

WINDEMERE TOWNSHIP, Pine County, Minnesota

91546 Military Rd., Sturgeon Lake, MN 55783

Town Board Meeting Minutes, March 14, 2024

1. **The Meeting was called to order at 6:33 pm at the YMCA Camp Miller** by Chairman Alan Overland. The meeting opened with the Pledge of Allegiance. **Present** – Supervisors Alan Overland, Heidi Kroening, and Tony Bakhtiari; Clerk Cindy Woltjer; Treasurer Ron Mossberg, Zoning Administrator Dennis Genereau.
2. **Approval of Agenda.** Changes to Agenda: Board of Supervisors Other moved to 12a after Public Input. Board of Adjustment meeting will be discussed in the Planning Commission update. **Motion** by Bakhtiari to approve the agenda with changes, second by Overland. Motion carried. 3-0 vote. The agenda with changes was approved.
3. **Clerks Report.** Clerk Woltjer
 - a. March 9, 2023, board meeting minutes were read. Minor corrections made. **Motion** by Overland to approve the March 9, 2023 minutes with corrections, second by Kroening. Motion carried. 3-0 vote.
 - b. Minutes for January 24, 2024 Special Meeting were read. **Motion** by Bakhtiari to approve the January 24, 2024 minutes, second by Overland. Motion carried. 3-0 vote.
 - c. Minutes for February 8, 2024 board meeting minutes were read, corrections made. **Motion** by Bakhtiari to approve the February 8, 2024, minutes, second by Overland. Motion carried. Overland Aye, Bakhtiari Aye, Kroening Nay. Motion carried. 2-1 vote.
 - d. March 12, 2024, Annual Meeting minutes will be posted.
4. **Treasurers Report.** Mossberg presented the financial reports. The total cash balance as of February 29, 2024, was \$722,178.92. **Motion** by Bakhtiari to approve the Treasurers Report, second by Overland. Motion carried. 3-0 vote. The detailed financial reports are posted on the township website. Bakhtiari asked about an invoice from Pine County in the amount of \$76,820.79 sent via email and whether it was paid. The work was for Twilight Lane, Warloe Road, and Parkview Drive. Mossberg requested additional investigation.
5. **Public Input.**
 - a. Becky Haas commented.
 - b. Josephine ~~Fenske~~ ^{Fossum} commented.
 - c. Mark Disterhaupt commented.
 - d. Dennis Genereau commented.
 - e. John Wesley commented.
6. **Old Business**
 - a. Overland requested the status of the Nuisance Ordinance. Genereau reported it needs to be published twice. The clerk was asked to publish the second notice. Genereau will provide final copy of the ordinance for signature.
7. **New Business**
 - a. **Board of Equalization.** Meeting to be held April 22, 2024, at 10:00am. Clerk will post the date. Overland and Kroening are the two Supervisors qualified to be on the board.

8. Road Update.

- a. Assistant to the Road Supervisor Anderson reported on the completed and pending road work as well as all the road work that has been completed since he assumed the position. The report is on the township website.
- b. Anderson reported on two quotes for labor to build the cover for the Sturgeon Island bridge. Contractors Joel Ostrom quoted \$59,905.85 and Robert Kenowski quoted \$33,000. **Motion** by Bakhtiari to approve the labor quote from Robert Kenowski for \$33,000, second by Overland, Overland Aye, Bakhtiari Aye, Kroening Nay. Vote 2-1. Motion carried.
- c. Anderson requested the board approve the delivery of five loads of gravel from the township gravel pit for the YMCA Camp as part of our appreciation for using the YMCA Camp for the meetings. **Motion** by Bakhtiari to deliver five loads to the YMCA Camp, second by Overland. Motion carried. Vote 3-0.
- d. Anderson requested a survey to find the monuments at the township gravel pit. The cost not to exceed \$1,000.00. **Motion** by Overland to determine the boundaries for the township pit be determined and better markers installed, second by Bakhtiari. Motion carried. Vote 3-0.
- e. Overland revisited last year's minutes on the motion regarding calls to the township attorney requiring board supervisors have prior board approval. Not in the motion was access for the zoning administrator and assistant to the road supervisor to make calls without prior approval related to their respective duties. **Motion** by Overland to amend last year's motion to allow the zoning administrator and assistant to the road supervisor access to the township attorney without board approval. Supervisors will not be able to access the attorney without board approval, second by Bakhtiari. Overland Aye, Bakhtiari Aye, Kroening Nay. Motion carried. Vote 2-1. * Overland will send an email to the attorney updating him on who has board approval to contact him.

9. Zoning Update. Genereau reported the Proposed Shoreland Ordinance must have a public hearing scheduled with a 60-day comment period. **Motion** by Bakhtiari to have a public hearing for the draft of the Revised Shoreland Ordinance on April 18, 2024, at 6:30pm at the YMCA Camp Miller, second by Overland. Motion carried. Vote 3-0. Bakhtiari asked Genereau about changing the ROW on the platted road on Sturgeon Island. Overland advised Bakhtiari call Attorney Fenske about changing the ROW. 3 Permits issued; 1 dwelling, 1 garage, 1 lean-to.

10. Planning Commission. Paul Horgen reported on the working sessions for the Shoreland Ordinance. Overland reported some Planning Commission terms have expired; Dawson Gentry expired December 23, 2023, Diana Sandstrom, and Cindy Carlson expired June 23, 2023. Dawson Gentry is not interested in continuing. Sandstrom and Carlson's terms will be extended to year-end 2024. Paul Horgen's term expires 2025 and Vern Anderson's term expires 2026. Overland asked for anyone with interest in serving to notify the clerk in writing. **Motion** made by Bakhtiari to appoint Diana Sandstrom and Cindy Carlson to remain on the Planning Commission until December 31, 2024, second by Overland. Motion Carried. Vote 3-0. **Motion** by Overland the Board of Adjustment members will continue to be the Planning Commission members and run concurrent with their board terms on the Planning Commission, second by Bakhtiari. Motion carried. Vote 3-0.

11. Fire District Update. The board's letter confirming interest in becoming a board member for the Moose Lake Area Fire Department (MLAFD) was delivered. MLAFD responded with financial information and by-laws. Bakhtiari requested permission to forward the information to Attorney Couri. **Motion** by Overland to authorize Bakhtiari to contact Attorney Couri to get his advice on required procedures and requirements, second by Bakhtiari. Motion carried. Vote 3-0. Kroening requested to see all communication to the attorney, his response and permission to contact Couri

with follow-up questions. **Motion** by Kroening to allow each board member the ability to contact Mr. Couri with questions after Couri responds to this issue, second by Bakhtiari. Motion carried. Vote 3-0.

12. Public Input

- a. Tom Albrecht commented.
- b. John Minke commented.
- c. Ron Buetow commented.
- d. Phil Perrine commented.
- e. Jude Stephens commented.
- f. Paul Horgen commented on the Treasurer position. **Motion** by Overland to appoint Paul Horgen to the Treasurer position effective on March 22, 2024, second Bakhtiari. Overland Aye, Bakhtiari Aye, Kroening Nay. Motion Carried. Vote 2-1. He advised that he will be sworn in and will hire a bookkeeping assistant under the same terms as approved for last year. The costs will not exceed the approved amount authorized for the treasurer's salary.
- g. Michelle Anderson commented.

12a. Board of Supervisors Other.

- a. Overland discussed Paul Horgen's recommendation to hire an accountant. Sandra Nelson who has a decade of treasurer and clerk experience with another township, is willing to assist the treasurer. **Motion** by Overland to authorize hiring Sandra Nelson as an employee to work with Horgen on treasurer duties, second by Bakhtiari. Overland Aye, Bakhtiari Aye, Kroening Nay. Motion carried. Vote 2 to 1.
- b. Overland discussed the upcoming meeting schedules, related costs, and suggested we try to do all the business at one meeting per month. Kroening objected. Overland discussed cutting back on meeting expenses and made a motion to that effect and later withdrew the motion.
- c. **Motion** by Overland for a Special Meeting on March 26, 2024, at 5:00pm at the YMCA Camp Miller to discuss road contracts for paving Sturgeon Island Road, calcium chloride, gravel on roads, ROW application and permitting, second by Bakhtiari. Motion carried. Vote 3-0. Clerk will post the meeting.
- d. Overland updated that no one has applied for the Township Coordinator position that was posted.
- e. The Planning Commission reported on the matter of compliance with the long-standing camper ordinance and the need for enforcement. The matter was discussed. **Motion** by Overland to hire Scott Beckman at \$25.00 per hour as the Assistant to the Zoning Administrator to work on the enforcement of the camper ordinance, second by Bakhtiari. Overland Aye, Bakhtiari Aye, Kroening Abstain. Vote 2-0 2-0
- f. Overland discussed the Annual Meeting minutes and comments made about the current cost of the winter snow contracts versus the cost of our equipment/employee model.
- g. Mossberg has recruited Paula Engstrom to help with the technical services for IT and AV. He will volunteer to continue to provide IT support. **Motion** by Overland to appoint Paula Engstrom to work the township with IT and AV technical support and assist Amy Perrine with the minutes when needed, Paula volunteered to assume this role, second by Bakhtiari. Motion carried. Vote 3-0.
- h. Kroening requested the April meeting agenda include discussion about a financial audit.

13. Review Claims

a. Claims:

PAY 24-03

EFTs: EFT 24-06, 24-07

Checks # 13516 thru 13531

Direct Deposits: 1650 to 1656

For a total of \$44,680.19.

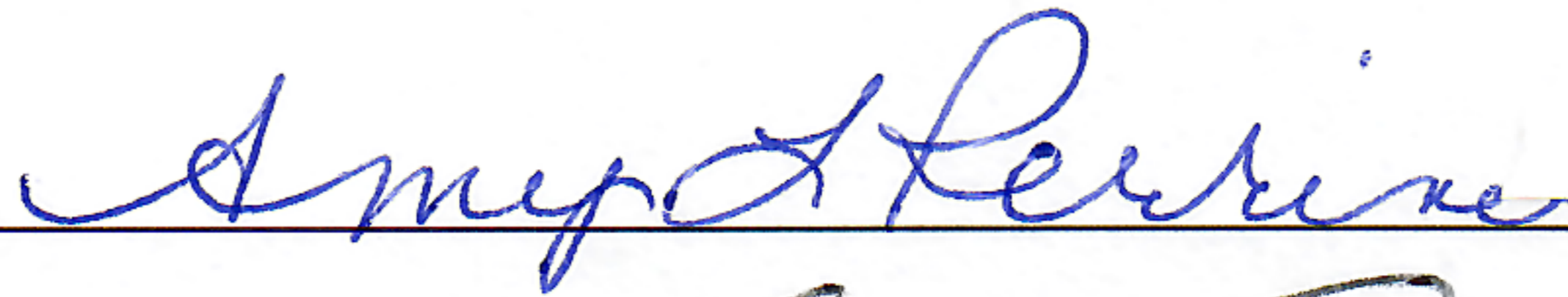
Motion by Bakhtiari to approve claims, second Overland. Motion carried. 3-0 vote.

14. Open Mail and Review

15. Motion to Adjourn Meeting at 11:02pm, by Bakhtiari, second by Overland. Motion Carried. 3-0 vote.

Submitted by Recorder

Amy Perrine: _____



Alan Overland, Chairman: _____

