The City of White Bear Lake Park Advisory Commission will hold its monthly meeting on Thursday, April 18, 2013 beginning at 6:30 P.M. at White Bear Lake City Hall at 4701 Highway 61, White Bear Lake, Minnesota

Park Commission Members: Bill Ganzlin, David Guenther, Dan Louismet, Ricky Nelson, Don Torgerson, Joann Toth, Chuck Worthley

AGENDA

1. Call to Order
2. Approval of Minutes of March, 21 2013 meeting
3. Approval of Agenda of April 18, 2013 meeting
4. Committee Reports
5. Unfinished Business
   a) Update on proposed Lake Avenue South trail and waterfront improvements
   b) Proposed 2014 PDGA Amateur World Championship at Lakewood Hills Disc Golf Course (Chuck Worthley)
   c) 2013 Arbor Day Event – Saturday, May 4, 2013
      • Rotary Park
      • Varney Lake Park
      • Stellmacher Park
6. New Business
   ➢ Disc Golf Tournament Requests
7. Other Staff Reports
8. Commission Reports
9. Other Business
   a) Update on School District Facilities Study (Dave Guenther)
b) Summer Park Tour Schedule for

- May
- June
- July
- August

10. Adjournment

*PLEASE CALL AT LEAST TWO DAYS BEFORE THE MEETING IF YOU ARE UNABLE TO ATTEND*
SPECIAL EVENTS APPLICATION

Date Submitted: 2/23/13

APPLICANT INFORMATION (Please print on application)

Organization: Everyday Disc Golf  Type of Organization: ☑ For-profit
Contact Person: Tom Marcus
E-mail Address: tom@everydaydiscgolf.com
Address: 303 21st St, Suite 142
           Newport, MN 55055
Daytime Phone: (651) 414-9998  Alternate Number: (612) 990-6638

EVENT INFORMATION

Date(s) of Event: 06/29-30/13  Hours of Event: 9am - 4pm
(Special Events conducted after 10:00 p.m. require Council approval of a variance to the noise ordinance)

Type of Event: Disc Golf Tournament

Description of Event: Disc Golf Tournament on Saturday and Sunday. Not requesting use of the pavilion.

Proposed Location of Event (contact Public Works at 651-747-3650 to reserve use of any park):
Lakewood Hills Disc Golf Course

Estimated Number of people to attend: 30-50

(Continued on back)
Check items pertaining to your event - indicate “N/A” when not applicable

- [ ] Park Reservation made, if using park and/or park shelter. (Contact Public Works at 651-747-3650).
- N/A Selling Alcohol – If yes, contact License Bureau at 651-429-8564.
- N/A Site map, if applicable – attach to application
- N/A Parking Impact:
- N/A Approval Letter from Property Owner if on Private Property (attach to application)
- N/A Tents or Membrane Structure  Size Location
- N/A Cooking Operations  Propane Deep Fat Frying Other
- N/A Open Flame or Burning Operations  Describe:
- N/A Fire/Medical Needs:  EMS Standby Ambulance Standby Fire Dept. Standby
  (Contact Fire Department at 651-429-8568 to make arrangements)
- N/A Street Closure:
  (Contact Public Works 651-747-3650 to reserve barricades for pick up)
- N/A Police Officer Needed – Contact WBL Police Department at 651-429-8550 to arrange for an officer.
- N/A Live Entertainment – Describe type of Music:

Applicant Signature

Reviewed By: (Any concerns/comments will be attached to application)

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager</td>
<td></td>
<td></td>
<td>Police Dept.</td>
<td></td>
</tr>
<tr>
<td>Fire Dept.</td>
<td></td>
<td></td>
<td>Public Works*</td>
<td>3-19-13</td>
</tr>
</tbody>
</table>

* Parks reservation was made, if applicable: 

NOTES:
Everyone:

We have a Special Events Application for a disc golf tournament at Lakewood Hills in June 2013. I know they (disc golfers) are conducting tournaments on the course but I don’t believe they are keeping drop in players from using the course. I think they just let everyone play as they come. The disc golf course is open to the public at no cost and we have not reserved it for exclusive use. If organizers want to run “for profit” tournaments they should still allow drop in players to play thru as they show up and there should be a fee for use of the course. The fee should be based on the number of participants and the number of days they will use the course. (A suggestion might be $3.00 per person per round.) Other considerations such as portable restroom and trash disposal fees also need to be addressed. (Mary may be able to help us with these costs.)

I think if the Everyday Disc Golf Tournament on June 29-30, 2013 is approved there should be a trash disposal fee and they should be required to rent a portable restroom to be placed near the first tee so that golfers will not be using the restroom at the Pavilion which is rented for a private event.

I will ask the Park Commission to discuss this at its next meeting and then get their recommendation to the City Council. Any input you guys have would be helpful.

Thanks.

Mark
Mark Burch

From: Mary Helmerick
Sent: Friday, April 12, 2013 1:11 PM
To: Mark Burch; Ellen Richter; Diane Krinkie
Subject: RE:

Mark,

Hi, I think the easiest way would be to just charge for trash disposal and make the port-o-potty their responsibility; stating that their Special Events application will not be approved until proof of rental is submitted (this is possible I get a contract for Spring/Fall clean up every year). That way they are responsible and it would be less work for us, they also can get the cheapest deal possible for themselves. The garbage pickup makes sense because we already have them on contract and it’s just a phone call for an extra pick up. I think the per person charge would be hard to determine and you know they would underestimate to avoid the fee. I’m suggesting just plain and simple, the more we get involved the more hassle it becomes. I do agree that they need to be charged and/or provide for these two items. We should also determine how many port-o-potties are required in relationship to the amount of golfers attending. If they don’t have enough it will force people to use the one at the pavilion, defeating the whole purpose behind it. I’m sure we can get an idea of how many would be needed by contacting On Sight; they more than likely have a sliding scale on events and what is needed per a determined amount of people. I can research that if you like, let me know.

Have a good weekend all,

Mary Helmerick
City of White Bear Lake
Public Works Department
651-747-3650

From: Mark Burch
Sent: Thursday, April 11, 2013 4:58 PM
To: Ellen Richter; Diane Krinkie; Mary Helmerick
Subject:

Everyone:

We have a Special Events Application for a disc golf tournament at Lakewood Hills in June 2013. I know they(disc golfers) are conducting tournaments on the course but I don’t believe they are keeping drop in players from using the course. I think they just let everyone play as they come. The disc golf course is open to the public at no cost and we have not reserved it for exclusive use. If organizers want to run “for profit” tournaments they should still allow drop in players to play thru as they show up and there should be a fee for use of the course. The fee should be based on the number of participants and the number of days they will use the course. (A suggestion might be $3.00 per person per round.) Other considerations such as portable restroom and trash disposal fees also need to be addressed. (Mary may be able to help us with these costs.)

I think if the Everyday Disc Golf Tournament on June 29-30, 2013 is approved there should be a trash disposal fee and they should be required to rent a portable restroom to be placed near the first tee so that golfers will not be using the restroom at the Pavilion which is rented for a private event.

I will ask the Park Commission to discuss this at its next meeting and then get their recommendation to the City Council. Any input you guys have would be helpful.