Meeting of the Windemere Township Board - May 10, 2018

The meeting was called to order at 6:35 PM by Chairman, Pete Steen. Others present were Supervisor John Wesely, Treasurer, Ron Mossberg, and Clerk, Scott Danelski. Absent, Supervisor Dale Kirkeby.

The Clerk’s report was read and corrected. Motion made by Steen, second by Wesely to approve Clerk’s report. Motion passed.

Treasurer’s report was read. Motion by Steen, seconded by Wesely to approve the Treasurer’s report. Motion passed. There is a CD maturing in June 2018 at First National Bank of Moose Lake that needs to be discussed at the June 2018 monthly board meeting. Treasurer received Request for Proposals (RFPs) from six recommended CPA audit firms by May 1st, 2018 for conducting an external audit of Windemere Township’s financials and operating procedures. Special meeting to discuss the RFP proposals to be held on Monday May 21st, 2018, 5 PM at the Windemere Town Hall. Postings to be placed in the Star Gazette, Evergreen, and township website.

PUBLIC INPUT :

Cindy Carlson was present and discussed the Windemere Township website. Requested that the Planning Commission’s Comprehensive Plan be placed on the website.

Larry Slater was present and requested that the township purchase a podium so that constituents can address the board and audience members present using a microphone, that way all conversations can be heard on the audio recordings of the monthly meetings posted to the township website. Larry also asked for a follow-up to the pending litigation status of Mike Buetow. Steen stated that Mike Buetow will return to work on Wednesday May 16th, 2018.

Ron Dietz was present to discuss culverts being plugged-up on Balsam Road. Steen stated the township will follow-up on May 19th, 2018 during the Windemere Annual Road Review.

Duane Anderson was present to discuss flooding on Birchview Road. Steen stated the township will follow-up on May 19th, 2018 during the Windemere Annual Road Review.

OLD BUSINESS :

Mack truck – The Mack Dump Truck sold at the auction Lots4Bid.com for $5803.00

Election Judge Training Discussed - Any interested parties please contact the township clerk.

Additional Supervisor Duties - Tabled until the June 2018 monthly board meeting.

Island Lake Outlet Culvert - No further updates to give at this time.

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NEW BUSINESS :

Joanne Gilbert was present and stated that the culvert that drains her property at 89483 Sturgeon Island Road is plugged or collapsed and her property continues to flood right up into her structures. She said that she spoke to the owner of the adjoining property, Tony Bakhtiari (763) 232-2959, the property to which the water flow drains to, and said he would be willing to work with the township to allow some excavation on his property to help alleviate the flooding problem. Steen stated the township will follow-up on May 19th, 2018 during the Windemere Annual Road Review.

Motion made by Steen, seconded by Wesely to appoint Eric Nielsen to a four-year term (January 2018 to January 2022) to the Treasurer position of MLWSSD - Moose Lake-Windemere Sanitary Sewer District. Motion Passed. Resolution was completed and signed. Clerk to give Mr. Nielsen the oath of office and return all paperwork to Executive Director, Darla Hall.

Terms of Planning Commission & Board of Adjustments discussed. The clerk will post in the Star Gazette, Evergreen, & township website for application letters of any interested parties for one position on the Board of Adjustments and two positions on the Planning Commission. The Board of Supervisors will review the letters of interest at the June 2018 monthly board meeting.

Planning Commission update given by Clair Strandlie. The first public input hearing was held at Camp Miller on May 5th , 2018. The meeting was a success with a good turnout and numerous compliments given regarding the Comprehensive Plan. The second public input hearing is scheduled for Saturday June 23rd, 2018 to be held at Miller Hall, Camp Miller from 9:30 – 11:30 AM. The Planning Commission requests that everyone get the word out about the upcoming public hearing and urge people to attend. The next Planning Commission meeting is scheduled for Tuesday June 12th, 2018, 6:30 PM at the Windemere Town Hall.

Pine County Zoning Initiative (Opt-In) discussed. A letter was sent to Windemere Township asking if the township would consider opting-in for the drafting of County-Wide Zoning Ordinances. Agreeing to opt-in at this time is not binding and is only for the planning purposes of the zoning ordinances. Several constituents voiced opinions against opting-in at this time as Windemere Township already has its own Zoning Department.

The purchasing of an MFD – Multifunctional Device, two External Hard Drives, and two file cabinets for record retention was discussed. A new MFD will help with the scanning and digitizing all Windemere Township’s records going forward. The clerk will look into pricing and options and make recommendations at the June 2018 monthly board meeting. The clerk will also inquire about a record retention resolution at the MAT – Minnesota Association of Township’s Clerk Short Course Training to be held on May 24th, 2018.

LowVolts, LLC requested an increase to their monthly service charge to maintain the Windemere Township website from $100/Month to $250/Month. No Action Taken.

Motion made by Wesely, seconded by Steen to have the Treasurer look into other website options and search out website designers that specialize in maintaining government websites. The township is looking for a more robust website, additional posting capabilities, and security options. Motion Passed.

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Fire District update given by Pete Steen. The Fire District is still looking for new recruits to join the Fire Department. During the past month Windemere Township had 10 Emergency Calls : (6)-Medical, (1)-Vehicle Fire, (1)-Alarm Called-Off, and (2)-Unknown Calls, which constituted approximately 1/3 of all the emergency calls for the month.

Zoning Administration update was given by Ryan Clark. Six new permits were applied for in April 2018. Phil White to meet with land owners along Palon Road prior to the Palon Road construction project to begin. Discussion was had regarding Sunrise View Road. Zoning Department to post a Zoning Ordinance Advertisement that a Zoning Permit is required to remove any tree larger than 3” in-diameter along the shorelines of lakes. Reminder that the summer zoning office hours are Fridays and Saturdays 9 AM to Noon.

Road update was given by Pete Steen. Closed bids for the Palon Road project to be opened on Wednesday May 23rd, 2018, 2 PM at the Windemere Town Hall. A template road construction contract was obtained by the township clerk from Pine County. The township will use the same contract that Pine County uses when the county has vendors complete road projects for them. The annual road review will take place on Saturday May 19th, 2018 starting at 8 AM. Posting of the annual road review to be placed in the Star Gazette, Evergreen, and on the township website.

PUBLIC INPUT & RESPONSE TO MEETING GIVEN :

Dennis Huddleston was present and stated that on the 3rd Saturday of each month, residents can bring burnable vegetation (Brush, Leaves, Grass Clippings, Etc.) to the Township gravel pit for disposal.

Phil White was present to discuss the township sponsoring a blight/clean-up day. Motion made by Wesely, seconded by Steen to have Phil White look into the cost of obtaining a roll-off dumpster so that Windemere residences can bring their debris to the Town Hall rather than just discarding it in the road ditches. Motion Passed.

John Menke was present and made and inquiry about the township’s attorney retainer and also made a comment regarding the township’s financial activity for April 2018 and that approximately ¼ the township’s expenses for the month was legal expenses.

Ron Buetow was present and made a comment about how much gravel was in the township road R.O.W. ditches. He stated that in the past the township reclaimed a large portion of the gravel from ditches and was wondering if the township was planning on doing the same again this year. Steen stated the township will follow-up on May 19th, 2018 during the Windemere Annual Road Review.

April 2018 claims were reviewed. Motion made by Steen, seconded by Wesely to approve April 2018 Claims. EFTs - 1811 and 1812, Checks - 11887 through 11910, & Direct Deposits - 1064 through 1071 for a total of $27,335.94. Motion passed.

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Township mail opened and reviewed.

Motion made by Wesely, seconded by Steen to adjourn the meeting. Motion passed.

RESPECTFULLY SUBMITTED : APPROVED :

Scott Danelski, Clerk John Wesely, Vice-Chairman

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