

WINDEMERE TOWNSHIP, Pine County, Minnesota
91546 Military Rd., Sturgeon Lake, MN 55783
Town Board Meeting Minutes, September 12, 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; Treasurer Paul Horgen, Coordinator Brittney Stampohar, Zoning Administrator Scott Beckman, Road Manager Vern Anderson, Recorder Amy Perrine.
2. Approval of Agenda. Changes to the agenda: Old Business: Moved MSA/GIS Mapping Presentation up to item (a) from New Business, add Township Hard Drive item (b). Under Old Business; combine Financial Audit (f) with Audit Discussion (a); add Windemere Lakes Association, Windemere Township Newsletter, and Supervisor Pay. Motion by Bakhtiari to approve the agenda, seconded by Overland. Motion carried. Vote 3-0.
3. Clerks Report. August 8, 2024, board meeting minutes were read by Clerk Woltjer. Minor corrections made. Motion by Bahktiari to approve the August minutes with corrections, seconded by Overland. Motion carried. 3-0 vote.
4. Treasurers Report. Treasurer Horgen reviewed the financial reports. The total cash balance as of August 31, 2024, was \$730,700 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. Chad Robbins commented.
 - b. Jeremy Wuoro commented.
 - c. Jude Stephens commented.
 - d. Ron Buetow commented.
6. Old Business
 - a. MSA / GIS Mapping Presentation. Jeff Goetzman and Jeff Powell discussed the ROW Permitting, Management and Administration currently in use as well as Proposal for additional add-on options. Motion by Kroening to approve the contract with MSA with a not-to-exceed budget of \$8,000.00 and authorize R.O.W application processing and payments of fees to MSA for the period June 1, 2024, to December 31, 2025, second by Bakhtiari. Motion carried. Vote 3-0. MSA was directed to present the add-on GIS Mapping options to the Planning Commission.
 - b. Township Hard Drive. The clerk advised that she has both hard drives that store scanned documents.

7. New Business

- a. Audit. Horgen and Coordinator Stampohar will send out RFPs for a year-end financial audit.
 - b. New Policy- Ordinance & Resolution Publication. Coordinator Stampohar discussed whether internal policies should be on the township website.
 - c. Updated Fee Schedule. Coordinator Stampohar proposed an updated fee schedule on the website. Motion by Overland to update fees as per the attached fee schedule, second by Bakhtiari. Motion Carried. Vote 3-0.
 - d. Pine County Tax-Forfeited Properties in Conservation/Memorial/Pine County Funds. Coordinator Stampohar reported on Pine County's proposal to dedicate the Memorial Forests in honor of all Military Veterans. No action required. Bakhtiari reported Pine County has \$275,551 tax-forfeited property fund that can be used for blight issues. This is money available for the township to apply for to assist in cleaning up blight. In addition, a portion of all tax-forfeited sales goes toward funding parks and recreation, that could also be applied for to assist for other township projects.
 - e. Levy. Overland discussed the need to increase the levy to provide for future projects and financial stability of the Township.
 - f. Windemere Lakes Association. Bahktiari attended the Pine County Commissioner's Meeting in Pine City and discussed the milfoil issue on Sturgeon Lake. The Pine County Commissioners voted to provide financial assistance for Windemere Milfoil eradication. Windemere Lakes Association has allocated \$30,000 to use toward mitigation.
 - g. Newsletter. Bahktiari proposed a quarterly informational newsletter be mailed to citizens. Motion by Bahktiari to create a two-page double-sided newsletter to mail to Windemere property owners to provide useful information, second by Overland. Motion Carried. Vote 3-0.
 - h. Supervisor Pay. Referring to the January 2023 Town Board Resolution, Bahktiari noted compensation is limited for town officers attending only meetings listed in the Resolution. Attendance at meetings outside those listed in the resolution do not qualify for compensation.
 - i. Board of Supervisors Other. Overland reported harassment to a township contractor and the alleged investigation by the FBI. Motion by Overland to contact an attorney to investigate these issues, second by Bahktiari. Motion carried. Vote 3-0.
8. **Road Update.** Road Manager Anderson reported on the completed and pending road work. The report will be posted on the township website. A map depicting road projects completed between June 2023 to present was presented.
9. **Zoning Update.** Zoning Administrator Beckman reported 97 permits year to date and ongoing blight enforcement. Beckman requested permission to seek new legal counsel to review outstanding unresolved zoning issues.
10. **Planning Commission Update.** Next Meeting is scheduled for September 24, 2024.

11. Fire District Update. 22 calls, 7 in Windemere; 5 medical, 2 motor vehicle accidents with injuries. The MLAFD would like to meet with the board to review the contract for either a yearly or five-year contract. No time or date has been set.

12. Review Claims

Claims:

EFTs: EFT 24-20, EFT 24-21

Checks # 13642 - 13674

Direct Deposits: 1698 -1704 and 1706

For a total of \$136,107.88

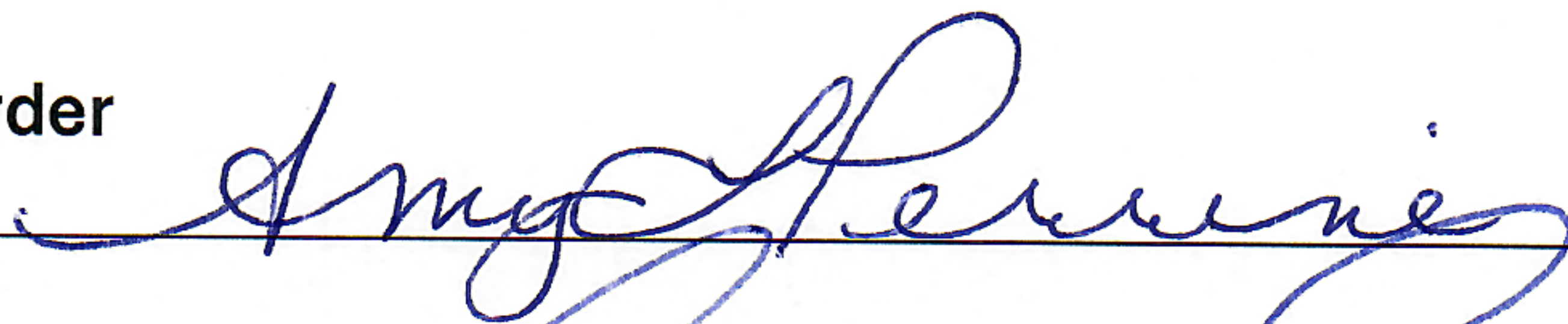
Motion by Bakhtiari to approve claims as listed, seconded Overland. Vote 3-0. Motion carried.

14. Open Mail and Review

13. Motion to Adjourn Meeting at 10:09 pm, by Bakhtiari, second by Overland. 3-0 vote. Motion Carried.

Submitted by Recorder

Amy Perrine: _____



Alan Overland, Chairman: _____

