



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

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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 JUNE 18, 2020

1. **6:30 p.m.** Call Meeting to Order at Township Administrative Office, 1281 Hammond Road.
2. Approve Agenda (Addition/Deletions).
3. Approve Minutes of May 21, 2020.
4. Township Day/Movie in the Park.
5. Children’s Performing Arts – Use of Polar Lakes Park.
6. Polar Lakes Park:

Restrooms:	Playground Options:
a. Location	a. Refurbish & replace/add
b. Design Options	b. Expand playground
7. Summit Lane Kayak Rack.
8. Bellaire Beach:

a. Shelter
b. Grading Plan
9. Organics Drop-off - Update
10. Hockey Day Minnesota – Update.
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.



To all Commission Members, please follow the below instructions for calling into your meeting:

Call 763.717.4037

When prompted for the meeting number enter **72760**

Ignore the meeting host prompt if asked.

When prompted for the **Attendees Code** enter **1281**

You are not placed in the conference call.

Please wait until the start time of your meeting before dialing in to allow for Staff to dial in first.

Thank you!



**Park Board Meeting
June 18, 2020**

Agenda Number: 1 – 2 - 3

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

Approval of June 18, 2020 Agenda
Approval of May 21, 2020 Minutes

Documentation: June 18, 2020 Agenda
May 21, 2020 Minutes

Action / Motion for Consideration:

June 18, 2020 Agenda
May 21, 2020 Minutes

**MINUTES
PARK BOARD MEETING
MAY 21, 2020**

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

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

Absent: Lee.

APPROVAL OF AGENDA (Additions/Deletions): Sinclair moved approval of the agenda as submitted, moving Hockey Day Minnesota up in the agenda. Akenson seconded. Ayes all.

APPROVAL OF MINUTES OF FEBRUARY 20, 2020: Josephson moved the approval of the minutes of February 20, 2020. Koster 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 used screen sharing to show the Park Board her report on the progress she's been making. She noted that amid the COVID-19 pandemic, she is still marketing for Market Fest and Manitou Days. Those events have been postponed until later in the summer and event sizes will be smaller than in the past. The pandemic will probably impact Township Day, but she is planning on additional hygiene, social distancing, masks, and disinfecting things.

Movie In The Park: Beecroft reported that 80% of the summer events in the area have cancelled, and she doesn't want the Movies in the Park to be one of them. She did postpone the first two movies from May 9th and June 20th to later in July and August. The new movie dates are July 11th and 25th, August 8th and 22nd. People are excited to have a reason to gather, and staff will work to maintain social distancing. She said she is marketing as normal. Movie hosts are still interested. Youth Football is interested, and the movie playing will be *Freaky Friday*. Sarah Hanson from the Town Hall Historical Society is also interested in hosting.

There was some discussion on the potential of a drive in movie event where everyone can social distance in their cars. There would be less capacity for attendees. It was noted that people are social distancing on their own for the most part. There will be more discussion in the coming weeks.

Township Day: Beecroft reported that the Good, the Bad, and the Funky is confirmed, and Drumline should be good to go. She also recommended The Castaways bad for the afternoon tricky spot that is hard to fill. The band would perform for between \$400 and \$500, which Beecroft noted as a good deal. She will get pricing before the next meeting. Fireworks are being planned as normal. She noted parking will be less, and there will be no bussing people in. The car show is a go, and Viking Auto is very excited for the event. Beecroft noted that she has not heard from the petting zoo since the start of the pandemic. Touch a Truck will most likely proceed with signage stating 'play at your own risk'. She noted that she will have volunteers wiping things down throughout. Inflatables are cancelled for Township Day 2020. Archery is a maybe as of now. Face painting is a no, as is bingo.

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PARK BOARD MEETING
MAY 21, 2020**

There was some discussion on the silent auction. Perhaps staff could orchestrate an online silent auction to open the event. She will think on things in between the May and June meetings and report back. Beecroft went over sponsorship and vendors. She stated that she will launch the vendor applications by June 1st and will have the payment either be by credit card information over the phone to Township staff or via check. She noted that she is changing the letterhead to read "White Bear Township Day" so that it doesn't appear that the Township is soliciting funds.

Finally, she discussed marketing via billboards. Instead of printing posters, she suggested digital posters for email purposes, and setting up media kits to distribute online. She will move forward in marketing digitally with the Town website, Facebook, etc., eliminating many print forms of marketing and advertisement.

LITTLE DOGGY LIBRARY: Claire and Anna were present to discuss their idea of a Little Doggy Library for their Silver Award project for Girl Scouts. Similar to the Little Free Libraries that are in parks and neighborhoods containing books, and recently some canned food items, Little Doggy Libraries would contain leashes, collars, toys, food. These items like leashes, collars, and toys could even be gently used, wanting to pass them on to homes in need that have dogs. There was some discussion of which locations the duo had looked at, maybe Deer Meadow Park or dog parks as dog walkers frequent there. There was a question of the plans for building these Little Doggy Libraries. The duo wanted to feel out the level of support before doing more research. It was the consensus that they will get into contact with the volunteer group for Otter Lake Dog Park, and will put together a more detailed plan before returning to the Park Board to update on their progress.

LITTLE FREE LIBRARY: Justin and Elizabeth Bradshaw were present to update the Park Board on the success of their Little Free Library they placed in Brandlwood Park in honor of their stillborn daughter Estelle in 2018. The Bradshaw's first came before the Park Board on April 19, 2018, gaining approval. From there, the Town Board approved the Bradshaw's request on May 7, 2018, and by June 25, 2018 the Little Free Library was built and installed in time for the ribbon cutting on June 28th of that year. Since then, the Bradshaw's have kept a close eye on the Estelle's Little Free Library, cleaning it, filling it with books they acquire, and have recently installed a digital counter to monitor activity. It is opened on average once per day: this could mean sometimes no books are removed, one book is removed, or more than one book is removed. They also have pamphlets available recognizing stillbirths, the books they place are labeled and contain a hashtag in which Elizabeth Bradshaw has used in the Library's Instagram account to generate and track activity.

Recently, the Bradshaw's acquired a similar Little Free Library on an online auction and would like to continue the legacy. Similar to Estelle's Little Free Library, which cost about \$3,000 of craftsmanship quality, the Bradshaw's will maintain this library, whether in the same park or in another area of the Township. It was noted that Estelle's Little Free Library is the highest quality, technologically advanced, and the owners are dedicated to keep it well stocked and cleaned. This is not the case everywhere. The ideal location for this Little Free Library, according to the Bradshaw's, is Eagle Park. There was consensus on this location. It was noted that it's great the Bradshaw's turned their loss into such a positive impact.

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Koster moved to recommend to the Town Board to approve a new agreement for another Little Free Library for the Bradshaw's. Sinclair seconded. Ayes all.

HOCKEY DAY MINNESOTA: Corey Roberts from Hockey Day Minnesota was present to update the Park Board on the Minnesota Wild, Fox Sports North (FSN), and Hockey Day Minnesota's interest in Polar Lakes Park (PLP) for the location of Hockey Day Minnesota 2022. Though FSN and Wild have the final say, they are happy with the location, experience, and friendliness of staff so far. The appeal of PLP is the large footprint, not in a particular neighborhood, wide open space, community involvement already, a good FSN backdrop with the wetlands and nature preserves, etc.

There was some discussion on restrooms; they could budget for enough port-a-potties for 10,000 people if needed. Roberts discussed the process of the Hockey Day Minnesota weekend. Their staff does create a barrier between the soccer field and the ice rink, starting construction in mid-December, and the ice is supposed to be up 2 weeks prior. Youth games take place 10 days prior. The Hockey Association in the area gets to keep and use any net proceeds, which in the past has been nearly \$100,000. Though the cost is high, Bemidji cost around \$892,000 to host, half of the cost is sponsorships. Community involvement is typically high: for example, Mankato's sponsorship finished meeting the needs prior to March.

It was the consensus that the Park Board supports Hockey Day Minnesota at PLP, noting that it is an amazing opportunity for the community and awesome recognition for the Township.

Reeves motioned to recommend to the Town Board to approve Polar Lakes Park as the location for the event of Hockey Day Minnesota 2022. Akenson seconded. Ayes all.

The next steps are for the Town Board to approve and adopt a special events permit.

POLAR LAKES PARK – RESTROOM UPDATE – PLAYGROUND EQUIPMENT

DISCUSSION: Restrooms: The Town Planner reported on the Town Board support of both bathrooms. The Town Finance Officer is working on funding with a \$1 Million bond. The locations and restrooms are set, but there was some discussion over size and a potential update with the site of one restroom. Should there be 10 toilets, pre-fabricated or custom built, men's room, women's room, and a family room. There was discussion of the locations and restroom units. The unit discussed for the ball field area is # FAM-154-2FAM; the unit discussed for the soccer field area is # FAM-275ST. The second restroom noted has room for storage that could be easily converted into another restroom. When it comes to the locations laid out in the packet: staff had preferred the location between ballfields 2 and 3, the Township Baseball Team Association preferred relocation between 2 and 3, Park Board has recommended the site between fields 1 and 2. There was some discussion over the areas, and it was decided that the Park Board will table the restroom portion of the agenda to next month to give the Board members time to go look at the exact locations at Polar Lakes Park.

Playground Equipment: The Town Planner received proposals from Northland Recreation and GameTime Corporation, which were solicited by staff to include with a DNR grant application.

**MINUTES
PARK BOARD MEETING
MAY 21, 2020**

The estimate is around \$200,000 for the playground update. GameTime offers refurbishment of the existing equipment for approximately \$90,000. There was discussion of Polar Lakes Park: the uniqueness; one of the most popular parks; if refurbished, the playground could also be expanded; but all the equipment has always been popular. The Board doesn't want to update the equipment and not have the community like it. The life expectancy of playground equipment is about 20 years, to keep current with playground trends and what kids like to play on. It was noted that Polar Lakes Park equipment is 20 years old, but is still very popular. This needs to be taken into consideration as well.

Another couple of reasons for upgrading the playground is bringing the equipment up to current standards and including equipment for accessibility and adults. There was some discussion of some items to include in the park upgrade or refurbishing. The next steps are for staff to get together with GameTime about refurbishing, and possibly reduce the budget to \$150,000 for playground equipment, and \$50,000 for themed equipment. The Park Board may want to use what is already there and add more. From there, the Board will decide what to keep and refurbish and what to purchase new. There was some discussion on trails and grant application. There was some discussion about possible other park improvement which could be supported by a bond. This agenda item is continued to next month's discussion.

SUMMIT LANE: The Town Planner noted that no action is necessary for this agenda item; it is just an FYI item. Summit Lane has received a complaint due to the sunset/sundown policy May/October rule and someone had violated the rule. The Park Board discussed this. It was noted that the kayak rack is now filled.

BELLAIRE BEACH – UPDATE: The Town Planner reported on the Bellaire Beach project at the current stage in the Master Plan. Ramsey County has a shoreline restoration plan that will cost about \$35,000. The Township is eligible for \$14,000 in grant money, and this item was budgeted for in 2020 upgrades. The Township can also hire Ramsey County staff for \$2,000 to oversee and complete the project. There was some discussion on other items in Bellaire Beach Park: the parking lot will cost about \$60,000, which has been held over; the Saputo shelter is on the docket for late 2020; there was some discussion on the playground area, though nothing is under consideration yet, staff is just planning ahead for the future.

Josephson motioned to recommend approval to the Town Board for the approval of the shoreline improvement project for Bellaire Beach, including an additional \$2,000 for Ramsey County staff to spearhead the project, and for all the work to be accomplished according to page 45 of the packet. Koster seconded. Ayes all.

ORGANICS DROP-OFF: The Town Planner reported that there is not much to update. Last meeting, the Park Board discussed outside of the Public Works building as a potential location. Staff would like to discuss the option with Tamarack Nature Center one more time.

LAKE LINKS TRAIL MEETING SCHEDULED: The Town Planner reported that the Lake Links Trail Association is taking feedback for the various options and he wanted to encourage the Park Board to look at the information and provide input as each member feels necessary. There was

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MAY 21, 2020**

some discussion on the trial options being considered, the timeline, the one-way possibilities, etc.

Reeves had to drop out of the meeting.

COVID UPDATES ON PARKS: The Town Planner reported that the Town parks are open again. The playground, courts, ball fields, etc. were closed, but are open now. The Town has been hearing from the respective associations about cancelling their seasons, practices, or games. Most associations are planning on holding practices, but no games are scheduled for the season at this time. The Town has documentation around the parks, as well as having all associations sign waivers that state it is up to them to follow the Governor's orders. Other than that the Township has no liability.

There was some discussion on the flow of leadership when it comes down to how emergency decisions are made, as some members would have liked to have been notified prior to the decisions made about the Town parks. It was noted that this is uncharted territory and that the flow of leadership is from Governor to Counties to Municipalities and on down. The Township created an Emergency Management Response Team in which the Town Clerk, Town Attorney, Town Board Chair and Public Works Director are a part of the discussion and decision making process. With everything changing day-by-day, Town staff didn't notify the Park Board of any changes. There was further discussion.

CHAIR & VICE-CHAIR POSITIONS: The Park Board Chair reported that Chair and Vice-Chair positions are up for review. Lombardi stated that he has enjoyed being Chair and would be content with remaining or stepping down. Vice-Chair Koster stated she has enjoyed being Vice Chair and would be content with remaining Vice-Chair or moving to Chair. There was some discussion over both Koster and Lombardi's work schedules interfering with Park Board meetings. Both do a good job of leading the meetings.

Josephson nominated Koster for Park Board Chair. Sinclair seconded. Ayes: Akenson, Josephson, Lombardi, Sinclair; Abstentions: Reeves, Koster.

Koster nominated Lombardi for Park Board Vice-Chair. Josephson seconded. Ayes: Akenson, Josephson, Koster, Sinclair; Abstentions: Reeves, Lombardi.

Koster is the Park Board Chair for 2020-2021. Lombardi is the Park Board Vice-Chair for 2020-2021.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director reported on the Public Works Department Activity report for February through May 2020. He gave an overview of ball field maintenance and how mowing season has started. He explained the information on Four Seasons Park construction is the County replacing the culverts. There was some discussion on the Public Works Department Activity report.

ADDED AGENDA ITEMS: There were no added agenda items.

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Josephson moved to adjourn the meeting at 8:57 p.m. Koster seconded. Ayes: Akenson, Josephson, Koster, Lombardi, Sinclair; Abstentions: Reeves.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary

DRAFT



Park Board Meeting June 18, 2020

Agenda Number: 4

Subject: Township Day / Movie in the Park

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
May 21, 2020

TOWNSHIP DAY / MOVIE IN THE PARK: Lisa Beecroft was present to report on Movie in the Park and Township Day updates. She used screen sharing to show the Park Board her report on the progress she's been making. She noted that amid the COVID-19 pandemic, she is still marketing for Market Fest and Manitou Days. Those events have been postponed until later in the summer and event sizes will be smaller than in the past. The pandemic will probably impact Township Day, but she is planning on additional hygiene, social distancing, masks, and disinfecting things.

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will be less, and there will be no bussing people in. The car show is a go, and Viking Auto is very excited for the event. Beecroft noted that she has not heard from the petting zoo since the start of the pandemic. Touch a Truck will most likely proceed with signage stating 'play at your own risk'. She noted that she will have volunteers wiping things down throughout. Inflatables are cancelled for Township Day 2020. Archery is a maybe as of now. Face painting is a no, as is bingo.

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Movie in the Park

- Dates/Movies
 - July 11 - Frozen - CPA/Kari Bullion
 - July 25 - Mary Poppins - WBLAHS/League of Women Voters MN, Suffragette Traveling Exhibit <https://www.lwvmn.org/traveling-exhibit>
 - Aug 8 - Dora the Explorer - AFSA/Stephanie Forliti
 - Aug 22 - Little Giants - Youth Football/Mike Mason
- Format
 - Drive-in Movie - upper lot next to Town Hall, people sit in their cars?
 - On the grass, signage to spread out
- Projection/Licensing
 - Twilight Zone BOOKED,
 - Swank license ordered IN PROGRESS
- Publicity
 - [WBT Website](#) & [Facebook](#)
 - WBP - 4 monthly movie ads/calendar
 - Manitou Days Tab (August movies)

White Bear Township Day

Saturday, September 19, 2-9 pm

COVID-19 [MN Stay Safe Plan](#)

- Large outdoor gatherings
 - Phase 3 - Currently 250 max
 - Phase 4 - "Potential for increased capacity"
- Format
 - Monday, August 31– Go / No Go for WBTD
 - Smaller footprint?
 - Several smaller events?
- COVID Safety considerations
 - Public Safety Commission (Thur July 2 & Aug 6 at 6 pm) - Scott McCune?
 - Public Safety/Ramsey County - Steve Yochim
 - WBL Fire Dept - Connie Anderson/Kurt Frison
 - Staff/volunteer health & hygiene, face coverings, cleaning & disinfecting, social distancing, attendee protections (signage, barricades, hand sanitizer, etc.)



ENTERTAINMENT

Main Stage (Emcee - CPA)

- **2:00-4:00 - Opening Act**
 - **Children's Performing Arts (CPA)**
- 4:00-4:45 45 min - WBL Drumline - RECONFIRM
- 4:45-5:00 - Emcee/Park Board Speaking
- 5:00-8:00 - The Good, The Bad, The Funky
- 8 pm National Anthem - singer TBD - CPA?
- 8:05 pm - Fireworks

Special Features

- Fireworks - RES Specialties - Irv Hammonds - YES
 - WBL FD - Curt Frison
- Car Show – Sponsor - Viking Auto/Jake Sarrack - YES
- Bean Bag Tournament (\$400) - Sponsor - Viking Auto/Jake Sarrack??
- Community/Kids Stage
 - Children's Performing Arts, WBL Band, WBL Cheerleaders
- Petting Zoo – Cock-a-Doodle Zoo (\$850)??
- Touch a Truck???
 - WBT Public Works - Dale
 - Public Safety/Ramsey County - Steve Yochim
 - WBL Fire Dept - Connie Anderson/Kurt Frison
- WBL Archery - Jennifer Griser??
- Tamarack - Animal showings will be between 2 and 5 p.m.??
- Silent Auction??
- White Bear Food Shelf - Perry/Amanda
- Other?

ENVIRONMENTAL EXPO

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

VENDORS

- Payments - Check or CC via WBT Office (no online payment)
- Launch immediately IF we are moving forward with large event

White Bear Park Board Update
May 2020



SPONSORSHIPS

- 2020 Outreach (from WBTD)
- To whom should checks be made? Tom Kelly

PLANNING/LOGISTICS

- Public Works - Dale
- Volunteers - Begin Signup in July

MARKETING/PUBLICITY:

- Billboard Clear Channel - Going Digital, Matt Weiland/Cassie Hilke - \$1000.00?
- AspectLED Digital Sign - Free?
- Print (or Digital?)
 - Car Show/Cornhole Quarters - Lisa
 - Poster 11x18 (8.5x11?)
 - Design - Angela Homic, Print - Trade Press?
 - ~~○ Utility bill 8x11 color insert?~~
 - ~~▪ Design - Angela Homic~~
 - ~~▪ Print/Insert - EcoThynk - Gale Ward - \$750~~
- Web/Social Media - June
 - [Website](#), [Facebook](#) event, Press release to local media & web calendars
- Advertising
 - Midwest Art Fairs – (Vendors - Catalog 1/6p ad - \$125, List - \$25) DONE
 - White Bear Press – Car Show (9/4, 9/11), Special Section (9/11), Thank You Ad [Past years \$1,300] (CONTENT DEADLINE Aug 31)
 - Townlife Magazine
 - 4-5" ad \$400, 10" ad \$700??
 - Calendar items already submitted
- SCC - Arlin Becker - both musical performances



**Park Board Meeting
June 18, 2020**

Agenda Number: 5

Subject: Children's Performing Arts – Use of Polar Lakes Park

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



AMPHITHEATER USE POLICY POLAR LAKES PARK 1280 HAMMOND ROAD

Background:

The Town of White Bear Park and Recreation facilities are provided for the wholesome leisure time activities of all Township residents and residents residing within the boundaries of School District No. 624 and others beyond school district boundaries. Use of these facilities are governed by policies established by the White Bear Township Board of Supervisors as recommended by the White Bear Township Park Board.

Purpose:

The following procedures and policies have been developed for Polar Lakes Park Amphitheater usage.

Policy:

The Town agrees to provide the premises in its ordinary and useable condition. The Town will not make any special accommodations in cases of inclement weather. Any group using the amphitheater and stage will be completely responsible for any additional set up that it requires, including but not limited to: coordinating and paying for the delivery and removal of additional portable restrooms, seating and tables, obtaining the proper permits and licensing for concessions, providing adequate medical and security personnel, emptying refuse containers as necessary, and providing lighting and sound equipment as needed.

Amphitheater Reservation:

Residents, non-residents, non-profit and for profit businesses will be permitted to use the Polar Lakes Park Amphitheater and stage to conduct private or public events such as weddings or concerts. A fee of \$50.00 and a damage deposit of \$500.00 will be collected. The amphitheater is available by reservation between the hours of 10:00 a.m. - 10:00 p.m., 7 days per week. There is a 5 hour per day maximum.

Set up and clean up must be completed by 11:00 p.m. of the reservation date. Any clean up required by Town park staff will be charged to the renter's deposit at \$50.00 per hour. Any physical damage charges will be the responsibility of the renter.

The total charge and deposit must be paid to reserve the amphitheater for the requested date. No refunds will be issued for inclement weather. Should you need to cancel your event, cancellations must take place 2 months prior of the requested reservation date in order to receive a full refund. If the event is cancelled less than 2 months of the requested date, all but the \$50.00 fee will be refunded.

No motorized vehicles or machines are permitted on park property except in those areas designated for parking, without the written consent of the Town Clerk. This prohibition excludes motorized field and outdoor advertising sign maintenance equipment.

Groups agree to make no change or alterations to the premises without the written consent of the Town. The Town will assume no responsibility for loss or damage to personal property belonging to any person from the group.

Fees for use of park amenities other than athletic fields may be charged based on the projected use, i.e. number of people expected for an event. A fee of \$1.00 per person for any event expecting over 200 people will be charged.

The Town may waive fees, if the event is planned as a fundraiser for non-profit organizations. Detailed information must be received (i.e. 501c3 certificate).

Groups agree to defend, hold harmless, and indemnify the Town and any of its employees, officials or agents against claims for loss, damage, or injuries sustained by persons, or damage to property arising out of or connected to the group's use of the premises.

Groups agree to use the premises in accordance with all applicable ordinances, laws, and orders, as well as any Town policy, rule, or regulation. The Town reserves the right to immediately terminate a group's use of the amphitheater if the group fails to comply with this provision.

Groups shall provide a copy of their insurance policy to the Town, naming the Town as an additional insured.

It shall be the group's responsibility to inspect the facilities for safe operating conditions, prior to use. The Town assumes no liability concerning the condition of the facilities.

If the stage is not in useable condition, the group shall immediately notify the Town, and shall not use until the condition is corrected.

Adopted by the Town Board on July 22, 2013.

trends and what kids like to play on. It was noted that Polar Lakes Park equipment is 20 years old, but is still very popular. This needs to be taken into consideration as well.

Another couple of reasons for upgrading the playground is bringing the equipment up to current standards and including equipment for accessibility and adults. There was some discussion of some items to include in the park upgrade or refurbishing. The next steps are for staff to get together with GameTime about refurbishing, and possibly reduce the budget to \$150,000 for playground equipment, and \$50,000 for themed equipment. The Park Board may want to use what is already there and add more. From there, the Board will decide what to keep and refurbish and what to purchase new. There was some discussion on trails and grant application. There was some discussion about possible other park improvement which could be supported by a bond. This agenda item is continued to next month's discussion.



Park Board Meeting June 18, 2020

Agenda Number: 6

Subject: Polar Lakes Park:
Restrooms: Playground Options:
a. Location a. Refurbish & replace/add
b. Design Options b. Expand playground

Documentation: - Restroom Options
- Playground Details to be Presented at Park Board Meeting

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Park Board Meeting
May 21, 2020

POLAR LAKES PARK – RESTROOM UPDATE – PLAYGROUND EQUIPMENT DISCUSSION:

Restrooms: The Town Planner reported on the Town Board support of both bathrooms. The Town Finance Officer is working on funding with a \$1 Million bond. The locations and restrooms are set, but there was some discussion over size and a potential update with the site of one restroom. Should there be 10 toilets, pre-fabricated or custom built, men's room, women's room, and a family room. There was discussion of the locations and restroom units. The unit discussed for the ball field area is # FAM-154-2FAM; the unit discussed for the soccer field area is # FAM-275ST. The second restroom noted has room for storage that could be easily converted into another restroom. When it comes to the locations laid out in the packet: staff had preferred the location between ballfields 2 and 3, the Township Baseball Team Association preferred relocation between 2 and 3, Park Board has recommended the site between fields 1 and 2. There was some discussion over the areas, and it was decided that the Park Board will table the restroom portion of the agenda to next month to give the Board members time to go look at the exact locations at Polar Lakes Park.

Playground Equipment: The Town Planner received proposals from Northland Recreation and GameTime Corporation, which were solicited by staff to include with a DNR grant application. The estimate is around \$200,000 for the playground update. GameTime offers refurbishment of the existing equipment for approximately \$90,000. There was discussion of Polar Lakes Park: the uniqueness; one of the most popular parks; if refurbished, the playground could also be expanded; but all the equipment has always been popular. The Board doesn't want to update the equipment and not have the community like it. The life expectancy of playground equipment is about 20 years, to keep current with playground

MEMORANDUM

TO: PARK BOARD
FROM: TOM RIEDESEL
DATE: JUNE 11, 2020

SUBJECT: POLAR LAKES PARK PLAYGROUND

Staff has been working with representatives from GameTime and Themed Concepts to guide us through the playground upgrade at Polar Lakes Park. The play equipment is almost 20 years old and time for an upgrade.

GameTime offers a refurbishment of the existing play structure. Staff has requested details of what the refurbishment includes. The attached plan shows the existing equipment. The plan shows some fall zone encroachments which would have to be addressed with refurbishing. The bear and igloo encroach into the fall zones of parts of the multi-use structure the swing set and climbing wall.

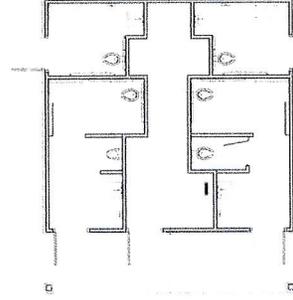
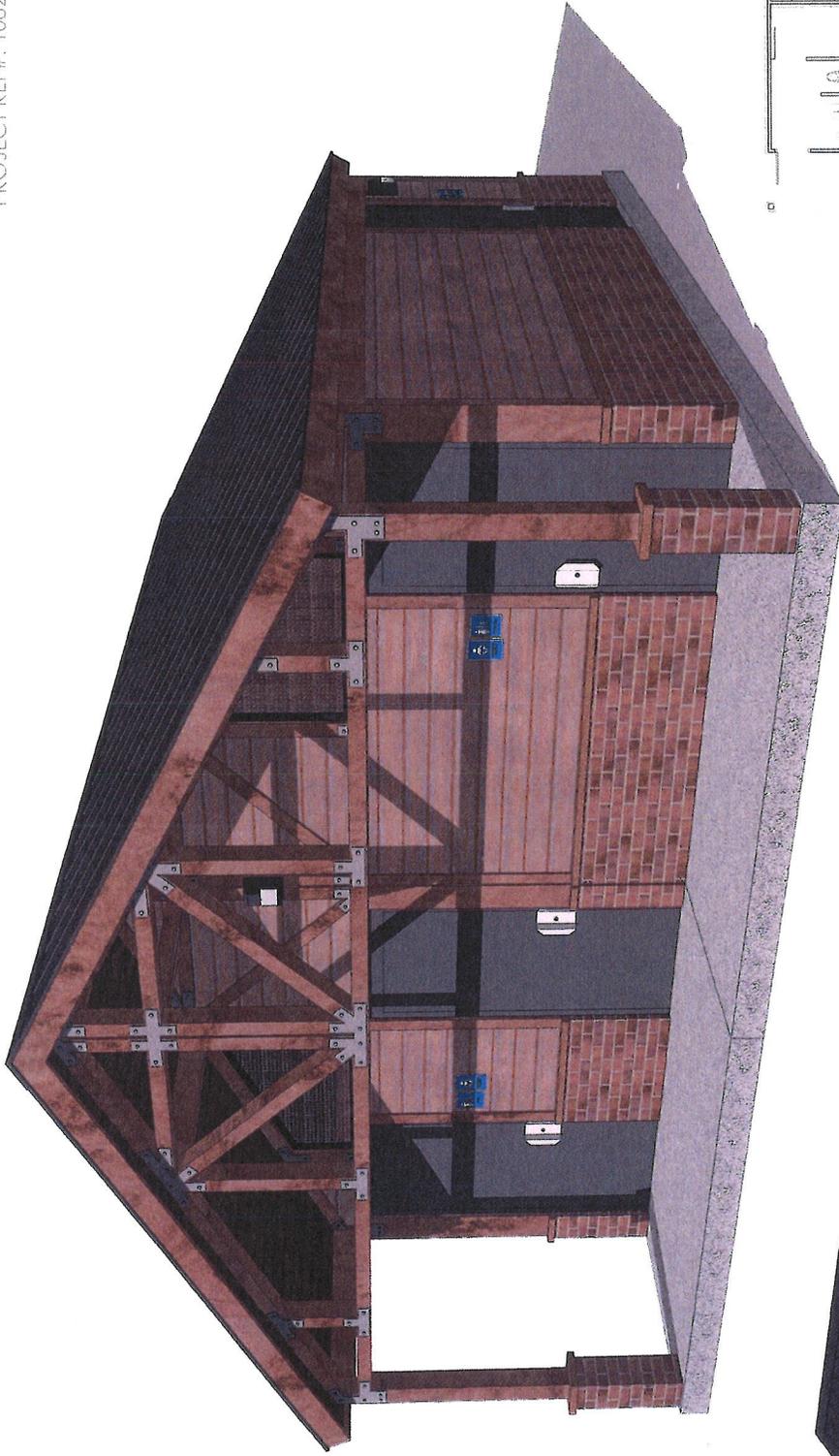
Staff asked GameTime to look into a swing option which would relocate a new swing to the south side of the playground, possibly expanding the play area 20' to the south. Expansion of 10' x 15' to the west is also a possibility.

Staff also met with Themed Concepts representatives, which provided the igloo and bear.

Staff asked Themed Concepts representatives to look at the area of the climbing wall and swing set to propose some polar themed items in this portion of the playground. A concept plan is expected prior to the June Park Board meeting.

Let's plan to tour the playground at the June Park Board meeting.

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



FLOOR PLAN

SCALE: NOT TO SCALE

RESTROOM BUILDING #1
POLAR LAKES PARK
WHITE BEAR TOWNSHIP, MINNESOTA

ARTIST IMPRESSION - SO RENDERING ONLY FOR REPRESENTATION. COLORS AND MATERIALS ARE SUBJECT TO CHANGE.
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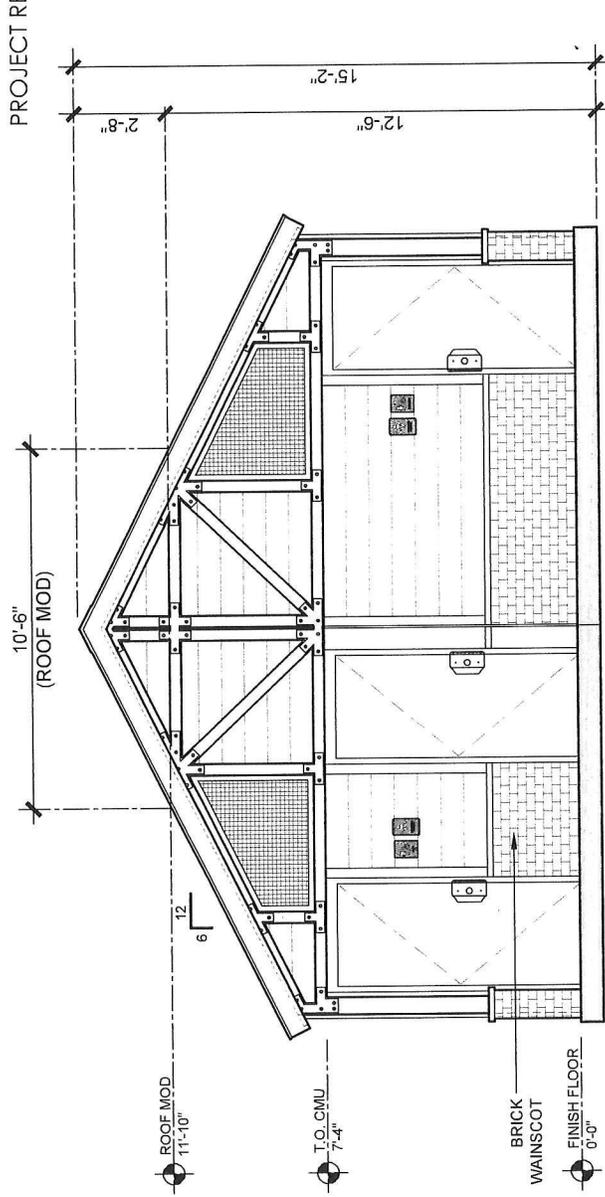


*Quinn
2/19/20*



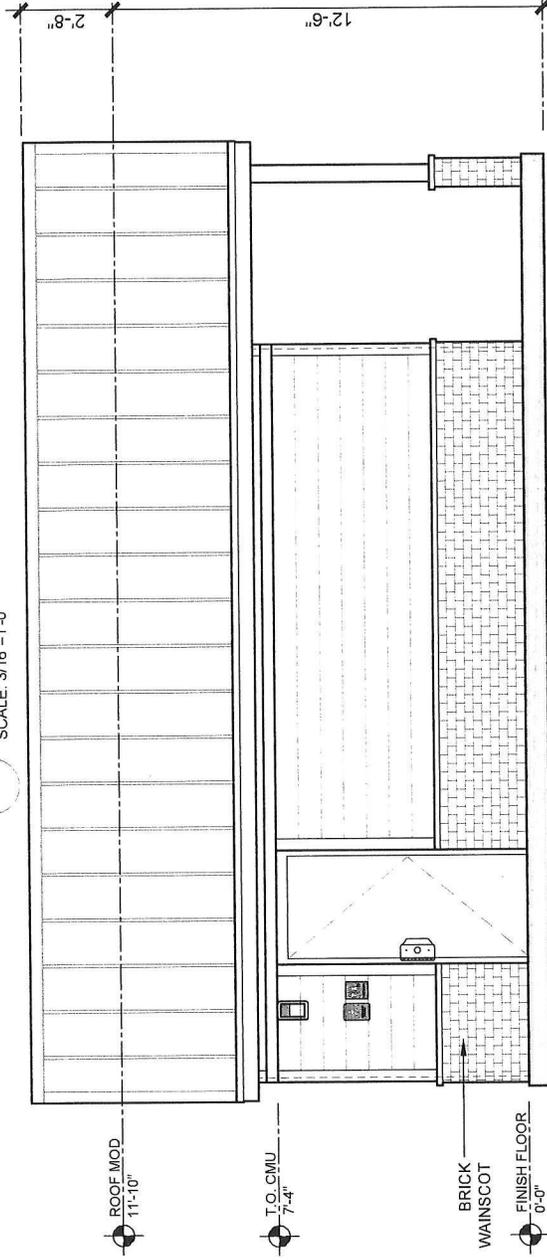
www.PublicRestroomCompany.com
2567 BUSINESS PARKWAY
MINDEN, NEVADA, 89423
P. 888-888-2060 F. 888-888-1448

COST = \$367,307 +



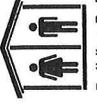
ELEVATION 1

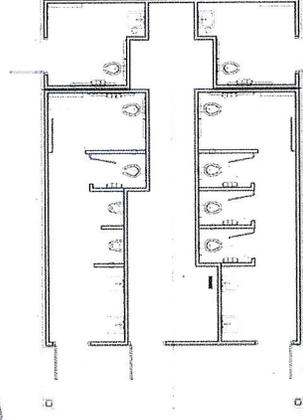
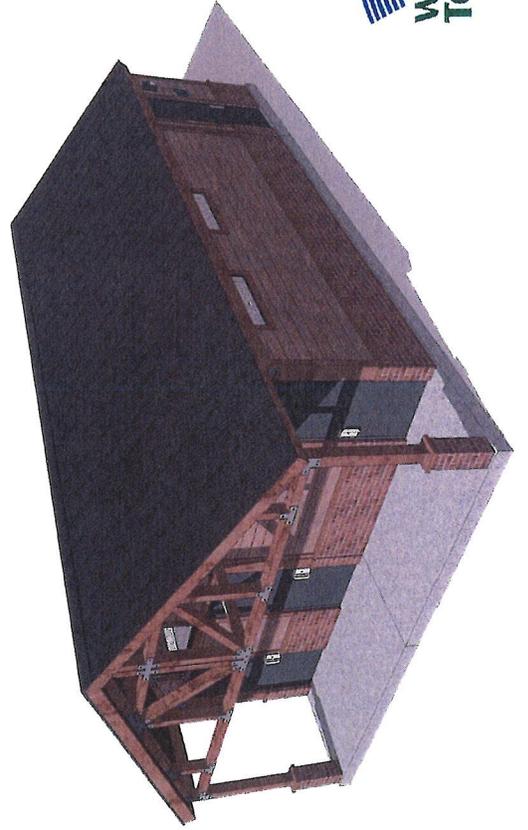
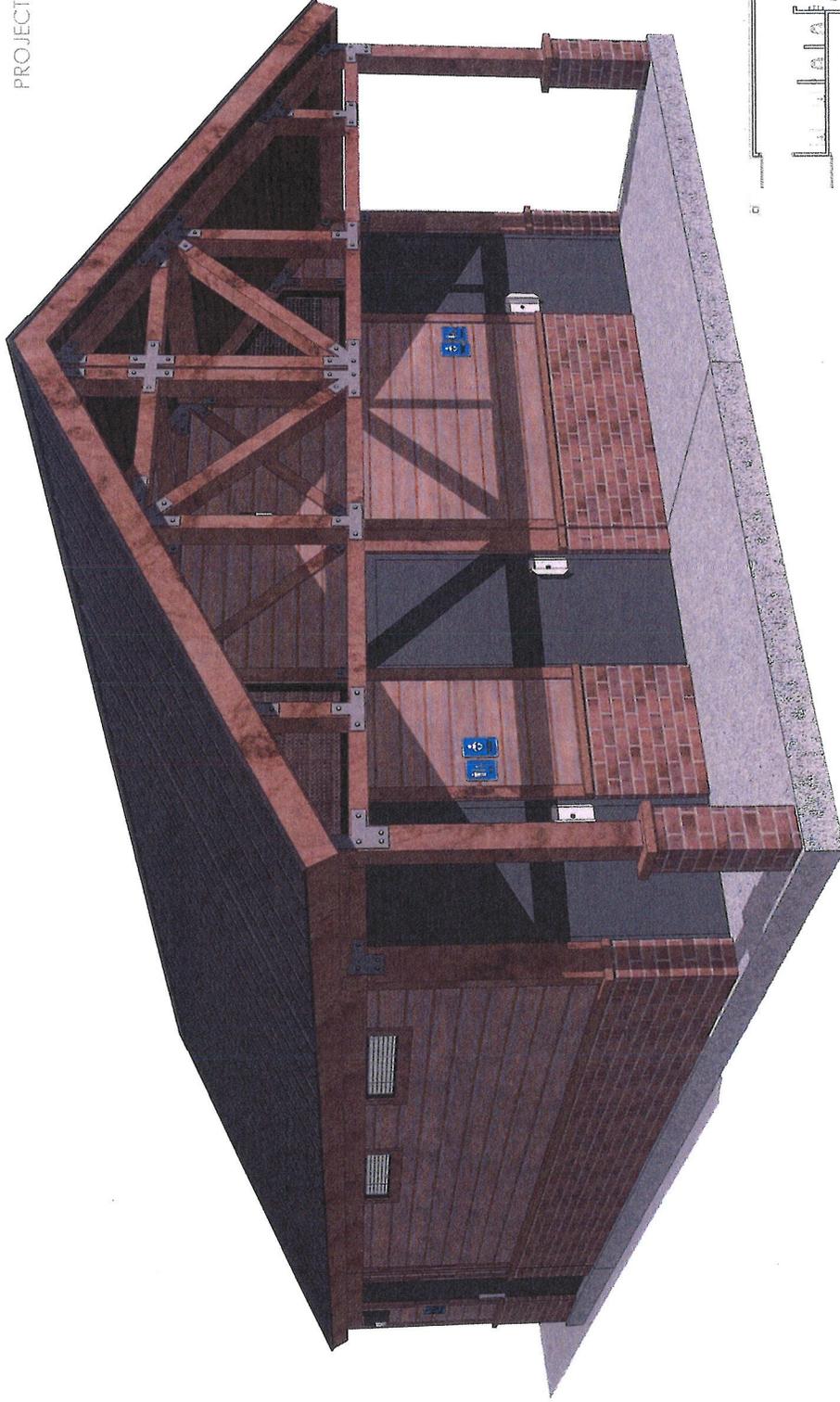
SCALE: 3/16"=1'-0"



ELEVATION 2

SCALE: 3/16"=1'-0"

 <p>PUBLIC RESTROOM COMPANY Building Better Places To Go.™</p>	BUILDING TYPE: RESTROOM BUILDING #1		REVISION # 1	REVISION DATE: 6/8/2020	SHEET # A-2
	PROJECT: POLAR LAKES PARK WHITE BEAR TOWNSHIP, MN		PROJECT #: 10827A	DRAWN BY: EOR START DATE: 5/27/2020	MAX. PERSON / HOUR: 270 M
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-NOT FOR CONSTRUCTION - PRELIMINARY DESIGN DRAWING ONLY - DO NOT SCALE. DIMENSIONS PRESIDE					
P#: 888-888-2060 Fax: 888-888-1448					



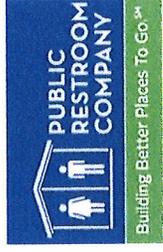
FLOOR PLAN

SCALE: NOT TO SCALE



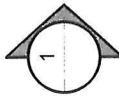
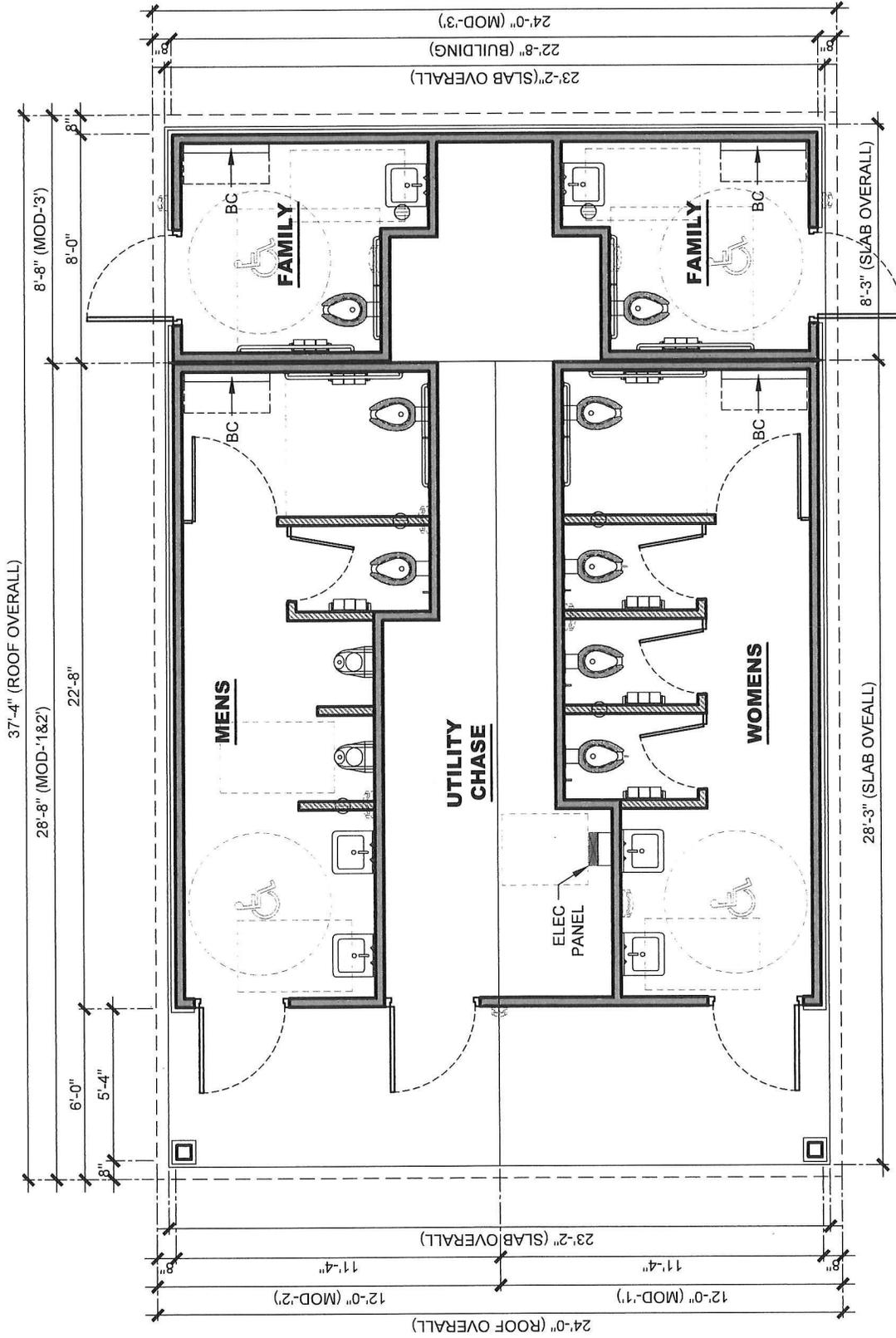
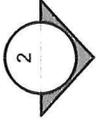
RESTROOM BUILDING #2
POLAR LAKES PARK
WHITE BEAR TOWNSHIP, MINNESOTA

ARTIST IMPRESSION. DO NOT BUILD ONLY FOR REPRESENTATION. CHANGES AND MATERIALS ARE SUBJECT TO CHANGE.
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www.PublicRestroomCompany.com
2587 BUSINESS PARKWAY
MINDEN NEVADA, 89423
P: 888-888-2060 F: 888-888-1448

Cost \$450,137

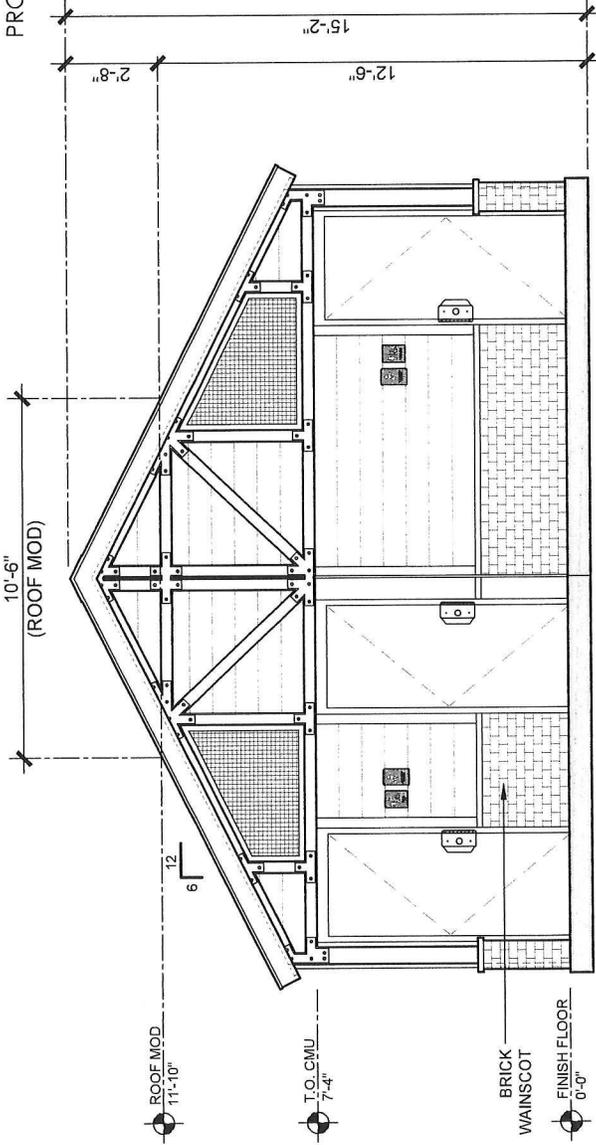


FLOOR PLAN

SCALE: 3/16"=1'-0"

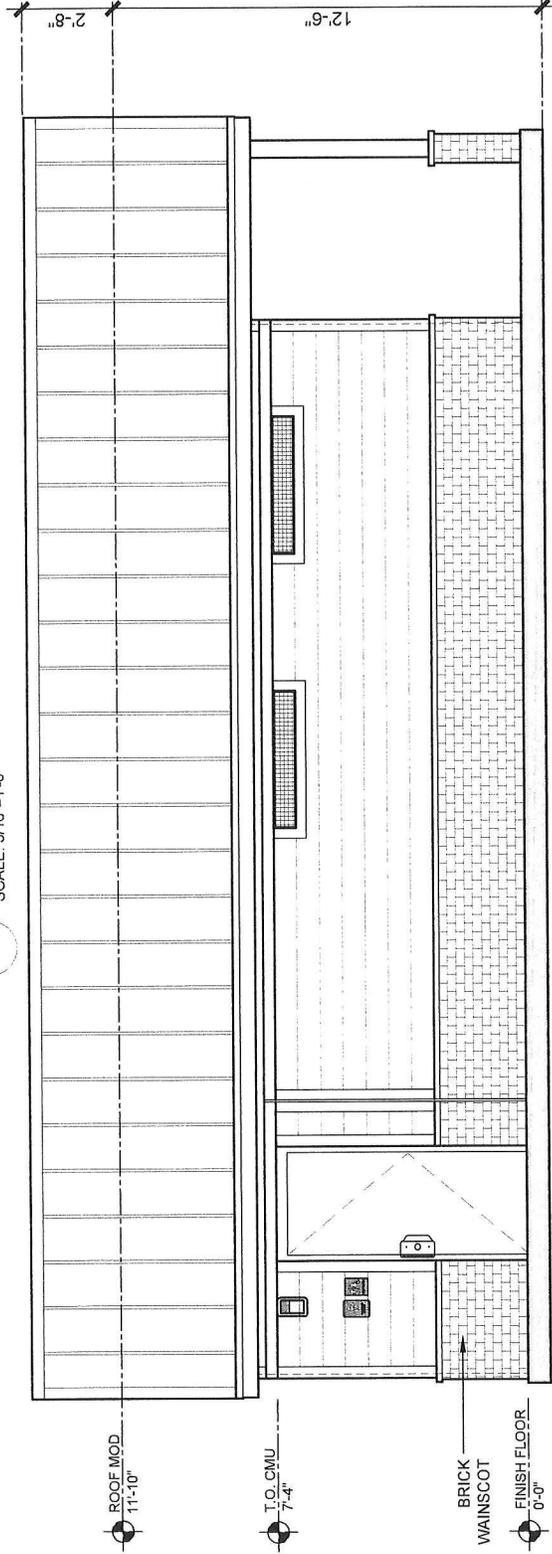
PUBLIC RESTROOM COMPANY Building Better Places To Go. SM Ph: 888-888-2060 Fax: 888-888-1448	BUILDING TYPE: RESTROOM BUILDING #2	REVISION # 1	REVISION DATE: 6/8/2020	SHEET # A-1
	PROJECT: POLAR LAKES PARK WHITE BEAR TOWNSHIP, MN	PROJECT #: 10827B	DRAWN BY: EOR	START DATE: 5/27/2020

PROJECT REF#: 10827B-6/8/2020-1



ELEVATION 1

SCALE: 3/16"=1'-0"



ELEVATION 2

SCALE: 3/16"=1'-0"

PUBLIC RESTROOM COMPANY Building Better Places To Go. SM	BUILDING TYPE:	RESTROOM BUILDING #2	REVISION #	1	REVISION DATE:	6/8/2020	SHEET #	A-2
	PROJECT:	POLAR LAKES PARK WHITE BEAR TOWNSHIP, MN	PROJECT #:	10827B	DRAWN BY:	FOR	MAX. PERSON / HOUR:	450 M
<small>COPYRIGHT 2020 PUBLIC RESTROOM COMPANY THIS DRAWING IS THE PROPERTY OF PUBLIC RESTROOM COMPANY AND SHALL NOT BE REPRODUCED, COPIED, OR SCALED AS USED OR FOR ANY USE NOT AUTHORIZED BY THE WRITTEN PERMISSION OF PUBLIC RESTROOM COMPANY.</small>		<small>FOR CONSTRUCTION - PRELIMINARY DESIGN DRAWING ONLY - DO NOT SCALE. DIMENSIONS PRESIDE</small>		<small>PH: 888-888-2060 FAX: 888-888-1448</small>		<small>DATE: 5/27/2020 DRAWN BY: EOR</small>		

Bid Date:

Bid Scope of Work by Party for:

Owner:

Licenses:

Subcontractor Bid to Generals by Public Restroom Company

General Contractor's Scope of work:

General Contractor Scope of Work Background:

General shall provide site survey to establish building corners and elevation of final floor slab, excavate building pad per PRC drawings or footings, locate footing sleeves for electrical, waste, and water, pour the footings (if required), furnish sand base adjacent to subgrade pad, and mark locations for utility POC's nominally up to 6' outside the building foundation.

Preparation of Building Pad:

General is responsible for providing the building subgrade pad or footings to frost depth per Public Restroom Company design specifications and owner bid documents. PRC will provide detailed drawings for the subgrade building pad, utilities POC's, and if required the footings, attached to this scope of work.

General verification of site access to allow Building Delivery:

1. General shall certify to PRC that suitable delivery path to the proposed building site in writing. Suitable access is defined as 14' minimum width, 16' minimum height, and with a sufficient turning radius for a crane and 70' tractor-trailer.
2. Our cost is based upon the crane we provide being able to locate within 35' from the building center and for the delivery truck to be no more than 35' from the crane's center picking point.
3. If the path to the building site traverses curbs, underground utilities, landscaping, sidewalks, or other obstacles that could be damaged, it is the General's responsibility for repair and all costs, if damage occurs.
4. If trench plating is required, the cost shall be the responsibility of the General's.
5. If unseen obstacles are present when site installation begins, it is the General's responsibility to properly mark them and notify PRC before installation in writing.

Installation Notice and Site Availability:

PRC will provide reasonable notice for delivery of the prefabricated building. The General shall make the site available during the delivery period. During the delivery period, on an improved site, stop site watering several days before delivery to minimize the impact on the soils for the heavy equipment needed for installation.

Caution:

If site is not ready for our field crew to perform their installation and if no notice of delay in readiness from General is received, PRC will provide a change order for re-mobilization on a daily basis until the site is ready for us. Ready means that the site pad is completed, the corner required survey stakes are in place, the slab elevation stakes are in place, the location of the front of the building is confirmed on site, and access to the site is available from an improved roadway. General shall sign the change order before PRC will continue delivery.

Utility Connections:

Public Restroom Company will “turn-key” set the buildings including the hook up of utilities inside the building. PRC will use its own factory trained staff for the installation. Exterior connection of utilities outside the foundation is the responsibility of the General or their subcontractors.

1. General is responsible for 30 minute flushing water service to the building before connection to prevent particles from entering the plumbing system causing extensive clean out post connection.
2. General is responsible for the **final connections** of water, sewer, and electrical at the exterior of building POC's.
3. PRC provides a POC for water, a POC DWV waste line with a clean out your service connection, and an electrical schedule 80 PVC sleeve at an exterior POC.

Special Conditions, Permits, and Inspection Fees:

Follow any published specifications governing local building procedures for applicable building permit fees, health department fees, all inspection fees, site concrete testing fees, and compaction tests, if required by bid specifications. PRC is responsible for all required State inspections and final State insignia certification of the building, if applicable.

Jurisdiction for Off-site Work:

Jurisdiction, for permitting and inspection of this building shall be either the State agency who manages prefabricated building compliance in the state or the local CBO (when the State does not provide certification.) If the responsibility for building inspection is the local CBO, we will provide a certified plan set, calculations, and a third party engineer inspection written report for any and all work within the building that cannot be seen by the local official.

END OF SCOPE OF WORK BY GENERAL

PUBLIC RESTROOM COMPANY SCOPE OF WORK:

Our In Plant/Off-Site Construction Scheduling System:

PRC has several off-site manufacturing centers in the United States, strategically located, that have the proper equipment and trained staff to fabricate our custom buildings to our high quality fit and finish standards. PRC manages quality control in our off-site production facility to comply with the approved drawings and provides an inspection certification and photos as required. When proprietary materials, which we have designed and fabricated, are part of the project, PRC supplies the manufacturing centers with these proprietary PRC components. PRC then schedules the in plant construction process to coordinate with your required delivery date through our Logistics Division field staff. We warrant on time at cost delivery weather permitting and other conditions affecting delivery.

Special Payment and Billing Terms:

We invoice for our design, engineering, and architectural plans when your order is received. Second we follow with our full submittal package. Then, we invoice on a monthly in plant percentage of completion supported by photographs, State third party inspection reports, and State certification. When the project is not through a state agency, a third party inspector provides the inspections in plant and in writing files the report with the general to resubmit to the CBO. Our process for payments is that we invoice monthly per the above and expect to be paid by the General when he is paid monthly. In order to have the owner pay for offsite construction, PRC provides a special unrequested insurance policy naming the General and the Owner as recipients for up to \$200,000 per building module for any incident including on site vandalism. This special policy has been approved by cities, towns, counties, and state nationwide for allowing payments for offsite work in plant to be processed as a result of our special policy.

Delays in Payment and Project Stoppage:

In the event of project stoppage, additional fees may be assessed for re-mobilization, storage, crane costs, etc. ***Our discounted project costs are based upon timely payments. Delays in payment could change delivery schedules and project costs by change order. PRC may not proceed with project if delay is due to payment until change order is signed and accepted by PRC.***

Delivery and Installation:

Site Preparation for Building Placement and Site Underground Inspection:

PRC field staff, upon site arrival, will verify the required dimensions of the building pad and the corner locations/elevation for compliance with PRC plans. PRC will also verify the delivery path from an accessible road or street and install, test, and have inspected the underground utilities to the point of connection nominally 6' from the exterior of the building. Then the site

pad will be covered with the coarse sand General provides for 2” of topping leveling for building placement.

Installation:

PRC will install the building turn-key, except for any exclusion (listed under “Exclusions,” herein.)

Installation of Utilities Under the Prefabricated Building:

We fabricate off-site an underground utilities (water, and DWV piping and fittings) preassembled plumbing and electrical tree. Our site staff will set the underground tree in the excavated trench (excavation by general to the proper depth per local code) into code depth excavated trenches and our staff will install the coarse concrete sand to bed the piping per our submitted drawing..

The project POC’s start nominally 6’ from the building footprint where we pick up and connect your utility services to the building POC’s. PRC provides all the under slab piping (including the driven electrical ground rod or lightning rod, if applicable.) The General brings the utility services to the POC within 6’ of the building foundation.

Connection of Utilities Post Building Placement:

After placement of the building by PRC, our field staff will tie in the water and sewer connection “inside” the building only and terminate at a point of connection (POC) outside the building clearly marked for each utility service. The General is responsible for final utility point of service connections at the nominal 6’ from building locations.

Electrical:

PRC provides the electrical conduit to the POC 6’ from the building. The General pulls the electrical wire and ties it off on the electrical panel lugs inside the building.

Plumbing:

PRC provides the POC’s for water and sewer to 6’ from the building footprint and the General connects the water to our stub out location.

Sewer:

Some sites depending on the local jurisdiction will require an outside house trap which General shall install if needed. PRC will provide you with a sewer point of connection including a clean out to which Owner will terminate the site sewer service.

Testing of Water, Sewer, and Electrical in Plant and Final Site Utility Connection:

Before the building leaves the manufacturing center, PRC certifies a pressure water piping test, DWV, and the electrical connections for compliance with code. While the building is fully tested for leaks at the plant before shipment, road vibration may loosen some plumbing slip fittings and require tightening once the building services (water) is completed. General is responsible for

minor fitting tightening to handle small slip fitting leaks caused by transportation. It is critical for General to flush the incoming water serviced line for 30 minutes to clear all debris before connection.

Time of Completion:

PRC estimates our schedule to complete our scope of work from receipt of written notice to proceed together with signed approved architectural submittals from all authorities required to approve them. The period for the time to complete does not start until all authorities have approved the submittals and issued the permit. Our time of completion is listed on the final quotation sheet.

Exclusions/Exceptions:

1. Access issues for delivery of the building when the general contractor has not provided a proper path to the final site. This exclusion covers sites whose access is limited by trees, inaccessible roadways, overhead power lines at location where crane will lift building, grade changes, berms, or uneven site grades, or when the path of travel is over improvements such as sidewalks, all of which are not within the scope of work by PRC. Any site soils damage or other site improvements if damaged during installation are by General.
2. If weather on site causes site delivery issues the delivery may have to be diverted to an offsite location and the additional costs will be a change order to the bid. Our staff works with the general in advance to make sure sound decisions for delivery are made to avoid this issue. But sometimes generals take risks for weather but this risk is clearly at the General's risk not PRC.
3. Any trench plates needed for protection of site soils, sidewalks, or site utilities.
4. Sidewalks outside the building footprint.
5. Survey, excavation, and installation of the building pad and footings, if required, per our plans previously sent.
6. Soil conditions not suitable for bearing 1500 psf. If no soils testing report is available before bid, owner must verify site supporting soils at a minimum of 1000 psf are the least we can place our structures on or owner or engineer of record must design a foundation system to meet the imposed loads of site placement.
7. Improper water pressure, an undersized meter, or improper water volume flow to the building may necessitate a change order for the structure to install a 30 gallon pressure tank to provide the minimum flow rate and pressure. Building water service chlorination, post installation, is by General, not PRC.
8. Building permits, a site survey, special inspection fees, minor trash removal, final utility connections to the onsite water, sewer and electrical are by others and since the building is fully inspected and tested in plant, minor plumbing leaks (if water is not available when building site work installation is completed,) is by others.
9. Our crane costs, which are included herein, are based on a maximum 35' radius from the center pin of the crane to center point of the furthest building module roof. If additional distance requires a larger crane, additional costs may be assessed by the crane company and a change order will be sent to the General.

10. The General shall be responsible for minor shrink wrap trash for building delivery protection and minor site debris removal or a location for placement on site (nominally one pickup truck of shipping materials.)
11. Site Traffic Control: If applicable, shall be by Owner not PRC.

Insurance and Prevailing Wage Certification:

PRC shall comply with the required insurance requirements, wage reports, and safety requirements for the project, including OSHA regulations.

Special Insurance to protect the Building before acceptance:

As PRC requires payment for each month of off-site construction, and since the building is not on owner property where their insurance will cover the building, we provide a special policy that insures the property even when paid for off-site until the building is finally accepted by the owner. The policy provides the owner as additional insured during this period.

PRC provides the Owner a policy rider to cover the building while it is being built off-site, while in transit to the job site, during and after it is installed on-site until final acceptance. This special policy covers each building module (section) for up to \$200,000. This exceeds the cost of any building module we have offered for sale herein.

Errors and Omissions Insurance:

Our firm employs licensed architects, engineers, and drafting staff to provide design of our buildings. Since these buildings are required to meet accessibility standards and building codes on site, and since we are the designer, we carry Errors and Omissions Insurance (E & O) to protect our clients from any errors. The policy covers a limit of up to \$2,000,000 per occurrence and is more clearly explained in the insurance certificates we provide after receipt of a purchase order.

WARRANTY

PUBLIC RESTROOM COMPANY (Company) herein warrants that all work under this contract will be free from faulty materials and improper workmanship, except from proper and usual wear, and agrees to replace or repair, without cost to the Owner, all work found to be improper or imperfect, upon proper notice to the address stated below. Our Warranty is valid for 5 years from date of acceptance but shall be extended to 20 years for structural failure.

Our extended warranties shall have no effect on any required Performance and Payment Bonds whose Surety shall assume no liability to the Company, the Owner, or any third parties should the Company fail for any reason to deliver acceptable maintenance warranties beyond the one year period. The warranty extension is solely between the owner and PRC and not the General contractor, bonding company, or architect/engineer of record.

Our warranty is enforceable only if all work performed by Company has been fully paid, including change orders, if applicable. Company has no responsibility for vandalism, neglect, abuse, or improper maintenance of the final completed building.

The warranties expressed herein are exclusive, and are in lieu of all other warranties expressed or implied, including those of merchantability and fitness. There are no warranties which extend beyond those described on the face of this Warranty. The foregoing shall constitute the full liability of the Company and be the sole remedy to the General/Owner. Our warranty is issued upon the completion of the project and also after final payment by General for the full amounts invoiced.

Term of Offer to Sell and Owner's Acceptance:

This offer is valid for acceptance within 30 days, or when a part of a public bid for the applicable duration imposed within the Owner's bid documents. Acceptance is by approving our post bid preliminary notice to begin drawings subject to final owner approval of our submittals and receipt of a contract or a purchase order/contract.

Special Notice of Possible Project Cost Increases as a Result of Late Payments:

In the event of delayed or late payment, PRC shall have the right to remedies including late charges, overall project total cost increases, and other damages as allowed by applicable law. The contract price quoted herein is a discounted price based upon our receipt of progress payments as invoiced on the agreed billing schedule of PRC. In the event of non-payment, PRC will provide a 5 day written notice to cure and if payment is still not received, the discounted price for the payment due may increase, to an undetermined amount, to cover work stoppage, remobilization, cancellation of materials and subsequent restocking charges, resale of the contracted building to another party, storage fees, additional crane fees, travel and per diem costs for field crews, and any other cost applicable to the project, as allowed by law. Interest if applicable to non-payment will be assessed at the maximum amount allowed by law or 18% whichever is greater.

Venue for Contract Jurisdiction:

Public Restroom Company requires all contracts accepted by our firm to hold that the venue for legal jurisdiction for this contract offer and acceptance shall be Douglas County, Nevada. In the event of your default, PRC shall be entitled to the full amount due including reasonable attorney fees, costs, storage, expenses of physical recovery, and statutory interest, as allowed by law.

No modifications to this offer shall be authorized unless confirmed in writing by the President of PRC.

END OF PRC SCOPE OF WORK

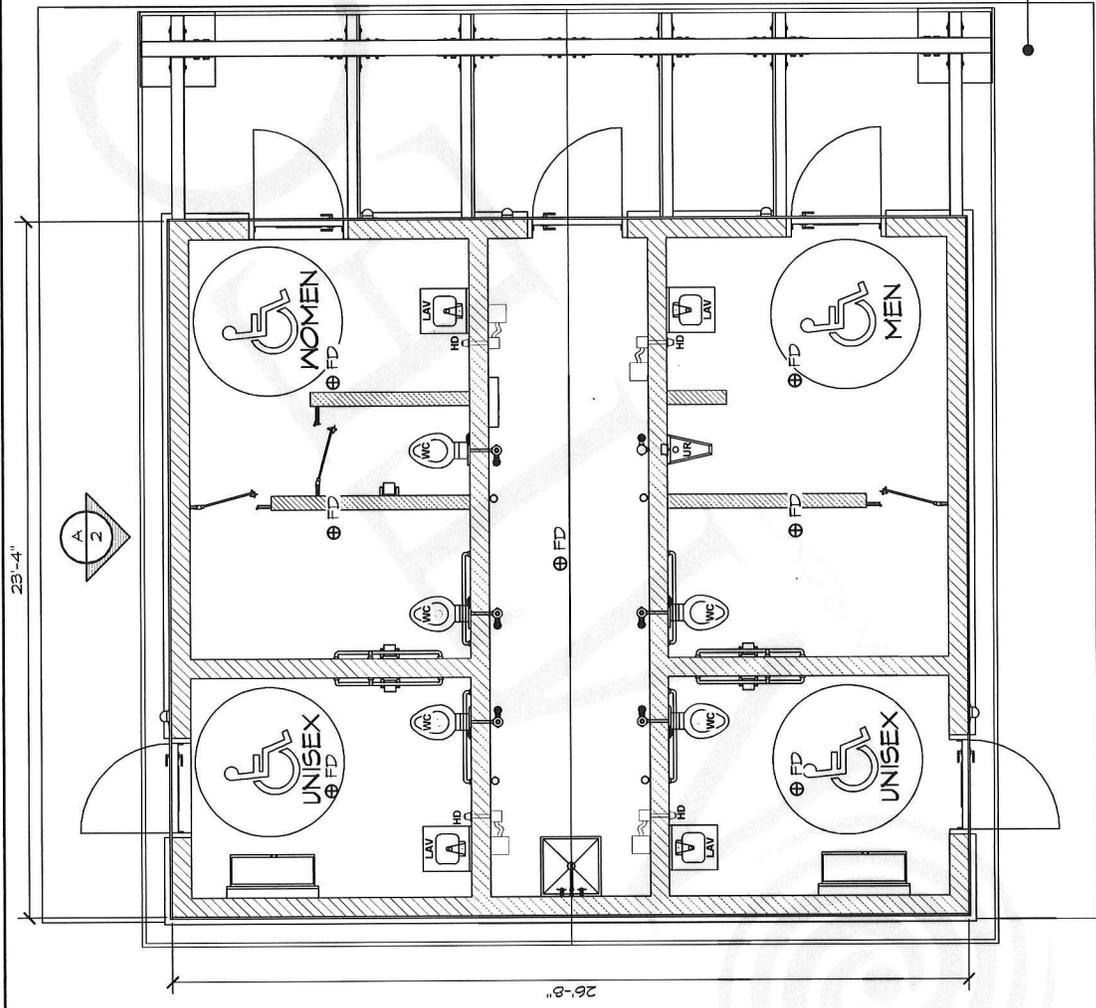
Modified 2-20-2017

LEGEND		
SYMBOL	DESCRIPTION	AREA/ QUANTITY
	EXTERIOR WALL LIGHTS	5
	INTERIOR CEILING LIGHTS	5
	FLOOR DRAIN	7
○	ELECTRICAL OUTLET	1
⊕	TWO ROLL TP DISPENSER	5
□	MIRROR	4
▭	TOWEL DISPENSER	4
⊕	FAST AIR HAND DRYER	4
⊕	SEAT COVER DISPENSER	5
⊕	SOAP DISPENSER	4
⊕	DIAPER DECK	2
⊕	ROMTEC 2.1 VENTILATION PACKAGE	2
⊕	ELECTRIC EXHAUST FAN EXHAUST FAN TOCFM	2
⊕	18" X 18" LOUVERED DOOR VENT	4

WALL TYPE SCHEDULE

- 8" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS. GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.
- 6" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS. GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE "SCOPE OF SUPPLY AND SERVICES" LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.



1 FLOOR PLAN
SCALE: 1/4" = 1'-0"

ROMTEC
18240 NORTH BANK ROAD - ROSEBURG, OR 97470
(541) 496-3541 FAX (541) 496-0803
PRELIMINARY

PROJECT: 2070 SIERRA III MULT-USER RESTROOM W/ PRIVATE ENTRANCE SHOWERS
WHITE BEAR TOWNSHIP
POLAR LAKES PARK - RESTROOM #1
WHITE BEAR TOWNSHIP, MINNESOTA
SHEET TITLE: FLOOR PLAN
PROJECT NO: 1553A
MODEL: 2070M
DATE: 6/9/20
REVISIONS
REV. DATE BY
DRAWN BY: JS
SHEET NO. 1

CONCRETE WALK
(BY INSTALLER)

PRELIMINARY

18240 NORTH BANK ROAD - ROSEBURG, OR 97470
(541) 496-9541 FAX (541) 496-0803

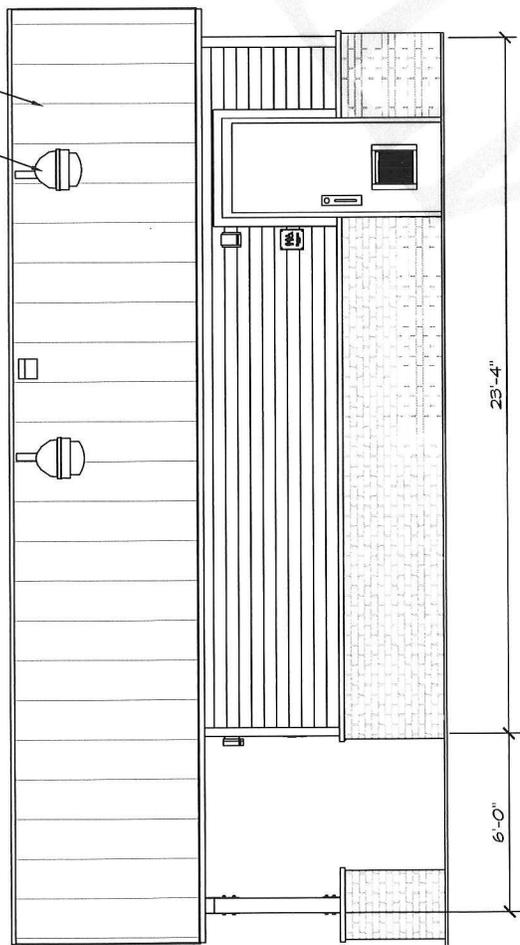


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SHEET NO. **J5**

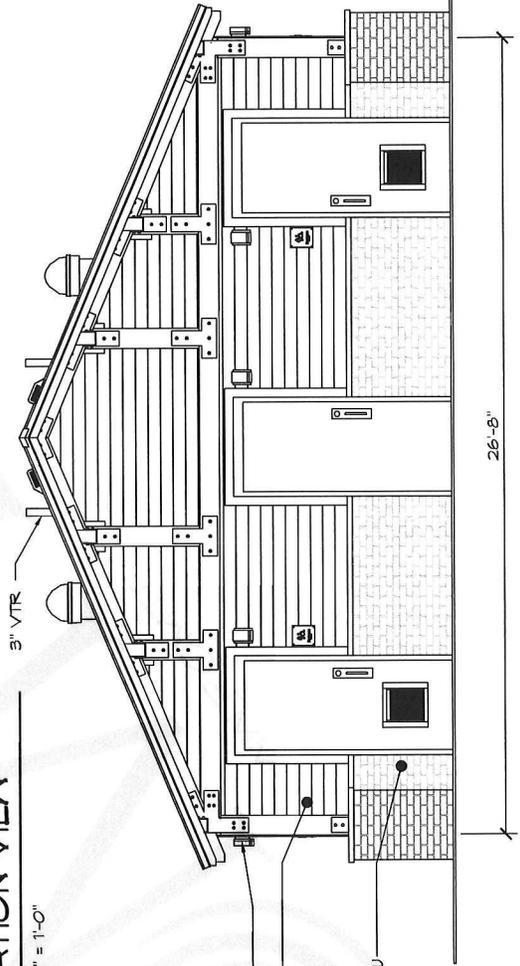
PROJECT: 2070 SIERRA III MULTI-USER RESTROOM W/ PRIVATE ENTRANCE SHOWERS
WHITE BEAR TOWNSHIP
POLAR LAKES PARK- RESTROOM #1
WHITE BEAR TOWNSHIP, MINNESOTA
SHEET TITLE: ELEVATIONS
PROJECT NO. 1553A
MODEL: 2070M
DATE: 6/19/20
REVISIONS
REV. DATE BY

2

SOLATUBE, TYP. (4)
STANDING SEAM METAL ROOF



A ELEVATION VIEW
SCALE: 1/4" = 1'-0"



B ELEVATION VIEW
SCALE: 1/4" = 1'-0"

- WALL MOUNT DOWN LIGHT, TYP
- LAP SIDING OVER 8" x 16" CMU CONCRETE BLOCK MALL FULLY REINFORCED RUNNING BOND PATTERN
- BRICK VENEER OVER 8" x 16" CMU CONCRETE BLOCK MALL FULLY REINFORCED RUNNING BOND PATTERN

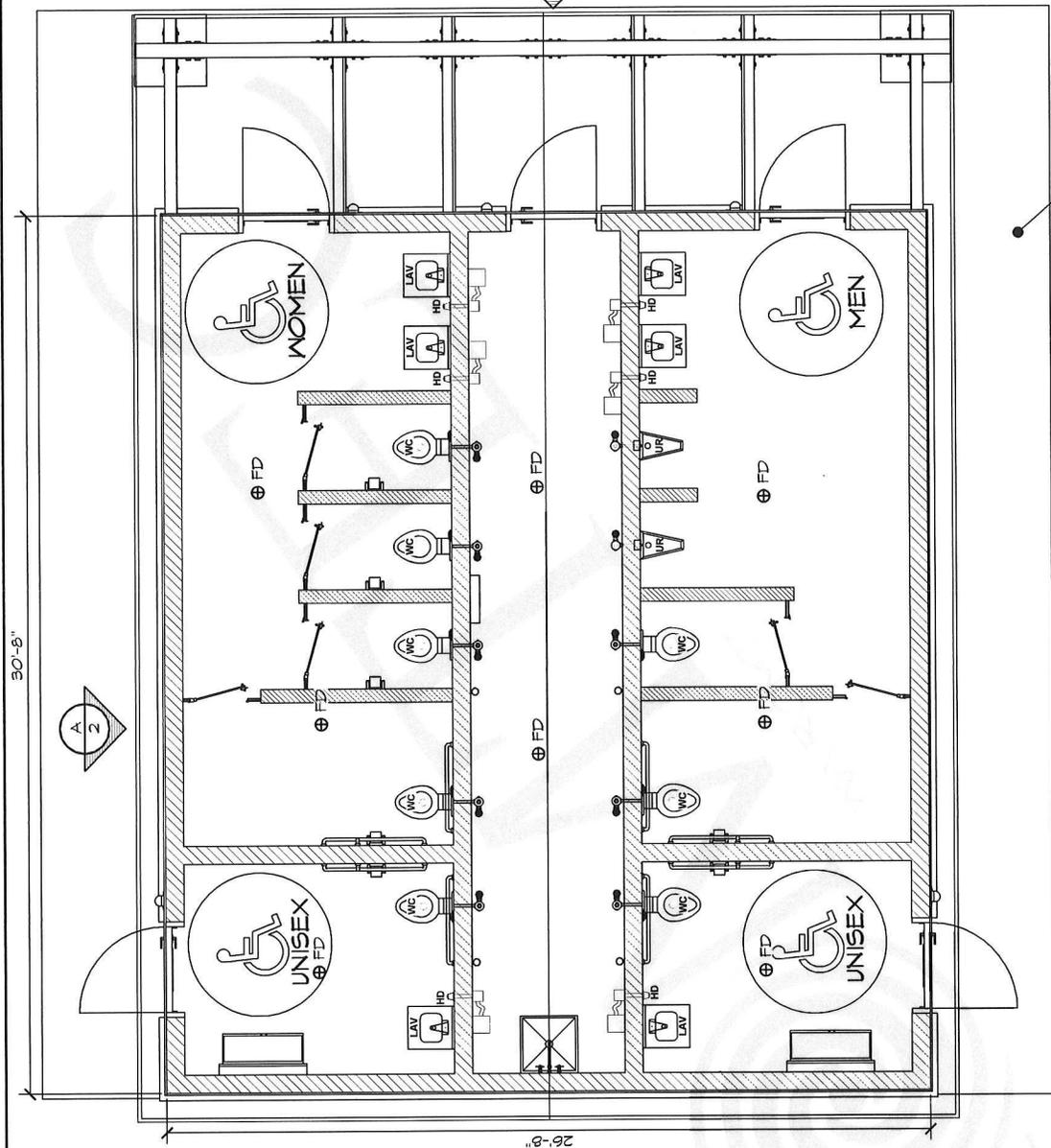
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LEGEND		
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	SEAT COVER DISPENSER	5
	SOAP DISPENSER	6
	DIAPER DECK	2
	ROMTEC 4.1 VENTILATION PACKAGE	2
	ELECTRIC EXHAUST FAN EXHAUST FAN TOCFM	2
	19"X19" LOUVERED DOOR VENT	4

WALL TYPE SCHEDULE

- 8" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS. GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.
- 6" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS. GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE 'SCOPE OF SUPPLY AND SERVICES' LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.



1 FLOOR PLAN
SCALE: 1/4" = 1'-0"

ROMTEC
18240 NORTH BANK ROAD - ROSEBURG, OR 97470
(541) 496-9541 FAX (541) 496-0803

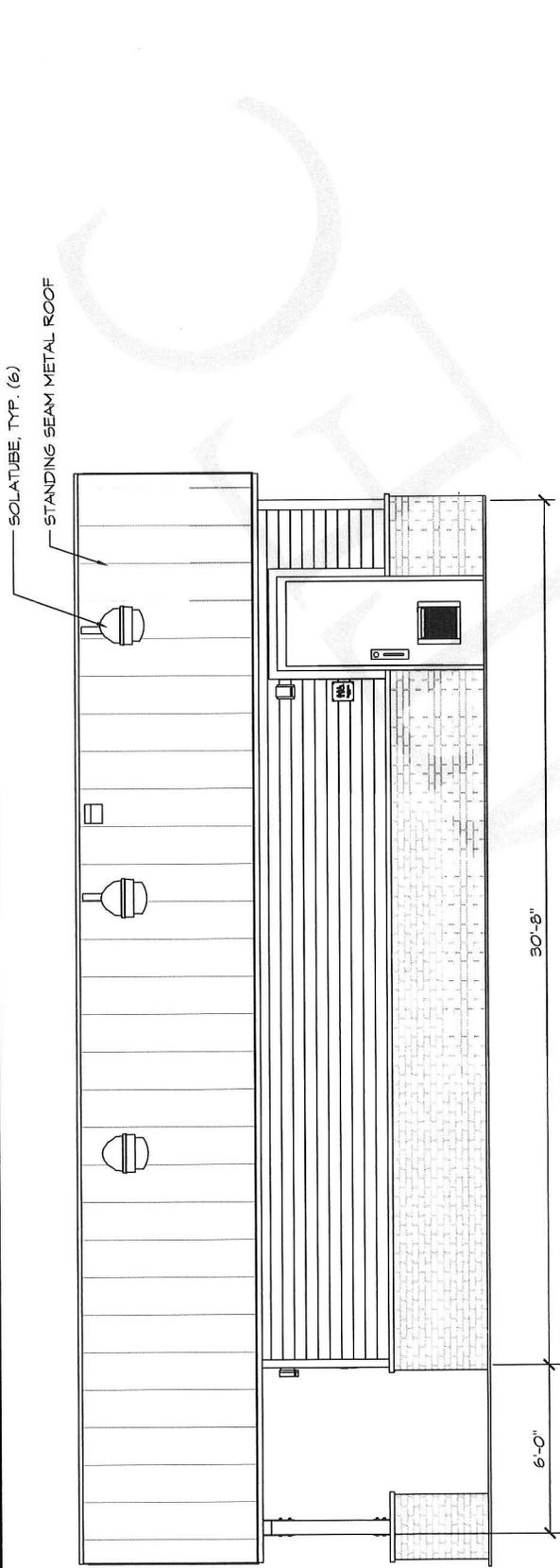
PRELIMINARY

PROJECT: 2070 SIERRA III MULTI-USER RESTROOM W/ PRIVATE ENTRANCE SHOWERS
POLAR LAKES PARK - RESTROOM #2
WHITE BEAR TOWNSHIP, MINNESOTA

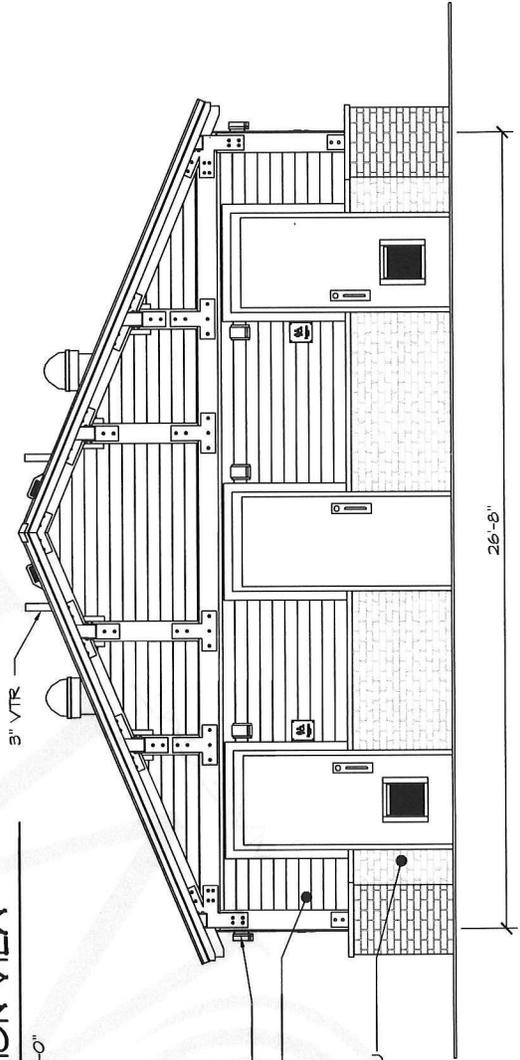
PROJECT TITLE: FLOOR PLAN

PROJECT NO: 1353B
MODEL: 2070M
DATE: 6/9/20
REVISIONS: [REVISIONS TABLE]
DRAWN BY: JS
SHEET NO: 1

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A ELEVATION VIEW
 SCALE: 1/4" = 1'-0"



B ELEVATION VIEW
 SCALE: 1/4" = 1'-0"

WALL MOUNT DOWN LIGHT, TYP
 LAP SIDING OVER 8" x 16" CMU
 CONCRETE BLOCK WALL FULLY
 REINFORCED RUNNING BOND
 PATTERN
 BRICK VENEER OVER 8" x 16" CMU
 CONCRETE BLOCK WALL FULLY
 REINFORCED RUNNING BOND
 PATTERN

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A
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 AND SERVICES" LETTER PROVIDED WITH YOUR QUOTE
 FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.

POLAR LAKES PARK RESTROOM #1 & RESTROOM #2

SECTION 13 34 23 - PRE-ENGINEERED RESTROOM BUILDING

Specification Date: 06/12/2020

PART 1: BUILDING SUPPLIER SCOPE

1.1 SUMMARY

- A. The work shall include furnishing the sealed architectural, structural, mechanical, and electrical plan sets as well as the structural, mechanical, and electrical building components as a complete, pre-designed packaged restroom building as shown on drawings and as specified herein.

1.2 OVERVIEW

- A. Packaged restroom building and all associated design and engineering, with all listed components supplied by Romtec, Inc., hereafter designated as the **building supplier**. The **building supplier** shall be a single source design, engineering, and manufacturer who shall supply the packaged restroom building and meet all the following scope requirements.
- B. The packaged restroom building should be the latest standard product of a **building supplier** regularly engaged and having at least ten (10) years of experience in packaged restroom building engineering, design, supply, and construction.
- C. The **building supplier** must meet or exceed the product specification which was prepared using the Romtec Inc. building as a guide and example.
- D. Alternate **building suppliers** shall demonstrate that they have designed, engineered, produced, delivered, and constructed at minimum ten (10) other functioning site-built restroom buildings of similar type. Project completion date and a reference contact from the owner of each project must be provided.
- E. Alternate **building suppliers** must also disclose all instances of any prior municipal or landscape architect's rejection of the same or similar product as an "or equal" to the specified basis of design building package.
- F. Contractors wanting to propose an "or equal" **building supplier** other than Romtec Inc. are required to submit a complete submittal package with full sealed plan sets, calculations, and all pre-engineered structural items, ten (10) calendar days prior to the bid opening date. Any products proposed as "or equal" that are not as specified must be specifically listed and accompanied by the manufacturer's data sheets for review. This will be approved or denied prior to the bid opening. Incomplete submittals will be rejected and returned to the bidder.
- G. The building and its concrete footings, foundation, and slab are to be engineered by the **building supplier** to meet site specific conditions including wind and snow loading, local frost depth, and ground conditions.
- H. Fasteners that are normally included with individual components, as well as any atypical fasteners, shall be supplied by **building supplier**.
- I. Building is to be designed and constructed to meet local codes and approvals for permanent structures. Any building that is temporary, permanently relocatable, prefabricated modular, an offsite constructed product, or pre-cast is not an accepted equal to permanent, onsite, conventional construction.
- J. No outside entity approval will override the local building authority's codes and inspections. Seals meant for modular homes and production plant certifications will not be allowed in lieu of sealed plans from a licensed engineer and conventional inspection during construction.
- K. Building sidings, treatments, and roofing are to be as specified. Precast buildings with painted textures are not to be considered architecturally equivalent.
- L. The **building supplier** shall submit complete, code compliant building plans including plans, elevations, sections, and details, under seal of a National Kitchen and Bathroom Association (NKBA) certified technical designer.
- M. The **building supplier** shall submit complete structural calculations meeting code loads, design loads, and seismic design under seal of a professional Engineer with current license in the state of Minnesota.
- N. The reviewing authority reserves the right to review or reject all submittals at its sole discretion.
- O. All work and materials shall comply with the latest industry building codes and regulations for the state of Minnesota.
- P. Americans with Disabilities Act Accessibility Guidelines (ADAAG) will be followed in design, manufacture, and construction.

1.3 DESIGN & SUBMITTAL DOCUMENTATION

- A. The **building supplier** work shall include the design of the architectural, mechanical, structural, and electrical components that will be required for this building.
- B. The building will be designed as a complete, packaged building to be delivered to the job site for construction onsite by the contractor.
- C. Within one (1) week of contract award, the **building supplier** shall submit the packaged restroom building preliminary Scope of Supply and Design Submittal (SSDS), including the building plan view and elevation drawings.

- D. The **building supplier** will provide complete submittal documentation in the pre-engineered building suppliers standard submittal format for review.
- E. The SSDS is reviewed by the necessary parties and returned to the **building supplier** with any revisions to the contractual language, product data sheets, and/or building plan view and elevation drawings. Once the design is approved, the **building supplier** will provide sealed plan sets stamped by an engineer licensed in the state that the building is located for building department review.
- F. Up to three (3) wet stamped sets of the plans and structural calculations shall be included before any additional fees apply. Standard plan set size is 11" x 17".
- G. **Building supplier** shall provide one full round of sealed plan revisions in response to building department comments before additional fees apply.
- H. The following sections shall be included in the **building supplier's** Scope of Supply and Design Submittal. Incomplete submittals will be rejected and returned to the bidder.
 - 1. INTRODUCTION
 - 2. BUILDING DESIGN,
 - (a) SUPPLIED ITEMS
 - (b) EXCLUDED ITEMS
 - (c) PLAN VIEW AND ELEVATION DRAWINGS
 - 3. PRODUCT DATA
 - 4. WARRANTY & LIMITATIONS

1.4 WARRANTY

- A. The building and all its associated components will be warranted against defects in materials and workmanship for a period of not less than one (1) year from date of final acceptance. Acceptance is defined as the date of the delivery of the building and all its associated components or the date that the building and all its associated components are ready to deliver whichever comes first.

PART 2: PRODUCTS

2.1 APPROVED MANUFACTURERS

- A. Romtec, Inc.,
18240 North Bank Rd. Roseburg, OR. 97470
Tel: 541-496-3541; Fax: 541-496-0803; Email: travis.olson@romtec.com
Web: www.Romtec.com
- B. Requests for substitutions will be considered in accordance with provisions of Section 1.

2.2 BUILDING DESCRIPTION

- A. Refer to plans for quantities, dimensions, locations, and installation methods for the materials and items described in this section.
- B. Building dimensions shall match what is indicated on drawings.

2.3 WALLS

- A. Concrete Masonry Units (CMU) shall be supplied by **building supplier**.
 - 1. Walls shall be constructed of 8"W x 16"L x 8"H smooth-face mortar joint concrete masonry units (concrete blocks).
 - 2. Blocks shall be manufactured to ASTM C90 designation for load bearing concrete masonry units.
 - 3. Block color to be **Gray**.
- B. Rain guard anti-graffiti coating to be supplied by **building supplier**.
- C. Exterior walls shall be finished with fiber cement lap siding above brick wainscot supplied by **building supplier**.
- D. Sanitary tile cove base on interior walls to be supplied by **building supplier**.
- E. Restroom partitions shall be CMU block supplied by **building supplier**.
 - 1. Partition doors to be stainless steel.

2.4 ROOFING

- A. The following roof components shall be supplied by **building supplier**.
 - 1. Truss roof system.
 - 2. Skylights to be 10" Solatubes, 160 DS.
- B. Truss and post roof extension.
 - 1. Smooth-face CMU block column bases finished with brick wainscot to match exterior wall accent.
 - 2. Tongue & groove decking shall be 2x6 V-edge deck boards, select deck Douglas fir.
 - 3. Steel truss plates and brackets to be powder coated with undercoating, color to be **black**.
 - 4. Column finish to include brick wainscot to match exterior walls.

- C. Roofing shall be Fabral, 26-gauge, Horizon 16 standing seam roof panels with 16 in. coverage width.
 - 1. Roofing package shall include inside and outside foam closures, matching trim (eaves, gables and ridge) and fasteners, sheet metal flashing (all sides), and 30# felt (under metal).
 - 2. Roofing color to be selected by the **owner** from the manufacturers standard color chart.

2.5 PLUMBING FIXTURES & ACCESSORIES

- A. The following plumbing fixtures and accessories shall be supplied by **building supplier**.
- B. Toilet shall be wall mount, back supply, stainless steel. Toilet bowl shall be fabricated from heavy gauge, type 304 stainless steel. Construction shall be seamless welded and exposed surfaces shall have a satin finish.
 - 1. Flush valve shall be concealed sensor operated high efficiency water closet flushometer, for wall hung concealed back spud bowls with fixture wall push button assembly.
- C. Urinal shall be wall mount, back supply, Metcraft model 7130. Fixture shall be fabricated of 18-gauge with 16-gauge bowl type 304 stainless steel with exposed surfaces polished to a satin finish.
 - 1. Flush valve shall be concealed hydraulically operated urinal flushometer, for ¾" back spud urinals with fixture wall push button assembly.
- D. Metcraft model 5683 stainless steel, wall mount lavatory system.
 - 1. Faucets shall be deck mounted single hole single supply metering, motion sensor activated sink faucet with hard-wired transformer.
- E. Grab bars shall be stainless steel.
- F. Mirror shall be 18" x 36", 20-gauge stainless steel with No. 8 architectural finish. Unit shall have ¼" return to conceal ¼" tempered Masonite backing bonded to mirror with adhesive.
- G. Surface-mounted towel dispenser shall be fabricated of type heavy duty, 22-gauge stainless steel with exposed surfaces in satin finish. Refill indicator on face of cabinet. Tumbler lock to secure hinged front panel. Towel dispenser capacity 525 multi-fold or 400 C-fold towels.
- H. Toilet paper dispensers shall be stainless steel and sized for three rolls.
- I. Surface-mounted liquid soap dispenser shall be fabricated of 20-gauge satin finish stainless steel. Dispenser shall have completely concealed mounting, vandal resistant filler hole cover and sight gauge. Push-in corrosion-resistant liquid soap valve. Capacity: 40-oz. liquid soap.
- J. Surface-mounted toilet seat cover dispenser shall be fabricated of 22-gauge stainless steel with exposed surfaces in satin finish with welded construction. Door with piano hinge and tumbler lock. Capacity 500 toilet seat covers.
- K. Surface mounted baby changing stations in unisex/family restrooms shall be solid light grey (9631) molded bacterial-resistant, high density polyethylene. Steel to steel support hinges with pneumatic gas shock mechanism. Unit shall have integrated liner dispenser and bag hooks. Unit shall have an anti-microbial safety belt. Unit shall be operable with less than 5lbs. of force and complies with ASTM F2285 Standard.
- L. Mechanical room shall include mop sink with faucet, holder, and guard, supplied by **building supplier**.

2.6 ELECTRICAL

- A. The following electrical fixtures shall be supplied by **building supplier**.
- B. Light fixtures shall be supplied by **building supplier**.
 - 1. Exterior lights to be LED downlights with cast-aluminum housing with corrosion-resistant paint in dark bronze. Polycarbonate lens protects the LED from moisture, dirt and other contaminants.
 - 2. Interior restroom and mechanical room light fixtures to be 48" LED, vapor tight.
- C. Romtec 6.1 electric exhaust package shall be supplied by **building supplier**.
- D. Fastaire model HD-03, push button operated, 120v hand dryers to be supplied by **building supplier**.
- E. Tankless, 9.5kW, Eemax EX-series electric hot water heaters shall be supplied by **building supplier**.
- F. Main breaker panel shall be supplied by **building supplier**.
 - 1. Breaker Panel shall be 200 Amp, 1-phase, indoor.

*Note: This panel shall be sized to accept only the loads of the **building supplier** electrical fixture package. The **building supplier** should modify the main breaker panel as needed to be most efficient based on any design changes.*

2.7 DELIVERY, STORAGE, AND HANDLING

- A. The **building supplier** freight shall be based on delivering the product on a 48' to 53' flatbed or van truck and trailers, or as close as they can legally get to the site. Overall dimensions of the truck and trailers shall be the following: 70' overall length, 102" wide and 168" high.
- B. The building package to arrive on organized pallets that are shrink wrapped and separated into stages for ease of installation. Bill of material stating stages of components to be included.
 - 1. Stage 1 pallets to include components such as block, frames, vents, beams, connectors, trusses, etc.
 - 2. Stage 2 pallets to include filler wall material, windows, roofing, etc.
 - 3. Stage 3 pallets to include siding material, tile, brick, doors etc.
 - 4. Stage 4 pallets to include toilets, sinks, electrical fixtures, accessories, etc.

PART 3: BUILDING INSTALLER AND/OR OWNER SCOPE

The contractor is responsible for building installation, hereafter designated as the **building installer**. **Building installer** work will generally include: site preparation and grading, excavations for structures, backfill and/or structural backfill, foundation and pad construction, and building construction.

Note: Building supplier does not serve as the building installer. Romtec Inc. is only the packaged restroom building supplier.

3.1 CAST IN-PLACE CONCRETE

- A. All equipment, labor, trades and materials shall be supplied by **building installer**.
 - 1. Includes all materials and labor for foundations/footings, interior slabs, exterior/entry slabs, and sidewalks.
- B. Footings are to be dug by the **building installer** and poured on site to meet local code for permanent structures. A prefabricated, modular mat placed on compacted base is not an accepted equal to a site specific, site poured, engineered foundation.
- C. Engineered fill shall be $\frac{3}{4}$ " minus crushed aggregate around footings, foundations, and slabs as required.
- D. Slab vapor barrier shall be 6-mil continuous plastic under the concrete slab.
- E. The foundation shall be installed as designed with all cast in-place concrete poured to dimensions specified in final plans.
 - 1. Footings will be built to 24" depth.
 - 2. Minimum compressive strength of 3000 psi at 28 days, 4+/-1" slump, with max $\frac{3}{4}$ " aggregate, cured in accordance with ACI 308.
 - 3. Slabs shall have a fine broom finish with joints required in flat work as shown on plans.
 - 4. Steel rebar shall be installed as specified in final plans.
- F. Concrete slab sealer shall be a water-based transparent curing, sealing and dust proofing compound with two (2) coats to be applied per manufacturer's instructions.
- G. Refer to drawings for sidewalks and entry slabs.
 - 1. Minimum concrete compressive strength of 2500 psi at 28 days.
 - 2. Remesh or rebar reinforcement shall be used in sidewalks.
 - 3. All sidewalks shall be finished with a fine broom with control joints installed per engineer's specification.

3.2 STRUCTURE

- A. Masonry (concrete) grout shall be supplied by **building installer**.
 - 1. Grout shall have a minimum compressive strength of 2500 psi at 28 days, 9+/-1" slump, with max $\frac{1}{2}$ " aggregate.
 - 2. Fine or coarse grout may be used in accordance with 2009 UBC.
 - 3. All CMU must be fully grouted and may not be wetted.
Note: The Building installer may be required to notch CMU block for bond beams, cut blocks to make the required shapes and/or grind block for fixture mounting.
- B. Rebar in walls shall be supplied by **building installer**.
 - 1. All walls have # 4 and # 5 rebar, see plans for spacing.
 - 2. All rebar used in building must meet ASTM A615 manufacturing standards and is to be placed per plans.
- C. Door system components shall be supplied by **building installer**.
 - 1. Doors shall be Steelcraft® H16 standard laminated honeycomb core and 16-gauge galvanized steel.
 - 2. Door frame shall be pre-welded Steelcraft® 3-Sided flush frame, 14-gauge galvanized A-60 steel.
 - 3. Doors and frames to be powder coated with undercoating, color to be **black**.
 - 4. Masonry door clips ($\frac{3}{16}$ " dia.) for door frame shall be fitted between the doorframe and concrete blocks to bond frame to wall. Door clips allow full internal grouting of the frame during installation.
 - 5. Hinges shall meet ANSI A5112 with non-removable pin and two ball bearings.
 - 6. Door closure shall be LCN-4111, grade 1, heavy duty closure with cast iron body, full complement bearing, double heat-treated pinion journal.
 - 7. Door to have 0.038" gauge, stainless steel protection plates.
 - 8. Doors to have aluminum alloy 6063, T5 temper mill finish saddle thresholds, model 424E.
 - 9. Doors to have aluminum alloy 6063, T5 temper synthetic rubber polymer blend neoprene sweeps, model 200NA, anodized aluminum finish.
 - 10. Doors to have pull handles with stainless steel plates and Schlage B500 series deadbolt locks.
- D. Interior block wall finish to be latex epoxy paint supplied by **building installer**.
- E. Interior floor finish to be concrete sealer supplied by **building installer**.
- F. Sealant for all exposed wood shall be supplied by **building installer**.

3.3 PLUMBING

- A. Plumbing rough-in, installation and trim shall be supplied by **building installer**.
 - 1. All underground water service and sewer drain(s) from building to be as specified in final site plan.
 - 2. All floor drains shall be as shown on final building plans.

3. Building water shutoff valve, drain, and all rough piping shall be as shown on final building plans. Final location to be set onsite.
 4. Minimum water pressure at toilet and urinal flush valves shall be 40 psi. with minimum pipe sizing as per 2009 Uniform Plumbing Code Section 610.
 5. Install the supplied fixtures and all other plumbing supplies as specified in final plans.
- B. Floor drains shall be supplied by **building installer**.
 - C. Water line drain valve shall be supplied by **building installer**.
 - D. Sewer line backflow check valve shall be supplied by **building installer**.
 - E. Plumbing insulation shall be by the **building installer**.

3.4 ELECTRICAL

- A. Electrical rough-in, installation and trim shall be supplied by **building installer**.
 1. All underground and/or overhead service to building shall be as specified in the final site plan.
 2. The **building installer** supplies the meter base and meter.
 3. **Building installer** is responsible for all necessary wire, connectors, grounding, conduit etc. to install the components and meet national and local code. The installation of these components shall comply with all state and/or local codes.
- B. Electric meter base and all rough wiring, switches, plugs and circuit breakers shall be as shown on final plans.
- C. Doors shall include electronic locking system to match public works building access doors supplied by **building installer**.

3.5 OTHER MATERIALS & EQUIPMENT

- A. Unless otherwise specified, the following products and materials are supplied by **building installer**.
 1. All items not specifically listed as supplied by **building supplier**.
 2. Any item listed as supplied by “installer”, “contractor”, “owner”, or “others”.
- B. Unless specified in the plans or submittals, **building installer** supplies the following:
 1. Building installation
 2. Asphalt paving
 3. Masonry pavers
 4. Sidewalks
 5. Landscaping
 6. Site grading
 7. Cast-in-place concrete foundations, footings, interior slabs and exterior/entry slabs
 8. Concrete slab sealer
 9. Mortar
 10. Concrete grout
 11. Rebar
 12. Latex epoxy paint
 13. Caulk for siding
 14. Plumbing rough in, installation and trim
 15. Electrical rough in, installation and trim
 16. Drain valves and backflow check valves
 17. Branch circuit breakers
 18. Switches & outlets
 19. Gutters and downspouts
 20. Typical fasteners; for example: roofing nails, staples, etc.
 21. Fasteners not included in product packaging
 22. Irrigation Equipment
 23. Fire alarm and fire suppression equipment
 24. Lighting equipment not attached to the building
 25. Clear coat finish for all trusses, posts, and extensions
 26. All other items indicated on final plans or required by building codes which are not specifically stated as supplied by **building supplier**.

3.6 DELIVERY, STORAGE, AND HANDLING

- A. The **building installer** will be responsible for all equipment and labor required for off-loading of the building onsite.
- B. The **building installer** will assume responsibility for adequate protection of materials from weather, damage, and pilferage or all warranties, expressed or implied may be voided.

PART 4: EXECUTION

- A. **Owner** is responsible for maintenance for the packaged restroom building.
- B. **Owner** or **owner's** agent (not **building supplier**) is responsible for the final site plan.

4.1 SPECIAL INSPECTION

- A. If required, special inspection shall be **owner** supplied.
- B. If special inspection is required per the building department or other regulatory agencies, then the **building supplier** shall assist the **owner** but is not required provide the special inspection service.

4.2 INSTALLATION

- A. All components to be installed according to the plan sets and/or manufacturer's instructions.

4.3 OPERATION & MAINTENANCE MANUALS

- A. Upon installation, the **building installer** shall save any included Operations & Maintenance manuals that are provided by some manufacturers in their packaging. Any additional copies requested from the **building supplier** may result in subsequent charges.



**Park Board Meeting
June 18, 2020**

Agenda Number: 7

Subject: Summit Lane Kayak Rack

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discussion

** There has been a request for two more kayak spaces. Should we add a second 3 kayak rack?



Park Board Meeting May 21, 2020

Agenda Number: 8

Subject: Bellaire Beach:
a. Shelter
b. Grading Plan

Documentation:

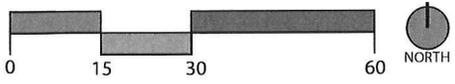
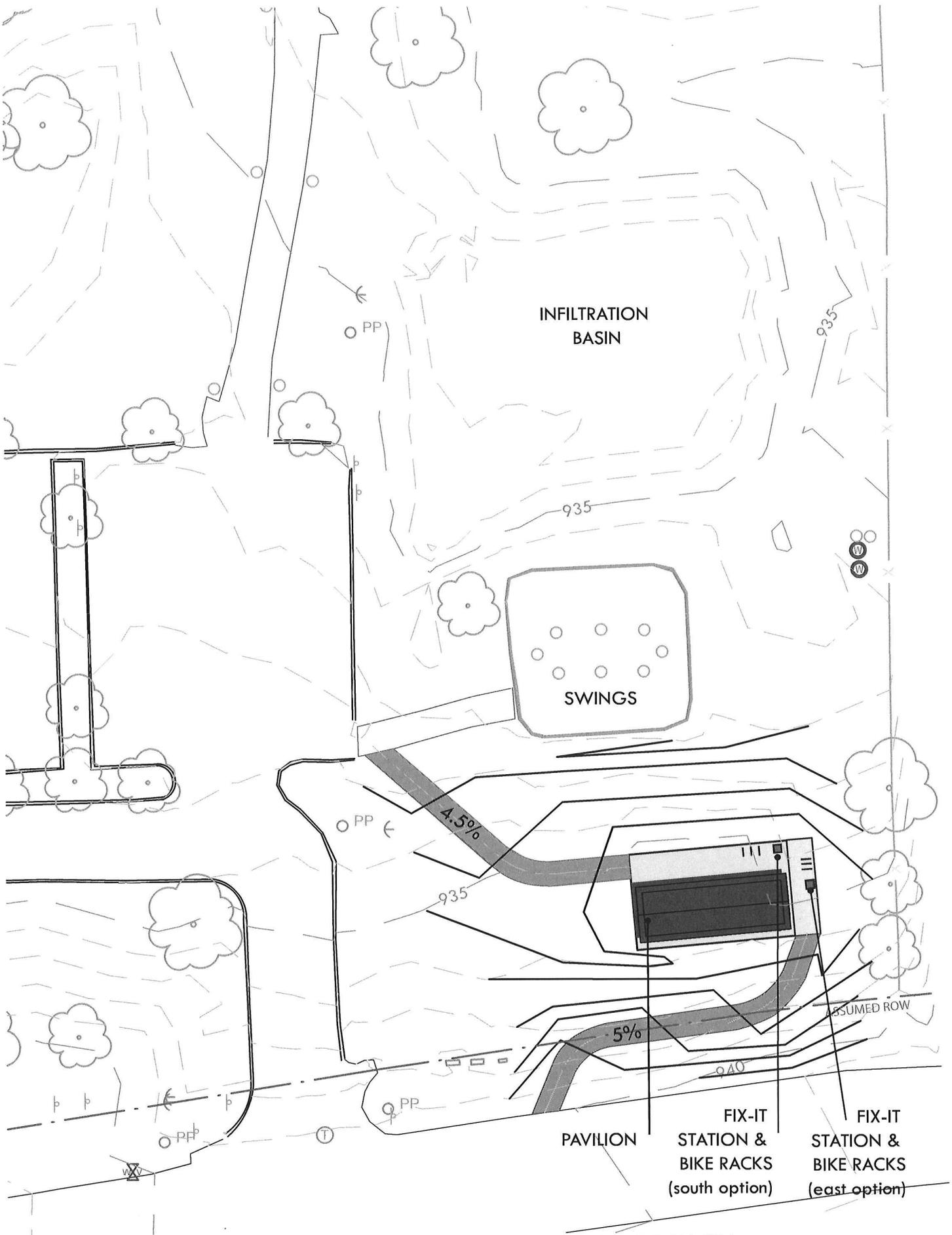
Action / Motion for Consideration:

Report at Meeting / Discussion

Minutes
Park Board Meeting
May 21, 2020

BELLAIRE BEACH – UPDATE: The Town Planner reported on the Bellaire Beach project at the current stage in the Master Plan. Ramsey County has a shoreline restoration plan that will cost about \$35,000. The Township is eligible for \$14,000 in grant money, and this item was budgeted for in 2020 upgrades. The Township can also hire Ramsey County staff for \$2,000 to oversee and complete the project. There was some discussion on other items in Bellaire Beach Park: the parking lot will cost about \$60,000, which has been held over; the Saputo shelter is on the docket for late 2020; there was some discussion on the playground area, though nothing is under consideration yet, staff is just planning ahead for the future.

Josephson motioned to recommend approval to the Town Board for the approval of the shoreline improvement project for Bellaire Beach, including an additional \$2,000 for Ramsey County staff to spearhead the project, and for all the work to be accomplished according to page 45 of the packet. Koster seconded. Ayes all.



BELLAIRE BEACH
Saputo Pavilion Grading Concept
 04.22.2020



Saputo Station

THE SAPUTO STATION PROJECT

1. The Lake Links project. The Lake Links Association is an advocacy group working to complete a safe trail around White Bear Lake. Our lake, located in the northeast section of the Minneapolis and St. Paul metropolitan area, is the largest recreational lake on the east side, at 2,400 acres. It lacks any safe route for pedestrians, bicyclists or children – the result of a hodge podge of unplanned development in past years. Lake Links Association has achieved the following successes in less than three years:
 - a. Obtained Resolutions of support from all the five cities and two counties which surround the lake. One of those cities is White Bear Lake where Saputo's Minnesota facilities are located. Many Saputo employees and their children will use the completed trail.
 - b. Wrote and advocated for state legislation that has provided approximately \$4.3 million for trail construction. With projects in final design and funded, 80% of the ten mile route will be completed. Lake Links will approach the legislature in the 2020 session for funding to complete the entire project.

2. The Lake Links Association. An established Minnesota Not for Profit Corporation, and a registered public charity under the provisions of Section 501(c)(3) of the Internal Revenue Code, Lake Links is governed by a 14 member Board that includes representatives from all of the cities and counties that surround the lake. Lake Links' activities include right of way research; negotiations with affected landowners; advocacy with cities and counties; organization of public events; and design and implementation of iconic, privately funded attractions and

functional areas for the trail. Lake Links also works with road-owning agencies, advocating for narrower traffic lanes; better facilities for pedestrians and bicyclists; education and training for both motorists and non-motorists; improved road crossing facilities; and traffic calming additions to existing roads. Finally, Lake Links provides historical research and data to bolster public use of trail facilities. These include a history of development by early railroads; a Chautauqua; a large amusement park; and a post civil war resort area in the city of White Bear Lake.

3. The Bridge Over Depot Creek. The first iconic structure to be completed on the trail route is a covered wooden bridge over Depot Creek in Mahtomedi. A photo of the bridge model is enclosed. For this project Lake Links personnel provided the concept and design of the bridge; negotiated with the city for its approval; and successfully solicited contributions from ten individual and corporate donors which will fully privately fund the project. Estimated project cost is \$50,000. The footings are in place, the principal structural elements have been completed and installation is expected to take place in November.
4. Location of the Saputo Station Project. The Township of White Bear, one of the five municipalities around White Bear Lake, has agreed to host the Saputo Station in the Township's beautiful Bellaire Park, located on the southern shore of White Bear Lake. The structure, whose shape will replicate the typical railroad depots of the 1880's, common around White Bear Lake, will serve as a rest stop for trail users as well as a pavilion in the park, with access to parking, toilets, water and other recreational activities. A photo of the site is attached.
5. Nature of the Project. The Saputo Station will be a timber structure created with durable treated lumber and galvanized fastenings for long life. It will have three sections and be 12' x 34' in plan form. The center section, mirroring the area provided for passengers will be higher than the ends. There will be no walls to impede views of the lake.
6. Included elements. Within the Station there will be an information kiosk, a bicycle repair station, and likely benches. On the plaza outside the structure will be a bicycle rack which is made of steel and replicates the shape of the William S. Crooks, the first steam engine in the State of Minnesota. The Crooks was owned by the St. Paul and

Duluth Railroad, which operated near the lake. The engine still exists, in operating condition, and is located in the railroad museum in Duluth, Minnesota.

7. Role of White Bear Township. The Township will be the owner of the facility. It will remove the existing outmoded pavilion, will level the ground and locate the Station structure. In addition, it will provide the holes needed for footings and, upon completion, provide a concrete slab for the entire structure as well as a patio area to the north of the building. We estimate the Township's contributions, exclusive of land to be valued at about \$7,000.
8. Structure. A drawing of the structural elements is included. The structure comprises eight wooden posts, connected by ten wooden plank beams. A total of ten wooden trusses, pre-assembled, will support the 2x6 tongue and groove roof decking. All elements will be assembled using galvanized engineered connectors and fasteners for long life.
9. Value. The land improvements, together with a contractor's bid of \$37,000, and already donated structural engineering services, suggests an overall project cost of at least \$50,000 including contractor labor. White Bear Township, which is not an incorporated city, does not have a budget to complete the project, though, as noted they will be involved in costs and efforts to complete the project. We believe that the costs will be as outlined below if the project is assembled with volunteer labor, excepting the roofing which would be contracted with a local roofing company.
10. Needed Skills. The Station is assembled from standard size materials, connectors and fasteners available at any lumber yard. Larson Engineering has already donated the engineering analysis of the facility. The most complicated elements of the structure are ten roof trusses, which will be functionally similar to those of the Depot Creek Bridge. A photo of those trusses, assembled by skilled local volunteers, is also attached. It is anticipated that the trusses would be assembled prior to operations on site.
11. Required Skill Levels. The post and beam elements will require the use of variable speed screw-drivers; tape measures and levels. It is intended that all elements except the post tops will be pre-cut

eliminating nearly all cutting on the assembly site. Work would be performed using scaffolding and not ladders. The proposed budget includes an estimated \$2,000 fee for a local building professional to oversee the assembly process. We have an individual in mind for that role. It is hoped that the volunteers would be Saputo employees (and we might use a flat concrete space at Saputo for truss assembly). The skills are about those required to assemble a residential deck. A flow process for the assembly has been prepared.

12. Naming. We anticipate including the words "Saputo Station" on the end framing of the completed structure in a form acceptable to Saputo.
13. Publicity. These iconic projects are a part of our effort to maintain a high level of visibility and excitement for our overall goal of completing the trail. Accordingly, we have established strong relationships with both the White Bear Press, our local newspaper, and both the St. Paul and Minneapolis papers as well. Coverage of our efforts has been very extensive for the past two years and we expect that will continue. Prior to our working with Saputo staff here, we were unaware of the remarkable scope and scale of Saputo's operations both locally and internationally. Clearly, this project will enhance public awareness of Saputo's role as a principal employer in our community.

CONCLUSION:

Lake Links Association, in partnership with the Township of White Bear, intends to complete this project in the spring of 2020. It will be a treasured part of the ten mile experience of riding or walking around our beautiful lake. We hope that Saputo will view this as an appropriate way to demonstrate its support for a community in which so many Saputo employees live and work.

RESPECTFULLY SUBMITTED:

LAKE LINKS ASSOCIATION

Mike Brooks
Ramsey County Co-Chair

Steve Wolgamot
Washington County Co-Chair

SAPUTO STATION PROJECT - COST ESTIMATE

October 24, 2019

Building Permit	\$160
Concrete for Footings	\$200
Posts (8)	\$592
Temporary Bracing	\$200
Simpson Joist Hangers	\$350
Beams - Center Gallery	\$324
End Galleries	\$233
Trusses Upper Chords	\$720
Lower Chords, brackets	\$1,700
Bracing 2x6 Treated	\$140
Roof 2x6 tongue and groove	\$1,500
Roofing plywood	\$325
Cedar Fascia	\$340
Roofing Contractor (est)	\$5,200
Fasteners	\$950
Scaffolding	\$600
Supervision	\$2,000
Bicycle Rack	\$2,500
kiosk	\$3,200
Bicycle Repair Station	\$1,500
Saputo Signage - Bill Weigel Signs	\$200
Contributions by White Bear Township	
Site Preparation	
Concrete Slab and Patio	
Footing Prep	\$7,000
Base Cost	\$29,934
Contingency - 10%	\$2,993
Sales Tax 7.25%	\$217
Project Total Cost	\$33,144
Requested Saputo Contribution	\$25,000

Attachments:

- a. Photo of Saputo Station model
- b. Photo of Bellaire Park location
- c. Photo of Depot Creek Bridge model
- d. Photo of Bridge trusses – similar to Station trusses
- e. Summary of costs and contributions
- f. Map of White Bear Lake showing Saputo plant and Station location



**Park Board Meeting
June 18, 2020**

Agenda Number: 9

Subject: Organics Drop-off - Update

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discussion

Minutes
Park Board Meeting
May 21, 2020

ORGANICS DROP-OFF: The Town Planner reported that there is not much to update. Last meeting, the Park Board discussed outside of the Public Works building as a potential location. Staff would like to discuss the option with Tamarack Nature Center one more time.



Park Board Meeting June 18, 2020

Agenda Number: 10

Subject: Hockey Day Minnesota - Update

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discussion

Minutes
Park Board Meeting
May 21, 2020

HOCKEY DAY MINNESOTA: Corey Roberts from Hockey Day Minnesota was present to update the Park Board on the Minnesota Wild, Fox Sports North (FSN), and Hockey Day Minnesota's interest in Polar Lakes Park (PLP) for the location of Hockey Day Minnesota 2022. Though FSN and Wild have the final say, they are happy with the location, experience, and friendliness of staff so far. The appeal of PLP is the large footprint, not in a particular neighborhood, wide open space, community involvement already, a good FSN backdrop with the wetlands and nature preserves, etc.

There was some discussion on restrooms; they could budget for enough port-a-potties for 10,000 people if needed. Roberts discussed the process of the Hockey Day Minnesota weekend. Their staff does create a barrier between the soccer field and the ice rink, starting construction in mid-December, and the ice is supposed to be up 2 weeks prior. Youth games take place 10 days prior. The Hockey Association in the area gets to keep and use any net proceeds, which in the past has been nearly \$100,000. Though the cost is high, Bemidji cost around \$892,000 to host, half of the cost is sponsorships. Community involvement is typically high: for example, Mankato's sponsorship finished meeting the needs prior to March.

It was the consensus that the Park Board supports Hockey Day Minnesota at PLP, noting that it is an amazing opportunity for the community and awesome recognition for the Township.

Reeves motioned to recommend to the Town Board to approve Polar Lakes Park as the location for the event of Hockey Day Minnesota 2022. Akenson seconded. Ayes all.

The next steps are for the Town Board to approve and adopt a special events permit.



**Park Board Meeting
June 18, 2020**

Agenda Number:

11

Subject:

Public Works Director Report

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discussion



**Park Board Meeting
June 18, 2020**

Agenda Number: 12 - 13

Subject: Added Agenda Items
Adjournment

Documentation:

Action / Motion for Consideration:



Park Board Meeting June 18, 2020

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

Documentation:

MEMORANDUM

TO: PARK BOARD
FROM: PATRICK CHRISTOPHERSON
DATE: JUNE 5, 2020

SUBJECT: PARK CLOSINGS

I am writing you this brief memo to outline the Township's thinking in the closing of our parks during the Public Health Emergency revolving around COVID 19. In the early days and weeks of the pandemic, we were put into a position to react daily, sometimes hourly, to information brought to us by the State and Ramsey County. Because virtually all municipalities around us had closed their facilities and cancelled programming, (being respectful to social distancing requirements) and the understanding that COVID 19 was highly transmittable on surfaces, the Township Board felt it was prudent to at least temporarily restrict use of park recreational equipment. Though playground equipment, basketball courts, and tennis courts were closed, the open space at each park remained accessible.

As the Governor has eased restrictions the past few weeks, the Township has indeed opened all amenities for use. I do apologize for the timing and not at least giving the Park Board an immediate heads up; that is my responsibility. As the situation progresses I will do my best to consult with you all in a more timely manner.

June 10, 2020

Mr. Tom Riedesel
City Planner
Township of White Bear
1281 Hammond Road
White Bear Township, MN 55110

RE: FY'21 Outdoor Recreation Grant Program
Polar Lakes Park

Dear Mr. Riedesel:

We completed the review of the FY'21 Outdoor Recreation Grant Program applications. We received over \$8 million in grant requests for an available \$3 million funding. Unfortunately, your application was not selected for funding this year.

If you would like information regarding your application or the grant program, please contact me at 651/259-5549 or audrey.mularie@state.mn.us.

Sincerely,



Audrey Mularie, Grants Coordinator
Division of Parks and Trails