



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750

FAX 651-426-2258

Email: wbt@whitebeartownship.org

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

AGENDA PARK BOARD MEETING FEBRUARY 20, 2020

1. **6:30 p.m.** Call Meeting to Order at Township Administrative Office, 1281 Hammond Road.
2. Approve Agenda (Additions/Deletions).
3. Approve Minutes of January 16, 2020.
4. Township Day / Movie in the Park.
5. Polar Lakes Park – Restroom Discussion.
6. Bellaire Beach – Update.
7. Organics Drop-off.
8. Northeast Trail.
9. Columbia Park – Parking Lot.
10. DNR Grant.
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
February 20, 2020**

Agenda Number:

1 – 2 - 3

Subject:

Call to Order at 6:30 p.m.
Township Administrative Offices

Approval of February 20, 2020 Agenda
Approval of January 16, 2020 Minutes

Documentation:

February 20, 2020 Agenda
January 16, 2020 Minutes

Action / Motion for Consideration:

February 20, 2020 Agenda
January 16, 2020 Minutes

**MINUTES
PARK BOARD MEETING
JANUARY 16, 2020**

The meeting was called to order at 6:36 p.m.

Present: Koster, Lee, Reeves, Sinclair; Town Board Supervisor: Ruzek; Public Works Director: Reed; Planner: Riedesel

Absent: Akenson, Josephson, Lombardi, with notice

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

APPROVAL OF MINUTES OF DECEMBER 19, 2019: Sinclair moved the approval of the minutes of December 19, 2019. Lee seconded. Ayes all.

TOWNSHIP DAY / MOVIE IN THE PARK: Lisa Beecroft was present to discuss the updates that had been made since the last meeting. There was discussion about the movies in the park. It was noted that the movie on July 11 would be the contest day because it appeals to the young adults. Beecroft noted that she will be in contact with the band and orchestra earlier and ask if they can bring in some movie suggestions. The “save the dates” for the Movies in the Park are almost completed.

The advertisement for *Midwest Art Fair* has been completed. There was much discussion over musical groups. It was noted that the Gear Daddies, Martin Zellar, and the Hardways came in higher priced than the budget will allow, and the Board seemed comfortable with going with a lower priced band. It was the consensus that The Good, The Bad, The Funky band would be a good one to check out. Beecroft noted that she may be able to bring their price down to \$3,000. There was discussion over 2019’s Township Day bands and plans to incorporate different ideas. Beecroft noted that 60 bands applied for Marketfest, so there are options.

When it comes to vendors, vendor prices were discussed, and it was noted that some of the booth prices could be raised. Beecroft will bring a pricing sheet in February. There was discussion over Saint Paul Area Water Works’, Lake Links, Pollinator Friendly Alliance, RCWD or VLAWMO to attend Township Day, maybe create a section of booths with a positive environmental health focus. It was noted that the Pollinator Friendly Alliance would like to do something, as would many of the groups listed.

There was some minor discussion on safety, vendors’ liability, and permits. The Board will think these options over and there will be more discussion at the February meeting.

There was discussion of sponsorships and how Beecroft wants to raise the sponsorships for 2020. She wants to look for 5- \$1,000 sponsorships for the fireworks. There was some discussion over Viking’s sponsorship and there will be more discussion once Beecroft reaches out to vendor with the suggestion of breaking the Bean Bag and Car Show sponsorship into pieces totaling \$750 or more. There was discussion of bringing in companies in the community like Nextern, HPM, Schwing for sponsorships or for “touch a truck” type options. Beecroft wants to obtain \$500 or \$1,000 for the kids’ stage, and she will be reaching out for \$100 and \$200 sponsorships.

MINUTES
PARK BOARD MEETING
JANUARY 16, 2020

POLAR LAKES PARK – CENTRAL SOCCER FIELD EXPANTION / RESTROOM

LOCATION: The Town Planner recapped the December meeting with Magnus Hellmark and Todd Heckman from the Soccer Association. He went over their preferences in restroom location. There was some minor discussion in placement. It was noted that the baseball field restroom should be finished first with the playground restroom finished in 2021 when the playground will be upgraded. There was some discussion on size and it was noted that staff will get proposals from contractors for a 3-stall and 5-stall restroom by February. There was some discussion on visibility, security, construction, accessibility, and maintenance. There was some discussion on changing location, but it was the consensus to stick with the restrooms near where the fireworks are lit off.

Sinclair made the motion to stick with the original restrooms plan near the fireworks spot. Lee seconded. Ayes all.

BELLAIRE BEACH – UPDATE: The Town Planner reported that the Utility Commission did not meet in January but will meet in February. Riedesel will attend and would like to extend an invite to a Park Board member. He will email the Board a reminder email closer to the meeting date.

Staff is working on finalizing the contract with Saputo for the construction of the shelter in September. The Town Attorney is ensuring everything is good. There was some discussion of what the Town is contributing (concrete slab).

Finally, in the Columbia Park parking lot redo, would Park Board prefer the island remain or be removed? The consensus was that it should be removed as maintenance would be easier, as well as the trees will be needing to come down eventually.

ORGANICS DROP-OFF: The Town Planner reported that he spoke with Ramsey County Parks Planners regarding an organics drop off site. They did not appear excited about it. There was some discussion of other options. Polar Lakes Park was discussed highly, as it is right next to the administration building. There will be more discussion at the February meeting.

STABLE PROPERTY: The Town Planner reported that the formal plat is now being reviewed. The layout is similar to plans previously reviewed. The Town plans to retain 18 acres of wetland and upland for a trail. Staff shifted the trail a bit, and is planned to be paved up to the Deer Meadow Park trail. Staff is looking for a Park Board recommendation on whether or not to accept land as laid out in the plat or in the alternative, take cash to satisfy park dedication requirements.

Reeves made the motion to accept the land. Sinclair seconded. Ayes all.

VENTO TRAIL: The Town Planner reported that this trail has been discussed extensively with the original plan to place the trail on the railroad right-of-way. But due to it being active, that is no longer an option at this time. The County is working with municipalities and has come up with some alternate routes for consideration. The preferred routes for consideration are Bald Eagle Avenue and Long Avenue. There was discussion regarding USB 41 route, which was the

MINUTES
PARK BOARD MEETING
JANUARY 16, 2020

previous Park Board recommendation, which could potentially incorporate the Lake Links trail. The preference is to keep the trail on the west side of Highway 61.

There was some discussion over the size of the roads when it comes to street improvement plans and how that could come into play here, though the Vento Trail is an off-road trail. It was the consensus that the Board wants to stick with the original recommendation of the USB 41 route, even though it would prefer along the rail corridor.

2020 PROJECT TIMELINE: The Town Planner put together a 2020 Project Timeline for the Park Board to better know what is on the radar for the year. It is laid out on pages 29 and 30 of the packet. It was noted that so far staff has only received one proposal from TKDA on the Columbia Park parking lot redo, but will hopefully have a second one in the following month. There was some minor discussion over the planned park projects for 2020.

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. He noted that staff spends time **flooding rinks**. Staff will plan to spend quite some time **plowing** during the rest of January, as needed of course. Reed noted the **tree trimming** in Polar Lakes Park including **Ash tree removal** has started. It was noted that staff have been going over the street improvement sites for 2020 with the Town Engineer and trimming trees there, preparing for those improvements and the wider streets. Three **watermains** have broken this season already, but staff has fixed them promptly. Finally, staff is in communication with **Tree Trust** already planning for the spring season of plantings.

ADDED AGENDA ITEMS: There were no added agenda items.

Lee moved to adjourn the meeting at 8:07 p.m. Sinclair seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary



Park Board Meeting February 20, 2020

Agenda Number: 4

Subject: Township Day / Movie in the Park

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
January 16, 2020

TOWNSHIP DAY / MOVIE IN THE PARK: Lisa Beecroft was present to discuss the updates that had been made since the last meeting. There was discussion about the movies in the park. It was noted that the movie on July 11 would be the contest day because it appeals to the young adults. Beecroft noted that she will be in contact with the band and orchestra earlier and ask if they can bring in some movie suggestions. The “save the dates” for the Movies in the Park are almost completed.

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White Bear Park Board Update
February 2020



2020 Timeline
2020 Financial Summary

Movie in the Park

- Dates
 - May 9, June 20**, July 11, August 8
 - Facebook contest July 11

- Timeline
 - Jan/Feb - Outreach to Movie Hosts - IN PROGRESS
 - Mar - Pick Movies, Facebook Contest for July movie
 - April - Begin Promo

- Publicity
 - WBT Website & Facebook - IN PROGRESS
 - WB Magazine, City Pages, Ski Otters, Lions Program?
 - WBP - 4 monthly movie ads

White Bear Township Day

Saturday, September 19, 2-9 pm

ENTERTAINMENT

Main Stage (Emcee - TBD)

- **2:00-4:00 - Ember Island \$500 NO (Heading off to College) - Plan B?**
 - **Katie Dahl, Door County?**
 - **Joey Flip & Harmonicas?**
 - **Teddy Bear Band?**
- 4:00-4:45 45 min - WBL Drumline - \$200 CONFIRMED
- 4:45-5:00 - Emcee/Park Board Speaking
- 5:00-8:00 - **The Good, The Bad, The Funky \$2500 CONFIRMED, CONTRACT SENT**
- 8 pm National Anthem - singer TBD
- 8:05 pm - Fireworks

Community/Kids Stage

- Schedule (Emcee - Marlene Peterson, CPA?)
 - Children's Performing Arts, WBL Band, WBL Cheerleaders, other?



- Sound - Lisa's speaker

Special Features

- Fireworks
 - **RES Specialties - Irv Hammonds - EMAILED**
 - **WBL Fire Dept (Kurt Frison) - Permit**
 - **Public Safety Commission**
 - **Thur March 5, 6 pm**
 - **Thur Aug 6, 6 pm**
- **Car Show – Sponsor - Viking Auto/Jake Sarrack**
- **Bean Bag Tournament (\$400) - Sponsor - Viking Auto/Jake Sarrack**
- **Petting Zoo – Cock-a-Doodle Zoo (\$850) CONFIRMED**
- Touch a Truck
 - WBT Public Works - Dale
 - Public Safety/Ramsey County - Steve Yochim
 - WBL Fire Dept - Connie Anderson/Kurt Frison
- Inflatables – John Ficcadenti CONFIRMED
- WBL Archery - Jennifer Griser
- Face painting - WBL Cheerleaders, Terrie Sherrick
- White Bear Food Shelf - Perry/Amanda - CONFIRMED
- Tamarack Demo, Melanie Harding (\$750 SCORE funding)
 - Animal showings will be between 2 and 5 p.m.
- Town Hall - WBLA Historical Society - Sara
 - Tours, Bingo???
- Silent Auction
- Other?

VENDORS

- RegisterONE Online Vendor Application
 - \$99 per event + 2% transaction fee (absorb or pass on)
 - Paypal/Stripe service fees are 2.9%+\$.30 on all transactions processed
 - Accepted vendors can pay by check or credit card
- **Approve Vendor Prices in Feb, Launch app in March**

SPONSORSHIPS

- **2020 Sponsorship Form**

PLANNING/LOGISTICS



-
- **Certificates of Insurance, ST19s, Food Permits**

VOLUNTEERS

- **Begin Signup in May? (Since not able to attend June/July)**

MARKETING/PUBLICITY:

- Billboard – (Clear Channel - Matt Weiland/Cassie Hilke) - \$1000.00
- AspectLED Digital Sign (Free - ?)
- Print
 - Utility bill 8x11 color insert DONE
 - **Design - Angela Homic**
 - Print/Insert - EcoThynk - Gale Ward 4500 printed/inserted, plus 500 copies overrun - \$750
 - Poster 11x18
 - Design - Angela Homic, Print - Trade Press
 - Car Show/Cornhole Quarters - Lisa
- Web/Social Media
 - Website, Facebook event, Press release to local media & web calendars
- Advertising
 - Midwest Art Fairs – (Vendors - Catalog 1/6p ad - \$125, List - \$25) DONE
 - **Lion's Program - \$100-\$500**
 - ~~Town Life Magazine – 10" ad DONE~~
 - City Pages - \$200 -
 - Ski Otters Program – Color ¼ page, 15 local shows - \$225
 - White Bear Press – Car Show (9/4, 9/11), Special Section (9/11), Thank You Ad [Past years \$1,300]
 -
- SCC - Arlin Becker - both musical performances

2020 Township Day Vendor Prices

Vendor	2019	2020
Arts and Crafts	\$38 (\$35 base)	\$50 (\$XX base)
Merchants, Services, Political Parties	\$48 (\$45 base)	\$65 (\$XX base)
Nonprofits	\$28 (\$25 base)	\$30 (\$XX base)
Food/Beverages	\$80 (\$75 base)	\$90 (\$XX base)
Farmer's Market	\$28 (\$25 base)	\$30 (\$XX base)

Prices include fees**

**Stripe fees are 2.9%+\$0.30 on all transactions. RegisterONE service fees are 2.0% on all transactions. You can:

1. Pass these fees on to the vendor as cart line-items.
2. Absorb them in your existing prices.
3. Automatically add service fees to your BASE prices. **(What we did in 2019)**

What is the best way to collect payments this year?

1. Pay by CC online. (What most vendors prefer)
 - a. Payments will transfer directly to Township bank account less fees.
 - b. Payments transfer to Lisa, who writes check to Township at the end of season **(What we did in 2019 - prefer NOT to do this again this year)**
2. Manually pay Township.
 - a. Pay by check/CC at Township front desk. (copy of invoice required).
 - b. Call Township and pay by CC over the phone (copy of invoice required).
 - c. Print invoice and mail to Township.



Park Board Meeting February 20, 2020

Agenda Number:

5

Subject:

Polar Lakes Park – Restroom Discussion

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
January 16, 2020

POLAR LAKES PARK – CENTRAL SOCCER FIELD EXPANSION / RESTROOM LOCATION: The Town Planner recapped the December meeting with Magnus Hellmark and Todd Heckman from the Soccer Association. He went over their preferences in restroom location. There was some minor discussion in placement. It was noted that the baseball field restroom should be finished first with the playground restroom finished in 2021 when the playground will be upgraded. There was some discussion on size and it was noted that staff will get proposals from contractors for a 3-stall and 5-stall restroom by February. There was some discussion on visibility, security, construction, accessibility, and maintenance. There was some discussion on changing location, but it was the consensus to stick with the restrooms near where the fireworks are lit off.

Sinclair made the motion to stick with the original restrooms plan near the fireworks spot. Lee seconded. Ayes all.



Park Board Meeting February 20, 2020

Agenda Number:

6

Subject:

Bellaire Beach – Update

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discussion

Minutes
Park Board Meeting
January 16, 2020

BELLAIRE BEACH – UPDATE: The Town Planner reported that the Utility Commission did not meet in January but will meet in February. Riedesel will attend and would like to extend an invite to a Park Board member. He will email the Board a reminder email closer to the meeting date.

Staff is working on finalizing the contract with Saputo for the construction of the shelter in September. The Town Attorney is ensuring everything is good. There was some discussion of what the Town is contributing (concrete slab).

Finally, in the Columbia Park parking lot redo, would Park Board prefer the island remain or be removed? The consensus was that it should be removed as maintenance would be easier, as well as the trees will be needing to come down eventually.



**Park Board Meeting
February 20, 2020**

Agenda Number: 7

Subject: Organics Drop-off

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discussion

Minutes
Park Board Meeting
January 16, 2020

ORGANICS DROP-OFF: The Town Planner reported that he spoke with Ramsey County Parks Planners regarding an organics drop off site. They did not appear excited about it. There was some discussion of other options. Polar Lakes Park was discussed highly, as it is right next to the administration building. There will be more discussion at the February meeting.



Park Board Meeting February 20, 2020

Agenda Number: 8

Subject: Northeast Trail

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discussion

Minutes
Park Board Meeting
January 16, 2020

VENTO TRAIL: The Town Planner reported that this trail has been discussed extensively with the original plan to place the trail on the railroad right-of-way. But due to it being active, that is no longer an option at this time. The County is working with municipalities and has come up with some alternate routes for consideration. The preferred routes for consideration are Bald Eagle Avenue and Long Avenue. There was discussion regarding USB 41 route, which was the previous Park Board recommendation, which could potentially incorporate the Lake Links trail. The preference is to keep the trail on the west side of Highway 61.

There was some discussion over the size of the roads when it comes to street improvement plans and how that could come into play here, though the Vento Trail is an off-road trail. It was the consensus that the Board wants to stick with the original recommendation of the USB 41 route, even though it would prefer along the rail corridor.



**Park Board Meeting
February 20, 2020**

Agenda Number: 9

Subject: Columbia Park – Parking Lot

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss

444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com



January 16, 2020
Updated February 12, 2020

Park Board
White Bear Township, Minnesota

RE: Columbia Park Parking Lot Expansion Engineering Proposal - Updated
White Bear Township, Minnesota
TKDA Project No. 17727.000

Dear Board Members:

Tom Riedesel has requested a proposal for the Columbia Park Parking Lot Expansion Engineering. We thank you for this opportunity.

A specific categorized fee breakdown was requested by the Township on February 12, 2020 which is listed in this letter after the fee amount.

We have been given the following criteria for Tom Riedesel for the basis of our proposal:

- An air photo of Columbia Park.
- The parking lot has 30-spaces and design it to increase by 10-parking spaces.
- Parking lot expansion will be to the east and north of the existing area.
- Provide a topographic survey from Highway 96 to the ball field.
- Survey shall be completed in February with existing snow conditions.
- Provide storm water treatment for the increased impervious area.
- Storm water treatment is planned to be a rain garden.
- Assist Township with bidding process with the Township covering advertising costs.
- Construction is scheduled for the fall of 2020.

Based on this scope of work, we would perform a site review and a site survey to prepare the necessary documents. A site layout concept will be provided to the Township for review and recommendation.

A meeting with the Township staff will be held prior to the final design to confirm all decisions have been made for the bidding documents to be prepared.

The Township doesn't have any soil borings and doesn't require any soil borings since the site is generally sandy.

Park Board
White Bear Township
Columbia Park Parking Lot Expansion Engineering Proposal
January 16, 2020
Updated February 12, 2020
Page 2

The Township will provide a construction budget for all the improvements to be used in preparation of the design.

The schedule of the process would be for the plans to be reviewed by the Town Board in the spring. The project will then be bid. Construction will be in the fall and the scope of the work regarding what assistance the Township will be required will be determined at that time.

We can perform the Columbia Park Parking Expansion for an amount not to exceed \$12,800.00.

A breakdown of our fee as requested is as follows:

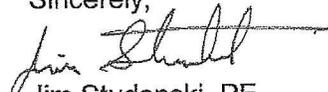
- Cost for surveying = \$2,600.00
- Design development including stormwater management = \$2,450.00
- Construction design = \$7,360.00
- Assistance with bidding = \$390.00
- And Construction administration = TBD
 - o Construction administration was not part of the original requested proposal as stated in the letter and no defined scope has been determined at this time

The breakdown is an approximation of the total cost amount since the design activities will be overlapping throughout the process.

We can work with you to further define the scope of the work and thereby adjust the costs to reflect the final product that you want to achieve. A further breakdown of the proposal can then be presented with the more defined scope of work.

Please contact me with any questions.

Sincerely,


Jim Studenski, PE
Town Engineer

Attachments



January 17, 2020

Mr. Tom Riedesel
White Bear Township
1281 Hammond Road
White Bear Township, Minnesota 55110
Phone: 651-429-5827
Email: tom.riedesel@ci.white-bear-township.mn.us

Re: Site Layout and Stormwater Design Services
For Columbia Park Improvements – Proposal #P20013

Mr. Riedesel:

Thank you for your interest in retaining Loucks to provide professional land planning services for the above referenced project. We're excited to work with you on this project, and look forward to helping you through the design process. The business terms of our relationship shall be as identified in this correspondence and the accompanying documents referenced in this letter.

ENGAGEMENT

You have requested this proposal to engage Loucks to provide professional services on the above referenced project. Both parties acknowledge this engagement by our respective signatures below.

CONTRACT DOCUMENTS

Our working relationship, unless subsequently amended by writing executed by both you and Loucks, shall be as set forth in this correspondence and in the accompanying General Conditions and Hourly Rate Fee Schedule attached to this document. By your signature below, you acknowledge receipt of the General Conditions and Hourly Rate Fee Schedule, and that all terms and provisions contained therein are incorporated into our agreement.

PROJECT UNDERSTANDING

We understand that the work for this project is to provide site design and construction documents for parking lot expansion and improvements at Columbia Park. This work will include, but is not limited to, parking area improvements, storm water treatment and landscape restoration as needed.

Our listed services and compensation estimates are based on the assumption that we will perform both landscape architecture and civil design for this project. If we are required to coordinate our work with the Township's civil engineer, we will adjust our fees to account for the modified project scope.

SCOPE OF SERVICES

Our work will include a variety of tasks necessary to complete the design and construction documents services. We propose the following tasks:

1. DESIGN DEVELOPMENT

1.1 Landscape Architecture Design Development

- a. We will prepare one or more plans illustrating different concepts for the proposed improvements. Our work will include:
 - i. Preparation of conceptual illustrations showing site design elements such as proposed site layout, circulation, storm water management, and other site elements critical to development of the improvements.
 - ii. Cost opinion will be prepared and used to refine the scope of the improvements and the final construction package.
 - iii. Meet one time with the Township to discuss and select the final site concept.

2. CONSTRUCTION DESIGN

2.1 Landscape Architecture Construction Design

- a. Coordinate with local utilities, Ramsey County and the Watershed District throughout the design process to ensure site element coordination and adherence to policies and requirements.
- b. Prepare a complete plan set for bidding, cost opinion, and bid documents.

2.2 Deliverables

Our work efforts will result in the following deliverables

- a. Plan set and specifications
- b. Cost opinion for final design
- c. Bid documents

3. BIDDING ASSISTANCE

Loucks can assist with bid solicitation, coordination, and award if desired. Our work would include:

- a. Plan distribution to interested contractors.
- b. Soliciting project interest from likely bidders.
- c. Synthesizing bid results and recommendation for award.

Note: The Township will be responsible for all legal notices and advertisements.

4. CONSTRUCTION ADMINISTRATION

Construction administration is an important quality control method by which we verify the overall design intent, and expected quality, is successfully delivered by the Contractor. Changes may occur due to unforeseeable circumstances. However, with effective communication and a solid working relationship built on trust, we can help minimize the financial impact of any changes that may occur. We work closely with the Contractor to implement the design. Our work might include:

- a. Preconstruction meeting facilitated by the Township.
- b. Periodic construction observation as needed (assume 3 site visits)
- c. Shop drawing review and approval.
- d. Substantial completion, punch list, and final observations.

COMPENSATION

1. The scope of work defined above is a thorough representation of the work we believe is necessary to complete the proposed site improvements indicated. However, our fee for this work **will be billed hourly** and is **estimated** as follows:

TASK	ESTIMATED FEE
DESIGN DEVELOPMENT	
2.1 Landscape Architecture Stormwater Management Layout and Design	\$5,000
CONSTRUCTION DESIGN	
3.1 Landscape Architecture	\$7,000
BIDDING	
4.1 Bidding Assistance	\$2,500
CONSTRUCTION ADMINISTRATION	
5.1 Landscape Architecture	\$3,200

- a. Compensation is calculated using the hourly rates listed on the attached Loucks Rate Schedule. Additional services requested by the Client will be billed per the rates listed.
- b. Reimbursable expenses (copying, mileage, delivery service, etc.) shall be billed at the rates listed on the attached Loucks Rate Schedule and are in addition to the amounts listed above. For this project, we expect reimbursable expenses will be less than \$400.
- c. Invoices will be sent once a month based on hours worked and/or additional services performed through the date of billing. Payments on invoices are due within 30 days of the invoice date. Late payments will be charged interest at a rate of 1% per month.
- d. Direct expenses, such as mileage, printing, and postage costs will be billed at cost plus 10%.

CLOSURE

Only the services listed above in the Scope of Services are included in this proposal. If additional services are required, they shall be provided in accordance with the attached hourly rate fee schedule.

Loucks appreciates the opportunity to present this proposal to you. It is either being provided via email, for you to sign and return via email, or it is being mailed in duplicate in order that, if acceptable to you, one copy can be kept for your records and one copy can be signed and returned to us as written authorization to proceed.

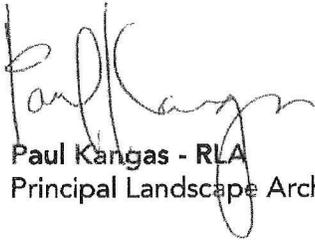
Attached to this proposal are Loucks' General Conditions and Hourly Rate Fee Schedule, which are part of this agreement. By signing this contract, you are agreeing that they have been read, understood and accepted.

We would appreciate the opportunity to personally discuss this proposal/contract with you at your earliest convenience.

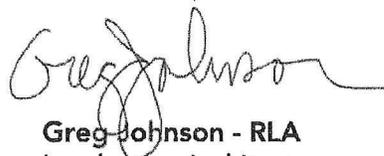
This proposal is valid for a period of 30 days from the date of this proposal.

Sincerely,

LOUCKS



Paul Kangas - RLA
Principal Landscape Architect



Greg Johnson - RLA
Landscape Architect

Enclosures

- Loucks General Conditions
- Loucks Hourly Rate Sheet

Authorization to Proceed:

ACKNOWLEDGED: _____

DATE: _____

January 16, 2020



Tom Riedesel
White Bear Township
1281 Hammond Road
White Bear Township, Minnesota 55110
Phone: 651.429.5827
Email: tom.riedesel@whitebeartownship.org

**RE: Surveying Services for Columbia Park
1756 Highway 96 E
White Bear Township, Minnesota 55110
PID No. 223022110001
Loucks Proposal No. P20013.00**

Dear Mr. Riedesel:

Thank you for your interest in a proposal for surveying services for the above referenced property in White Bear Township, Minnesota. We understand that the nature of this project is to prepare a Topographic Survey. We have based this proposal on a request from Greg Johnson in our office.

NOTE: See attached exhibit for Proposal Survey Limits.

Loucks considers this document a contract for the work described below. We will begin our work on receipt of this signed document. Therefore, if there are any items that do not meet your needs, please let us know and we will make the necessary adjustments before we begin.

A. SCOPE OF SERVICES

We propose to provide the following surveying services:

1. Topographic Survey

We will perform a topographic survey of the site and approximately 25 feet surrounding, including:

- a. One-foot contours of the site.
- b. Spot elevations on significant structures and features.
- c. Location of visible surface features, such as buildings, drives and fences.
- d. Location and elevation of tops of castings and inverts of observable sanitary and storm sewer appurtenances, i.e. manholes, catch basins, flared ends, OCS's.

B. TIMING

We will commence our preparation and research into mapping and records upon your authorization to proceed. We anticipate completing the survey within 3 to 4 weeks of notice to proceed.

C. COMPENSATION

Compensation for those items described in the Scope of Services above will be for the following amount:

<u>Activity</u>	<u>Fee</u>
1. Topographic Survey	\$3,500
a. The fees noted above are based on the assumption that snow and ice have been cleared off hardcover surfaces (i.e. parking lots, sidewalks, curbs) on the site. Should this not be the case, additional services will apply. Loucks will make recommendations on how to remedy; e.g., perform the necessary tasks based on standard hourly rates or engage with a snow removal company. The client will be consulted prior to proceeding with any additional services.	
b. If the project site is significantly different from the previous survey or aerial map attached to this proposal, additional services will apply. The client will be consulted prior to proceeding with any additional services.	
c. Reimbursable expenses such as mileage and delivery service will be billed above and beyond the lump sum or unit prices quoted above.	
d. Invoices will be sent once a month based on the percentage of work completed and/or additional services performed through the date of billing. Payments on invoices are due upon receipt. Account balances over 30 days will be charged a late charge of 1.5% per month.	

D. CLOSURE

Loucks appreciates the opportunity to present this proposal to you. It is either being provided via email, for you to sign and return via email, or it is being mailed in duplicate in order that, if acceptable to you, one copy can be kept for your records and one copy can be signed and returned to us as written authorization to proceed.

The client will be responsible to notify the owner of subject property and adjoining property owners of field survey schedule. Loucks will inform the client of when the survey crew will be on site.

Only the services listed above in the Scope of Services are included in this proposal. If additional services are required, they shall be provided in accordance with the attached hourly rate fee schedule.

Attached to this proposal are Loucks' General Conditions and Hourly Rate Fee Schedule, which are part of this agreement. By signing this contract, you are agreeing that they have been read, understood and accepted.

We would appreciate the opportunity to personally discuss this proposal/contract with you at your earliest convenience.

This proposal is valid for a period of 30 days from the date of this proposal.

Sincerely,

LOUCKS

Max L. Stanislawski, P.L.S.
Professional Land Surveyor

Paul Kangas - RLA
Principal Landscape Architect

Authorization to Proceed:

By: _____

Date: _____

On Behalf Of: _____

Loucks is an Equal Opportunity Employer.



**Park Board Meeting
February 20, 2020**

Agenda Number: 10

Subject: DNR Grant

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss



**Park Board Meeting
February 20, 2020**

Agenda Number:

11

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
(January 2020)**

1. Lift Station Upgrades–

- Lift Station #9 (the last of the Town’s 10 Lift Stations to be rehabilitated) – The startup was completed on December 19th and the Town is now monitoring the Lift Station through SCADA. During the start up the Portable Generator, connection was incorrect per the specifications. The Town Engineer is working with Penn Contracting on replacing the Portable Generator connection with the specified type. The concrete driveway and site restoration to be completed in the early summer of 2020.

2. Safety

- This month’s Safety Training was cancelled due to a snow fall on the morning of the training. Staff will reschedule with Safe Assure.

3. Water Meter Repair/Reading

Water meter replacement project update – A new installation subcontractor, HydroCorp started on Monday, 1/20/2020.

Through 1/30/2020, 113 accounts have been upgraded. There are an additional 111 accounts now scheduled for change out.

Where we started out- 375 accounts

308 accounts needing upgraded equipment – meter and/or radio

11 accounts with meters installed backwards

56 accounts with radio communication issues

All accounts that have not scheduled yet and have a phone number in our records have been called.

Next week, February 3rd, 2020, the remaining accounts will be visited in person with door hangers left if no one answers.

Now as of 1/30/2020 – We have 151 resident accounts needing to schedule - 40% of the total 375.

- Commercial meter testing – Will continue in 2020

4. 2020 Capital Equipment Purchases/Capital Improvement Projects

- Mill and Overlay Administration Parking Lot - \$50,000.00
- Purchase replacement Plow Truck (#49) - \$300,000.00
- Purchase replacement Asphalt Hot Box - \$70,000.00. May be a hook truck mounted unit vs. trailer mounted.

- Reconstruct Columbia Park Parking Lot - \$250,000.00
- Rehabilitate Bellaire Beach Park - \$200,000.00
- Storm Water Projects – Reestablish drainage flow along north side of R.R. tracks between Division Street and Eagle Street; Water Quality Improvements to storm water discharge locations at both Park St (Outfall 6) and St. Anthony Ave (Outfall 5); Replace storm pipe running from Liebel Street under Highway 61 and the railroad tracks; estimated at \$400,000.00 along with grant assistance reimbursement award from RCWD for the Park St and St. Anthony Ave.

5. Storm Water Program

- The Town Engineer will be developing plans and specifications for Outfalls 5 and 6 that discharge into Bald Eagle Lake.
- The Town Engineer and Public Works Director, over the winter, develop a planned replacement of the long culvert that inlets on Liebel Street, crosses Highway 61 and the Railroad Tracks and outlets in the ditch along Hugo Road.
- Staff will be completing an updated SWPPP for submittal to the MPCA.

6. Water system improvements/issues

- Manganese update – Plans and specifications are being brought the February 3rd Town Board meeting for acceptance, approval, and to authorize bidding.
- 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. The also East Bald Eagle Boulevard between Eagle Street and Beaver Street. There have been roughly 8+ watermain breaks between Taylor Avenue and Gaston Avenue over the last 30 years and equal number on EBE. 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 completed, for the resident at 5475 Hugo Road.
- Hammond Road Water Tower repainting in 2019 –There are remaining punchlist items to complete in early 2020. The installation of the concrete floor is the largest remaining punchlist item.
- A meeting regarding establishing an interconnect, for area south of TH 96, soon with the City of White Bear Lake’s Public Works Director/City Engineer.
- The Public Works Director will be working on drafting the America’s Water Infrastructure ACT 2018 (AWIA) requires an assessment of the Town’s Water System be completed and submitted by June 30, 2021. The Emergency Response Plan (ERP) follows closely behind, due December 31, 2021.

7. Sanitary sewer system improvements/issues

- Staff is working with the City of Birchwood’s Engineer to remove lift station #1’s SCADA screen and related programming from the Town’s SCADA computer. He will also coordinate the televised inspections of the sanitary sewer service line connections.

- The Town Engineer has verified the capacity of the Centerville Road sanitary sewer line, based on the development projections provided by the North Oaks Company.
8. **Street Improvement Program.**
 - A Public Informational meeting regarding 2020 Street Improvement Project meeting will be held on February 6th @ Heritage Hall.
 9. **Sign replacement program (retroreflectivity standard)**
 - Street name sign replacement will begin in 2021 per this year's revised CIP.
 10. **Personnel Updates:**
 -
 11. **Park Projects:**
 - 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's project has included the Well and Lift Station parking lots. The Town Board accepted the bids and awarded the bid to Borderlines Pavement. Progress has been slowed by the rainy September weather.
 - Maintenance continues on the Outdoor ice rinks.
 12. **Ramsey County Projects within the Township;**

2020

- West Bald Eagle Boulevard from County H-2 south to Bald Eagle Avenue.
- East Bald Eagle Boulevard from Bald Eagle Avenue to Buffalo Street
- Buffalo Street from Highway 61 west to East Bald Eagle Boulevard.
- County Road H-2 from West Bald Eagle Boulevard to Centerville Road.
- Otter Lake Road from Goose Lake Road to Highway 96.
- Century Avenue from Cedar Avenue to Co Rd F. (The Public Works Director met with Andrew Giesen, a Washington County Engineer regarding the Century Avenue work for 2020). This is a joint project between the two counties.

2020-2023 Proposed

- Co Rd J from Otter Lake Road to Centerville Road (Design 2020, Reconstruction 2023)
- Mill and Overlay of South Shore Boulevard from White Bear Avenue to Co Rd F?

- South Shore Boulevard Mill and Overlay from White Bear Avenue to Co Rd F in 2020.
- Hugo Road Mill and Overlay from Park Ave to Co Rd J.
- Co Rd F from McKnight Road to Century (East Co Ln)
- Portland Avenue from Highway 96 to Taylor Avenue.
- East Bald Eagle Boulevard from Buffalo Street to Taylor Avenue?

13. Informational sharing regarding Public Works in general:

Public Works Jobs for January 2020

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. Water shut off for home repairs
6. Locating and trying to operate curb stops for meter installation
7. New construction water turn on's and radio programing
8. Gopher one locates in Township, North Oaks, Gem Lake, and Birchwood
9. Completed SCADA alarm testing of all lift stations and wells(including Birchwood and North Oaks lift stations)
10. Sign installation and repairs throughout the Township
11. Continuing winter ice/snow removal operation's on roads and trails/sidewalks
12. Emptied trash in all the parks
13. Brush and tree removals on Town trails
14. Started tree trimming in 2020 proposed street project area
15. Cont. to flooding ice rinks at Mead, Eagle and Red Pine Park
16. Assembled office furniture and hung a TV in the Admin. Building
17. Completed staff equipment training

Mechanic jobs for January 2020

- Installed new batteries in #36 (1-ton dump)
- Repaired LED warning lights on #40 (5 yd. dump)
- Repaired cushion block with multiple fittings and hoses on #49 (5 yd. dump truck)
- Found the #21 (Toolcat) had a bad alternator, with the cab having to be removed it was sent in in for repairs
- Trained multiple staff member how to operate #48 (water tanker) and flooded ice rinks
- Brought new pickup in to have it undercoated at Zebart
- Installed a battery tender to the #15 (Mini Excavator)

- Replaced the alternator on #41 (5yd dump truck)
- Started the quote process for the new Tandem dump truck scheduled for replacement in 2020
- Doing research on brine tank set ups and operation.
- Ordered 2 new tailgate brine tanks to pre-wet the salt, this will aid in reduced use of salt
- Researched new carbide cutting edges



**Park Board Meeting
February 20, 2020**

Agenda Number: 12 - 13

Subject: Added Agenda Items
Adjournment

Documentation:

Action / Motion for Consideration:



**Park Board Meeting
January 16, 2020**

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

Documentation: