

## **Regular Monthly Meeting of the Windemere Township Board - April 8, 2021**

The meeting was called to order at 6:30 PM by Chairman, John Wesely. Others present were Supervisors Heidi Kroening and Mark Dunaski, Clerk Cindy Woltjer, Treasurer Ron Mossberg, Road Co-ordinator Mike Buetow and Zoning Administrator, Dennis Genereau, Jr.

Also, in attendance 19 participants via Zoom.

### **CLERK'S REPORT:**

Clerk read meeting minutes from the Regular Meeting March 11, 2021. A motion was made by Wesely, second by Kroening to approve said minutes with one correction of Wesely making the road report sent by Mike Buetow instead of Heidi Kroening. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

### **TREASURER'S REPORT:**

Treasurer reported on 2021 First Quarter End and March 31<sup>st</sup> month end. Some interest deposits were made and one out of the ordinary larger expense check was paid to Twin Ports Testing for borings of Sturgeon Island Road. Treasurer stated that all financial reports are listed on the website. He then gave a comparison of last year's 1<sup>st</sup> Quarter to this year's 1<sup>st</sup> Quarter stating that this year we received less revenue and the expenses have been slightly more and ended by reporting the bank balances for the month. Motion made by Wesely, second by Dunaski to approve the Treasurer's financial report as presented. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

### **PUBLIC INPUT:**

One resident gave recognition to the clerk for taking on the task of clerk.

### **OLD BUSINESS:**

#### **Township Laptop Computers:**

There was discussion about selecting an Administrator. Ron asked for permission to be the administrator of his assigned laptop. Admin User is set up on each individual laptop but Administrator overall is different. Control of website was discussed. A motion was made by Wesely to accept Jason Haukland to be the overall Administrator and "go to person" for computer and website issues, seconded by Dunaski. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

**Road Co-ordinator Position:**

It was brought up that the Road Co-ordinator's job description is outdated and before creating a new position it would be beneficial to clarify what the Road Co-ordinator's actual job description is so that two people aren't getting paid for doing the same work. It would also be helpful to make a policy of how often each job description gets updated and have Board approval at least every 2 to 3 years.

**NEW BUSINESS :****2021 Board of Appeals and Equalization:**

The meeting time has been set for April 19, 2021 at 2 PM. All three board supervisors are planning to attend.

**Clarification of Duties:**

It was brought up that former clerk Scott Danelski was still doing some of the clerk duties. It was stated that Cindy Woltjer is the Clerk and that Scott is the Deputy Clerk and is being paid the regular \$15 an hour while helping with training.

**Township Internet Connection:**

It was suggested that we need to decide on which high speed internet plan to use. The middle plan was thought to be a better choice for township use at 70M/3M and would cost \$89.99. More research needs to be done before a final decision can be made.

**Platting Windemere Township Roads:**

Portions of Sturgeon Island Road and portions of Island Lake Road need to be platted for future work to be done on each. A list of roads needing to be surveyed will be drawn up for possible quotes.

**2021 Annual Road Review:**

The Annual Road Review has been set for May 22, 2021 at 9 AM.

**2021 Equipment Rentals:**

Three quotes were received with Titan Rentals being the cheapest, RMS being second and McCoy third. It was suggested that we use Titan Rentals first being the cheapest but use the other two as back up in case a particular piece of equipment would not be available through Titan. A motion was made by Wesely to pursue the equipment rentals with Titan being the first choice, RMS second and McCoy third with availability coming into play with full board approval on costs over \$2500 except for an emergency situation. In an emergency Wesely can make the decision on equipment needed. Seconded by Dunaski. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

**2021 Windemere Township Levy Clarification:**

Discussion was made on how some township residents were misinformed about how the proposed levy increase voted on at the Annual Meeting would affect their property tax statements. It would only affect the township portion of their tax statement. It was suggested that the presentation, originally going to be made at the Annual Meeting for the purpose of raising the levy, be posted to the website Financial page so that township residents have access to the factual information.

It was mentioned that the 5 year Budget Spreadsheet could be posted individually so residents could see what projects have been budgeted for the next two years. The second document is the calculations from Pine County showing the estimated amounts that taxes would be increased for the values of properties which includes all classifications of residential and non-residential, homestead and non-homestead, business and agricultural etc.

It was also discussed how some residents have voiced their concerns about spending \$350,000 on a new bridge when the township is only responsible for \$20,000 of the total cost. In addition, clearing up the misconception that the township would spend \$400,000 on a building in the township gravel pit was also talked about. There is no money set aside for such an expense in the township budget.

#### **Board of Supervisors Other:**

There have been questions asked about the two township printer/scanners that have been purchased. The former clerk Scott Danelski had used his newly purchased personal printer/scanner for all the digitizing of documents for the township and in the process it burned up his personal printer/scanner. The board then decided to buy the new printer/scanners, one to replace the outdated one at the township building and one to compensate Mr. Danelski for his burned up printer/scanner. During this process Mr. Fenske, the Minnesota Association of Townships' attorney was contacted to see if it was ok to compensate Mr. Danelski. Mr. Fenske agreed that the township could do one of three things. 1) Buy the same printer/scanner Mr. Danelski had to replace the ruined one. 2) Compensate him for the cost of his personal printer/scanner at his original cost of approximately \$1000 with a check. 3) Allow Mr. Danelski to keep one of the two printer/scanners that were just purchased. He chose to keep the printer/scanner that was purchased by the township for approximately \$600, saving the township about \$400 by doing so. It was then suggested that the township might want to provide a monthly stipend in the future for any personal equipment that is used for township business.

Ray and Marge's is applying for a Strong Beer and Wine License.

The Windemere Township Lakes Association asked if they could use the township building for their meeting on Monday, May 3<sup>rd</sup>. They are also wondering if the residents can still drop off brush in the gravel pit on the 3<sup>rd</sup> Saturday of each month. The pit gate is usually locked but a key could be provided if needed.

There was a question about whether board members should be paid for attending the Annual Meetings. After some discussion a motion was made by Wesely to pay the board members for attending the Annual Meetings. Seconded by Dunaski. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

#### **ROAD UPDATE :**

Mike Buetow gave his road report suggesting a segment of Sturgeon Island Road should be looked into and also look for requests for proposals from engineering firms. Segment #1 of Parkview is a concern for a future project and engineering is needed to know what needs to be done. A motion was made by Wesely to put the Parkview Road Project out for bids. Seconded by Dunaski. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

It was suggested that chip sealing be done to preserve several road surfaces. Subject was tabled for discussion next month.

**ZONING UPDATE :**

Dennis Genereau gave his March report stating a number of permits were issued for the month. He will be updating the permit application for 2021. He said the new laptop has made things a bit quicker and easier and he thanked the board and the taxpayers for purchasing them.

He has started enforcing regulations in a kind but firm way. He has been working with the DNR and the county on projects and that has been going well. There are a couple of non-permitted projects he is aware of. After the fact permits will cost triple the fee.

He has started to work with blighted properties which may end up costing the township some money for clean-up. He would bring it to the board for approval before anything was to be done.

He suggested moving Planning Commission under the Zoning Tab on the website and also adding a Road Tab to the website making it easier for residents to get information about permits for culverts should the township decide to permit for them.

He stated he would like to work with Supervisor Kroening and the Treasurer Mr. Mossberg to set up a budget for zoning.

The Windemere Township Lakes Association asked Mr. Genereau to make a presentation at their meeting on July 10<sup>th</sup> with board approval. Topics of discussion would include high water levels and shoreline restoration.

Mr. Genereau is still working with Mark Lambert on finalizing a permit for his Sand Lake Resort Project which has been changed to a 49 unit resort structure at 99,000 sq. ft. which would not require a EAW.

**FIRE DISTRICT UPDATE :**

No report. It was stated that their meeting will be held next week.

**CLAIMS :**

March 2021 claims were reviewed. Motion made by Wesely, seconded Dunaski to approve the March 2021 claims as provided. Approval of Payroll # PAY2104, EFT #s 21-11 & 21-12 & 21-13 & 21-14. Check #s 12841 through 12859, & Direct Deposit #s DD1347 through DD1356 for a total of \$22,358.97. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

**TOWNSHIP MAIL :**

Township mail was opened and reviewed.

**ADJOURN :**

Motion made by Wesely, seconded by Dunaski to adjourn the meeting at 9:20 PM. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

RESPECTFULLY SUBMITTED :

APPROVED :

Clerk, Cindy Woltjer

Chairman, John Wesely