



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

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

## AGENDA PARK BOARD MEETING MARCH 19, 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 February 20, 2020.
4. Township Day / Movie in the Park.
5. Little Free Library – Justin Bradshaw.
6. Polar Lakes Park – Playground/restroom Plans for DNR Grant Application.
7. Organics Drop-Off.
8. Lake Links Trail Meeting 3/31 @ South Shore Trinity 3:00 – 8:00 p.m.
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  
March 19, 2020**

**Agenda Number:** 1 – 2 - 3

**Subject:** Call to Order at 6:30 p.m.  
Township Administrative Offices  
  
Approval of March 19, 2020 Agenda  
Approval of February 20, 2020 Minutes

**Documentation:** March 19, 2020 Agenda  
February 20, 2020 Minutes

**Action / Motion for Consideration:**

March 19, 2020 Agenda  
February 20, 2020 Minutes

**MINUTES  
PARK BOARD MEETING  
FEBRUARY 20, 2020**

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

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

Absent: Reeves with notice

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

**APPROVAL OF MINUTES OF JANUARY 16, 2020:** Koster moved the approval of the minutes of January 16, 2020. Lee seconded. Ayes all.

**TOWNSHIP DAY / MOVIE IN THE PARK:** Lisa Beecroft was present to report on Movie in the Park and Township Day updates. She started reaching out to potential movie hosts and has seen definite interest; Children's Performing Arts, for example. Before next meeting she was going to send out formal emails with dates in stone so potential hosts can choose a date and have input on the movies. Beecroft will bring movie ideas to the April meeting. There was some discussion of marketing areas for the Movies in the Park.

Beecroft discussed a few bands and gave updates on the search. Ember Island students are going to college, but she stated she would reach out to see if the members knew of anyone looking for a gig. Joey Flip performed a harmonica lesson 2 years prior in the late afternoon. The Teddy Bear Band is expensive. There was some discussion of having a band perform for 1 hour only, as that would most likely cost less. Beecroft will pursue the ideas discussed and report back in March. There was also discussion for bands for the main stage. Beecroft will update the Board on her findings next month.

There was some discussion of reaching out to the Boy Scouts or Lions to volunteer for parking or recycling duty. There was some discussion on vendors and the pricing sheet attached in the packet. The price went up, but she noted it went up an even amount and now includes the fees instead of the fees being separate. The Park Board agreed that the increase made sense. There was some discussion over the political booths that will inevitably reach out. It was noted that Township Day only allows one booth for each political party.

Beecroft noted that she is using the sponsorship letter from last year, but tweaked it to remain current. She showed the Park Board the updated letter, and is planning on sending those out soon. There was some discussion over planning and logistics. Beecroft is working on collecting certificates of insurance for pretty much every vendor. It was noted that Ramsey County has new licensing requirements with food vendors this year. Beecroft will work to make sure all of the planning and logistics are finished prior to the event. There was some discussion over marketing and publicity. Beecroft noted she could make an editorial calendar list for the *News and Views* section of the *White Bear Press*. Riedesel updated the Park Board on the Town Board's approval of allowing Clear Channel to update the billboard to electronic. This will help with marketing events, like Movies in the Park, in the future.

MINUTES  
PARK BOARD MEETING  
FEBRUARY 20, 2020

**POLAR LAKES PARK – RESTROOM DISCUSSION:** The Town Planner reported on the updates in regards to the restrooms at Polar Lakes Park. He handed out some designs and they were discussed. The Park Board liked the 6 unit restroom design: 2 stalls for men, 2 stalls for women, and 2 family restrooms on either side of the men's and women's rooms. There was some discussion on a drinking fountain. It was the consensus that there shouldn't be one because they are hard to maintain, they get stagnant, there already is a drinking fountain, and it is staff's preference to not have a drinking fountain. There will be future updates, especially as bids come in. There was some discussion on security and it was noted that security will be easier to maintain with the Ramsey County Sheriff's Substation at the Township Offices.

**BELLAIRE BEACH – UPDATE:** The Town Planner reported on the Utility Commission's decisions from February's meeting. The Commission has minor interest, encouraging the Park Board to look at other funding sources and grants, but would like more information as the process comes along. There was some discussion on what the County thinks, whether the County would help financially. It was noted that it is doubtful, but it is appreciative of the Township maintaining and improving the park. There was some discussion of the Lake Links meeting planned for March 31 from 3-8 p.m. at South Shore Trinity Church to gain public input and give information of future trail extension plans.

**ORGANICS DROP-OFF:** The Town Planner reported that Tamarack Nature Center didn't seem enthusiastic about having the Town's organics drop off site there. There was discussion of other potential locations for the organics drop off site. Staff pulled up a view of Google Earth as the Board suggested locations. One potential location is outside the Township Offices. There was discussion of either next to the Public Works building or next to Hammond Road in the parking lot of the Offices. Staff thought the measurements of the cement slab that the County would put in may go well there. It was the consensus that the Board would prefer the organics drop off site at Tamarack Nature Center, so staff will reach out again, especially since there are already dumpsters there. If Tamarack doesn't work, the Township Offices would be the second choice.

**NORTHEAST TRAIL:** The Town Planner showed on Google Earth where the trail is going through to connect Deer Meadow Park through the Stable property. Staff is excited to move forward on this project. Staff have asked TKDA to put a proposal together. It is budgeted for this year. It was noted that it should be well used.

**COLUMBIA PARK – PARKING LOT:** The Town Planner reported that the parking lot for Columbia Park is slated for reconstruction this year. Two proposals were received: TKDA as a whole package proposal, and a Loucks proposal. Both are included in the package. There was discussion of the construction process and a map of Columbia Park was shown. The lot will be expanded, the islands will come out; it will house much more parking. It was noted that the Town Board will need a recommendation of how to proceed. There was discussion of each proposal and the consensus was that TKDA is the most affordable option ( not to exceed \$12,800), plus it is a start-to-finish project. It was the consensus that TKDA should try to fit as many additional parking spaces in as possible.

Akenson motioned to accept TKDA's proposal. Koster seconded. Ayes all.

MINUTES  
PARK BOARD MEETING  
FEBRUARY 20, 2020

**DNR GRANT:** The Town Planner gave an update of the DNR grant that he had tried to obtain in 2019. This grant helps pay for playgrounds and last year there were less categories that the Township could apply on the grant. This year staff can apply for restroom aid, trail aid, and playground aid. It was noted that grant amounts up to \$250,000 may be available. For the grant application, staff will use the 10 unit restroom design. Staff is looking for Park Board support.

Josephson motioned to support the application for DNR grant funding. Sinclair seconded. Ayes all.

**PUBLIC WORKS DIRECTOR REPORT:** The Public Works Director reported on the Public Works Department Activity report for January 2020. Reed discussed all park projects. Staff will finish flooding rinks in the end of February. It was noted that overnight ice fishing houses must be off the lakes by the end of February. He noted some tree trimming and Ash tree removal. There was some discussion of the trail along County Road H2. There will be a meeting put on by Ramsey County in regards to their street improvement projects along H2, West Bald Eagle Boulevard, and Buffalo. There will be much discussion of the trail along the H2 corridor. There was some discussion of the Ramsey County ditch 11.

**ADDED AGENDA ITEMS:** There were no added agenda items.

Lee moved to adjourn the meeting at 7:49 p.m. Akenson seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh  
Recording Secretary



## Park Board Meeting March 19, 2020

**Agenda Number:** 4

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

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

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**Minutes**  
**Park Board Meeting**  
**February 20, 2020**

**TOWNSHIP DAY / MOVIE IN THE PARK:** Lisa Beecroft was present to report on Movie in the Park and Township Day updates. She started reaching out to potential movie hosts and has seen definite interest; Children's Performing Arts, for example. Before next meeting she was going to send out formal emails with dates in stone so potential hosts can choose a date and have input on the movies. Beecroft will bring movie ideas to the April meeting. There was some discussion of marketing areas for the Movies in the Park.

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White Bear Park Board Update  
March 2020



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2020 Timeline  
2020 Financial Summary

**Movie in the Park**

- Dates/Movie Hosts
  - May 9
  - June 20
  - July 11 - CPA - Freaky Friday
  - August 8
  - Facebook Contest?
  
- Timeline
  - Jan/Feb - Outreach to Movie Hosts - DONE
  - Mar - Pick Movies (Movie Selection Deadline March 18)
  - March - Twilight Zone BOOKED, Swank license ordered IN PROGRESS
  - March/April - Launch Facebook Contest?
  - 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 - CPA)

- **2:00-4:00**
  - [www.thecastawaysrock.com](http://www.thecastawaysrock.com)
  - [www.thetubes.com](http://www.thetubes.com)
  - <https://www.officialsmithereens.com/>
- 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 CONTRACT SENT
- 8 pm National Anthem - singer TBD
- 8:05 pm - Fireworks

White Bear Park Board Update  
March 2020



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Community/Kids Stage

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

Special Features

- Fireworks
  - RES Specialties - Irv Hammonds - YES
  - Public Safety Commission - Kurt Frison/Connie
    - Thur April 2, 6 pm, Thur Aug 6, 6 pm
- **Car Show – Sponsor - Viking Auto/Jake Sarrack - Meeting March 16**
- **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 - EMAILED
- Inflatables – John Ficcadenti CONFIRMED
- WBL Archery - Jennifer Griser
- Face painting - WBL Cheerleaders, Terrie Sherrick
- White Bear Food Shelf - Perry/Amanda - CONFIRMED
  - Animal showings will be between 2 and 5 p.m.
- Town Hall - WBLA Historical Society - Sara/
  - Tours, Bingo - Maureen & Michelle???
- Silent Auction
- Other?

ENVIRONMENTAL EXPO

- RC, Watersheds, Pollinators, Recycling, etc.
- Tamarack Demo, Melanie Harding (\$750 SCORE funding)

VENDORS

- **Payments - March 23**
- Launch App - May 1

SPONSORSHIPS

- 2020 Outreach & Form
- WBT Businesses

White Bear Park Board Update  
March 2020



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PLANNING/LOGISTICS

- **Public Works - Dale**

VOLUNTEERS

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

MARKETING/PUBLICITY:

- Billboard Clear Channel - Going Digital, Matt Weiland/Cassie Hilke - \$1000.00?
- AspectLED Digital Sign - Free?
- Print
  - Car Show/Cornhole Quarters - Lisa IN PROGRESS
  - Utility bill 8x11 color insert - APRIL/MAY
    - Design - Angela Homic - IN PROGRESS
    - Print/Insert - EcoThynk - Gale Ward 4500 printed/inserted, plus 500 copies overrun - \$750
  - Poster 11x18
    - Design - Angela Homic, Print - Trade Press IN PROGRESS
- Web/Social Media IN PROGRESS
  - Website, Facebook event, Press release to local media & web calendars
- Advertising IN PROGRESS
  - Midwest Art Fairs – (Vendors - Catalog 1/6p ad - \$125, List - \$25) 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



**Park Board Meeting  
March 19, 2020**

**Agenda Number:**

**5**

**Subject:**

Little Free Library – Justin Bradshaw

**Documentation:**

License Agreement Sample

**Action / Motion for Consideration:**

Report at Meeting / Discuss

## LICENSE AGREEMENT

This Agreement is made this \_\_\_\_ day of \_\_\_\_, 2020 by and between the Town of White Bear, a subdivision of the State of Minnesota (Licensor) and Justin and Elizabeth Bradshaw, (Licensee).

**Whereas**, the Licensor is the fee owner of the following described real property, known as \_\_\_\_\_ Park, situated in the Town of White Bear, County of Ramsey, State of Minnesota and legally described as follows, to-wit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Whereas**, the Licensee is requesting permission to construct and maintain a book exchange kiosk at \_\_\_\_\_ Park; and

**Whereas**, the Licensor is willing to permit the Licensee to construct such book exchange kiosk, subject to the Licensee taking full responsibility for construction, future maintenance/repair, and liability for the book kiosk.

**Now, Therefore**, in consideration of One Dollar (\$1.00) and other good and valuable consideration, the Licensor hereby grants unto the Licensee approval to construct a book exchange kiosk in \_\_\_\_\_ Park, subject to the following:

**I. CONSTRUCTION**

The Licensee is responsible for the construction of the book exchange kiosk.

**II. LICENSEE RESPONSIBILITIES AND INDEMNIFICATION**

The Licensee shall be responsible for:

- 1) All costs of maintenance, repair, and/or replacement of the book exchange kiosk, and by the Licensee executing this Agreement, hereby accepts said responsibility.
- 2) Policing of the park for debris resulting from the book exchange.
- 3) The Licensee further agrees to release, indemnify, hold harmless and defend

Licensor from and against any and all claims, costs, causes of action, expenses and liabilities, including, but not limited to, reasonable attorney's fees arising out of or connected with Licensee's use of the property.

**III. GRANT OF LICENSE ONLY AND NON-ASSIGNMENT**

Licensee acknowledges that this Agreement represents a grant of a license only and not an easement or lease. Licensee shall not assign its rights under this Agreement.

**IV. TERMINATION**

It is understood by the Licensee that the Licensor retains the right to terminate this license at any time and for any reason.

In Witness Whereof, the Licensor and Licensee have executed this License Agreement as of the date heretofore set out.

TOWN OF WHITE BEAR

\_\_\_\_\_  
ED M. PRUDHON, Chair

\_\_\_\_\_  
JUSTIN BRADSHAW

\_\_\_\_\_  
ELIZABETH BRADSHAW



## Park Board Meeting March 19, 2020

**Agenda Number:** 6

**Subject:** Polar Lakes Park – Playground/restroom Plans for DNR Grant Application

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discussion

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**Minutes**  
**Park Board Meeting**  
**February 20, 2020**

**POLAR LAKES PARK – RESTROOM DISCUSSION:** The Town Planner reported on the updates in regards to the restrooms at Polar Lakes Park. He handed out some designs and they were discussed. The Park Board liked the 6 unit restroom design: 2 stalls for men, 2 stalls for women, and 2 family restrooms on either side of the men's and women's rooms. There was some discussion on a drinking fountain. It was the consensus that there shouldn't be one because they are hard to maintain, they get stagnant, there already is a drinking fountain, and it is staff's preference to not have a drinking fountain. There will be future updates, especially as bids come in. There was some discussion on security and it was noted that security will be easier to maintain with the Ramsey County Sheriff's Substation at the Township Offices.

**DNR GRANT:** The Town Planner gave an update of the DNR grant that he had tried to obtain in 2019. This grant helps pay for playgrounds and last year there were less categories that the Township could apply on the grant. This year staff can apply for restroom aid, trail aid, and playground aid. It was noted that grant amounts up to \$250,000 may be available. For the grant application, staff will use the 10 unit restroom design. Staff is looking for Park Board support.

Josephson motioned to support the application for DNR grant funding. Sinclair seconded. Ayes all.

## MEMORANDUM

**TO: PARK BOARD**  
**FROM: TOM RIEDESEL**  
**DATE: MARCH 11, 2020**

**SUBJECT: POLAR LAKES PARK – DNR GRANT APPLICATION**

Staff has been working on an application to the DNR which would provide grant funding to help the Town construct a new restroom, replace the existing playground and complete a perimeter trail, all in the northerly portion of Polar Lakes park.

The Town will request \$250,000 to complete the project. The estimated cost for the three improvements is approximately \$635,000.

A playground plan is required as part of the application.

Staff has contacted three playground equipment suppliers for proposals to replace the playground and add a restroom. Staff has requested the playground design be an all access all abilities structure(s). Proposals are expected by the Park Board meeting and will be presented then.

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



60.0 0 30.00 60.0 Feet

NAD\_1983\_HARN\_Adj\_MN\_Ramsey\_Feet  
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

### Legend



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

### Notes

Enter Map Description



# HUFFCUTT CONCRETE Modular Building Installation Guide



- MODULAR BUILDINGS
- FOUNDATION
- BUILDING CODES
- MECHANICAL ROUGH IN
- SITE ACCESS
- SAFETY
- INSTALLATION
- SHIPPING AND HANDLING  
ADJUSTMENTS AND REPAIR
- WARRANTY

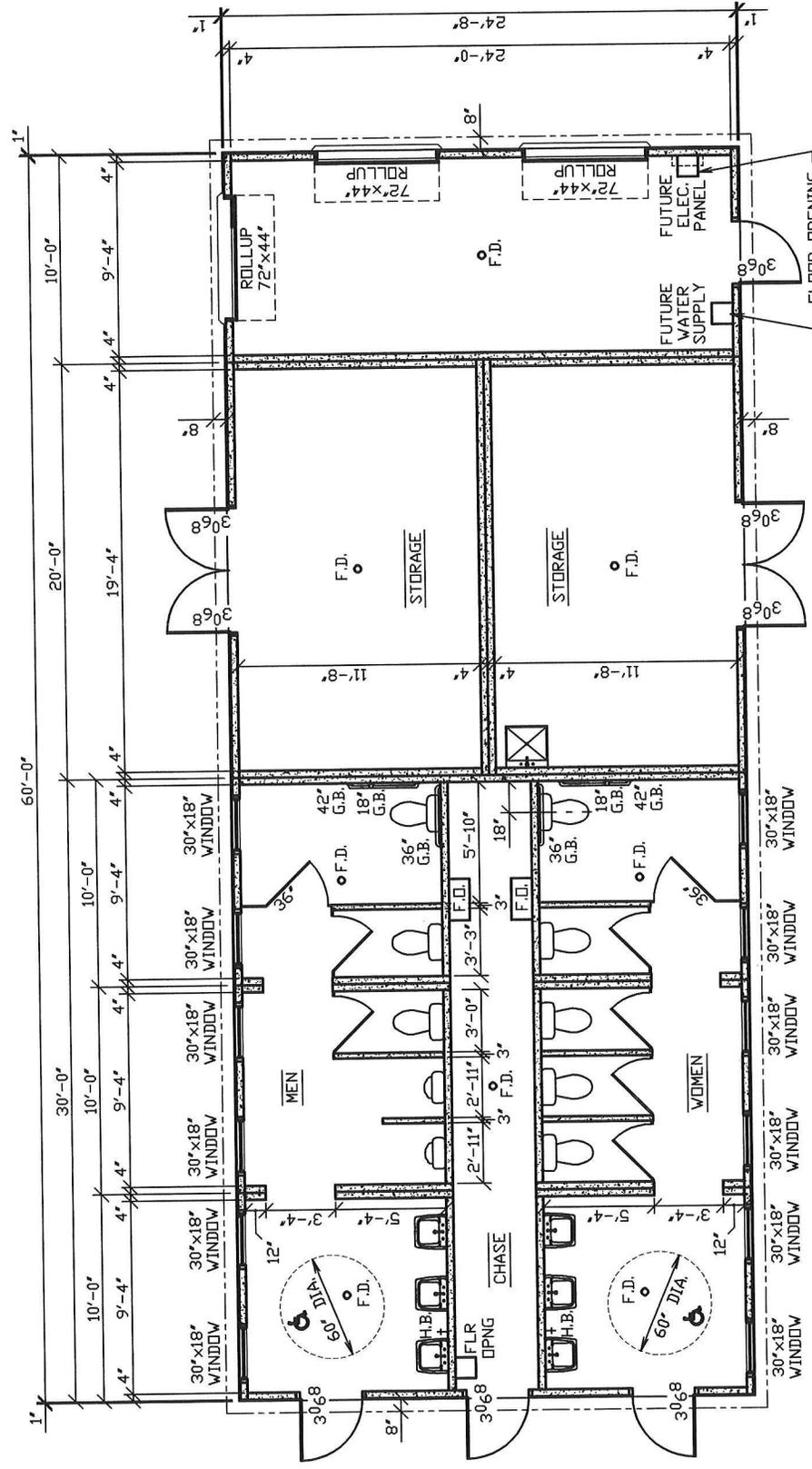


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**MODULAR BUILDING**

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**HUFFCUTT**  
 CONCRETE, INC



FLOOR PLAN  
 SCALE: 1/8" = 1'-0"

N.P.C.A. CERTIFIED PLANT  
 MEMBER OF:  
 NATIONAL & WISCONSIN PRECAST CONCRETE ASSOCIATIONS

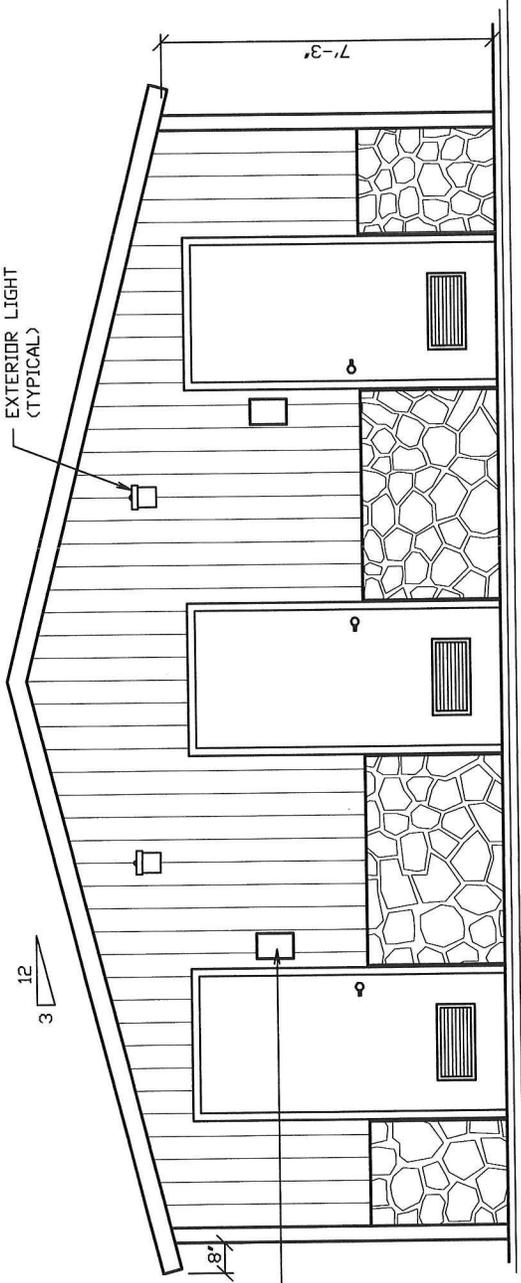
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**HUFFCUTT**  
 CONCRETE, INC



PROJECT: WHITE OAK  
 2 of 3

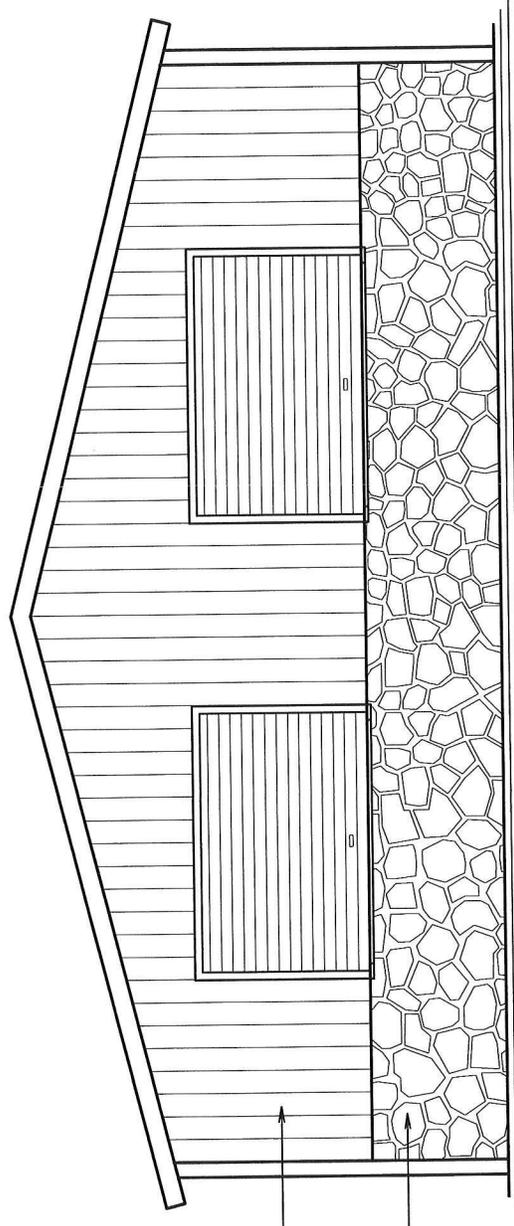


EXTERIOR LIGHT  
 (TYPICAL)

12  
 3

ADA COMPLIANT  
 RESTROOM SIGN

FRONT ELEVATION  
 SCALE: 1/4" = 1'-0"



VERTICAL SIDING

FIELDSTONE

REAR ELEVATION  
 SCALE: 1/4" = 1'-0"



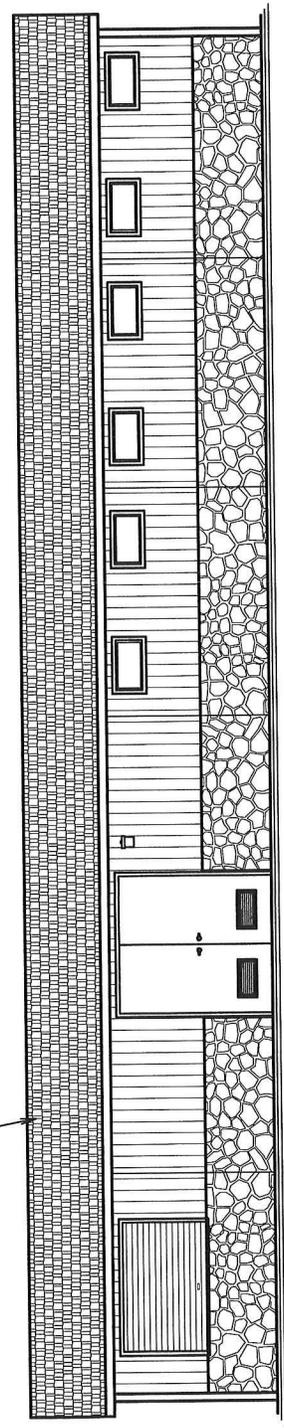
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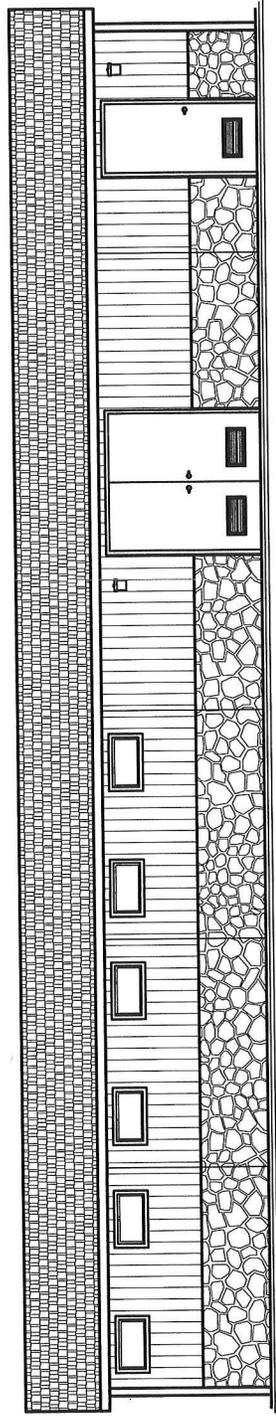
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N.P.C.A. CERTIFIED PLANT  
&  
MEMBER OF:  
NATIONAL & WISCONSIN PRECAST CONCRETE ASSOCIATIONS

5' CONCRETE ROOF PANELS WITH  
CEDAR SHAKE SHINGLE APPEARANCE



LEFT ELEVATION  
SCALE: 1/8" = 1'-0"



RIGHT ELEVATION  
SCALE: 1/8" = 1'-0"

# Specifications for Restroom Building

## **PART 1 – GENERAL**

1. SCOPE
  - 1.1. Construction and onsite placement of a prefabricated precast concrete restroom building.
2. MANUFACTURER
  - 2.1. Manufacturer shall be Huffcutt Concrete or a pre-approved equal.
  - 2.2. Manufacturer shall be an NPCA Certified Plant or equal with verifiable references demonstrating quality, design and service upon request.
  - 2.3. Manufacturer will provide a written warranty providing 20 years structural, manufacturer's warranty on all hardware and components not produced at precast concrete manufacturer's plant, and 3 years against defects in paint, caulk, and grout.
3. DESIGN
  - 3.1. Building will be manufactured using precast concrete including the roof. Building's structural and foundation design will be relevant to the region and properties associated with its final placement. Design will also meet ADA and building code requirements.
4. SUBMITTALS
  - 4.1. Manufacturer shall provide submittals and engineering if requested.

## **PART 2 – PRODUCTS**

1. MATERIALS
  - 1.1. Doors and Frames
    - 1.1.1. Doors shall be 18ga galvanized metal, louvered with 16ga frames. Doors and frames shall include one coat of rust inhibitive primer and two finish coats of enamel paint.
  - 1.2. Door Hardware
    - 1.2.1. Aluminum drip cap. Reese or equal.
    - 1.2.2. Door closure with hold open. Cal-Royal or equal.
    - 1.2.3. Stainless hinges with non-removable pin. Cal-Royal or equal.
    - 1.2.4. Grade 1 lockset. Function and keying to be verified with owner.
    - 1.2.5. Brush style sweep. Reese or equal.
    - 1.2.6. ADA compliant threshold. Reese or equal.
  - 1.3. Windows
    - 1.3.1. Vinyl frame, obscure glass, operable. Parco or equal.
  - 1.4. Plumbing
    - 1.4.1. Stools
      - 1.4.1.1. Kohler porcelain wall mounted, ADA compliant, elongated bowl.

- 1.4.1.2. Sloan flush valve, concealed, hydraulic actuator.
- 1.4.2. Urinal
  - 1.4.2.1. Kohler porcelain wall mounted, ADA compliant.
  - 1.4.2.2. Sloan flush valve, concealed, hydraulic actuator.
- 1.4.3. Lavatories
  - 1.4.3.1. Kohler wall mounted sink, ADA compliant.
  - 1.4.3.2. Moen single handle ADA metering faucet.
- 1.4.4. Water Heater
  - 1.4.4.1. Bradford white electric water heater. Size to be sufficient for number of showers and lavatories.
- 1.4.5. Mixing Valve
  - 1.4.5.1. Honeywell thermostatic mixing valve, adjustable.
- 1.4.6. Floor Drains
  - 1.4.6.1. Sioux Chief on grade adjustable floor drain.
- 1.4.7. Sediment Filter
  - 1.4.7.1. Rusco sediment filter.
- 1.5. Electrical
  - 1.5.1. Interior
    - 1.5.1.1. RAB Vandalproof Tuff Dome motion sensor.
    - 1.5.1.2. RAB VAN1 lights.
    - 1.5.1.3. GFI receptacles.
    - 1.5.1.4. Murdock super secure.
  - 1.5.2. Exterior
    - 1.5.2.1. RAB Tallpack lights.
  - 1.5.3. Chase
    - 1.5.3.1. 100amp loadcenter.
    - 1.5.3.2. (2) 2 bulb florescent lamps. (1 per modular section)
    - 1.5.3.3. Soler & Palau exhaust fan.
- 1.6. Interior Hardware
  - 1.6.1. Stainless 3 roll toilet paper dispenser.
  - 1.6.2. ADA toilet stalls shall have (1) 18" stainless vertical grab bar, (1) 36" stainless horizontal grab bar, (1) 42" stainless horizontal grab bar.
  - 1.6.3. Stainless frame 18" x 36" mirror.
  - 1.6.4. (2) coat hooks
- 1.7. Sealers
  - 1.7.1. Floor shall be sealed using a deep penetrating, high alkali resistant, low volatility product. TK-290 or equal.
- 1.8. Caulks and Grout
  - 1.8.1. All joints between precast panels shall be caulked using a durable, flexible polyurethane sealant. BASF Sonolastic NP-1 or equal.

- 1.8.2. Weld plate panel connections shall be grouted flush with interior wall surface.  
Speed Crete Red Line or equal.

## 2. FINISHES

### 2.1. Interior

- 2.1.1. Smooth trowel finish.

### 2.2. Exterior

- 2.2.1. Exterior wall appearance to be approved by owner using an architectural form liner.
- 2.2.2. Roof shall be cedar shake architectural form liner.

### 2.3. Paint

#### 2.3.1. Interior

- 2.3.1.1. Wall panels shall be primed with a premium quality water based acrylic bonding primer moisture and alkali resistant. Finish coat shall be a high performance acrylic enamel.

#### 2.3.2. Exterior

- 2.3.2.1. Roof shall be covered with a quality 100% acrylic satin paint. Owner to determine color.
- 2.3.2.2. Walls shall be covered with a quality concrete stain. Owner to determine color.
- 2.3.2.3. Doors shall be covered using 2 coats of a high performance 100% acrylic satin enamel. Owner to determine color.

## Part 3 – Execution

### 1. PRECAST CONCRETE FAMILY STYLE RESTROOM – SHOWER BUILDING

- 1.1. Building manufacturer shall construct, assemble, paint, install plumbing and electrical at their plant so that it may be transported to the jobsite in finished modules and placed using a crane.
- 1.2. Building manufacturer shall provide mechanical rough in drawing showing where electrical, water supply line, waste line, and floor drains are to be located for hook up to building.
- 1.3. Contractor will make final mechanical connections after the building is placed by manufacturer.
- 1.4. Manufacturer will caulk interior and exterior seams between modules. Manufacturer will also perform any shipping and handling repairs during installation.

### 2. ONSITE

- 2.1. Contractor shall provide adequate access and a level pad for the crane and semis to sit side by side under their own power. Working radius shall be 35' from center pin on crane.
- 2.2. Contractor shall design and pour a foundation suitable for building to sit on. Foundation shall be level to within  $\frac{1}{4}$ ".

- 2.3. Contractor shall rough in mechanicals according to mechanical rough in drawing provided by building manufacturer. Mechanicals shall be terminated at top of foundation. Final mechanical connections shall be done by contractor including floor drains.
- 2.4. Contractor will perform initial startup of building using O & M manual as a reference. Contractor will also perform any troubleshooting during initial startup.



## Park Board Meeting March 19, 2020

**Agenda Number:** 7

**Subject:** Organics Drop-off

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discussion

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Minutes  
Park Board Meeting  
February 20, 2020

**ORGANICS DROP-OFF:** The Town Planner reported that Tamarack Nature Center didn't seem enthusiastic about having the Town's organics drop off site there. There was discussion of other potential locations for the organics drop off site. Staff pulled up a view of Google Earth as the Board suggested locations. One potential location is outside the Township Offices. There was discussion of either next to the Public Works building or next to Hammond Road in the parking lot of the Offices. Staff thought the measurements of the cement slab that the County would put in may go well there. It was the consensus that the Board would prefer the organics drop off site at Tamarack Nature Center, so staff will reach out again, especially since there are already dumpsters there. If Tamarack doesn't work, the Township Offices would be the second choice.



**Park Board Meeting  
March 19, 2020**

**Agenda Number:** 8

**Subject:** Lake Links Trail Meeting 3/31 @ South Shore Trinity  
3:00 – 8:00 p.m.

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discuss



**Park Board Meeting  
February 20, 2020**

**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  
(February 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 19<sup>th</sup> 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**

- The January Safety Training, that was cancelled due to a snow fall, has been rescheduled for Wednesday, February 26<sup>th</sup> in the p.m.

**3. Water Meter Repair/Reading**

Water meter replacement project update – The project is mostly complete with 80 accounts remaining. The number of non-responsive residents will be determined once the data download has been provided to Utility Billing. Where we started out- 375 accounts

As of 1/30/2020 – We had 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**
  - Water System Improvements update – Bids are due February 26<sup>th</sup>.
  - 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 6<sup>th</sup> @ 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:**

- Corey Triemert celebrates 3 years with the Township next week on Friday.

**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**

- County Road H-2 Resurfacing Community meeting. The meeting will be held on March 4, at the Tamarack Nature Center by Ramsey County Public Works from 4-6 p.m.
- 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 February 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. Trained on freezing water copper lines with the Towns freeze kit
7. Locating and trying to operate curb stops for meter installation
8. Started well house preventive maintenance for the upcoming pumping season
9. New construction water turn on's and radio programing
10. Patched road's from watermain repairs
11. Gopher one locates in Township, North Oaks, Gem Lake, and Birchwood
12. Continuing winter ice/snow removal operation's on roads and trails/sidewalks
13. Emptied trash in all the parks
14. 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 computer mounts in the Admin. Building

**Mechanic jobs for February 2020**

- Repaired tarp bracket and salt shield on #47 (Mack dump truck)
- Brought #34 (rounds truck) plow to Metal Doctor for updated LED headlights and a new plow side harness.
- Repaired multiple hydraulic leaks on various pieces of equipment.
- Started wiring new #39 (new pickup) for warning lights and installing a back rack.
- Wired a new harness on #8 (Bobcat skid seer) for attachments.
- Serviced and replaced door seal on #7 (Bobcat skid steer).
- Flipped over cutting edge on snow bucket.
- Worked with contractors for the installation of the Public Works building on-site generator.
- Tuned up chain saws
- Sent #34 (rounds truck) in for recalls, check engine light repair.
- Trained more staff on operations of new #48 (tanker truck) for flooding rinks.



**Park Board Meeting  
March 19, 2020**

**Agenda Number:** 10 - 11

**Subject:** Added Agenda Items  
Adjournment

**Documentation:**

**Action / Motion for Consideration:**



**Park Board Meeting  
March 19, 2020**

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

**Documentation:**