

**MINUTES
ORGANIZATIONAL AND REGULAR TOWN BOARD MEETING
JANUARY 7, 2019**

The meeting was called to order at 7:00 p.m.

Present: Supervisors: Prudhon, Ruzek, McCune; Clerk-Treasurer: Christopherson;
Attorney: Lemmons; Public Works Director: Reed; Engineer: Poppler.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda with the following amendments: Delete General Business Items 10B) Code Enforcement Officer – Discussion; and Item 10C) Coal Tar/PAH's – Discussion and refer both to Executive Meeting. McCune seconded. Ayes all.

APPROVAL OF PAYMENT OF BILLS: Ruzek moved approval of the payment of bills. McCune seconded. Ayes all.

APPROVAL OF MINUTES OF DECEMBER 17, 2018 (Additions/Deletions): Ruzek moved approval of the Minutes of December 17, 2018 with minor corrections. McCune seconded. Ayes all.

OATH OF OFFICE – Steven A. Ruzek, Scott McCune: The Clerk-Treasurer administered the Oath of Office to Steven Ruzek and Scott McCune. Congratulations were extended.

ORGANIZATIONAL MEETING: TOWN BOARD APPOINTMENTS; A) CHAIR / VICE CHAIR; B) CLERK-TREASURER; C) FINANCE OFFICER / DEPUTY TREASURER:
Chair: Ruzek moved to appoint Ed Prudhon as Town Board Chair for the coming year. McCune seconded. Ayes all.

Town Board Vice Chair: Prudhon moved to appoint Steve Ruzek as Town Board Vice Chair for the coming year. McCune seconded. Ayes all.

Clerk-Treasurer: Ruzek moved to appoint Patrick Christopherson as the Town's Clerk-Treasurer for the coming year subsequent to the six (6) month probationary period. McCune seconded. Ayes all.

Finance Office \ Deputy Treasurer: Ruzek moved to appoint Tom Kelly as the Town's Finance Officer / Deputy Treasurer for the coming year. McCune seconded. Ayes all.

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TOWNSHIP OFFICIALS: A) BUILDING OFFICIAL / CODE ENFORCEMENT OFFICER / COMPLIANCE OFFICER; B) HEARING OFFICER; C) ECONOMIC DEVELOPMENT COORDINATOR; D) PUBLIC WORKS DIRECTOR; E) TOWN PLANNER; F) FIRE MARSHALL / FIRE CHIEF; G) ASSISTANT WEED & TREE INSPECTORS: Township Officials: Building Official / Code Enforcement Officer / Compliance Official: Ruzek moved to appoint Mike Johnson as Building Official / Code Enforcement Officer / Compliance Official for the coming year. McCune seconded. Ayes all.

Hearing Officer: Ruzek moved to appoint Honorable Harry Crump as Hearing Officer for Administrative Fines for the coming year. McCune seconded. Ayes all.

Economic Development Coordinator: Ruzek moved to appoint Patrick Christopherson as Economic Development Coordinator for the coming year. McCune seconded. Ayes all.

Public Works Director: Ruzek moved to appoint Dale Reed as Public Works Director for the coming year. McCune seconded. Ayes all.

Planner: Ruzek moved to appoint Tom Riedesel as Town Planner for the coming year. McCune seconded. Ayes all.

Fire Marshall / Fire Chief: Ruzek moved to appoint Greg Peterson (White Bear Lake Fire Department) as Fire Marshall / Fire Chief for the coming year. McCune seconded. Ayes all.

Assistant Weed & Tree Inspectors: Ruzek moved to appoint Tom Riedesel, Pete Tholen, and Paul Peltier as Assistant Weed & Tree Inspectors for the coming year. McCune seconded. Ayes all.

ADVISORY COMMISSION LIAISONS: Prudhon moved to appoint Steve Ruzek as Park Board liaison for the coming year. McCune seconded. Ayes all.

Prudhon moved to appoint Steve Ruzek as Planning Commission liaison for the coming year. McCune seconded. Ayes all.

Prudhon moved to appoint Scott McCune as Utility Commission liaison for the coming year. Ruzek seconded. Ayes all.

Ruzek moved to appoint Scott McCune as Pubic Safety Commission liaison for the coming year. Prudhon seconded. Ayes all.

Ruzek moved to appoint Ed Prudhon as Economic Development Advisory Board liaison for the coming year. McCune seconded. Ayes all.

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REPRESENTATIVES TO ORGANIZATIONS: Prudhon moved to appoint Steve Ruzek as the Town's primary representative and Patrick Christopherson as alternate to the Ramsey County League of Local Governments for the coming year. McCune seconded. Ayes all.

Prudhon moved to appoint Steve Ruzek as the Town's primary representative and Patrick Christopherson as alternate representative to the Minnesota Association of Townships for the coming year. McCune seconded. Ayes all.

Ruzek moved to appoint Ed Prudhon as the Town's primary representative and Scott McCune as alternate to the Vadnais Lakes Area Water Management Organization Board of Directors. McCune seconded. Ayes all.

Ruzek moved to appoint Paul Duxbury as the Town's primary representative and Tom Riedesel as staff alternate to the Vadnais Lakes Area Water Management Organization Technical Committee for the coming year. McCune seconded. Ayes all.

Ruzek moved to appoint Ron Denn as the Town's primary representative and Luke Michaud as alternate representative to the Ramsey/Washington County Cable Commission for the coming year. McCune seconded. Ayes all.

Prudhon moved to appoint Steve Ruzek as the Town's primary representative and Patrick Christopherson as alternate representative to the White Bear Area Chamber of Commerce for the coming year. McCune seconded. Ayes all.

Prudhon moved to appoint Scott McCune as the Town's primary representative and Tom Riedesel as staff alternate to the Rush Line Corridor for the coming year. Ruzek seconded. Ayes all.

It was noted that Diane Longville and Bryan DeSmet are the Town's representatives to the White Bear Lake Conservation District Board of Directors. They are elected for three year terms. Their terms expire in 2020.

PROFESSIONAL SERVICE APPOINTMENTS: A) TOWN ATTORNEY; B) TOWN ENGINEER; C) TOWN AUDITOR; D) FINANCIAL & BONDING ADVISORS; E) ENVIRONMENTAL CONSULTANTS; F) ANIMAL CONTROL OFFICER; G) ELECTRICAL INSPECTOR; H) RECORDING SECRETARY; I) CABLE TECHNICIAN; J) TOWN ARBORIST; K) TOWN VETERINARIANS: Ruzek moved to appoint Chad D. Lemmons, Attorney, Patrick J Kelly, Assistant Attorney, Kelly & Lemmons, P. A. as Town Attorneys for the coming year. McCune seconded. Ayes all.

Ruzek moved to appoint Jim Studenski & Larry Poppler, TKDA & Associates as the Town Engineers for the coming year. McCune seconded. Ayes all.

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Ruzek moved to appoint Caroline Bell Beckman, Kari Quinn (assistant), Erickson, Bell, Beckman & Quinn P.A. as Town Prosecutors for the coming year. McCune seconded. Ayes all.

Ruzek moved to appoint Chris Knopik, Clifton Larsen Allen LLP as the Town Auditor for the coming year. McCune seconded. Ayes all.

Ruzek moved to appoint Terri Heaton, Springsted, Inc., as Financial & Bonding Advisors for the coming year. McCune seconded. Ayes all.

Ruzek moved to appoint Brad Woznak, Short, Elliot, Hendrickson, as the Town's Environmental Consultants / Scientists / Traffic / Transportation Consultants for the coming year. McCune seconded. Ayes all.

Ruzek moved to appoint Officer Mario Lee, Ramsey County Sheriff's Office as the Town's Animal Control Officer for the coming year. McCune seconded. Ayes all.

Ruzek moved to appoint Jim Manteufel, Summit Inspections, as the Town's Electrical Inspector for the coming year. McCune seconded. Ayes all.

Ruzek moved to appoint Joan Clemens and Megan Cavanaugh as the Town's Recording Secretary for the coming year. McCune seconded. Ayes all.

Ruzek moved to appoint Lisa Senopole as the Town's Cable Technician for the coming year. McCune seconded. Ayes all.

Ruzek moved to appoint Dr. Amy Kruchowski & Dr. Shelly Langlie, Lake Animal Hospital, as the Town Veterinarians for the coming year. McCune seconded. Ayes all.

Town Arborist was not included, however it was noted that there is one, and will officially be appointed at the January 23, 2019 Town Board Meeting.

ROBERTS RULES OF ORDER – ADOPT AS RULES OF CONDUCT FOR MEETINGS: Ruzek moved to adopt Roberts Rules of Order as the Official Rules of Conduct for Town Board Meetings and appoint the Town Attorney as Parliamentarian for the Town Board Meetings. McCune seconded. Ayes all.

OFFICIAL POSTING PLACES – DESIGNATE POSTING PLACES: Ruzek moved to designate the following places as the Township's official legal posting places: Township Administrative Offices, 1281 Hammond Avenue; Heritage Hall, 4200 Otter Lake Road; Bellaire Park, 2560 County Road F; Glider Park, 2626 Suzanne Circle; Well No. 6, 2525 Buffalo Street. McCune seconded. Ayes all.

OFFICIAL NEWSPAPER – DESIGNATE OFFICIAL NEWSPAPER: Ruzek moved to designate the White Bear Press as the Official Newspaper for the Township for 2019. McCune seconded. Ayes all.

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ESTABLISH MEETING DATES – TOWN BOARD / RATIFY EDA MEETING DATES:

Ruzek moved to set the first Monday of each month as the Regular Town Board Meeting date, and to set the third Monday as the Special Town Board Meeting date (unless otherwise designated by the Town Board), with meetings to be held at Heritage Hall, 4200 Otter Lake Road, starting at 7:00 p.m.; to set the fourth Friday of each month as the date for the Town Board Executive Meeting (unless otherwise designated by the Town Board), with meetings to be held at the Township Administrative Offices, 1281 Hammond Road, beginning at 11:00 a.m.; ratify the EDA action to set the third Monday of each month as the regular meeting date for the Economic Development Authority Meetings (unless otherwise designated by the Town Board), to be held at Heritage Hall, 4200 Otter Lake Road, beginning at 6:40 p.m. McCune seconded. Ayes all.

ADVISORY BOARDS / COMMISSION MEMBERS / SERVICE PROVIDERS –

RECOGNIZE SERVICE: McCune recognized and thanked the individual Economic Development Advisory Board members as follows: Scott McCune, Paul Keleher, Beth Artner, Robert Scherman, Thomas Horak, Curt Brunner.

Ruzek recognized and thanked the following Park Board members: Erik Josephson, Scott Lombardi, Patricia Lee, Steve Reeves, Salena Koster, Curt Akenson.

Ruzek recognized and thanked the following Planning Commission members: Steve Swisher, Ronald Denn, Beth Artner, Zachary Flan, David Kotilinek, Bill Patrick, Monica Loes.

Prudhon recognized and thanked the following Public Safety Commission members: Stephen Lee, James Linn, Patrice Pozzini-Stedman, Sandra LeBlanc, Richard Brueckner, Janice Timmers, Connie Anderson, Mark Griffin (alternate).

McCune recognized and thanked the following Utility Commission members: Paul Groschen, Nancy Pehrson, Trent Bernstein, Dennis Deloach, Scott McCune, Sylvia Hesse, George Fredericks.

Prudhon recognized the following Township Public Service Providers: Ramsey County Sheriff's Office and the White Bear Lake Fire Department.

CONSENT AGENDA: Ruzek moved to approve the Consent Agenda as follows: 7A) Approve Freezing Utility Connection Charge for 2019; 7B) Approve 2019 Northeast Youth & Family Services Agreement; 7C) Approve 2019 Fire Service Contract Addendum; 7D) Call a Special Town Board Meeting for Monday, January 14, 2019 Beginning at 4:00 p.m. at Lucy's Burger's, 1190 County Road J, #700 to Attend a Retirement Gathering; 7E) Call a Special Town Board Meeting for Tuesday, January 15, 2019 Beginning at 6:00 p.m. at the White Bear Lake City Council Chambers to Attend a Lake Level Meeting; 7F) Receive Roger Carlson's Request for Speed Limit Sign and Refer to Sheriff's Office for Review & Comment; 7G) Based on Staff Review & Recommendation, Designate Institutions Outlined in the Staff Memo Dated January 7,

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2019 and Adopt Resolution Designating Persons to Handle Township Bank Accounts; 7H) Adopt Resolution Not Recognizing Columbus Day as a Holiday; 7I) Adopt Resolution Recognizing the Friday After Thanksgiving as a Holiday; 7J) Adopt Resolution to Participate in I-35E Corridor Management Team for 2019. McCune seconded. Ayes all.

TOWN PARKS TRASH & RECYCLING RECEPTACLES – RECEIVE QUOTES AND APPROVE PURCHASE:

The Public Works Director reported that Public Works would like to continue the phased replacement of damaged trash and recycling receptacles, with new receptacles, at the Township's 25 parks. The Township currently has a mix of exposed concrete aggregate, recycled plastic and expanded metal trash and recycling receptacles. The new receptacles will be surface mounted to a concrete pad base. Public Works will pour the base and mount the receptacles this coming spring/summer. Quotes were requested, and received, from three vendors that supply the trash and recycle receptacles as follows: 1) Kay Park Recreation was the lowest quote for \$12,757.40; 2) Kirby Built was the second lowest quote for \$13,557.18; and 3) Barco Products for \$14,420.26. The proposed purchase is identified in the 2018-2027 Capital Improvement Plan. Funding for the trash receptacle amount of \$7,382.40 will be provided by the Parks Fund; the recycling receptacles will be funded by the SCORE Fund in the amount of \$5,357.00 for a total expenditure of \$12,757.40. The receptacles will be ordered now, if approved, and installed in the spring.

Ruzek moved, based on Public Works Director's review and recommendation to receive the quotes and approve the quote from Kay Park Recreation in the amount of \$12,757.40, with \$7,382.40 in funding from the Park Improvement Fund and \$5,375.00 from the SCORE Fund. McCune seconded. Ayes all.

PAVEMENT MANAGEMENT PLAN – ACCEPT AND APPROVE THE PAVEMENT MANAGEMENT BOOKLET:

Larry Poppler, TKDA, reported that a primary function of Township government is to provide safe yet economical local roadways to serve the public. The Town Board approved a study of Township roadways to understand the current condition of the roadway system as a whole and to determine appropriate next steps to manage these roadways. TKDA has completed the study and has assembled the information within a document title "Pavement Management Booklet" prepared for White Bear Township.

At the Town Board Executive Meeting on December 28, 2018, a draft was presented of the Pavement Management Booklet which contained the following:

1. Executive Summary with Recommendations
2. General Pavement Management Background
3. Data Analysis and Maps of White Bear Township Streets
4. Improvement Costs
5. Funding Options
6. Communication Plan

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The Town Board discussed and provided the following comments and direction:

- Discussed funding challenges, but appreciated the information to move forward with strategic programming for street improvements
- Directed TKDA to finalize the Pavement Management Booklet for consideration at tonight's meeting
- Directed TKDA to provide a presentation of the findings at tonight's meeting
- Directed that the Assessment Policy be reviewed for consideration of amending the assessment rate
- Directed that the Annual Meeting include discussion of pavement management.

The finalized Pavement Management Booklet will present the findings of the report of the Town Board for acceptance and approval.

Approval of the Pavement Management Booklet does not obligate the Town Board to complete recommended improvements, but provides background data for consideration of roadways for possible improvement. This necessary first step provides the foundation for improvements to move forward. As roadways are selected for possible improvement, each project will be studied further and publicly vetted. As discussed in the booklet, performing the right improvement at the right time provides value to the citizens of White Bear Township by maximizing the longevity of the costly initial investment.

The Engineer recommended the following action by the Town Board tonight; 1) direct staff to amend the assessment policy; and 2) direct the Town Engineer to provide quote for feasibility engineering services for 2019 street improvements.

The Town Engineer noted that if the Town street system were built today it would cost over \$80 million in today's dollars. He reported that his report tonight will include: 1) General pavement management background; 2) data and analysis of Township streets; 3) improvement costs; 4) funding; and 5) communication plan.

White Bear Township Pavement Management: White Bear Township has 42.9 miles of Township roadways. If built today, the cost of these roadways would be over \$80 million. In order to manage this costly investment, pavement management planning is necessary to assure the residents that they are receiving the best value for the costs paid to construct the roadway system. Township staff rate the pavement of each street in the community on a scale of 0 to 5 and use this information to prioritize improvements. Using the current street ratings, the overall rating of the street system is 3.4 which is good overall. The goal of the Township should be to preserve the overall rating between 3.4 – 3.6. Today, nearly 11 miles of street are at or below a rating of 2.2 which is rating where rehabilitation or reconstruction should be considered. These 11 miles represent nearly a quarter of the street system, which is a high percentage. Performing street improvements at the right time provides the best value in preserving the costly initial construction investment. Strategically completing crack sealing, seal coating, and mill and overlay improvement is smart management of the Township

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dollars. More costly rehabilitation or reconstruction is needed once the streets have degraded to a point where mill and overlay improvements would have limited value.

Costs per square foot were prepared for various types of improvements. The costs include mill and overlay with bituminous curb \$3.00/SF; mill and overlay with concrete curb and gutter \$4.00/SF; rehabilitation with concrete curb and gutter \$5.00/SF; reclamation adding new concrete curb and gutter \$9.00/SF; and reconstruction adding concrete curb and gutter \$12.00/SF.

In order to receive 60 years of street life, the Township should be completing at least \$2.2 million in today's dollars in street improvements per year, not including crack sealing and seal coating. Without this yearly investment, some streets will slide into more costly repairs and future Township property owners will bear the burden of these street improvements. This minimum yearly investment is needed to keep the overall street network rating within the desired range.

Using costs per square foot, project groupings were analyzed over the next five years. The analysis assisted in the creation of a recommended funding plan for street improvements. The funding plan also analyzed the assessment rates comparing assessments for 100%, 50% and 40% of the street costs. It is recommended that the assessment policy be revised from 100% to assess 50% of the street improvement costs to assure that the assessment meets State Statute criteria for benefit. It is also recommended that the Township bond for the improvements over a 10-year period. This bonding will allow the Township to phase in their street investments over a 10-year period to lessen the tax burden.

A communication plan utilizes a variety of communication tools to inform the public including mailed brochures, informational meetings, open houses, project questionnaires, project newsletters, Township website, and individual meetings or communication. The Annual Town Meeting is also an opportunity to discuss this topic with the residents of the community.

Pavement Degradation: Many factors account for roadway deterioration including: drainage; underlying soil conditions; original street construction; traffic volumes / loading; time; weather; utility impacts / patches. **Drainage:** The most important contributor in road deterioration is drainage. If surface drainage is not controlled properly and removed from the roadway as well as the roadway base, the street will deteriorate at a pace much higher than a street with good drainage control. The addition of curb and gutter and storm sewer pipe assists in the control of drainage. **Underlying Soil Conditions:** The second most important contributor to road deterioration is the underlying soils in which the street was constructed. If a road is built over sand materials, the roadways tend to perform well. However, if the same roadway was constructed over clay or silt material the roadway will have cracking, settlement, or potholes much sooner in the life of the street. **Original Street Construction:** Much has been learned about the degradation of pavement. Today's recommendations for streets are more robust simply because so much more has been learned about how

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these streets will perform over time. **Traffic Volumes and Loading:** The amount of traffic as well as the weight of the traffic on a street is a contributor to roadway degradation. Loading over time can also degrade the aggregate beneath the roadway. **Time:** Bituminous pavement is a flexible material and will flex as a vehicle is travelling over the pavement. Overtime, bituminous oxidizes which made the pavement more brittle and susceptible to cracking. The process of oxidation can be seen as the pavement starts at a dark black state and gradually lightens. **Weather:** If moisture is not removed from the street it can add to the degradation of the street. **Utility Impacts:** The roadway corridor includes many utilities including water, sewer, storm sewer, gas, electric, cable, and telephone. Patching of the street after maintenance of the utilities disturbs the pavement section and the underlying soils which can lead to settlement. A number of patches on one roadway can create ride-ability issues.

The Engineer provided an overhead showing various Town streets and street conditions. **Pavement Improvements: Crack sealing / seal coat:** Crack sealing helps prevent the road from widening or developing other cracks nearby and is done ahead of seal coating. It prevents water from entering the unsealed cracks and causing softening of the pavement. **Asphalt Patching:** Milling and asphalt is a temporary measure to keep streets drivable, plow able, and functioning until a street improvement is performed. This type of repair of the roadway has limited value in extending the life of the street, but is more of a temporary fix. **Mill and Overlay:** This improves the existing road in place. It consists of grinding and removing the top layer of the pavement, typically 1.5 to 2 inches. Performing mill and overlay will extend the life of the existing pavement typically by 15 years. **Rehabilitation:** If the roadway already has a curb and gutter and is in good condition, a pavement rehabilitation can be used to upgrade the street conditions. Rehabilitation includes removal or milling of the full depth of bituminous, checking aggregate base materials, and paving over the upgraded or existing base material. **Reconstruction:** Includes the complete removal of pavement, curb, and base material and replacement with class 5 aggregate, bituminous, new concrete curb and gutter, storm sewer, and in some cases granular borrow (sand material).

Optimal Pavement Life Cycle: The Engineer provided an overhead graphic of traditional vs optimal life-cycle that is created by performing maintenance at the right time. By performing the right maintenance at the right time extends the life of the street up to 60 years. Maintenance activities include crack sealing, seal coating, as well as mill and overlay.

The Engineer provided graphics of Initial Street Construction, pavement age, mileage of streets by rating (2018), mileage of streets by rating (2023) and (2028). General improvement costs were reviewed for mill and overlay (\$475,000 / mile); rehabilitation (\$792,000); reclamation (\$1,425,000 / mile); reconstruction (\$1,900,000 mile). Recommended projects for the next five years include: 1) Parkview Dr / Parkview Ct / Fenway Ct. Mill and overlay. Project cost: \$410,868; 2) Weston Woods / Moon Lake Cir / Gilfillan Ct. Mill and overlay. Project cost: \$244,728; 3) White Bear Parkway (Oakmede to Otter Lake Road). Reclamation: \$472,410; 4) 4th Street (TH 61 to

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Portland) / 5th Street. Mill and overlay with bituminous curb. Project cost: \$244,269; 5) Hobe Lane / West Hobe Ct / N Hobe Ct. Mill and overlay with bituminous curb) Project cost: \$346,113; 6) Homewood / Lakewood /Ralph / Arbor / Hillaire / Summit / Forrest / Glen Oaks. Reclamation (adding curb). Project cost: \$1,612,548; 7) Birch Knoll / Portland / Martin / Effress. Reclamation (adding curb). Project cost: \$1,579,338; 8) Lakewood / Stacker / Portland / Randy / Roth / Homewood. Reclamation (adding curbing. Project cost: \$1,924,884; 9) Williams / Ridgeway / Hoxie / Shadyside / Gaston / O'Connors / Gilbert / 5th Ct / 4th Ct / 4th St / Hugo Ct. Reclamation (adding curb). Project cost: \$838,593; 10) Silver Fox / Jenni / Christine / Katie / Suzanne / Richard / Paul / Buffalo / Westergren / Ridge / Franklin. Project cost: \$931,365.

The Engineer reported that they have project specific communication to provide information at the right time to build project support and inform residents of upcoming events.

Ruzek moved, based on Town Engineer review and recommendation to accept and approve the Pavement Management Booklet. McCune seconded. Ayes all.

Ruzek moved to direct staff to amend the Assessment Policy. McCune seconded. Ayes all.

Ruzek moved to direct the Town Engineer to provide a quote for preparation of a feasibility report for 2019 street improvements. McCune seconded. Ayes all.

OPEN TIME: No one appeared for the open portion of the meeting.

RECEIPT OF AGENDA MATERIALS / SUPPLEMENTS: Ruzek moved to receive all of the agenda materials and supplements for tonight's meeting. McCune seconded. Ayes all.

Ruzek moved to adjourn the meeting at 8:20 p.m. McCune seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson
Clerk-Treasurer

Approve as Official Meeting Minutes

Town Board Supervisor

Date