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**WINDEMERE TOWNSHIP**  
**Board Meeting Minutes, April 13, 2023**

**NOTE:** The first 9.5 minutes of the zoom recording of the meeting was missing.

1. **The Meeting was called to order** at 6:30 pm by Chairman Overland. The meeting opened with the Pledge of Allegiance.

Present : Supervisors: Alan Overland, Heidi Kroening, Tony Bakhtiari  
Clerk: Cindy Woltjer, Treasurer: Ron Mossberg. Several citizens and guests.

The agenda was distributed and accepted.

2. **Clerk's Report.** The clerk made no report. No minutes of the previous meeting were presented.

3. **Meeting Minutes.** Overland reported receiving notice from Clerk Woltjer announcing she will not take meeting minutes unless she is awarded additional compensation. The clerk is currently paid \$600 per month plus \$80 per meeting. The clerk's recent claim sheet lists eight hours to write the monthly meeting minutes. It was noted a MAT staff attorney advised Clerk Woltjer on this matter. Although State Statute indicates the clerk is responsible to "record the minutes," the MAT Legal Department advised there is no statute requiring the clerk to take minutes.

Overland asked if anyone in the audience would take minutes.

**Motion** by Overland, second by Bakhtiari to appoint Amy Perrine to take minutes with compensation at \$18.00 per hour. Overland Aye, Bakhtiari Aye, Kroening Abstain. Motion Carried.

**Motion** by Overland to reduce the clerk's monthly pay to \$450 per month, seconded by Bakhtiari. Overland Aye, Bakhtiari Aye, Kroening No. Motion carried.

4. **Treasurer's Report** Mossberg presented the financial reports. The March and quarter end reports, along with budget variances, are posted on the township website. Lisa Coil has been sworn in Deputy Treasurer.

**Motion** by Overland to split Treasurer's monthly compensation with the deputy treasurer not to exceed the total of \$500 per month seconded by Bakhtiari. The deputy's compensation will be based on actual work assigned by the treasurer. Motion carried unanimously.

**Motion** by Bakhtiari to approve the Treasurers report, second by Overland, Motion carried unanimously. The financial reports are on the township website.

5. **Public Input.** See number 12 below.



## 6. Old Business

- a. **Box Culverts.** The assistant county engineer informed Overland the box culvert engineering for Birchview and Island Lake Road has been completed. Installations are pending. **Motion** to proceed with box culverts by Overland, 2nd by Bakhtiari. Motion carried unanimously
- b. **The Road Sign Audit** has been previously discussed. Several quotes are already on record. Overland presented the obvious low quote from ID Signs. The cost will be \$7 per sign plus mileage to complete the sign audit. **Motion** to award the project to ID Sign by Overland, second by Bakhtiari, Motion carried unanimously.
- c. **Calcium Chloride (CC) Anti-Dust Application.** Overland reported the township can sub-contract under Pine County for CC application at the cost of approximately \$3,300 per mile. It was noted this anti-dust application is effective and less grading and less future gravel maintenance results when CC is properly applied. Discussion regarding the expense, the method to determine which roads would be selected, and the arguable value of CC ensued. **Motion** by Overland to select and plan to apply CC treatment to 12 miles of township roads under contract with Pine County in 2023, second by Bakhtiari. Overland Aye, Bakhtiari Aye, Kroening No. Motion carried.
- d. **Right of Way (ROW) Clearing.** Overland opened and presented two quotes. **Motion** by Bakhtiari to accept the OMAR bid at \$293 per hour for a three-man crew including the required chain saws, hand tools, dump truck and chipper, second by ~~Overland~~. Motion carried unanimously. The contractor will meet with the road supervisor to determine best methods for the completion of the ROW clearing. It was noted some notices to adjacent land owners may be required.
- e. **2023 Road Grading.** Overland opened and presented two quotes for 2023 gravel road grading. **Motion** by Bakhtiari to accept the Kiminski bid at \$235 per hour for an estimated 200-300 hours of grading with a minimum of 100 hours guaranteed payment, second by Overland. Overland Aye, Bakhtiari Aye, Kroening No..Motion Carried
- f. **2023 Ditch Mowing.** One quote was received. **Motion** by Overland to accept the quote from Telker Mowing, LLC at the flat guaranteed rate of \$2,805 per mowing of all township ditches and ROWs, second by Bakhtiari. Motion carried unanimously.
- g. **Sturgeon Island Bridge Inspection.** The inspection report is on file. No action was taken. Further information on the bridge replacement will be posted on the township website.
- h. **Road Maintenance Coordinator (RMC).** The RMC position was created and filled by action of the town board In November 2022. Overland, the town board's designated road supervisor, reviewed the effectiveness and expense of the RMC position during the last four months. After brief discussion, **Motion** by Overland to eliminate the RMC position in favor all road matters to be handled by the town board's road supervisor at no additional cost to taxpayers, second by Bakhtiari. Overland Aye, Bakhtiari Aye, Kroening No. Motion carried.
- i. **2023 Emergency Gravel and Culvert Issues.** Several roads and ROWs are in need of substantial repair due to flooding, resulting washouts and threatening river rising; some culverts are frozen or otherwise plugged and there is an immediate need to secure repairs. It was proposed to give authority to Road Supervisor Overland to secure gravel road for culvert repairs and proceed as soon as possible to assure public service and safety. **Motion** was made by Bakhtiari to grant the above authority to Supervisor Overland, seconded by Overland. Motion carried unanimously.



- j. **Gravel Pit Brush Burning.** After discussion about the large brush pile at the township pit, a **motion** was made by Overland, second by Bakhtiari to authorize Bakhtiari to work with Sandberg Construction to burn the brush pile as soon as possible at a cost of \$200 to be paid to Sandberg. Bakhtiari will volunteer his time. Motion carried unanimously.

7. **New Business.**

- a. **Road Review.** The board agreed to conduct the 2023 Road Review. **Motion** by Kroening for road review on May 13, 2023 at 9am, second by Bakhtiari. Motion carried unanimously.
- b. **The Board of Appeals and Equalization** will be held as noted on the website. April 17, 2023 at 10:00am.
- c. **Board of Supervisors Other** Kroening announced she just received a cell phone text message from Local 49 Union Representative Manick disputing the existence of a letter from the union regarding hiring of past union employees.
- d. **Records Retention Project.** Overland requested an update from Becky Haas regarding the status of the records scanning process. Discussion on the value of scanning records by the employee. It was noted many of the records are being duplicated with this additional work. It was decided Mossberg, as IT coordinator, will review the records processes with Haas, determine the best practice and report back to the supervisors next month.

8. **Road Update.** No other information was added at this time.

9. **Zoning Update.** No report. **Motion** by Overland to approve Zoning Administrator, Dennis Genereau to contact attorney on the blighted properties, second by Bakhtiari, Motion carried unanimously.

10. **Planning Commission Update.** Cindy Carlson, Vice Chair of the commission urged the board to take action to move the Short-Term Vacation Rental ordinance toward final approval.

11. **Fire District Update.** Bakhtiari reported on a citizen committee meeting with the Moose Lake Area Fire District (MLAFD) and requested a letter of interest be adopted and sent to the district. No action was taken on the proposed letter. Supervisor Kroening reported on her independent research with MLAFD board member Jim Michalski expressing differing opinions. It was decided to schedule a joint public meeting with the MLAFD board and the township supervisors. **Motion** by Bakhtiari to approve and sign a one-year contract with the Moose Lake Fire District for \$88,956 for 2023, second by Overland, Motion carried unanimously.

**Emergency Pit Opening:** **Motion** made by Overland, seconded by Bakhtiari to allow Supervisor Bakhtiari open the township pit for emergency brush drop offs. Motion carried unanimously.

12. **Public Input.**

Brent Spritzer commented about road condition on Birchview Rd.  
Tom Larson questioned the lack of bid advertising; submitted a quote.  
Tom Labathe complimented the effective 2022-23 snow plowing.



Gene Auderhar request to approve renewal for Ray & Marges Strong Beer/Wine License, **Motion** by Bakhtiari, Second by Overland to approve the Strong Beer/Wine License for Ray & Marges. Motion carried unanimously.

Cindy Carlson questioned the town board's inaction on the Short-Term Vacation Rental (STVR) ordinance.

Ron Buetow complimented the way road discussion/decision was handled, suggested sharing calcium chloride expense with citizens who live on the roads that want it, expressed concern on fire district spending & the chosen committee.

John Menke commented about joining/partnering with the fire district, contracting vs employee model, selling equipment.

Mark Dunaski questioned the board actions regarding bids/quotes; Kroening acknowledged an immediate request from Dan Manick to speak on Zoom, received on her smartphone; *and stated that all bids + quotes are required to be opened*

Dan Manick rebuked the board for refusing to open a submission from Buetow Trucking. He requested a copy of the union letter from Chairman Overland.

Scott Beckman called into question Kroenings representation of the status of previous employees;

Tom Larson a representative of Mike Buetow read a quote that had not been opened.

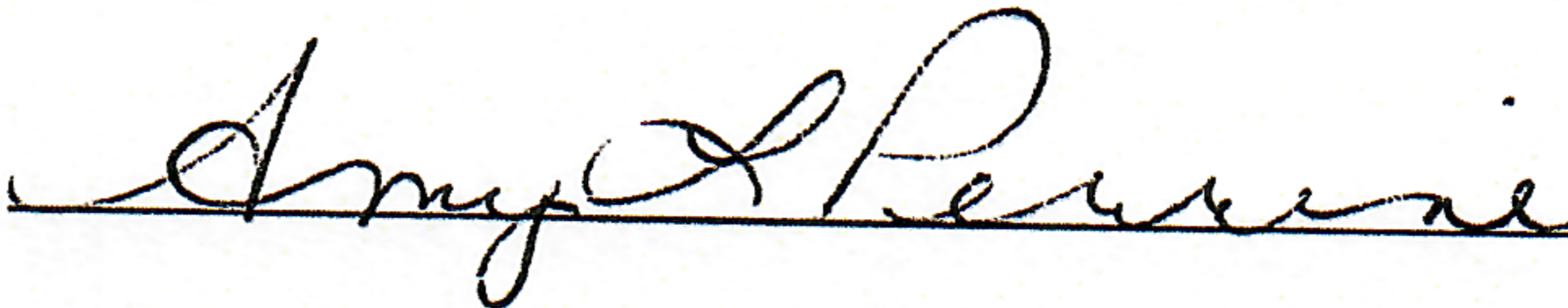
13. **Opening Mail.** No action taken.

*\$215 per HR*

14. **Claims review.** Motion by Bakhtiari, second by Overland, motion carried unanimously to approve claims S/B Pay 23-04, EFT 23 - 08-09-10 and Checks # 13327 - 13341 DD1568 -DD1575 for a total of \$49,701.99.

15. **Adjourn.** The meeting adjourned at 10:20 p.m. **Motion** by Bakhtiari to adjoin meeting, second by Overland. Motion carried unanimously.

Submitted by Author Amy Perrine:



Clerk Woltjer:

Approved Alan Overland, Chairman

