

**MINUTES  
TOWN BOARD MEETING  
JANUARY 23, 2019**

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

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

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

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

**APPROVAL OF MINUTES OF SPECIAL MEETING OF DECEMBER 28, 2018 & ORGANIZATIONAL & REGULAR MEETING OF JANUARY 7, 2019:** Ruzek moved approval of the Minutes of Special Meeting of December 28, 2018. Prudhon seconded. Ayes: Ruzek and Prudhon. Abstain: McCune.

McCune moved approval of the Organizational and Regular Meeting Minutes of January 7, 2019. Ruzek seconded. Ayes all.

**CONSENT AGENDA:** McCune moved approval of the Consent Agenda with the following amendment: Remove Item 5C2) Kayak Storage Policy with Fees & Placement of a Sign on the Rack and move to New Business 8I) for Discussion. McCune seconded. Ayes all. McCune moved to approve Consent Agenda Items: 5A) Approval of 2019 Auditor Services Contract; 5B) Call Public Hearing for Monday, April 1, 2019 at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road, to Consider Excess Right-of-Way Vacation Request – 5331 West Bald Eagle Boulevard; 5C) Park Board Recommendations: 1) Authorize TKDA to Put Together a Grading Plan for the Fitness Court at a Cost not to Exceed \$2,000.00; 3) Authorize Staff to Contact Lisa Beecroft Regarding Fundraising and to Negotiate Fundraising as Part of Her Contract; 4) Authorize Work to be Started with Lisa Beecroft to Define Fundraising Opportunities and to Come Back with a Proposal; 5D) Appoint S & S Tree and Horticultural Specialists, Inc. as the Township Arborist for 2019; 5E) Receive 4<sup>th</sup> Quarter Construction Report; 5F) Based on Town Engineer Review and Recommendation and Including His

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Recommended Conditions, Approve the Xcel Energy Permit to Perform General Maintenance in the Right-of-Way at Stillwater/Division/Park/Eagle/Buffalo/Portland/Lake/Hugo/Leibel Streets With all Work to be Performed in the Right-of-Way. Ruzek seconded. Ayes all.

**OLD BUSINESS:** There were no Old Business agenda items.

**CALVARY CHURCH, 4604 GREENHAVEN DRIVE – CONTINUATION OF HEARING TO CONSIDER THE GRANTING OF A CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION OF 6,000 SQUARE FEET OF CLASSROOM SPACE:** Ruzek moved to waive the reading of Public Notice noting that proper publication was made. McCune seconded. Ayes all. Ruzek moved to open the continuation of the Public Hearing. McCune seconded. Ayes all.

The Planner reported that this Public Hearing was continued in the past because some engineer information was lacking on storm water treatment. The information was received late last week but not in time to provide formal review. Representatives of Calvary Church were contacted to see if there would be willing to continue their request to the February 4, 2019 Town Board meeting. They have agreed to a continuation to February 4, 2019. The review will be ready at that time. Prudhon asked how long a public hearing can be waived. The Town Attorney stated that as long as the applicant requests the continuation the public hearing can be waived indefinitely. If the Town elects to continue it, it is subject to the 60 day rule.

Ruzek moved to close the public portion of the Public Hearing and continue the request for Conditional Use Permit to allow construction of a 6,000 square foot classroom space to February 4, 2019 as requested by the applicant. McCune seconded. Ayes all.

**ZONING ORDINANCE AMENDMENT – TO CONSIDER AMENDMENTS TO SECTION 3 & SECTION 8 OF ORDINANCE NO. 35 (ZONING) AS IT RELATES TO VEGETATION CLEARING:** Ruzek moved to waive the reading of Public Notice noting that proper publication was made. McCune seconded. Ayes all. Ruzek moved to open the Public Hearing. McCune seconded. Ayes all.

The Planner reported that staff has been working with the Planning Commission for the past several months in discussion of lakeshore properties in clearing of vegetation which seems to be an issue. The Planning Commission has made a recommendation to modify the Shoreland Management section of the Zoning Ordinance dealing with property within 1000 feet or closer to a lake. Clear cutting is not allowed around the lake but it is not defined. The Planning Commission and staff have been working together to come up with some modifications for the Ordinance. Current Ordinance prohibits intensive vegetation clearing. Current definition means “the complete removal of trees or shrubs in a contiguous patch, strip, row or block”. Other community ordinances were looked at to come up with a better definition and several zoning ordinance amendments are recommended as a result. The first is to define legacy trees. This would be a new

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definition under Section 3-35E. A legacy tree is any live tree that is greater than 12" DBH (diameter at breast height) and greater than 150 years old, located in a non-old forest stand. Another definition to be added is significant trees. Significant trees are defined as aspen, (quaking & big tooth), honey locust, butternut, mountain ash, blue beech, tamarack, hickory, oaks, birch, pine, spruce, basswood, hackberry, walnut, maple (except silver maple), apple, cherry and other native fruit bearing trees and trees exceeding 15" in diameter as measured 4 ½ feet above the ground. The recommendation is to adopt those two definitions. The new amendment recommended is: Section 3 – 8-6.5(a). Removal or alterations of vegetation is allowed according to the following standards: (2). Limited clearing of trees and shrubs and cutting, pruning and trimming of trees to accommodate the placement of stairways and landings, picnic areas, access paths, beach and watercraft access areas, and permitted water-oriented accessory structures or facilities, as well as providing a view to the water from the principal dwelling site in shore and bluff impact zones and on steep slopes is allowed, provided that: (i). The screening of structures, vehicles, or other facilities as viewed from the water assuming summer, leaf-on conditions, is not substantially reduced; (ii). The above provisions are not applicable to the removal of vegetation that is dead, diseased, hazardous, or storm damaged; must be removed to prevent the spread of disease as or insect pests, as diagnosed and recommended by a licensed arborist; removal of invasive non-native species; restoration and erosion control activities consistent with a plan approved by the Town Board and Rice Creek Watershed District or Vadnais Lake Water Management Organization or their successors. (iii) Tree removal in the Shore Impact Zone is limited to 10% of the existing significant trees. (iv) Legacy trees shall not be removed unless they are dead, diseased, dying, hazardous or storm damaged as defined by Town Staff or a licensed arborist. (v) The Town may approve removal of existing significant trees on a lot exceeding 10% of the Shore Impact Zone limitation when a re-landscaping plan is approved by the Town Board. The Planning Commission has reviewed the modifications and recommend approval. The Planner stated that the impetus for the modifications is due to significant tree removal. Prudhon asked if it should say "above grade" and not "above ground". The Planner will make them both consistent. The Public Works Director's suggestion to add "storm damaged" to the list of trees to be removed if necessary in (ii) regarding tree removal was added.

The Clerk asked if the changes suggested by the Town Board should be brought back to the Planning Commission. The Town Attorney stated that the Planning Commission provided recommendations to the Town Board and that it is not necessary for the Board suggestions to be referred back to them. Ruzek, Planning Commission Liaison, stated that there appears no reason for the matter to go back to the Planning Commission since the suggestions are only for clarification.

Ruzek moved to open the public comment portion of the Public Hearing. McCune seconded. Ayes all. There was no public comment. McCune moved to close the public comment portion of the Public Hearing. Ruzek seconded. Ayes all. McCune moved to close the Public Hearing. Ruzek seconded. Ayes all.

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Ruzek moved, based on Planning Commission & Staff review and recommendation to approve the amendments to Section 3 & Section 8 of Ordinance No. 35 (Zoning), as it relates to vegetation clearing. McCune seconded. Ayes all.

Ruzek moved to authorize publication of the amendments to Section 3 & Section 8 of Ordinance No. 35 (Zoning) as it relates to vegetation clearing. McCune seconded. Ayes all.

**LAKE LINKS TRAIL – HIGHWAY 96 SECTION, NORTH OF WHITE BEAR LAKE: 1) APPROVE THE JOINT POWERS AGREEMENT WITH THE CITY OF WHITE BEAR LAKE; 2) APPROVE PROPOSAL FROM SEH TO PERFORM TRAIL PLANNING SERVICES:**

The Planner reported that funding from the State will be provided to the Town and City of White Bear Lake to help plan and define a trail route along the Highway 96 corridor. Funding in the amount of \$22,000.00 is available to plan the route. City and Town staff have been working with Toby Muse at SEH to provide a proposal to define trail route options which would be jointly funded by the City and the Town. A Joint Powers Agreement has also been created between the City of White Bear Lake and White Bear Township. The SEH proposal includes the following activities as part of their service: meetings as necessary; review plans with Ramsey County and MnDOT; collect data from aerial photos, etc.; delineate the wetlands; review utility locations; identify trail alignment and additional right-of-way needs based on the trail alignment; identify two separate trail options along the corridor; analyze two crossing configurations at the intersection of Portland and Highway 96; provide cost estimates for cross sections and a geometric layout; and identify storm water drainage. The timing for the proposal is to have an alignment within three weeks and completion of the project within six weeks if approved. The process is a two-step process: 1) prepare a Joint Powers Agreement with the City of White Bear Lake; and 2) to approve the proposal from SEH to perform trail planning service. It was noted that the Town Attorney will make changes to the Joint Power Agreement which puts the Town in the primary position and the City is cooperating with any funding request made by the Town. The amended JPA will be sent to the city of White Bear Lake Attorney.

Ruzek moved, based on Planning Commission, Town Attorney & Staff review and recommendation to approve the Joint Powers Agreement Between the Town of White Bear and the City of White Bear Lake for design work regarding the Lake Links Trail – Highway 96 Section, north of White Bear Lake with noted attorney changes; and with funding received from a legislative grant funding source. McCune seconded. Ayes all.

Ruzek move to approve the Agreement for Professional Services from SEH for consulting services for design work regarding the Lake Links Trail – Highway 96 Section, north of White Bear Lake in an amount not to exceed \$22,000.00. McCune seconded. Ayes all.

**2019 STREET IMPROVEMENT PROJECT: 1) AUTHORIZE TKDA TO PREPARE A FEASIBILITY REPORT; 2) ADOPT A RESOLUTION OF INTENT TO REIMBURSE; 3)**

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**ASSESSMENT POLICY DISCUSSION:** The Town Engineer reported that the Town Board accepted and approved the Pavement Management Booklet at their January 7, 2019 meeting. TKDA was then directed to prepare a cost estimate to prepare a feasibility report for the 2019 improvements. The first step in the Public Improvement process is to prepare a feasibility report to determine the existing issues, the extent of the improvements and the cost of the proposed improvements. The five areas for improvement include: 1) Parkview Area – Parkview Drive, Parkview Court, Fenway Court; 2) Weston Woods Area – Weston Woods Way, Moon Lake Court, Gilfillan Court; 3) White Bear Parkway – Oakmede Lane to Otter Lake Road (reclamation); 4) 4<sup>th</sup> Street & 5<sup>th</sup> Street – East of Highway 61; 5) Hobe Area – Hobe Lane, West Hobe Court, North Hobe Court. The streets may have subgrade issues that will need to be addressed during the design. Soil borings of the streets will be necessary to determine what corrections will be necessary. The feasibility report will cover the proposed improvements for mill and overlay of the four areas and reclamation of White Bear Parkway. A residential questionnaire will be sent out, a residential informational meeting will be held, assessments will be determined and a Public Hearing will be held at the end of the process. TKDA will work closely with staff and the Town Board through the entire process. TKDA will prepare all the documents to be sent out and the Township will send out the information. The assessment policy will be adjusted separately through the Township. TKDA will work with Township staff. TKDA will prepare the feasibility report for a total amount not to exceed \$37,400.00. This includes soil borings for an estimated amount of \$9,000.00. The feasibility report will then be presented to the Town Board. The proposed improvement projects will be discussed and determine the schedule of their improvement.

McCune moved, based on Town Engineer and Public Works Director's review and recommendation to authorize TKDA to prepare a feasibility report in an amount not to exceed \$37,400.00 which includes soil borings in an estimated amount of \$9,000.00 with funding from Improvement Fund 505. Ruzek seconded. Ayes all.

Ruzek moved to adopt the Resolution Declaring Official Intent to Reimburse Expenditures. McCune Seconded. Ayes all.

It was noted that the Assessment Policy will be discussed at an Executive meeting. The Assessment Policy does not cite a specific percentage. Therefore an amendment to the policy is not necessary. However, as a matter of practice a percentage should be determined and then be consistent. It is assumed that the Storm Water Fund would be contributing to these projects to upgrade the storm sewer within these project areas. This will have a strong impact to the Storm Water Fund. If the Storm Water Fund is to be leveraged for these projects, a 70% assessment rate could be used and still meet the benefit test. If the Storm Water Fund is not to be used, the 50% rate seems appropriate.

**HAMMOND ROAD WATER PAINTING – AUTHORIZE PREPARATION OF PLANS AND SPECIFICATIONS:** The Town Engineer reported as part of the Township's

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infrastructure management program, the repainting of the water towers is programmed in the Township's CIP for \$1 million. In 2019, the Hammond Road water tower located at 1283 Hammond Road next to the Town offices is scheduled for repainting. This tower was built in 1982. The paint has reached its typical life span. The tower has been periodically inspected and cleaned, including interior diving over the years. During the inspections and cleanings there were no major concerns with the water tower. There will be minor improvements to areas of the tower as part of this project. The tower will be taken out of service to perform the work over a 3-4 months' timeframe. Temperatures will need to be moderate to allow for proper paint curing. The tower will require a containment enclosure during the process to protect overspray from reaching the adjacent facilities, nearby businesses and park. TKDA will work with Public Works Department through the entire process to make sure all parts of the process meet the Township's requirement concerns. It is planned to add a concrete floor to the structure, replace aerial lights on top of the tank, replace mud valve, and rebuild/replace altitude valve and step improvements at the service door. Both the Hammond Road tower and Northeast tower will have the pipe in the below grade pit sandblasted and painted. TKDA will prepare the plans and specifications to remove the existing paint coating, to re-recoat the interior surface of the water tower and perform the bidding process for an amount not to exceed \$29,400.00. TKDA will be bidding this project for the construction options of spring or fall. They have been working with the antenna cell carrier relative to their antennae. The project will be funded through the Water Fund.

McCune moved, based on Town Engineer and Public Works Director's review and recommendation to authorize TKDA to prepare plans and specifications to remove the existing paint coating, to re-coat the interior and exterior surface of the Hammond Road water tower and perform the bidding process for an amount not to exceed \$29,400 with funding from the Water Fund. Ruzek seconded. Ayes all.

**LIFT STATION #9 REHABILITATION – AUTHORIZE PREPARATION OF PLANS AND SPECIFICATIONS:**

The Town Engineer reported that the Town has ten lift stations within the sanitary sewer collection system at various locations. Public Works provides routine preventive maintenance on these lift stations to keep them functioning. Lift station #9 was installed in 1979 and has reached a point where the components are obsolete and are in need of replacement for the equipment to function reliably. It is part of the Town's infrastructure rehabilitation program. This is the last of the lift stations to be rehabilitated. Lift station #9 is located at 4295 Otter Lake Road. The lift station is surrounded by wetlands. The control panel will be upgraded to the current Town standards along with new pumps, pump rail guides, valves, force main will be lined or replaced, install a new antenna pole, power supply reviewed, and the valve vault will be reviewed. The lift station will have the control panel removed from the top slab and mounted alongside it at grade. The top slab will be lowered to ground elevation to address safety issues. The bituminous driveway will be replaced with concrete and improved to better facilitate working at the site. The lift station site may limit how the improvements are configured. TKDA will work with Public Works staff to determine the specifics of the rehabilitation improvements that will take place. The project plans and

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specifications will be completed for bidding this spring and construction in the summer/fall. The preparation of the plans and specifications will be completed for an amount not to exceed \$41,800.00. The project will be funded by the Sewer Utility Fund.

Ruzek moved, based on Town Engineer and Public Works Director's review and recommendation to authorize TKDA to prepare plans and specifications for the rehabilitation of Lift Station #9 in an amount not to exceed \$41,800.00 with funding from the Sewer Utility Fund. McCune seconded. Ayes all.

**PROBATIONARY PERIOD – TIMOTHY CUNNINGHAM, PUBLIC WORKS DEPARTMENT:** The Public Works Director reported that pursuant to Section III F. Probationary Period, of the Township Employee Handbook, a report to the Town Board on performance of Tim Cunningham has been prepared. On July 9, 2018 Tim began his position as Public Works Maintenance Worker. The report is based on observations as well as feedback from both Public Works and Administrative staff over the past six months. Tim is performing all of the essential functions of the position as set forth in the Public Works Maintenance Worker Job Description. Tim's performance in all areas either meets or exceeds those in the job description Tim has also passed his class "A" DCL Driver's License written and driver's test as required within the 6-month probationary period. Tim enhances the Public Works Department's personnel dynamics by being a team player and by being willing to tackle any job/task given to him. He also openly communicates to his supervisor and to the other Public Works Maintenance Staff. Staff is pleased with Tim's performance to date and look forward to working with him to further his career goals with the Township. It is recommended that the Town Board appoint Tim Cunningham to Township service as a full-time Public Works employee.

Ruzek moved, based on Public Works Staff review and recommendation to appoint Timothy Cunningham to Township service as a full-time employee. McCune seconded. Ayes all.

**PUBLIC WORKS SERVICE DOOR CANOPIES: 1) APPROVE REVISED PLANS & SPECIFICATIONS; 2) AUTHORIZE ADVERTISEMENT FOR QUOTES:** The Public Works Director reported that late in the summer of 2018 quotes were requested for the installation of canopies over two service doors at the Public Works building. The bidding documents were sent to three area contractors for quotes. Only one contractor was responsive to the quote request. Cobra Construction, Inc. provided the only quote for \$39,686.20. The engineer's estimate was \$26,000.00, considerably less than the quote. The quote was recommended for rejection by the Public Works Director at the October 1, 2018 Town Board meeting since only one quote was received. The Plans and specifications were revised by TKDA since the original quote was based on comments from Cobra Construction, Inc. on the original plans and specifications. The Town will advertise the project in the White Bear Press two times after approval by the Town

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Board. Quotes will be due February 25, 2019 at 4:30 p.m. They will be presented to the Town Board on March 4, 2019 for acceptance and approval of the low quote.

Ruzek moved, based on Public Works Director's review and recommendation to approve the revised plans and specifications for Public Works building service door canopies. McCune seconded. Ayes all.

Ruzek move to authorize advertisement for quotes for the two canopies over the two service doors at the Public Works Building noting that the quote will be due February 25, 2019 at 4:30 p.m. at the Administration Building. McCune seconded. Ayes all.

**2019 SEALCOAT PROJECT; 1) APPROVE PLANS AND SPECIFICATIONS; 2) AUTHORIZE ADVERTISEMENT FOR BIDS:** The Public Works Director reported that as part of the Town's infrastructure management program the Town provides funding for an annual sealcoat project. By treating the road surface with sealcoat the roads useful life can be extended. Maps showing the streets proposed 2019 Sealcoat Project were reviewed as shown on meeting packet pages 141, 142, 143, 144, 145, 146, 147. The timing for the sealcoat of streets is giving the Township the greatest return on investment ultimately increasing the life of the road by providing the right surface maintenance treatment at the right time. Action requested is to approve the 2019 Sealcoat specifications and to authorize bidding. Improvement Fund 505 has \$150,000.00 budgeted for sealcoating and cracksealing. The Public Works Director's estimate for this year's sealcoat project is \$114,741.00, and cracksealing is estimated at \$35,259.00. Dependent on bids, if they are lower than the estimated, the scope of the sealcoat project could increase.

McCune moved, based on Staff review and recommendation to approve the 2019 Sealcoat specifications noting the Public Works Director's estimate of \$114,741.00 for sealcoating and \$35,259.00 for cracksealing for 2019, and noting that if the bids come in lower than estimated the scope of the sealcoat project could increase since there is \$150,000.00 budgeted in Improvement Fund 505. Ruzek seconded. Ayes all.

McCune moved to authorize advertisement for bids which sets the opening of the bids for Thursday, February 28, 2019 at 10:00 a.m. at the Township Administrative Offices. Ruzek seconded. Ayes all.

**WEST AVENUE HANDICAPPED ACCESS: 1) RECEIVE QUOTES; 2) AWARD QUOTE:** The Planner presented an overhead of the West Avenue access and reported that the Town has been working with representatives of Ramsey County Parks & Recreation to design a handicapped accessible access to Bald Eagle Lake within the West Avenue right-of-way. Staff from Ramsey County Parks, formerly the Ramsey County Soil & Water Conservation District was contacted by the Town to design the access and solicit quotes/bids from the contractors to complete construction. Prior to this project the Town contracted with the Ramsey County Soil & Water Conservation District to design and provide bid documents to construct a raingarden and planting at

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the site. When that project was completed, residents contacted the Town with a request to provide walking access to the lake from the site, which had existed prior to the raingarden improvement. Providing the lake access was reviewed by the Town at the time the raingarden was being designed. The access was not pursued at that time due to high cost estimates. When neighbors requested access across the property, the Park Board and Town Board reconsidered the construction of the access and approved a design and request for quotes/bids. In late December 2018 staff from Ramsey County Parks held a bid opening. One bid was received to complete the project. Field Outdoor Spaces provided a bid of \$22,955.00. County Staff estimated a project cost of \$30,300.00. Funding for this project is recommended from the Park Acquisition and Development Fund.

Ruzek moved, based on Staff review and recommendation to receive quote for the West Avenue Handicapped Access. McCune seconded. Ayes all.

Ruzek moved to award the quote to Field Outdoor Spaces in the amount of \$22,955.00 with funding from the Park Acquisition & Development Fund. McCune seconded. Ayes all.

**TOWNSHIP ADMINISTRATIVE OFFICE UPGRADES; 1) APPROVE INVITATION TO BID; 2) AUTHORIZE ADVERTISEMENT FOR BIDS:** The Public Works Director reported that upgrades to the Township's Administrative offices are being considered at this time as the interior of the building has not been carpeted or painted since its original construction in 1996. The project description includes: 1) two color palettes for paint, carpet & kitchen tile which match/incorporate the following fixture colors which are to remain: 1) cabinets by copy machine; cabinets in kitchen; file cabinet doors; office file colors; office and conference room chairs; 2) repair any/all cracked drywall; 3) paint entire interior of building including ceiling; 4) remove and install new carpeting with at least 2' x 2' commercial grade carpet tiles which will require moving all non-fixed in place furniture; etc.; 5) install kitchen tile. Pursuant to Tom Kelly, Finance Officer, there is approximately \$95,000.00 in the CIP for 2019 for replacing the following: carpeting; painting; and front doors. The invitation to bid will be published in the White Bear Press twice, and will also be sent to local and other established painting/decorating contractors around the metro area. There was discussion regarding security. It was noted that TKDA has the expertise to assist in addressing security issues. It was the consensus to table approval for invitation to bid and authorization for advertisement until TKDA can look at security and provide input.

Ruzek moved to table Township Administrative Office Upgrades to the February 4, 2019 Town Board Meeting based on security upgrades tied to the capital improvement project. McCune seconded. Ayes all.

**APPROVE THE KAYAK STORAGE POLICY WITH FEES & PLACEMENT OF A SIGN ON THE RACK:** The Town Attorney stated it should be made clear as part of the Kayak Storage Policy that with any permit the Township is not taking any responsibility

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for any personal injury or property damage. It should be verified with the Town's Insurance Trust that the Town is covered. This could create a potential liability for the Township. Whoever uses it uses it at their own risk. The Town Attorney stated that there is some additional language that needs to be added and that the permit should indicate that the user uses the kayak storage at their own risk. It was the consensus to table the matter until the February 4, 2019 Town Board Meeting to allow time for language amendments to be incorporated relative to insurance coverage.

Ruzek moved to table the matter of Kayak Storage Policy to the February 4, 2019 Town Board Meeting to allow time to check with the Town's Insurance Trust relative to coverage. McCune seconded. Ayes all.

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

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

Ruzek moved to adjourn the meeting at 8:37 p.m. McCune seconded. Ayes all.

Respectfully Submitted:

Patrick Christopherson  
Clerk-Treasurer

Approve as Official Meeting Minutes

\_\_\_\_\_  
Town Board Supervisor

\_\_\_\_\_  
Date