



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

Board of Supervisors
ED M. PRUDHON, *Chair*
STEVEN A. RUZEK
SCOTT E. MCCUNE

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750
FAX 651-426-2258
Email: wbt@whitebeartownship.org

AGENDA PARK BOARD MEETING JULY 18, 2019

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 June 20, 2019 (Additions/Deletions).
4. Summit Lane.
5. Township Day / Movie in the Park.
6. Polar Lakes Park Improvements:
 - a. Restrooms
 - b. Fitness Court
 - c. Town Hall Signs
7. Bellaire Beach/Polar Lakes Park – Review Proposal from Loucks.
8. CIP – Review.
9. Public Works Director Report.
10. Added Agenda Items.
11. Adjournment.

White Bear Township's Mission:

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



recycled paper



**Park Board Meeting
July 18, 2019**

Agenda Number: 1 – 2 - 3

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

Approval of July 18, 2019 Agenda
Approval of June 20, 2019 Minutes

Documentation: July 18, 2019 Agenda
June 20, 2019 Minutes

Action / Motion for Consideration:

Approve July 18, 2019 Agenda
Approve June 20, 2019 Minutes

MINUTES
JOINT PARK BOARD/TOWN BOARD MEETING
JUNE 20, 2019

The meeting was called to order at 5:40 p.m.

Present: Josephson, Koster, Lee, Reeves, Sinclair; Public Works Director: Reed; Planner: Riedesel; Town Board Supervisors: Prudhon and Ruzek.

Absent: Akenson, Lombardi; Town Board Supervisor: McCune, all with notice.

APPROVAL OF AGENDA (Additions/Deletions): Josephson moved approval of the agenda as submitted with the supplemental information for Bellaire Beach and the addition of 11A) Emerald Ash Borer Management. Sinclair seconded. Ayes all.

APPROVAL OF MINUTES OF MAY 16, 2019: Lee moved the approval of the Minutes of May 16, 2019. Sinclair seconded. Ayes all.

PARK TOUR: Columbia Park: The Board visited this joint neighborhood and community park filled with Tennis courts, a soccer field, a ball field, playground equipment, a stormwater treatment system, wide open space and more. There was discussion on what park improvements are on the docket for 2020, noting specifically the parking lot is scheduled to be improved with added spaces. It was noted that about \$200,000 will be requested for Columbia Park in the 2020 budget.

Summit Lane: Resident Marilyn Svee was present to give her input about the park. There was discussion of the few complaints the town has received. There was also discussion of the kayak rack. Currently there are three residents who have rented the three spaces on the rack, but due to lack of locks or equipment to tie down to the two-posted rack, no one has been housing their kayaks at Summit Lane. There was discussion of staff reaching out to those residents and returning their money in exchange for their spot, then reaching out to those next in line for the rental space. Staff will be in contact with those residents.

Bellaire Beach: The new beach house looked well done as the Board toured the structure. There was discussion and a consensus that Staff will get a watermark of the Township's logo to go on either side of the beach house. Staff walked around and discussed the stormwater treatment pond. If money weren't an object, Riedesel would like to get a subterranean pond below the parking lot and expand the playground area. There was discussion on some park improvements for 2020. The parking lot was budgeted for 2019, but with the Saputo shelter and the shoreline improvement project being considered, the Board will wait until the following year for any parking lot improvements. It was also noted that Public Works Staff will get a tot swing put up next to the handicapped swing.

Four Seasons Park: The Board discussed future park projects for this park. There was discussion of the tree in the left field beyond the foul line needing to be taken out eventually. It was noted that the construction shed on the grass by the road behind the dugouts will need to come down. This is a temporary utility company shed being used for maintenance. The Board will contact the company as it is not the Township's shed.

MINUTES
JOINT PARK BOARD/TOWN BOARD MEETING
JUNE 20, 2019

Mead Park: The Board noticed the nice play structure at Mead and discussed the possibility of installing something similar in size at Bellaire someday. There was also discussion of the trees that need to come out of this park, but the Board plans to replace these trees with trees from Tree Trust.

TOWNSHIP DAY / MOVIE IN THE PARK: Lisa Beecroft had a conflict but did send updates that were provided at the meeting. It was the consensus that Beecroft's progress and updates on Township Day looked good. Beecroft has gotten sponsors such as Lucy's (\$500), Viking Auto (\$500), the Animal Hospital (\$500), Herold's Precision Metals (\$500) and others. It was noted that the members of the Commissions and Boards will thank the sponsors whenever possible for their contribution to the community. It was also noted that there will be a makeup day for the June Movie in the Park on July 27th.

POLAR LAKES PARK – LOUCKS PROPOSAL – FITNESS COURT: The Town Planner received the proposal from Loucks Agreement for Conceptual Site Layout and Design Services Proposal including the playground. The total project will run between \$7,200 and \$9,300. Only once the Park Board has Town Board approval will it move forward with any agreement with Loucks. **Fitness Court:** There was discussion of other fitness options rather than the National Fitness Campaign. GameTime estimate is included in the packet and would be about \$57,650.00 plus the cost of the cement slab, which is under half the cost of what the National Fitness Campaign would have cost, even with the grant. There will be more discussion at July's meeting.

Polar Lakes Park Restrooms: There was discussion of seeing what Loucks or GameTime could propose to the Township as far as pricing of restrooms go. The Board talked about vandalism and security. It was the consensus that Staff will reach out to Loucks and GameTime. There will be more discussion at July's meeting.

The Park Board and Town Board took a short recess for pizza, beginning at 8:12 and ending at 8:28 p.m.

BELLAIRE BEACH: The Proposal from Ramsey County Soil and Watershed District was in the supplemental packet consisting of the Shoreline Management Program. The shore at Bellaire Beach is eroded away. This proposal shows a type of "bluff" improvement to the beach area. There was discussion about the paved access area and the church's input on Bellaire Beach. It was the consensus that Staff would reach out to a master planner to see what upgrades should be done to Bellaire.

Josephson motioned to recommend to the Town Board to pursue a master planner to work on Bellaire Beach Park. Reeves seconded. Ayes all.

SUMMIT LANE – NEIGHBORHOOD MEETING – BIRCHWOOD – DOGS ON EASEMENTS: Riedesel summarized the Town's history with Summit Lane. It isn't an easement, it's actually Town property. It is unique to say the least, it is the only gated park. Summit Lane is open May 1 through October 1, from half an hour before dawn to half an hour after dusk. The Town has received 4 complaints regarding Summit Lane: 2 from a neighbor regarding dogs on the

MINUTES
JOINT PARK BOARD/TOWN BOARD MEETING
JUNE 20, 2019

property, 1 requesting additional kayak spaces, and 1 from a resident who got locked out after dusk. There hasn't been any plans to improve the park as Summit Lane is in the 2024 Capital Improvement Program's Projects.

There was discussion on the City of Birchwood and how the city changed its rules to allow dogs in all parks as long as they are on a leash. There was discussion of the kayak rack. Currently there are three residents who have rented the three spaces on the rack, but due to lack of locks or equipment to tie down to the two-post rack, no one has been housing their kayaks at Summit Lane. There was discussion of staff reaching out to those residents and returning their money in exchange for their spot, then reaching out to those next in line for the rental space. Staff will be in contact with those residents.

Sinclair made the motion for Staff to contact the residents to see if they want their money back, and contact the next in line for kayak spots. Lee seconded. Ayes all.

There will be a Neighborhood Meeting scheduled at the July Park Board meeting. Staff will reach out to the neighbors and kayak renters of Summit Lane.

CIP REVIEW: The Town Planner explained that Tom Kelly, the Town's Finance Officer, will be providing staff with budget and CIP requests in preparation of the 2020 budget. He wants the Park Board to be thinking about potential park projects that need to be considered and then the Finance Officer will come up with a CIP and budget scheduling those projects.

The 2019 projects were discussed, as were the trail projects, like West Bald Eagle trail next year. A question was brought up regarding the Park Acquisition Fund and how that relates to the Capital Improvement Program. Since the Town is 98% developed, acquiring new property other than for one additional park in the Garley Park neighborhood is unlikely. There was discussion on using some CIP funds for the Polar Lakes Park Restrooms project. It was the consensus that the Park Board and Staff will be considering which park projects to discuss at the July meeting.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director was present to discuss the Public Works Director Report in regards to Parks Projects and to answer any questions. The **Bellaire Beach house** interior and exterior work, including painting, has been completed. The **tennis courts** have been painted. 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 specification for the project to be approved by the Town Board. Discussion of a Township **EAB Management Plan** will be continued.

ADDED AGENDA ITEMS: Steve Reeves reported that the pollinator Friendly Alliance reached out to him and wanted to commend the Town on the Resolution passed last year regarding pesticides and every pollinator friendly approach the Town is taking. It was also Pollinator Week, and there was an article in the *White Bear Press*.

Josephson moved to adjourn the meeting at 9:18 p.m. Reeves seconded. Ayes all.

MINUTES
JOINT PARK BOARD/TOWN BOARD MEETING
JUNE 20, 2019

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary

DRAFT



Park Board Meeting July 18, 2019

Agenda Number: 4

Subject: Summit Lane

Documentation: Check Park Board DropBox for history on Summit Lane

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
June 20, 2019

Summit Lane: Resident Marilyn Svee was present to give her input about the park. There was discussion of the few complaints the Town has received. There was also discussion of the kayak rack. Currently there are three residents who have rented the three spaces on the rack, but due to lack of locks or equipment to tie down to the two-posted rack, no one has been housing their kayaks at Summit Lane. There was discussion of staff reaching out to those residents and returning their money in exchange for their spot, then reaching out to those next in line for the rental space. Staff will be in contact with those residents.

SUMMIT LANE – NEIGHBORHOOD MEETING – BIRCHWOOD – DOGS ON EASEMENTS: Riedesel summarized the Town's history with Summit Lane. It isn't an easement, it's actually Town property. It is unique to say the least, it is the only gated park. Summit Lane is open May 1 through October 1, from half an hour before dawn to half an hour after dusk. The Town has received 4 complaints regarding Summit Lane: 2 from a neighbor regarding dogs on the property, 1 requesting additional kayak spaces, and 1 from a resident who got locked out after dusk. There hasn't been any plans to improve the park as Summit Lane is in the 2024 Capital Improvement Program's Projects.

There was discussion on the City of Birchwood and how the city changed its rules to allow dogs in all parks as long as they are on a leash. There was discussion of the kayak rack. Currently there are three residents who have rented the three spaces on the rack, but due to lack of locks or equipment to tie down to the two-post rack, no one has been housing their kayaks at Summit Lane. There was discussion of staff reaching out to those residents and returning their money in exchange for their spot, then reaching out to those next in line for the rental space. Staff will be in contact with those residents.

Sinclair made the motion for Staff to contact the residents to see if they want their money back, and contact the next in line for kayak spots. Lee seconded. Ayes all.

There will be a Neighborhood Meeting scheduled at the July Park Board meeting. Staff will reach out to the neighbors and kayak renters of Summit Lane.



**Park Board Meeting
July 18, 2019**

Agenda Number: 5

Subject: Township Day / Movie in the Park

Documentation: Township Day Update

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
June 20, 2019

TOWNSHIP DAY / MOVIE IN THE PARK: Lisa Beecroft had a conflict but did send updates that were provided at the meeting. It was the consensus that Beecroft's progress and updates on Township Day looked good. Beecroft has gotten sponsors such as Lucy's (\$500), Viking Auto (\$500), the Animal Hospital (\$500), Herold's Precision Metals (\$500) and others. It was noted that the members of the Commissions and Boards will thank the sponsors whenever possible for their contribution to the community. It was also noted that there will be a makeup day for the June Movie in the Park on July 27th.



Movie in the Park

- Movie dates ~~UPDATED (2nd Saturday):~~
 - June 8 - Jumanji
 - Approximately 130 attended. The weather was amazing, and there was a nice breeze and it was not too buggy. The Boy Scouts sold concessions, and the Food Shelf collected 2 bags of food.
 - July 13 - Bumblebee - Concessions: WBL Music Boosters
 - July 27 - Lego Movie 2 (makeup from May - Twilight will refund us that date, Magic Bounce will provide projection instead) Concessions: TBD
 - August 10 - Boss Baby Concessions: Boy Scouts
- Publicity
 - WBT Website & Facebook (see links above)
 - Flyers - DONE
 - DONE: Midwest Art Fairs, WB Magazine, Town Life (spring), WBP (monthly ads), Ski Otters - I was able to update Town Life and Ski Otters with the new dates before they went to print.

White Bear Township Day Saturday, September 14, 2-9 pm

ENTERTAINMENT

Main Stage Schedule (ALL CONFIRMED)

- 2:00-4:30 (15 min break) Jake Nelson (band) - \$1500
- 4:30-4:15 45 min - WBL Drumline \$200
- 5:15-5:30 - Park Board Speaking
- 5:30-8:00 (15 min break) Pandora's Other Box \$1600
- 8 pm Fireworks
 - National Anthem singer - any suggestions? Otherwise I might know someone in Hugo.

Community/Kids Stage - TBD

- Options: **Children's Performing Arts/Lakeshore Players are interested** - I will keep working on details.
- **Staging options expensive - checking on borrowing stage platforms from WBL.**



Special Features

- Fireworks – Irv Hammonds - TOM CONFIRMED
- Car Show – Sponsor - Viking Auto/Jake Sarrack - CONFIRMED
- Bean Bag Tournament - Sponsor - Viking Auto/Jake Sarrack - CONFIRMED
- Petting Zoo – Cock-a-Doodle Zoo \$800 - CONFIRMED
- Touch a Truck – WBT Public Works - CONFIRMED
- Inflatables – John Ficcadenti - CONFIRMED
- Archery - Becky Lassila CONFIRMED
- Face painting - Terrie Sherrick/White Bear Cheerleaders - CONFIRMED
- **White Bear Historical Society - Town Hall Bingo & Tours** - CONFIRMED
- White Bear Food Shelf (collection in vendor area AND car show) CONFIRMED
- Tamarack Demo, Melanie Harding CONFIRMED
 - \$750 SCORE funding
 - Animal showings will be between 2 and 5 p.m. but we will have the booth and activities there until 8 p.m.
- Public Safety/Ramsey County - Steve Yochim CONFIRMED
- **WBL Fire Dept - Connie Anderson/Kurt Frison** - CONFIRMED
- Create Space demos, Kireina Silk Art demos, White Bear Makerspace - INVITED
- **National Anthem singer- ANY SUGGESTIONS????**

Silent Auction

- Included request for donations in Sponsor Outreach - CALLS IN PROGRESS
- Raffle? (requires permit)

VENDORS

- RegisterONE Online Vendor Application - NOW LIVE
 - \$99 per event + 2% transaction fee (absorb or pass on)
 - Paypal/Stripe service fees are 2.9%+\$0.30 on all transactions processed
 - Accepted vendors can pay by check or credit card
- 15 applicants as of 7.10.19
 - Will begin accepting early August
 - Vendor Packets sent mid-August

SPONSORSHIPS

- 2019
 - Car Show & Bean Bag Tournament (\$500) - Viking Auto Repair
 - Mankato Area Cornhole, Hisdahls, Cremaster Racing



-
- o **Car Show (\$500) - HPM*****
 - **CHANGE TO FIREWORKS?**
 - o Kids Activity Zone (\$500) - Lucy's Burgers
 - o Petting Zoo (\$500) - Lake Animal Hospital
 - o Community (\$250) - Metal Doctor
 - o Media (In Kind) - White Bear Press
 - List of WBT Businesses
 - o **Outreach for Community Sponsors (\$250) and Silent Auction Donations - MAILED; CALLS IN PROGRESS**

PLANNING/LOGISTICS

- **ATM machine- meeting with Midwest ATM/Dave Rustad from Roseville. No cost to event, more details to come.**
- Map
 - o Similar layout, move archery down by car show
 - o Food & 2nd Beer Garden near car show.
- Electricity, Dumpsters, Portapotties – WBT/Tom
- Tent for Township/Silent Auction - Tom
- Metropolitan Sound/Paul Stibol - CONFIRMED
- Health Inspector – Hannah Davis
- Banners and signs need to be re-evaluated for 2019 - Bill W

VOLUNTEERS - signup will start in August

- Parking
- Silent Auction
- Bingo Hall?

MARKETING/PUBLICITY:

- Billboard – (Clear Channel - Matt Weiland/Cassie Hilke) - \$1000.00 DONE
- Print IN PROGRESS
 - o Utility bill 8x11 color insert DONE [see attached]
 - **Design (sent a copy around a few weeks ago, but went a different direction for readability/appeal)- Angela Homic**
 - Print/Insert - EcoThynk - Gale Ward
 - 4500 printed/inserted, plus 500 copies overrun - \$750
 - o **Poster 11x18**

White Bear Park Board Update
July 2019



-
- Design - Angela Homic - IN REVIEW
 - Print - Trade Press MID JULY
 - o **Car Show/Cornhole Quarters - Lisa IN PROGRESS**
 - Web/Social Media
 - o Website - DONE
 - o Facebook event DONE
 - o Press release to local media & web calendars – DONE
 - Advertising
 - o Midwest Art Fairs – (Vendors - Catalog 1/6p ad - \$125, List - \$25) DONE
 - o Town Life Magazine - 10" ad DONE
 - o City Pages - \$200 - DONE
 - o Ski Otters Program – Color ¼ page, 15 local shows - \$225 DONE
 - o White Bear Press – Car Show, Special Section, Thank You Ad [Past years \$1,300] IN PROGRESS



2019 MOVIES IN THE PARK



**WHITE BEAR
TOWNSHIP**

1858
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MINNESOTA

Where: Polar Lakes Park
1280 Hammond Rd, White Bear Township

When: Saturday, June 8
Jumanji

Saturday, July 13
Bumblebee

Saturday, July 27
The Lego Movie 2

Saturday, August 10
Boss Baby

Time: Movie Starts at Dusk

Bring your lawn chair or blanket and don't forget bug spray for this **FREE**, fun and family friendly movie night at Polar Lakes Park. Snacks will be available for purchase from Boy Scout Troop #439. Follow our **Facebook** page for weather updates.

Donations are being accepted for the White Bear Area Emergency Food Shelf.

12th Annual

White Bear Township Day

September 14, 2019

2:00 - 9:00 p.m.

**Polar Lakes Park • 1280 Hammond Road
White Bear Township, MN 55110**



Live Music

- 2:00 p.m. Jake Nelson
- 4:30 p.m. WBL Drumline
- 5:30 p.m. Pandora's Other Box
- 8:00 p.m. Fireworks

Free Admission!
Bring your own lawn chairs/blankets
Accepting donations for the
WBL Emergency Food Shelf

- Food Trucks & Beer Garden
- Vendor Market
- Automotive Car Show
- Bean Bag Tournament
\$20/team, Register at 507-304-0054
- Kids Activity Zone
- Petting Zoo
- Touch-a-Truck
- Silent Auction

Sponsors:



www.whitebeartownship.org





Park Board Meeting July 18, 2019

Agenda Number: 6

Subject: Polar Lakes Park:
a. Restrooms
b. Fitness Court
c. Town Hall Signs

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discussion

Minutes
Park Board Meeting
June 20, 2019

POLAR LAKES PARK – LOUCKS PROPOSAL – FITNESS COURT: The Town Planner received the proposal from Loucks Agreement for Conceptual Site Layout and Design Services Proposal including the playground. The total project will run between \$7,200 and \$9,300. Only once the Park Board has Town Board approval will it move forward with any agreement with Loucks. **Fitness Court:** There was discussion of other fitness options rather than the National Fitness Campaign. GameTime estimate is included in the packet and would be about \$57,650.00 plus the cost of the cement slab, which is under half the cost of what the National Fitness Campaign would have cost, even with the grant. There will be more discussion at July's meeting.

Polar Lakes Park Restrooms: There was discussion of seeing what Loucks or GameTime could propose to the Township as far as pricing of restrooms go. The Board talked about vandalism and security. It was the consensus that Staff will reach out to Loucks and GameTime. There will be more discussion at July's meeting.

MEMORANDUM

TO: PARK BOARD
FROM: TOM RIEDESEL
DATE: JULY 18, 2019

SUBJECT: POLAR LAKES PARK

The Town Board has approved the design services proposal from Loucks as recommended by the Park Board. Greg Johnson will be the park planner working on the project for the Town.

Staff met with Mr. Johnson and discussed the various park improvements that the Town would like him to work on. He is scheduled to attend the August Park Board meeting with updated park plans and several restroom locations to consider.

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



Option B



Option A



Park Board Meeting July 18, 2019

Agenda Number: 7

Subject: Bellaire Beach/Polar Lakes Park – Review Proposal from Loucks

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
June 20, 2019

BELLAIRE BEACH: The Proposal from Ramsey County Soil and Watershed District was in the supplemental packet consisting of the Shoreline Management Program. The shore at Bellaire Beach is eroded away. This proposal shows a type of “bluff” improvement to the beach area. There was discussion about the paved access area and the church’s input on Bellaire Beach. It was the consensus that Staff would reach out to a master planner to see what upgrades should be done to Bellaire.

Josephson motioned to recommend to the Town Board to pursue a master planner to work on Bellaire Beach Park. Reeves seconded. Ayes all.

POLAR LAKES PARK – LOUCKS PROPOSAL – FITNESS COURT: The Town Planner received the proposal from Loucks Agreement for Conceptual Site Layout and Design Services Proposal including the playground. The total project will run between \$7,200 and \$9,300. Only once the Park Board has Town Board approval will it move forward with any agreement with Loucks. **Fitness Court:** There was discussion of other fitness options rather than the National Fitness Campaign. GameTime estimate is included in the packet and would be about \$57,650.00 plus the cost of the cement slab, which is under half the cost of what the National Fitness Campaign would have cost, even with the grant. There will be more discussion at July’s meeting.



Park Board Meeting July 18, 2019

Agenda Number: 8

Subject: CIP – Review

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discussion

Minutes
Park Board Meeting
June 20, 2019

CIP REVIEW: The Town Planner explained that Tom Kelly, the Town's Finance Officer, will be providing staff with budget and CIP requests in preparation of the 2020 budget. He wants the Park Board to be thinking about potential park projects that need to be considered and then the Finance Officer will come up with a CIP and budget scheduling those projects.

The 2019 projects were discussed, as were the trail projects, like West Bald Eagle trail next year. A question was brought up regarding the Park Acquisition Fund and how that relates to the Capital Improvement Program. Since the Town is 98% developed, acquiring new property other than for one additional park in the Garley Park neighborhood is unlikely. There was discussion on using some CIP funds for the Polar Lakes Park Restrooms project. It was the consensus that the Park Board and Staff will be considering which park projects to discuss at the July meeting.

WHITE BEAR TOWNSHIP



**WHITE BEAR
TOWNSHIP**

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2020 – 2029 CAPITAL IMPROVEMENT PLAN

Adopted: December , 2019

The Capital Improvement Program

Annually, White Bear Township devotes a large portion of the budget to capital projects. The large financial investment is required to maintain and expand public facilities and infrastructure. Ongoing service delivery can be assured only if adequate consideration is given to capital needs. If the Town fails to maintain its capital stock, facilities and infrastructure will deteriorate until costly, constant maintenance is required, services are threatened, and the community growth stagnates or even declines. Whether the Township is growing, stable, or losing population, it needs to plan and budget for capital assets carefully to maintain existing infrastructure and meet future demand. A Capital Improvement Program (CIP) is a tool that can help ensure that decisions on capital projects and funding are made wisely and are well planned.

What are a capital asset and a capital project? For White Bear Township a capital asset is defined as a new or rehabilitated physical asset that is nonrecurring, has a useful life expectancy of greater than three years and a cost of \$1,000 or more or is considered to be an asset for which control is desirable. A capital project is undertaken to acquire a capital asset. Examples of capital projects include construction of public buildings, major street improvements, or acquisition of vehicles.

A CIP is a multi-year plan, identifying capital projects to be funded during the planning period. The capital program identifies each proposed capital project to be undertaken, the year in which it will be started or acquired, the amount expected to be expended on the project each year, and the proposed method of financing these expenditures.

The CIP helps to build consensus on what are the most important projects, thus helping to ensure these projects are undertaken first. The CIP also provides a picture of future financing requirements, which will allow the Town to better align financial resources with future needs. Additionally, the CIP provides an important tool for growth management.

The CIP should not be confused with the capital improvement budget. The capital improvement budget represents the first year of the CIP. The capital budget is the Town's annual appropriation for capital spending and is legally adopted by the Town Board. The capital budget authorizes specific projects and appropriates specific funding for those projects. Projects and financing sources listed in the CIP for years other than year 1 (called the "out years") are not authorized until the annual budget for those years is legally adopted. The out years serve only as a guide for future planning and are subject to further review and modification in subsequent years.

Purpose of the CIP

The CIP serves a number of important functions for the Township, as described below.

A Formal Mechanism for Decision Making. A basic function of the CIP is to provide White Bear Township with an orderly process for planning and budgeting for capital needs. Questions on what to buy, build, or repair; where and when to buy or build; and how much to spend are all dealt with during the CIP process. The Town Board and staff must agree on the policies that will shape the program, estimate capital needs, prioritize those needs, identify and schedule funding sources, implement projects, and monitor project delivery. All of these activities are organized through the CIP process.

A Link to a Long-Range Plan. The CIP serves as a link to the Town's planning process and should be developed in concert with the comprehensive land use plan, strategic plan, or other long-range plans. Preparation of the CIP considers not only repair and replacement of existing infrastructure but also facilities that are expected to be needed in the future. Changing population and employment patterns, socioeconomic and demographic characteristics of community residents, and land use patterns may bring about the need for new roads, water and sewer facilities, public buildings, or other capital assets. In developing the CIP, these new demands are weighed against the need to maintain existing infrastructure, based on goals established through the Town's planning process.

Financial Management Tool. An overriding consideration in developing the CIP is to prioritize current and future needs to fit within the anticipated level of financial resources. The CIP considers not only what the Township needs but, equally important, what it can afford. By explicitly recognizing the Township's financial outlook and the revenues and financing mechanisms that will be available for the capital program, projects can be prioritized to ensure that the most important needs and goals of the Township are achieved. Moreover, better planning can be undertaken with regard to the scope and timing of capital projects. Developing a financially constrained CIP based on realistic estimates of revenues to be available enhances the ability of the CIP to serve as a planning and management tool rather than a wish list of projects that cannot be fully implemented.

A Reporting Document. The CIP document presents a description of proposed projects that will be undertaken over the five-year plan. This document communicates to residents, businesses, and other interested parties the City's capital priorities and plans for implementing projects. It also includes the expected source of funding for projects, including use of bond proceeds, installment purchase contracts or other debt, reserves, and grant funding. Thus, the community has a better understanding of the Township's plan for capital spending and can make decisions accordingly.

Advantages of a Capital Improvement Program

A CIP requires staff time for its development, implementation, and maintenance; however, the advantages of a CIP should not be overlooked. Some of the major advantages of a CIP are cited in the following paragraphs.

A CIP Focuses Attention on Township Goals, Needs, and Financial Capability.

Through the CIP process, decision makers select projects that will be consistent with community goals and needs. As part of the process, the Town Board, Staff and citizens consider the current and future outlook for community development and the services needed by residents and businesses. This outlook serves as a basis for determining infrastructure and equipment needs to be included in the capital program. An important aspect of developing the CIP is balancing the Town's needs with its ability to pay for them. The process thus focuses attention on the financial capability of the government over the long term. Consistency of projects with community goals and needs provides a way to select among competing projects for the limited financial resources available to the Township.

A CIP Builds Public Consensus for Projects and Improves Community Awareness.

An important component of the CIP process is the involvement of citizens in the selection and prioritization of projects. Public participation helps to build support for capital projects that are both popular and unpopular. The public gains a better understanding of community needs and capital projects through the process and thus are more likely to support the capital program. Moreover, the CIP process serves to educate citizens on the capital costs associated with Town goals, such as economic development. Through the CIP process, the Town is able to gain greater insight into the costs residents are willing to bear for these activities. Once approved, the CIP document informs citizen groups, developers, and others of the Town's planned public improvements. These groups are then better equipped to plan their own activities and are less likely to pressure for funding of projects not included in the plan.

A CIP Improves Inter-/Intergovernmental Cooperation and Communication. A CIP enhances coordination of capital improvements among departments and agencies both within and outside the Township. As a result, fewer scheduling problems and fewer overlapping or conflicting projects are likely to occur. The CIP also serves to inform other local governments of planned capital activity, thus affording them an opportunity to coordinate related project funding and timing. By promoting intergovernmental communication, the CIP helps eliminate project duplication efforts. Capital projects therefore can be planned in conjunction with other government units to best serve the interests of the community as a whole rather than the interest of the Town.

A CIP Avoids Waste of Resources. With its multiyear focus, capital improvement programming helps to avoid costly errors resulting from citizen opposition to projects, failure to anticipate linkages with other projects or activities, or insufficient funding. Because capital projects are considered over several years, the Township is better able to forge consensus on the need for projects before funds are spent. The multiyear focus also encourages consideration of how different phases of a project must be scheduled, given available funding, in order to complete the project as planned. Finally, the CIP allows the Town to anticipate future facility needs and to develop a financing approach that meets those needs.

A CIP Helps to Ensure Financial Stability. By anticipating the fiscal resources that are necessary to pay for capital projects, the CIP can help to promote financial stability. Capital projects are prioritized and scheduled to fit within expected funding levels, thereby limiting the need for dramatic tax increases or unanticipated bond issues in any one year. In addition, by systematically addressing capital needs, the Township is less likely to be faced with the need to divert resources from other programs to make unanticipated capital expenditures.

Evaluating Capital Projects

Often the Township will find that the list of potential capital projects and purchases far exceeds the available funding. Yet, choosing among them is likely to be difficult. Capital projects are proposed to support different Township goals and often benefit particular constituent groups. A methodology is needed both to pare down the list of projects to an affordable level and to balance diverse and sometimes competing community values and needs. The following project evaluation criterion was developed for this purpose.

All capital improvement projects and equipment purchases will be evaluated on the criteria below with a priority factor of 0 to 5, with a priority factor of 0 being not at all and 5 being a very high priority. Each evaluation criteria is weighted based on importance. The priority factor is multiplied by the weight factor to arrive at a criteria score. The scores are added together to achieve a priority ranking.

Public Health & Safety: Weight Factor of 1.50. Does the project or purchase improve the wellbeing of the general public? A priority factor of zero would be it does not affect the wellbeing of the general public and a priority factor of 5 would be it very much affects the wellbeing of the general public.

Employee Health & Safety: Weight Factor of 1.25. Does the project or purchase improve the wellbeing of Township employees? A priority factor of zero would be it does not affect the wellbeing of employees and a priority factor of 5 would be it very much affects the wellbeing of employees.

Regulatory Mandate: Weight Factor of 1.50. Is the project or purchase required by a Federal, State, or other governing body mandate? A priority factor of zero would be there is no mandate requiring the project or purchase and a priority factor of 5 would be there is a current mandate. A rating in between would mean there is a mandate that will take place but there is a time period before the Township must comply.

Frequent Problem: Weight Factor of 1.25. Are there frequent problems or issues that require the project to be completed? Problems could be that the street requires frequent patching or equipment needs repairs or the design of something causes frequent accidents. A priority factor of zero would be no problems, while a priority rating of 5 would be frequent problems or issues.

Ability to Finance: Weight Factor of 1.00. Does the Township have the ability to pay for the project or equipment purchase? A priority factor of zero would mean there is no funding available to finance the project or purchase and a rating of 5 would mean the Township has the funds available to finance the project or purchase. Other items to consider would if funds are not currently available, how easily would it be to fund the project in the future?

Cost of the Project: Weight Factor of 1.00. What is the total cost of the project or equipment purchase? The higher the cost of the project the lower the priority factor rating would be. For example, a project costing \$5,000 may have a priority factor of 5, where as a project costing \$5,000,000 may have a rating of zero.

Generates Fees or Revenues: Weight Factor of 1.20. By constructing the project or purchasing the asset, can the Town generate funds? An example might be that construction of a gazebo in a park could generate rental of the park by the public thus bring funds into the Town's budget. Priority factor of zero would be no fees or revenues would be generated from the project or purchase and a rating of 5 would be a large amount of funds could be generated.

Generates Cost Savings: Weight Factor of 1.20. Does the project or purchase result in reduced expenditures for maintenance or repairs? For example repaving a street may result in reduced cost for patching material. The higher the cost savings the higher the priority factor would be.

Ongoing Operations Cost: Weight Factor of 1.00. Is there any ongoing future operation cost due to the project or purchase? For example, the construction of a new Township building would have annual electric and gas costs to operate the facility along with other operating costs. The priority factor would be a 5 for a project that has no impact on future operating costs and zero for a project or purchase that has a large future operating budget cost impact.

Age or condition of Existing: Weight Factor of 1.00. If the Township has an existing asset that is being replaced, what is the age or condition of the existing asset? A very old asset that is very poor condition would have a priority factor of 5.

Public Benefit: Weight Factor of 1.10. Does the project or purchase provide any benefit to the general public? For example, a street improvement project may provide better access to the area, which would be considered a public benefit, whereas the purchase of a public works pickup truck may not provide any public benefit. In the case of the example, the street project would receive a priority rating of a 5, whereas, the truck purchase would receive a zero priority rating.

Public Demand: Weight Factor of 1.25. Are the residents requesting the project be performed or the equipment purchased? For example, the residents in an area

of the Town may desire the purchase and installation of playground equipment in a park. A priority factor of 5 would be high public demand versus a zero for no public demand.

Synergy with Other Projects: Weight Factor of 1.10. Does the purchase or project enhance or influence other Township goals or projects? Projects or purchases that affect other projects or purchases would have a rating of 5 whereas; projects or purchases that stand-alone would be rated zero.

Strategic Goal: Weight Factor of 1.05. Does the project or purchase meet a strategic goal of the Township? An example would be if the Township has a goal to increase park use and the project was to build a park shelter/warming house, that project may receive a priority factor of 5 for meeting this goal.

Comprehensive Plan Component: Weight Factor of 1.05. Does the project or purchase help achieve a component of the Town's Comprehensive Plan? An example would be if an area of the Township that was deemed Commercial/Industrial/Retail and the project was for the Town to replace utility lines with oversized commercial utility lines to the area, that project would be rated a 5 as a priority factor.

It's important to note that the evaluation criteria above is to be used as a guide and a project that scores low might still be included in a given year based on project affordability and how it fits in with relationship to other projects.

White Bear Township's Ten-Year Capital Improvement Plan

The remainder of this document is the Township's ten-year CIP. The next four pages is a list of all projects and equipment planned for the next ten years and the revenue sources to fund each project or equipment purchase.

The rest of the document is the description of each project or equipment purchase proposed. These descriptions include the project name, priority ranking, project type, useful life, and the responsible department. This is followed by the project description and justification where the project or equipment purchase is described in detail. Next is the project costs (expenditures) and funding source section where each department/fund responsible for purchasing or paying for or funding the asset is provided. The next section is for describing any future operational impact the project or purchase will have on future budgets and/or where any other comments about the project or purchase can be provided. Future operational impacts that are projected to increase future expenditures are shown as positive numbers and those that will decrease future expenditures or provide additional revenue are shown in bracketed or as negative numbers. Finally, there is the project or equipment purchase priority ranking calculation. These sheets are filled out and provided for each project or asset purchased during the next ten-year cycle.

EXPENDITURES:	Page #	Priority Ranking	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Project Name													
Administration													
Replace Computer Servers	12	20.25	10,000			10,000				10,000			
Replace Desktop Computers & Monitors	13	20.25	8,750		6,300		6,300			6,300	6,300		
Replace Laptop Computers	14	34.25			6,000				6,000				
Software Upgrades	15	41.45	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	
Purchase Large Screen TV	16	31.75	2,000										
Administration Building Security System	17	22.70	6,000			4,000						4,000	
Replace Document Scanner	18	42.75	4,000			3,500				3,500		3,500	
Replace/Purchase Office Furniture	19	18.25	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	
Town Buildings													
Replace/Purchase Cable/AV Equipment	20	18.70	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Replace Office Chairs	21	28.15		1,200		1,200		1,200		1,200		1,200	
Repaint Administrative Building Interior	22	34.15	40,000										
Replace Administrative Building Carpet	23	34.15	30,000										
Replace Administrative Building Entrance Doors	24	36.55	25,000										
Reroof Administrative Building	25	29.85			30,000								
HVAC Improvements in the Administration Building	26	44.40			75,000								
Mill and Overlay/Reconst. Admin. Building Parking Lot	27	29.40	40,000										
Replace Administrative Building Retaining Wall	28	35.35	50,000										
Purchase Emergency Generator for Buildings	29	21.80	160,000										
Public Safety													
Replace Code Enforcement Vehicle	30	34.85					30,000						
Public Works													
Replace/Purchase Speed Control Signs	31	44.05					20,000						
Replace Trailers	32	34.45				30,000							
Replace Tractor	33	31.25					45,000						
Replace Toolcat	34	29.20						80,000					
Replace Skidsteers	35	31.95						80,000					
Replace Bobcat Tracks	36	18.10				4,200			65,000			4,200	
Replace Brush Chipper	37	33.15							4,200				
Replace Pickup Trucks	38	24.75	30,000		45,000								
Replace Single Axle Dump/Plow Trucks	39	28.60		300,000	50,000				50,000				
Replace Dump/Utility Trucks	40	27.25			300,000	140,000							
Small Tools & Equipment	41	Varies	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Purchase Mini Excavator	42	24.55											100,000
Replacement of Street Sweeper	43	34.65						300,000					

EXPENDITURES CONTINUED:

Project Name	Page #	Priority Ranking	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Public Works Continued													
Replacement of Rounds Pickup Truck	44	27.50			65,000					30,000			
Replacement of Asphalt Hot Box	45	34.90		60,000									
Replace Lighting on Generator	46	33.65	1,500										
Replace Snow Plow Equipment	47	27.35	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Purchase/Replace 800 Mghz Radios	48	45.00	18,710	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200
Purchase Clam Truck	49	25.80					100,000						
Construct Public Works Staging Area	50	18.25	35,000										
Replace Public Works Building Water Softener	51	23.75	5,500										
Public Works Garage Door Replacement	52	36.70	20,000										
Road and Bridge													
Replacement of Street Name Signs	53	27.60	28,000	210,000	62,000								
Park Maintenance													
Replace Zero Turn Mowers	54	34.65				30,000					30,000		
Purchase Large Pull Mower	55	32.30				30,000							
Replace Large Turf Mower	56	25.80			85,000								
Purchase Ballfield Grooming Machine	57	29.25	30,000										
Replace Rough Terrain Vehicle (RTV)	58	28.75					45,000						
Replacement of Park Refuse/Recycling Containers	59	25.05	13,000										
Purchase Security Cameras	60	29.50	6,000										
Replace Various Park Signs	61	27.35	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
White Bear Parkway Trail Remarking	62	33.30		5,000									
Park Improvement Fund													
Bellaire Beach Improvements	63	17.05	60,000										
Rebuild Bellaire Park Tennis Courts/Inline Skate Area	64	29.30		200,000	30,000								
Columbia Park Parking Lot Replacement	65	27.90											
Birch Park Handicapped Accessibility Improve.	66	17.05	1,000										
Repair Ballfield Back Stops	67	35.90	5,000										
Park Trail Sealcoating	68	20.95	60,000										
Replace Playground Equipment at Manor Park	69	26.15						50,000					
Improve Playground Area/Surface at Columbia Park	70	28.40							80,000				
Replace Playground Equipment at Brandlewood Park	71	28.40	80,000										
Replace Playground Equipment at Mead Park	72	28.40				80,000							
Replace Playground Equipment at Otter Park	73	28.40											
Replace Summit Lane Dock	74	33.80					5,000						
Replace Red Pine Park Boardwalk	75	33.80							10,000				

EXPENDITURES CONTINUED:

Project Name	Page #	Priority Ranking	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Park Acquisition Fund													
Bald Eagle Trail Development	76	33.30	100,000										
Bruce Vento Trail Development	77	31.80		100,000									
Buffalo Street Trail Development	78	33.30		150,000									
Centerville Road Trail Development/Reconstruct	79	33.30			300,000								
County Road H2 Trail Development	80	33.30	100,000				500,000						
Northeast Area Trail Development	81	33.30	30,000										
Fox Meadow Park Trail Development	82	33.30				110,000							
Brandlewood Park Trail Development	83	33.30							55,000				
Rutherford Park/Lake Links Trail Development	84	33.30	110,000										
Community (Polar Lakes) Park Fund													
Baseball Field Improvements	85	27.15	30,000	30,000	30,000								
Construct Exercise Court/Area	86	27.15	125,000										
Grandstand Construction	87	15.50								400,000			
Polar Lakes Park Soccer Field Restroom Construction	88	28.50	400,000										
Polar Lakes Park Soccer Field Restroom Construction	89	28.50		400,000									
Purchase Baseball Field #3 Scoreboard	90	20.40			15,000								
Replace Dugout Roofs	91	24.70	125,000										
Repair/Replace Signs	92	27.35									3,000		
General Polar Lakes Park Improvements	93	23.20	15,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	
Construct Amphitheatre/Band Shell	94	24.40			500,000								
Parking Lot Expansion	95	38.45				132,000							
Replace Playground Equipment	96	28.40			250,000								
Improvement Fund													
Road Mill and Overlay/Reconstruction Projects	97	36.20	1,151,824	3,435,493	1,579,000	1,925,000	1,770,000	2,055,000	2,055,000	2,055,000	2,055,000	2,055,000	2,055,000
Sealcoat Projects	98	36.95	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Annual Curb Repair and Replacement	99	38.30	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Water Fund													
Well Pumphouse Improvements	100	30.35	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Replace Water Meters	101	36.25	1,200,000										
Water Tower Painting - Hammond Road Tower	102	24.75	1,000,000										
Hydrant Rehabilitation	103	41.25	30,000										
Installation of Radio Read Devices	104	24.10					100,000		100,000				
Well Pump Rehabilitation	105	37.85		32,000		60,000		35,000					50,000
GIS Integration of Township Infrastructure	106	30.35	250,000	25,000									

EXPENDITURES CONTINUED:

Project Name	Page #	Priority Ranking	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Sewer Fund													
Replace Jet/Vac Truck	107	56.55			400,000								
Sanitary Sewer Lining Project	108	35.30			1,500,000								
Sanitary Sewer Infiltration Prevention Projects	109	46.40	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
Rehabilitation of Lift Stations	110	31.20	250,000										
Sanitary Sewer Manhole Grouting	111	33.80	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
Purchase Televising (Camera) Trailer	112	44.25	100,000										
Storm Water Utility Fund													
South Area Storm Water Improvements	113	28.20	500,000										
Replacement of Storm Water Culverts	114	29.30	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	
Storm Water Structure Repairs	115	36.75	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
Pond/Ditch Cleaning	116	36.75	130,000	130,000	200,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	
Stillwater Street Drainage Improvements	117	31.35											500,000
Beaver Street Drainage Improvements	118	31.35				25,000							
Allendale Drive Ditch Cleaning	119	31.35	30,000										
Pioneer Lane Ditch Cleaning	120	31.35	50,000										
Lake and Overlake Avenue Drainage Pipe	121	41.20	40,000										
Overview Trail Drainage Improvements	122	31.35						35,000					
Birch Road Drainage Improvements	123	35.45		30,000									
Total Expenditures			6,871,984	5,495,393	3,715,000	5,283,100	2,788,000	3,877,900	3,061,900	2,819,200	3,716,000	3,201,100	2,055,000

General Fund - Road & Bridge	28,000	235,000	62,000	0	0	0	0	0	0	0	0	0	0
General Fund - Park & Rec	22,500	8,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	0
Park Acquisition Fund	240,000	250,000	0	150,000	110,000	500,000	55,000	0	0	0	0	0	0
New Debt Service Funds	1,151,824	3,435,493	1,579,000	1,925,000	1,770,000	2,055,000	2,055,000	2,055,000	2,055,000	2,055,000	2,055,000	2,055,000	2,055,000
Improvement Funds	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000
Special Assessments	250,000	0	0	1,005,000	0	0	0	0	0	0	0	0	0
Community Park Improvement Fund	665,000	481,000	846,000	183,000	51,000	51,000	51,000	51,000	51,000	51,000	454,000	51,000	0
Park Improvement Fund	306,000	200,000	30,000	230,000	0	55,000	90,000	90,000	80,000	80,000	0	0	0
Water Fund	2,336,500	38,500	6,500	66,500	6,500	141,500	106,500	6,500	6,500	6,500	56,500	6,500	6,500
Sewer Fund	410,000	60,000	60,000	555,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Storm Water Utility Fund	605,000	215,000	255,000	305,000	330,000	340,000	340,000	340,000	305,000	305,000	305,000	805,000	805,000
Capital Building Fund	411,500	0	105,000	0	0	0	0	0	0	0	0	0	0
Capital Equipment Fund	255,660	406,900	600,500	675,100	284,000	471,900	163,900	163,900	98,200	615,000	60,100	60,100	60,100
Trade-In/Salvage Value	0	5,000	7,500	25,000	13,000	40,000	12,000	12,000	0	7,000	0	0	0
Grants	30,000	0	0	0	0	0	0	0	0	0	0	0	0
Total Revenue Sources	6,871,984	5,495,393	3,715,000	5,283,100	2,788,000	3,877,900	3,061,900	2,819,200	3,716,000	3,201,100	2,055,000	2,055,000	2,055,000



**Park Board Meeting
July 18, 2019**

Agenda Number: 9

Subject: Public Works Director Report

Documentation: Report

Action / Motion for Consideration:

Report at Meeting / Discussion

**White Bear Township
Town Board Update
On
Public Works Department Activity
(June 2019)**

1. **Lift Station Upgrades–**
 - Lift Station #10 – TKDA and Public Work’s are working with the general contractor, Lametti and Sons, to resolve an issue with Pump #1 at the lift station. Also, a review by the Public Works Director and Town Engineer of the punch list created this spring to see if all items have been addressed?
 - Lift Station #9 (the last of the Town’s 10 Lift Stations to be rehabilitated)– Contract was awarded to Penn Contracting, Inc. on Monday, June 17th by the Town Board. Once the contract documents have been processed a Pre-construction meeting date will be set.

2. **Safety**
 - Public Works Leadership staff met with Chad Peterson, of Safe Assure, on June 11th to review the current Safety Program. An audit will be performed on both the Public Works and Town Administrative Building soon.
 - All Public Works staff were recertified for Forklift and Scissor Lift on June 12th.

3. **Water Meter Repair/Reading**
 - Water meter replacement project update – All replacement meters and radios have been delivered. Town staff have reviewed the letter to be sent to residents regarding setting up appointments for meter replacements. The start date may be delayed until July 8th. There may be some plumbing charges to the Town.
 - Commercial meter testing – A percentage of commercial meters will be tested for accuracy each year going forward. Beginning with the highest users that have not been replaced recently.

4. **2018-2027 Capital Equipment/Capital Improvement Programs**
 - The GIS/Asset Management Project phase III, the purchase of a GPS unit and accessories along with the ESRI ArcGIS license was approved by the Town Board on June 17th.

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.
 - Public Works staff have been excavating the area between the two storm pipes outlets and the MnDot inlet, south of Otterview Court in the easement. The system caused flooding in Brittany Court during one of the large rain events this summer. Approximately 30 cu yds of sediment that is impairing drainage from two outlet pipes into inlet pipe that discharges into the I35E corridor.

- The annual SWPPP report is due at the end of June.
- The Town Engineer and staff will need to complete an updated SWPPP will need to be updated soon.

6. Water system improvements/issues

- Manganese update
- 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 painting contractor will begin preparation work the week of July 8th. The Tower will also be drained that week.
- 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 2019. The Town Engineer and Public Works Director will need to visit the possible interconnect locations to determine which is the most feasible in July.

7. Sanitary sewer system improvements/issues

- The City of Birchwood drafted a JPA and Town staff have reviewed and provided comments. Once Birchwood has incorporated staff comments, they will send the revised draft to the Town for review by the Town Attorney. They would also like the Town to approve them to access our system for a temporary bypass in the interim until the final connection is made.

8. Street Improvement Program.

- The Town Board
- Comments on the updated Emerald Ash Borer Management Plan will be shared by the Town Board with staff.

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:

- No updates this month

11. Park Projects:

- Bellaire Beach house rehabilitation. The Beach House interior and exterior improvements have been completed.
- The Eagle Park tennis courts have been color coated and the nets are up.
- The trails along White Bear Parkway, Hammond Road, Centerville Road, Otter Lake Road, Polar Lakes Park and Columbia Park will be sealcoated in 2019. This year I will also add the Well and Lift Station parking lots. The Public Works Director is working on specifications and maps for the project to be approved by the Town Board.

12. Ramsey County Projects within the Township;

2019

- West Bald Eagle Boulevard from Co Rd H-2 to Co Rd J. A Pre-construction meeting has been set for July 1st. Updates on projected start date will be share with the Town Board at July's Executive meeting.
- Concrete Rehab of Highway 96 from I-35E to Highway 61 will begin in mid August.
- Mill and Overlay of South Shore Boulevard from White Bear Avenue to Co Rd F?

2020-2022 Proposed

- Mill and Overlay of Century Avenue from Co Rd E to Co Rd F.
- 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.
- East Bald Eagle Boulevard?

13. Informational sharing regarding Public Works in general:

Public Works Jobs for June 2019

1. Monthly safety inspections of, fire extinguishers, emergency lighting, eye wash stations and A.E.D., fall harnesses
2. Continuing doing water testing and monitoring of the Towns water system
3. Continuous water testing at well's 1, 3, 4, 5 and 6
4. Continued various water meter and Radio repairs
5. Various water shut off for home repairs
6. Irrigation water turn on's in North Oaks and the Township
7. New construction water turn on's and radio proگرامing
8. Started the 30 Lead and Copper tests required by the MDH
9. Cont. to clean up around the Hammond Rd. water tower for the summer painting /rehab project
10. Gopher one locates in Township, North Oaks, Gem Lake, and Birchwood
11. Cont. patching potholes on Town roads

12. Started repairs in the 2019 seal coat areas
13. Cont. to work on storm sewer/catch basin repairs
14. Emptied trash in all the parks
15. Over seeded Polar Lakes Soccer field goal mouths
16. Cont. cutting grass and weed whipping at Town Parks and Lots
17. Fertilized Polar Lakes Park, Columbia Soccer field, Public Works and Admin.
18. Started up the irrigation at Polar Lakes, Columbia Soccer field, Admin and Public Works and completed any repairs
19. Cont. maintenance at Polar Lakes Baseball fields agrime and pitching mound areas on all 4 fields

Mechanic jobs for June 2019

- Cont. to setup # 30 (new utility truck) compartments for tools etc.
- Replaced the shock assist on # 21 (Toolcat)
- # 49 (5 yd. dump truck) oil leak repaired at Larson Diesel
- Repaired the 3" pump
- Replaced the gaskets on the 4" pump
- # 40 (5 yd. dump truck) wiring repair completed at Larson Diesel
- Showed and trained the seasonal staff on mower maintenance and how to change blades on the mowers
- Assisted Public Works



**Park Board Meeting
July 18, 2019**

Agenda Number: 10 - 11

Subject: Added Agenda Items
Adjournment

Documentation:

Action / Motion for Consideration:



Park Board Meeting July 18, 2019

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

Documentation: