**Special Meeting of the Windemere Township Board for 2021 Budget - December 8, 2020**

The meeting was called to order at 6:35 PM by Chairman, John Wesely. Others present were Supervisors Heidi Kroening & Mark Dunaski, Treasurer Ron Mossberg, Clerk Scott Danelski and Road Maintenance Department Road Supervisor Mike Buetow.

Also, in attendance 8 participants via Zoom.

**LETTER CIRCULATED BY WINDEMERE TOWNSHIP RESIDENT :**

Supervisor Kroening read aloud a letter being circulated around the township written by Doreen Mossberg, spouse of Windemere Township Treasurer Ron Mossberg. The Board discussed and made comments regarding the letter’s contents.

**WINDEMERE TOWNSHIP 2021 BUDGET :**

The Windemere Township 2021 budget was discussed. The purpose of the budget is to inform the township constituents of the proposed upcoming costs for the next calendar year and then use that information for setting the next levy at the township’s annual meeting. The Board requested clarity on what is the amount that the Township must keep on hand in reserve. MATs attorney Steven Fenske stated that the Minnesota State Auditor Office recommends that township government should keep a minimum of six months of the township’s operating expenses in reserve, however MATs recommend townships should hold a one year of operating expensed in reserve. The Windemere Town Board decided that they will budget holding a 50% 2020 levy reserve which would be $200,000.00.

At 7:40 PM Supervisor Kroening requested a 5-minute break.

At 7:45 PM the meeting reconvened.

Treasurer Ron Mossberg presented the Board an Excel spreadsheet showing the previous three year’s expenditures and also a three-year average of expenditures to help the board supervisors set the budget. Comparisons were made of the 2020 budgeted costs versus the 2020 actual expenditures and a first draft of the 2021 budget was completed. Board Supervisors will work with each department to finalize costs for each department and the final 2021 budget to be set at a later date.

At 8:28 PM Motion made by Wesely, seconded by Dunaski to suspend and continue the meeting on Thursday December 17th, 2020 at 6:30 PM located at the Windemere town hall. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

**Special Meeting of the Windemere Township Board for 2021 Budget - December 17, 2020**

The December 8th, 2020 meeting reconvened and was called to order at 6:35 PM by Chairman, John Wesely. Others present were Supervisors Heidi Kroening & Mark Dunaski, Treasurer Ron Mossberg, and Road Maintenance Department Road Supervisor Mike Buetow. Absent Clerk Scott Danelski.

Also, in attendance 8 participants via Zoom.

**TOWNSHIP SHOP HEATER :**

The heater located in the Windemere Township Shop was discussed. No additional quotes were received since the last time the topic was discussed. The Board would like to have a minimum of two quotes prior to making a decision regarding the shop heater. Supervisor Dunaski to solicit for additional quotes and the topic will be discussed again at the January 2021 Regular Monthly Board Meeting. No Action Taken.

**WINDEMERE TOWNSHIP 2021 BUDGET :**

Discussion continued regarding the Windemere Township 2021 budget. Bullet points of tonight’s discussion are listed below :

* Seal coat paved roads with flex-patch sealing (Chestnut Circle, Hemlock Lane, Viking Way, Windemere Way, Runestone Lane, & Pine Tree Lane ($72,000.00 Total)
* Island Lake Road: Possibly share 50 -70% cost share maybe with Pine County SWCD. January 12th, 2021 Meeting with Pine County (SWCD) (Approximately $25,000.00)
* Rush Blvd & Birchview Lane Box Culvert Projects ($40,000.00).
* Top four smaller budget items (Marview Drive, Lakeview Lane, Lords Lane & Island Lake Road) that are part of our yearly operations budget.
* Bituminous for Palon Road (Approximately $350,000)
* Parkview Drive Road Improvement Project (Approximately $100,000)
* 38 roads need to be platted – Township will need to prioritize the roads to be completed first. Set a meeting to develop how the township will prioritize the roads.
* Budget and set aside $10,000/year for R.O.W. platting each year.

Total expenses discussed to spend in the 2021 calendar year is $693,089.00, leaving approximately $500,000.00 of funds left available in the bank after setting aside $400,000.00 for operating expenses and $200,000.00 in reserve funds.

Additional budge discussion details can be found in the attached Excel spreadsheet named “Exhibit A - 1st Draft of Windemere Township Proposed 2021 Budget”.

The Windemere Town Board set an additional special meeting to continue discussions for the proposed 2021 Budget. The next budget meeting will be held on Tuesday January 12th, 2021 6:30 PM.

**ADJOURN :**

Motion made by Wesely, seconded by Dunaski to adjourn the meeting at 8:34 PM. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

RESPECTFULLY SUBMITTED : APPROVED :

Clerk, Scott Danelski Chairman, John Wesely