 40 (5 yd. dump truck)
- Replaced the rear fender on # 40 (5 yd. dump truck)
- Installed the wet kit on the bobcat pickup broom
- Washed/cleaned and winterized the mowers for storage
- Hung the salt spreaders on # 40, 41 (5 yd. dump truck), 47 (17 yd. dump truck) and 36 (2.5 yd. dump truck)
- Assisted Public Works



**Park Board Meeting
December 20, 2018**

Agenda Number: 12 - 13

Subject: Added Agenda Items
Adjournment

Documentation:

Action / Motion for Consideration: