

WINDEMERE TOWNSHIP, Pine County, Minnesota
91546 Military Rd., Sturgeon Lake, MN 55783
Town Board Meeting Minutes, August 8, 2024

1. The Meeting was called to order at 6:30 pm at Moose Lake Community Center by Chairman Alan Overland. The meeting opened with the Pledge of Allegiance. Supervisors Present: Alan Overland, Heidi Kroening and Tony Bakhtiari; Clerk Cindy Woltjer; Coordinator Brittney Stampohar, Zoning Administrator Scott Beckman, Road Manager Vern Anderson, Recorder Amy Perrine.
2. Approval of Agenda. Changes to the agenda: Add to Old Business; State Auditor Request/Response, Options B and D on the Ballot, Property Insurance Coverage. Motion by Bakhtiari to approve the agenda, seconded by Overland. Motion carried. Vote 3-0.
3. Clerks Report. July 11, 2024, board meeting minutes were read by Clerk Woltjer. Minor corrections made. Motion by Bahktiari to approve the July minutes with corrections, seconded by Overland. Motion carried. 3-0 vote.
4. Treasurers Report. Deputy Treasurer Brittney Stampohar reviewed the financial reports. The total cash balance as of June 30, 2024, was \$799,371.80. Motion by Bakhtiari to approve the Treasurers Report, seconded by Overland. Motion carried. 3-0 vote. The detailed financial reports are posted on the township website.
5. Public Input.
 - a. Jordan Hegland commented.
 - b. Kip Rydberg commented.
6. Old Business
 - a. Motion by Overland to meet on September 12, 2024, at the Township Office to finalize the packet for the State Auditor's office, seconded by Bakhtiari. Motion Carried. Vote 3-0.
 - b. Bakhtiari reported the MAT Insurance quoted the insurable value on township owned buildings, Garage from \$106,483 up to \$158,362, Townhall from \$153,121 up to \$199,567, Sturgeon Island Bridge Cover \$250,000 with an annual premium of \$2,958 for the maximum coverage.
 - c. Overland received clarification from Pine County Auditor's Office that Question 1 on the November ballot shall provide for combining the offices of Treasurer and Clerk. Ballot Question 2 will provide for the Board to appoint the combined Clerk / Treasurer position.

7. New Business

- a. **Approval of Liquor Licenses.** Motion by Bahktiari to increase the Township liquor license fee by 20% of what Pine County allows as of 9/1/2024, seconded by Overland. Motion carried. Vote 3-0. Motion by Bahktiari to approve the Liquor license for On/Off Sale and Sunday service for Doc's Sports Bar & Grill, seconded by Overland. Motion Carried. Vote 3-0. Motion by Bahktiari to approve the liquor license for On Sale and Sunday service for Doc's Lakeside Properties LLC (aka Parkers Sandbar), seconded by Overland. Motion Carried. Vote 3-0.
- b. **Close Current FNBO Credit Card.** Motion by Bahktiari to close the FNBO credit card, seconded by Overland. Motion Carried. Vote 3-0. Motion by Bahktiari to open a new credit card with First National Bank of Moose Lake, seconded by Overland. Motion Carried. Vote 3-0.
- c. **Proposed Agenda Items.** Coordinator Stampohar proposed three new policies.
 - A.) Windemere Township Public Hearings. Rules of Procedure and Decorum Township Board Meeting. Amendment 1. Section 2; All agenda items to be sent to the Township Coordinator no later than 12:00pm Friday prior to the monthly Board Meeting and posted to the proposed agenda and Immediately posted on the Township Bulletin Board and Website. An email reminder will be sent out by the coordinator. Section 3; will be deleted. Section 5; amended to have all information and materials for all public hearings/meetings to be sent to the Coordinator and Clerk by 12:00 pm Tuesday prior to the Monthly Meeting. The coordinator will have the final packet distributed by 5:00pm on Tuesday prior to the monthly Board Meeting. Motion by Bahktiari to approve changes to Windemere Township Public Hearings; Amendment 1, Sections 2, 3, and 5, seconded by Overland. Motion Carried. Vote 3-0.
 - B.) Policy: Policy and Ordinance Publication. Motion by Bahktiari to approve Policy and Ordinance for Publication, seconded by Kroening. Motion Carried. Vote 3-0.
 - C.) Approval of Windemere Township Zoning Applications. Coordinator Stampohar presented two new forms for permit applications forms for Applications for Rezoning and Minor Land Permit Applications. Motion by Bahktiari to approve the Rezoning and Minor Subdivision Applications, seconded by Kroening, Motion Carried. Vote 3-0. Motion by Bahktiari to approve a \$750.00 fee for Minor Subdivision Application, seconded by Overland. Motion Carried. Vote 3-0.
- d. **Treasurer Recommended Financial Audit.** Overland commented on Treasurer Horgen's recommendation of financial audits for the township. It would become a part of the process if the Treasurer/Clerk positions are combined.
- e. **Board of Supervisors Other.** Kroening discussed an email received about a complaint requesting reimbursement for damage to a vehicle on a township road. Overland will contact the party. Motion by Bahktiari for all elected officials be paid \$100.00 per meeting and remove the monthly salary of \$200.00. Motion failed due to lack of second. Motion by Overland to reset the monthly salary supervisors' salaries from \$200.00 to \$100.00, second by Bahktiari. Overland Aye, Bahktiari Aye, Kroening Nay. Motion Carried. Vote 2-1. Motion by Bahktiari to reduce the Clerk's salary by half. Motion dies due to lack of second.

- f. Town Hall Update. The volunteer committee (non-paid) has met three times and have been reviewing many options for the townhall. Updates will be posted on the Township website.

- 8. Road Update. Road Manager Anderson reported on the completed and pending road work. The report will be posted on the township website.
 - a. Anderson discussed the County and Township asphalt application project on Sturgeon Island Road and the need for an additional one inch of asphalt on project to eliminate an uneven surface area. Motion by Bahktiari to approve an additional one inch of asphalt on the project on the Sturgeon Island Road, seconded by Overland. Motion Carried. Vote 3-0.
 - b. Two quotes for the Township Pit gravel crushing were reviewed. The Recon Paving quote was \$45,000 and the quote from Rydberg was \$44,200. Motion by Bakhtiari to approve Recon Paving's quote of \$45,000, seconded by Overland. Overland Aye, Bakhtiari Aye, Kroening Nay. Motion Carried. Vote 2-1.

- 9. Zoning Update. Beckman reported 10 permits. The ongoing blight enforcement is continuing.


- 10. Planning Commission Update. No report.

- 11. Fire District Update. No report.
- 12. Review Claims
 - Claims:
 - EFTs: EFT 24-18, EFT 24-19. (Not in total)
 - Checks # 13624, 13625 and 13627 - 13641
 - Direct Deposits: 1689 -1695
 - For a total of \$45,580.06

Motion by Bakhtiari to approve claims as listed, seconded Overland. Vote 3-0. Motion carried.

- 14. Open Mail and Review

- 13. Motion to Adjourn Meeting at 8:56 pm, by Bakhtiari, seconded by Overland. 3-0 vote. Motion Carried.

Submitted by Recorder
 Amy Perrine: 

Alan Overland, Chairman: 