

Windemere Township
Monthly Board Meeting Packet
November 14, 2024

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1. Call to Order / Pledge of Allegiance
2. Approval of Agenda
3. Clerk's Report
4. Treasurer's Report
5. Public Input
6. Old Business
 - a. XXXXXXXXXXXX
7. New Business
 - a. Zoning Map Amendment
 - b. Amendment to Shoreland Ordinance
 - c. DNR-Sturgeon Island Bridge Fill Removal
 - d. RPN Update and Process for Solution
 - e. Discussion of Reserve Fund
 - f. Discussion of Electronic Files System and Schedule Transfer to Cloud
- g. Clarify Records Retention Policy
- h. December Partial Audit
- i. Board of Adjustment/Planning Commission Ad Discussion
- j. Building Permit Issue/Minor Subdivision Issue (Benzie/Coil)
- k. Board of Supervisors Other
8. Road Update
9. Zoning Update
10. Planning Commission Update
11. Fire District Update
12. Review Claims
13. Open Mail & Review
14. Adjourn

Windemere Township
 YTD Budget vs. Actual
 January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
31000 · General Property Taxes			
31010 · Current Property Taxes	231,358.23	228,000.00	3,358.23
31020 · Delinquent Property Taxes	7,335.46	11,000.00	-3,664.54
Total 31000 · General Property Taxes	238,693.69	239,000.00	-306.31
31900 · Delinquent Taxes			
31920 · Tax Forfeiture Sales	347.74	10,000.00	-9,652.26
Total 31900 · Delinquent Taxes	347.74	10,000.00	-9,652.26
32000 · Licenses and Permits			
32110 · Alcoholic Beverages	50.00	100.00	-50.00
Total 32000 · Licenses and Permits	50.00	100.00	-50.00
33000 · Intergovernmental Revenues			
33400 · State Grants and Aids.			
33401 · Local Government Aid	5,251.78	3,500.00	1,751.78
33418 · Refund of Gas Tax	45,303.66	42,000.00	3,303.66
33428 · Payments in Lieu of Taxes	2,238.75	2,000.00	238.75
Total 33400 · State Grants and Aids.	52,794.19	47,500.00	5,294.19
33000 · Intergovernmental Revenues - O...	324,098.21	323,000.00	1,098.21
Total 33000 · Intergovernmental Revenues	376,892.40	370,500.00	6,392.40
34000 · Charges for Services			
34100 · General Government			
34101 · Town Hall Rent	0.00	0.00	0.00
34102 · Recording Fees			
310 · STVR Fees	0.00	24,000.00	-24,000.00
34102 · Recording Fees - Other	0.00	6.00	-6.00
Total 34102 · Recording Fees	0.00	24,006.00	-24,006.00
34103 · Zoning and Subdivision Fees	17,387.10	8,334.00	9,053.10
34111 · Variance Application Fees	0.00	2,500.00	-2,500.00
Total 34100 · General Government	17,387.10	34,840.00	-17,452.90
Total 34000 · Charges for Services	17,387.10	34,840.00	-17,452.90
36200 · Miscellaneous Revenues			
36210 · Interest Earnings	25,699.56	20,834.00	4,865.56
36220 · Rents and Royalties	5,015.00	0.00	5,015.00
36200 · Miscellaneous Revenues - Other	265.00	500.00	-235.00

Windemere Township
 YTD Budget vs. Actual
 January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget
Total 36200 · Miscellaneous Revenues	30,979.56	21,334.00	9,645.56
Total Income	664,350.49	675,774.00	-11,423.51
Expense			
41000 · General Government			
41100 · Legislative			
41110 · Township Board			
103.1 · Part-Time Employee Wages	14,275.66	16,050.00	-1,774.34
119.1 · Personal Mileage Reimbusem...	750.27	1,250.00	-499.73
121.1 · PERA Contributions	0.00	0.00	0.00
122.1 · FICA Contributions	1,142.58	1,227.83	-85.25
Total 41110 · Township Board	16,168.51	18,527.83	-2,359.32
Total 41100 · Legislative	16,168.51	18,527.83	-2,359.32
41300 · Windemere Coordinator			
103.7 · Coodinator Wages	25,781.25		
119.7 · Personal Mileage Reimbursement	0.00		
122.7 · FICA Contributions	1,972.27		
Total 41300 · Windemere Coordinator	27,753.52		
41400 · Township Clerk			
103.2 · Part-Time Employee Wages	6,420.00	6,633.34	-213.34
119.2 · Personal Mileage Reimbursement	1,357.97	833.34	524.63
121.2 · PERA Contributions	319.50	331.66	-12.16
122.2 · FICA Contributions	632.42	507.44	124.98
41410 · Elections	5,370.54	1,500.00	3,870.54
41420 · Recording and Reporting	0.00	100.00	-100.00
41430 · Other Township Expenses			
133 · Life Insurance	405.00	405.00	0.00
151 · Worker's Comp Insurance	0.00	0.00	0.00
199 · Service / Late Fees	106.14	83.34	22.80
201 · Accessories	1,249.18	83.34	1,165.84
202 · Printing & Copying	758.20	1,250.00	-491.80
203 · Paper Products	2.71	83.34	-80.63
207 · Training & Materials	670.00	500.00	170.00
208 · Food and Beverages	0.00	208.34	-208.34
240.1 · Equipment	3,404.50	150.00	3,254.50
309 · Website & IT Services	5,430.83	1,250.00	4,180.83
321 · Telephone	762.79	600.00	162.79
322 · Postage	165.20	500.00	-334.80
325 · Internet	988.70	1,000.00	-11.30
331 · Travel	757.60	416.66	340.94
340 · Advertising	3,410.47	2,500.00	910.47
362 · Property Insurance	242.00	1,500.00	-1,258.00
381 · Electricity	2,849.56	2,500.00	349.56

9:29 PM
 11/02/24
 Accrual Basis

Windemere Township
 YTD Budget vs. Actual
 January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget
383 · Propane	20.00	2,500.00	-2,480.00
384 · Garbage Disposal	1,466.95	100.00	1,366.95
385 · Sewer / Septic	0.00	150.00	-150.00
401 · Building Repair	291.00	833.34	-542.34
405 · Cleaning Services	190.00	800.00	-610.00
433 · Dues and Subscriptions	1,086.42	1,000.00	86.42
490 · Donations to Civic Organization	200.00		
570 · Office Equip and Furnishings	3,369.99	450.00	2,919.99
41430 · Other Township Expenses - O...	5,502.83	208.34	5,294.49
Total 41430 · Other Township Expenses	33,330.07	19,071.70	14,258.37
Total 41400 · Township Clerk	47,430.50	28,977.48	18,453.02
41500 · Financial Management			
41510 · Township Treasurer			
103.3 · Part-Time Employee Wages	5,790.00	6,000.00	-210.00
119.3 · Personal Mileage Reimbursement	0.00		
121.3 · PERA Contributions	133.50	300.00	-166.50
122.3 · FICA Contributions	392.45	459.00	-66.55
Total 41510 · Township Treasurer	6,315.95	6,759.00	-443.05
41550 · Assessment Expenses	12,897.38	14,000.00	-1,102.62
Total 41500 · Financial Management	19,213.33	20,759.00	-1,545.67
41600 · Legal Services			
304.1 · General Township	2,427.50	4,166.66	-1,739.16
304.2 · Planning and Zoning	8,237.35	12,500.00	-4,262.65
41600 · Legal Services - Other	596.25		
Total 41600 · Legal Services	11,261.10	16,666.66	-5,405.56
41900 · Other General Government			
41910 · Planning and Zoning			
103.4 · Part-Time Employee Wages	22,535.33	23,333.34	-798.01
119.4 · Personal Mileage Reimbursement	1,009.36	833.34	176.02
121.4 · PERA Contributions	919.16	1,750.00	-830.84
122.4 · FICA Contributions	1,574.00	1,785.00	-211.00
41910 · Planning and Zoning - Other	0.00	4,166.66	-4,166.66
Total 41910 · Planning and Zoning	26,037.85	31,868.34	-5,830.49
41920 · Data Processing	823.07	1,250.00	-426.93
41940 · Building Maintenance	167,269.12	200,000.00	-32,730.88
Total 41900 · Other General Government	194,130.04	233,118.34	-38,988.30
41000 · General Government - Other	0.00		

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 Accrual Basis

Windemere Township
YTD Budget vs. Actual
 January through October 2024

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 41000 · General Government	315,957.00	318,049.31	-2,092.31
42000 · Public Safety			
42200 · Fire			
42220 · Fire Fighting	89,845.50	45,000.00	44,845.50
42260 · Fire Repair Services	0.00	100.00	-100.00
Total 42200 · Fire	89,845.50	45,100.00	44,745.50
42600 · Traffic Signs	0.00	2,083.34	-2,083.34
42700 · Animal Control	200.00	1,666.66	-1,466.66
Total 42000 · Public Safety	90,045.50	48,850.00	41,195.50
43000 · Public Works			
43100 · Highways, Streets and Roadways			
119.5 · Personal Mileage Reimbursement	687.44	1,500.00	-812.56
215 · Shop Materials	78.96	250.00	-171.04
220 · Repair and Maintenance Supplies	317.90	250.00	67.90
224 · Road Materials	48,550.54	54,166.66	-5,616.12
240.2 · Small Tools and Minor Equipme...	1,444.33	450.00	994.33
303 · Engineering and Surveying Fees	1,000.00	25,000.00	-24,000.00
416 · Machinery Rental	0.00	416.66	-416.66
43122 · Road Maintenance			
103.5 · Part-time Employee Wages	14,425.00	7,500.00	6,925.00
103.6 · Contractors	474,058.95	111,250.00	362,808.95
121.5 · PERA Contributions	1,096.30	937.50	158.80
122.5 · FICA Contributions	1,176.95	956.24	220.71
43122 · Road Maintenance - Other	0.00	833.34	-833.34
Total 43122 · Road Maintenance	490,757.20	121,477.08	369,280.12
43100 · Highways, Streets and Roadwa...	126,913.91	214,583.34	-87,669.43
Total 43100 · Highways, Streets and Roa...	669,750.28	418,093.74	251,656.54
43200 · Sanitation	0.00	150.00	-150.00
Total 43000 · Public Works	669,750.28	418,243.74	251,506.54
66000 · Payroll Expenses	0.00		
Total Expense	1,075,752.78	785,143.05	290,609.73
Net Ordinary Income	-411,402.29	-109,369.05	-302,033.24
Net Income	-411,402.29	-109,369.05	-302,033.24

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 Accrual Basis

Windemere Township
YTD Financial Activity Comparison
 January through October 2024

	Jan - Oct 24	Jan - Oct 23	\$ Change
Ordinary Income/Expense			
Income			
31000 · General Property Taxes			
31010 · Current Property Taxes	231,358.23	228,661.58	2,696.65
31020 · Delinquent Property Taxes	7,335.46	10,131.95	-2,796.49
Total 31000 · General Property Taxes	238,693.69	238,793.53	-99.84
31900 · Delinquent Taxes			
31920 · Tax Forfeiture Sales	347.74	10,731.58	-10,383.84
Total 31900 · Delinquent Taxes	347.74	10,731.58	-10,383.84
32000 · Licenses and Permits			
32110 · Alcoholic Beverages	50.00	0.00	50.00
Total 32000 · Licenses and Permits	50.00	0.00	50.00
33000 · Intergovernmental Revenues			
33400 · State Grants and Aids.			
33401 · Local Government Aid	5,251.78	3,455.18	1,796.60
33418 · Refund of Gas Tax	45,303.66	40,524.16	4,779.50
33428 · Payments in Lieu of Taxes	2,238.75	2,046.18	192.57
Total 33400 · State Grants and Aids.	52,794.19	46,025.52	6,768.67
33000 · Intergovernmental Revenues - Ot...	324,098.21	24,808.00	299,290.21
Total 33000 · Intergovernmental Revenues	376,892.40	70,833.52	306,058.88
34000 · Charges for Services			
34100 · General Government			
34103 · Zoning and Subdivision Fees	17,387.10	5,422.60	11,964.50
34111 · Variance Application Fees	0.00	2,000.00	-2,000.00
Total 34100 · General Government	17,387.10	7,422.60	9,964.50
Total 34000 · Charges for Services	17,387.10	7,422.60	9,964.50
36200 · Miscellaneous Revenues			
36210 · Interest Earnings	25,699.56	20,963.29	4,736.27
36220 · Rents and Royalties	5,015.00	0.00	5,015.00
36200 · Miscellaneous Revenues - Other	265.00	238,395.00	-238,130.00
Total 36200 · Miscellaneous Revenues	30,979.56	259,358.29	-228,378.73
Total Income	664,350.49	587,139.52	77,210.97

Windemere Township
YTD Financial Activity Comparison
 January through October 2024

	Jan - Oct 24	Jan - Oct 23	\$ Change
Expense			
41000 · General Government			
41100 · Legislative			
41110 · Township Board			
103.1 · Part-Time Employee Wages	14,275.66	15,850.00	-1,574.34
119.1 · Personal Mileage Reimbursement	750.27	1,338.83	-588.56
122.1 · FICA Contributions	1,142.58	1,212.53	-69.95
142.1 · Unemployment Comp Benefits	0.00	59.05	-59.05
Total 41110 · Township Board	16,168.51	18,460.41	-2,291.90
Total 41100 · Legislative	16,168.51	18,460.41	-2,291.90
41300 · Windemere Coordinator			
103.7 · Coodinator Wages	25,781.25	0.00	25,781.25
119.7 · Personal Mileage Reimbursement	0.00	0.00	0.00
122.7 · FICA Contributions	1,972.27	0.00	1,972.27
Total 41300 · Windemere Coordinator	27,753.52	0.00	27,753.52
41400 · Township Clerk			
103.2 · Part-Time Employee Wages	6,420.00	7,927.50	-1,507.50
119.2 · Personal Mileage Reimbursement	1,357.97	915.45	442.52
121.2 · PERA Contributions	319.50	414.38	-94.88
122.2 · FICA Contributions	632.42	597.28	35.14
41410 · Elections	5,370.54	0.00	5,370.54
41430 · Other Township Expenses			
133 · Life Insurance	405.00	400.00	5.00
151 · Worker's Comp Insurance	0.00	4,414.00	-4,414.00
199 · Service / Late Fees	106.14	24,642.75	-24,536.61
201 · Accessories	1,249.18	27.92	1,221.26
202 · Printing & Copying	758.20	1,112.89	-354.69
203 · Paper Products	2.71	43.63	-40.92
207 · Training & Materials	670.00	620.00	50.00
208 · Food and Beverages	0.00	70.44	-70.44
240.1 · Equipment	3,404.50	0.00	3,404.50
309 · Website & IT Services	5,430.83	3,035.07	2,395.76
321 · Telephone	762.79	764.01	-1.22
322 · Postage	165.20	658.11	-492.91
325 · Internet	988.70	989.77	-1.07
331 · Travel	757.60	247.31	510.29
340 · Advertising	3,410.47	6,718.30	-3,307.83
362 · Property Insurance	242.00	5,329.00	-5,087.00
381 · Electricity	2,849.56	2,642.90	206.66
383 · Propane	20.00	2,072.61	-2,052.61
384 · Garbage Disposal	1,466.95	0.00	1,466.95
385 · Sewer / Septic	0.00	185.00	-185.00
401 · Building Repair	291.00	522.84	-231.84

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 11/02/24
 Accrual Basis

Windemere Township
YTD Financial Activity Comparison
 January through October 2024

	Jan - Oct 24	Jan - Oct 23	\$ Change
405 · Cleaning Services	190.00	1,320.00	-1,130.00
433 · Dues and Subscriptions	1,086.42	1,072.44	13.98
490 · Donations to Civic Organization	200.00	0.00	200.00
570 · Office Equip and Furnishings	3,369.99	0.00	3,369.99
41430 · Other Township Expenses - Ot...	5,502.83	0.00	5,502.83
Total 41430 · Other Township Expenses	33,330.07	56,888.99	-23,558.92
Total 41400 · Township Clerk	47,430.50	66,743.60	-19,313.10
41500 · Financial Management			
41510 · Township Treasurer			
103.3 · Part-Time Employee Wages	5,790.00	6,645.00	-855.00
119.3 · Personal Mileage Reimbursement	0.00	0.00	0.00
121.3 · PERA Contributions	133.50	245.00	-111.50
122.3 · FICA Contributions	392.45	451.73	-59.28
Total 41510 · Township Treasurer	6,315.95	7,341.73	-1,025.78
41550 · Assessment Expenses	12,897.38	15,395.01	-2,497.63
Total 41500 · Financial Management	19,213.33	22,736.74	-3,523.41
41600 · Legal Services			
304.1 · General Township	2,427.50	6,202.50	-3,775.00
304.2 · Planning and Zoning	8,237.35	1,984.00	6,253.35
41600 · Legal Services - Other	596.25	0.00	596.25
Total 41600 · Legal Services	11,261.10	8,186.50	3,074.60
41900 · Other General Government			
41910 · Planning and Zoning			
103.4 · Part-Time Employee Wages	22,535.33	17,027.50	5,507.83
119.4 · Personal Mileage Reimbursement	1,009.36	817.20	192.16
121.4 · PERA Contributions	919.16	1,077.21	-158.05
122.4 · FICA Contributions	1,574.00	1,146.55	427.45
Total 41910 · Planning and Zoning	26,037.85	20,068.46	5,969.39
41920 · Data Processing	823.07	1,415.56	-592.49
41940 · Building Maintenance	167,269.12	0.00	167,269.12
Total 41900 · Other General Government	194,130.04	21,484.02	172,646.02
41000 · General Government - Other	0.00	0.00	0.00
Total 41000 · General Government	315,957.00	137,611.27	178,345.73

9:33 PM
 11/02/24
 Accrual Basis

Windemere Township
YTD Financial Activity Comparison
 January through October 2024

	Jan - Oct 24	Jan - Oct 23	\$ Change
42000 · Public Safety			
42200 · Fire			
42220 · Fire Fighting	89,845.50	44,478.00	45,367.50
Total 42200 · Fire	89,845.50	44,478.00	45,367.50
42600 · Traffic Signs	0.00	3,928.18	-3,928.18
42700 · Animal Control	200.00	0.00	200.00
Total 42000 · Public Safety	90,045.50	48,406.18	41,639.32
43000 · Public Works			
43100 · Highways, Streets and Roadways			
119.5 · Personal Mileage Reimbursement	687.44	789.28	-101.84
211 · Cleaning Supplies	0.00	25.56	-25.56
215 · Shop Materials	78.96	149.11	-70.15
220 · Repair and Maintenance Supplies	317.90	878.44	-560.54
224 · Road Materials	48,550.54	47,289.60	1,260.94
240.2 · Small Tools and Minor Equipment	1,444.33	0.00	1,444.33
303 · Engineering and Surveying Fees	1,000.00	1,000.00	0.00
363 · Automobile Insurance	0.00	0.00	0.00
404 · Machinery and Equipment Repair	0.00	5,102.04	-5,102.04
43122 · Road Maintenance			
103.5 · Part-time Employee Wages	14,425.00	11,987.50	2,437.50
103.6 · Contractors	474,058.95	562,301.00	-88,242.05
121.5 · PERA Contributions	1,096.30	454.90	641.40
122.5 · FICA Contributions	1,176.95	935.03	241.92
Total 43122 · Road Maintenance	490,757.20	575,678.43	-84,921.23
43100 · Highways, Streets and Roadway...	126,913.91	192,070.00	-65,156.09
Total 43100 · Highways, Streets and Road...	669,750.28	822,982.46	-153,232.18
Total 43000 · Public Works	669,750.28	822,982.46	-153,232.18
66000 · Payroll Expenses	0.00	0.00	0.00
Total Expense	1,075,752.78	1,008,999.91	66,752.87
Net Ordinary Income	-411,402.29	-421,860.39	10,458.10
Net Income	-411,402.29	-421,860.39	10,458.10

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 11/02/24
 Accrual Basis

Windemere Township
 Financial Activity
 October 2024

Oct 24

Ordinary Income/Expense

Income

33000 · Intergovernmental Revenues

33400 · State Grants and Aids.

33401 · Local Government Aid

1,011.36

Total 33400 · State Grants and Aids.

1,011.36

Total 33000 · Intergovernmental Revenu...

1,011.36

34000 · Charges for Services

34100 · General Government

34103 · Zoning and Subdivision Fees

655.00

Total 34100 · General Government

655.00

Total 34000 · Charges for Services

655.00

36200 · Miscellaneous Revenues

36210 · Interest Earnings

848.65

Total 36200 · Miscellaneous Revenues

848.65

Total Income

2,515.01

Expense

41000 · General Government

41100 · Legislative

41110 · Township Board

103.1 · Part-Time Employee Wages

775.66

119.1 · Personal Mileage Reimburse...

0.00

122.1 · FICA Contributions

59.33

Total 41110 · Township Board

834.99

Total 41100 · Legislative

834.99

41300 · Windemere Coordinator

103.7 · Coodinator Wages

6,875.00

119.7 · Personal Mileage Reimburse...

0.00

122.7 · FICA Contributions

525.94

Total 41300 · Windemere Coordinator

7,400.94

9:31 PM
11/02/24
Accrual Basis

Windemere Township
Financial Activity
October 2024

	Oct 24
41400 · Township Clerk	
103.2 · Part-Time Employee Wages	530.00
119.2 · Personal Mileage Reimburse...	0.00
121.2 · PERA Contributions	26.50
122.2 · FICA Contributions	40.54
41430 · Other Township Expenses	
199 · Service / Late Fees	10.98
203 · Paper Products	2.71
207 · Training & Materials	40.00
309 · Website & IT Services	506.18
322 · Postage	29.20
340 · Advertising	39.20
362 · Property Insurance	242.00
381 · Electricity	339.23
570 · Office Equip and Furnishings	574.00
41430 · Other Township Expenses - ...	200.00
Total 41430 · Other Township Expens...	1,983.50
Total 41400 · Township Clerk	2,580.54
41500 · Financial Management	
41510 · Township Treasurer	
103.3 · Part-Time Employee Wages	450.00
122.3 · FICA Contributions	34.43
Total 41510 · Township Treasurer	484.43
Total 41500 · Financial Management	484.43
41600 · Legal Services	
304.1 · General Township	66.25
304.2 · Planning and Zoning	861.25
Total 41600 · Legal Services	927.50
41900 · Other General Government	
41910 · Planning and Zoning	
103.4 · Part-Time Employee Wages	1,375.00
119.4 · Personal Mileage Reimburse...	60.30
122.4 · FICA Contributions	105.19

9:31 PM
11/02/24
Accrual Basis

Windemere Township
Financial Activity
October 2024

	Oct 24
Total 41910 · Planning and Zoning	1,540.49
41940 · Building Maintenance	13,210.99
Total 41900 · Other General Government	14,751.48
41000 · General Government - Other	0.00
Total 41000 · General Government	26,979.88
43000 · Public Works	
43100 · Highways, Streets and Roadw...	
119.5 · Personal Mileage Reimburse...	0.00
220 · Repair and Maintenance Supplies	249.99
224 · Road Materials	1,680.00
43122 · Road Maintenance	
103.5 · Part-time Employee Wages	100.00
103.6 · Contractors	177,569.32
121.5 · PERA Contributions	7.50
122.5 · FICA Contributions	7.65
Total 43122 · Road Maintenance	177,684.47
Total 43100 · Highways, Streets and R...	179,614.46
Total 43000 · Public Works	179,614.46
66000 · Payroll Expenses	0.00
Total Expense	206,594.34
Net Ordinary Income	-204,079.33
Net Income	-204,079.33

October Claims

Presented November 14, 2024

November 14, 2024 Town Board Meeting

EXPENSE BREAKDOWN IS MORE THAN ONE ACCOUNT IS CHARGED

Payable To	Total Amount	Fund	Expense	Acc Amt	Charged	Account	Amount	
DD1717 Alan Overland	\$210.00	100	41103.1	\$210.00				Board Salary
DD1719 Heidi Kroening	\$376.08	100	41103.1	\$360.00	41119.1	\$	16.08	Board Salary
DD1722 Tony Bahktiari	\$200.00	100	41103.1	\$200.00				Board Salary
DD1718 Cindy Woltjer	\$677.00	100	41103.2	\$610.00	41119.2	\$	67.00	Clerk
DD1723 Vern Anderson	\$100.00	100	41103.5	\$100.00				Road Manager
DD1721 Scott Beckman	\$1,496.90	100	41103.4	\$1,450.00	41119.4	\$	46.90	Zoning
DD1720 Sandra Nelson	\$450.00	100	41103.3	\$450.00				Accounting
15/31 Brittany Stampohar	\$6,875.00	100	41103.7	\$6,875.00				Salary
13717 Couri and Ruppe	\$2,758.75	100	41304.1	\$530.00	41304.2	\$	2,228.75	Legal
13718 Scott Anderson Prop	\$524.00	100	41570	\$524.00				Office and meeting room rent
13719 Lake County Power	\$49.92	100	41381	\$49.92				Electric service
13714 Northstar Media	\$261.55	100	41340	\$261.55				Publishing
13715 Minnsota Assoc of Township	\$30.00	100	41207	\$30.00				Training
13716 Moose Lake Area Fire Dist	\$45,367.50	100	42220	\$45,367.50				Fire Contract
13710 FNB Omaha Credit Card	\$66.11	100	41325	\$64.36	41199		1.75	Internet/Data Services
13711 Gregory Sarvela	\$70.00	100	41570	\$60.00	41201	\$	10.00	Tables/Set up
13712 Deep Rock	\$350.00	100	43416	\$350.00				Towing burnt motor home on Pioneer
13713 Advanced Concrete	\$4,200.00	210	43103.6	\$4,200.00				Contracting S.I. Road
Advanced Concrete	\$2,100.00	210	43103.6	\$2,100.00				Contracting S.I. Road
13708 Sandberg Construction	\$800.00	210	43103.6	\$800.00				Clean up burnt motor home on Pioneer
13709 Kiminski Paving Inc	\$5,111.25	210	43103.6	\$5,111.25				Grading
13705 Phillip White	\$160.00	100	41103.4	\$160.00				Planning commission pay
EFT24-24 PERA	\$74.98	100	NOT IN TOTAL					
E-pay-24-1 Federal withholding	\$570.14	100	NOT IN TOTAL					
Total	\$72,234.06							

Approved 14-Nov-24

Cindy Woltjer, Clerk

Alan Overland
14-Nov-24

Tony Bahktiari
14-Nov-24

Heidi Kroening
14-Nov-24

Windemere Township
Balance Sheet by Fund

As of Oct. 31, 2024

Assets	Revenue	Roads & Bridges	Cap. Improvement	Total
FNB Moose Lake Savings	\$0.00	\$5,087.07	\$496.57	\$5,583.64
FNB Moose Lake Checking (Main)	\$148,713.96	(\$29,051.62)	\$9,252.04	\$128,914.38
FNB Moose Lake Checking (EFT)	\$117.00	\$0.00	\$0.00	\$117.00
US Bank ICS Investment	\$115,443.80	\$36,274.40	\$109,245.21	\$260,963.41
US Bank Commercial	\$1,495.04	\$2,492.78	\$414.83	\$4,402.65
Total Current Assets	\$265,769.80	\$14,802.63	\$119,408.65	\$399,981.08

Asset Classification

	Liquid Cash	(\$18.92)
Suggested	Reserve Fund	\$400,000.00
	Total Cash	\$399,981.08

Township Financial Management, Forecast & Budget Draft
PRELIMINARY WORKSHEET PRESENTED BY TREASURER Nov 2024

In round numbers estimates		10/31/2024	2025 Budget	
Cash Balance 10/31/24		399,981	526,603	Cash balance from 12/31/24
Adjustments: Pending Nov 2024 Expenses		72,234	500,000	(Add) 2025 Levy \$400K & Other I
Minus Suggested Reserve Fund (Revised)		400,000	400,000	(Minus) Reserve Fund
Cash Balance Updated		-72,253	626,603	Funds Available in 2025, Reserves Not Included
Second Half Levy and Misc. Income (Est)		225,000		
Balance Available w 2nd Half Levy/Misc Income		152,747		
Expenses	Category	Dec 2024 Estimate	2025 Draft	%2025 Expense/Total Expenses
Board		610	3,600	
Board payroll expense		47	275	
Board travel		0	300	
Clerk		530	0	
Clerk payroll expense		41	0	
Clerk travel		0	200	
Treasurer		0	0	
Treasurer payroll expense		0	0	
Treasurer travel		0	0	
Zoning Admin		1,500	15,000	
Zoning payroll expense		120	1,200	
Zoning travel		100	1,000	
Road manager		100	2,400	
Road Manager payroll exp		8	184	
Road Manager. travel		0	600	
Coordinator		6,875	82,500	
Coordinator payroll exp		526	6,600	
Coordinator travel		0	300	
Clerk-Treasurer Future Position		0	6,000	
Clerk-Treasurer Future Position payroll exp			459	
Deputy Clerk-Treasurer payroll		0	1,200	
Deputy Clerk-Treasurer payroll			92	
Accounting		450	0	
Accounting payroll		34	0	
Life Insurance (Officials)		0	450	
Training (Officials)		0	2,500	
Sub total	Board, Clerk, Treasurer, Staff	10,940	124,860	17.2%
Fire Protection	Fire	0	90,000	12.4%
Operations:				
Office Rent		424	5,088	
Meeting Room Rental		100	1,200	
AV Services (Board Meetings)		100	1,200	
Office Internet		150	1,800	
Office Supplies and Copies		50	1,000	
Phone		125	1,200	
Website		100	2,000	
Postage		50	250	
Garbage		20	120	
Sewer Service		185	200	
Cleaning		0	180	
Dues		0	4,000	
Office Equipment		100	0	
Insurance		0	2,000	
Utilities		200	0	
Sub total	Office Operations	1,604	20,238	2.8%
Elections	Elections	2,500	0	0.0%
Advertising/Posting Publications		100	750	0.1%

Pine County Assessor	Levy Admin	0	12,000	1.6%
Legal Expense	Legal	1,000	5,000	0.7%
Donations	Donations	0	0	0.0%
Public Works	Services			
Snow		10,000	35,000	
Signage		0	45,000	
Grading		0	40,000	
Culverts		0	25,000	
Ditching		0	10,000	
Gravel and hauling		0	90,000	
Sturgeon Island Bridge		0	0	
Anti-Dust		0	40,000	
Asphalt Replacement Fund		0	175,000	
GIS Mapping		0	15,000	
Sub-Total	Services	10,000	475,000	65.3%
Total	All	26,144	727,848	100.0%
Total Cash Projected End of Year		126,603	-101,245	
Reserves Added In		400,000	400,000	
Total Operational Cash End of Year		526,603	298,755	

Windemere Township

Mail: P.O. Box 129, Moose Lake, MN 55767
Office: 316 Elm Ave., Moose Lake MN 55767
(218) 290-4233

Rezoning Application

Applicant Information:

Applicant Title (circle one): Property Owner Contractor Other: _____
Applicant Name: Alan J. Cunningham, Corinne C. Youso, Michael J. Youso
Applicant Mailing Address: [REDACTED]
City State Zip Code
Applicant Email: [REDACTED]
Applicant Phone Number: [REDACTED]

Property Information:

Property Address: XXX Warbler Lane, Sturgeon Lake MN 55783
City State Zip Code
Parcel ID Number (PIN): 33 - 0554 - 001
Section: 19 Township: 45 Range: 19
Property Size (in acres): 10.98
Current Zoning of Property: Forest Management District
Proposed Zoning of Property: R-2 Residential Rural

Applicant Fee: \$750.00

Please make checks payable to "Windemere Township" and mail them to:

Windemere Township
P.O. Box 129
Moose Lake, MN
55767

Additional Information (Please attach an additional page for answers if the area provided is not enough.)

1. Please explain the reason for the rezoning request

The current zoning of Forest Management District does not conform to the surrounding area zoning of residential and commercial. Forest Management District zoning is intended to insure that certain forest and agricultural lands are protected and managed.

2. Are the location and character of the proposed zoning consistent with a desirable pattern or development for the general locality?

Yes, the property directly north of this parcel, all the properties east, and the property south west are all residential.

3. How would the neighborhood benefit from the proposed rezoning?

The residential neighborhood would benefit by not having increased congestion and noise. They would have a higher quality of life with the proposed residential zoning. The new zoning would benefit the retail businesses (See attached)

4. How would the public benefit from the proposed rezoning?

The new zoning would create a residential parcel that would be put up for sale to the public. Or possibly split into a few residential lots if (See attached)

5. Additional information or circumstances which justify the proposed rezoning

We are aware of the Windemere Township Plan that was adopted July 7, 2020. This parcel was mentioned in the plan as having future (see attached)

6. Proof of Ownership Must Accompany this Application in the form of (circle one):

Deed

Title Insurance Policy

Other: 2024 Tax Statement

3. Continued -
in the area by not creating additional competition.

4. Continued -

The Windemere Township Board approved it. The public also benefits from less congestion getting in and out of the current businesses.

5. Continued -

Commercial interest by the group that formed the plan. After lengthy consideration, conversations with board members, and neighbors, we feel the greatest benefit for all involved would be residential. Many of our answers to the prior questions give our reasoning between the two zoning classifications of residential and commercial.

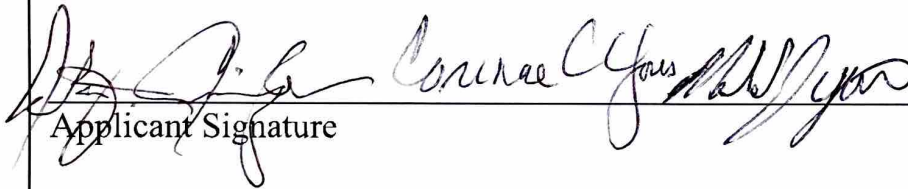
Thank you for reviewing this application.

You, or your authorized agent, are required to attend the Planning Commission meeting to answer questions about the application. You will be notified of the date and time of the meeting.

Data furnished on this application form is public information.

I hereby certify that I am the owner or authorized agent of the owner of the above property and that all uses will conform to existing state laws and local ordinances. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachment thereto will serve to make this application and any resultant permit invalid.

Alan J. Cunningham, Michael J. Youso & Corinne C. Youso
Applicant Name


Applicant Signature

August 15, 2024
Date

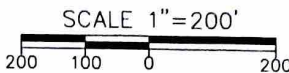
Please submit this form to Windemere Township by email or mail.
Email: zoning@windemeretownship.com
Mail Address: P.O. Box 129 Moose Lake, MN 55767

Office Use Only

Received By: BS
Received Date: 8/15/2024
Payment Amount: 750.00
Payment Type: Check #5223
Receipt Date: 08/15/2024
Receipt Number: NA

SURVEY FOR: ALAN & JULIE CUNNINGHAM
& MICHAEL & CORINNE YOUSO
& DOROTHY L. CUNNINGHAM TRUST

SURVEY OF: THE WEST 30 RODS OF THE NORTHEAST
QUARTER OF THE NORTHEAST QUARTER,
SECTION 19, TOWNSHIP 45, RANGE 19, PINE
COUNTY, MINNESOTA.



STRAIGHTLINE SURVEYING, INC.

P.O. Box 510, 500 Fatz Blvd
Moose Lake, MN 55767

Telephone: (218)-485-4811
Fax: (218)-485-4811

E-MAIL: bAnderson@straightlinesurveying.com

- ⊙ DENOTES FOUND IRON MONUMENT
- DENOTES 1/2" IRON REBAR MONUMENT SET AND CAPPED "ANDERSON 45498"
- × DENOTES 60d SPIKE SET
- △ DENOTES "MAG" NAIL SET



Original Parcel Description Doc #458621, Doc #458622, Doc #458623
The West 30 rods of the NE 1/4 of NE 1/4 of Sec. 19, Twp. 45, Range 19.

New Tract Legal Description

The North 355.00 feet of the West 495.00 feet (30 rods) of the Northeast Quarter of the Northeast Quarter, Section 19, Township 45, Range 19, Pine County, Minnesota, EXCEPT Interstate No. 35 right-of-way.
Subject to easements for the public roads along the northerly and westerly sides thereof and any other easements of record, if any.

Remaining Tract Legal Description

The West 495.00 feet (30 rods) of the Northeast Quarter of the Northeast Quarter, Section 19, Township 45, Range 19, Pine County, Minnesota, lying southerly of the North 355.00 feet of said Northeast Quarter of the Northeast Quarter.
Subject to an easement for the public road along the westerly side thereof and any other easements of record, if any.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Benjamin H. Anderson
Benjamin H. Anderson

45498
License No.

06-21-2017
21 Date

2016-247
Job No.

NONE
Book No.

1. Lot Area. A lot area of not less than five (5) acres for each dwelling unit is required, of which an area of at least one (1) acre is determined to be buildable.
2. Lot Width. A lot width of not less than one hundred sixty-five feet (165') fronting a public road and one hundred sixty-five feet (165') at the building line is required for each dwelling unit.
3. Front Yard. A front yard of not less than one hundred feet (100') is required.
4. Side Yard. Two side yards are required, each having a width of not less than thirty-five feet (35').
5. Rear Yard. A rear yard of not less than fifty feet (50') is required.

E. Road Setback and Parking Requirement

1. Major Collectors - State & County

See page 7

2. Minor Collectors and local, private and Township roads

See page 7

F. Parking Requirements

Off-street parking shall be provided in accordance with the requirements for specific uses set forth in Article V-A of this Ordinance

Sec. 8 F-I Forest Management District (5 acres)

Purpose. This district is intended to insure that certain forest and agricultural lands are protected and managed both as a natural resource and to produce products on a continuing basis in those areas best suited for these purposes; minimal governmental services are provided in this District. The forest areas also help maintain the natural character of the County, and can be valuable for dispersed recreational activities.

A. Permitted Uses:

1. Temporary wood processing activities.
2. Home occupation.
3. Home business.
4. Accessory uses and structures.
5. Seasonal or recreational cabins.
6. Single family dwelling including mobile home
7. Farming activities, including livestock



October 10, 2024

Windemere Township

RE: Zoning Ordinance Map Amendment

Subject Property: PID# 33-0554-001

To Whom it May Concern,

As property owners of PID# 33-0531-000, which is within 1,000 feet of the above stated Subject Property, we are in favor of the proposed rezoning amendment that is requesting the change from “Forestry” to “Residential”.

As we will not be attending the meeting regarding this matter on Oct. 15th, 2024, we would like you to note that we are in **favor** of this rezoning.

Please feel free to contact us with any questions you may have about our decision to support this matter.

Sincerely,

Don and Susan Van Gorden

~~XXXXXXXXXX~~

Windemere Township

Mail: P.O. Box 129, Moose Lake, MN 55767
Office: 316 Elm Ave., Moose Lake MN 55767
(218) 290-4233

October 2, 2024

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

RE: Zoning Ordinance Map Amendment

Dear Property Owner,

You are receiving this letter because a property owner near you (within 1,000 feet) is requesting a zoning map amendment be made to their property. You are being sent this notification in accordance with Windemere Township's Ordinance Article VII, Section 5, Subsection B.3.A. This section of the ordinance is in regards to zoning ordinance map amendments. Windemere Township Planning Commission is required to provide written public notification be sent to all property owners within 1000 square feet of the affected property.

The owners of Parcel ID 33-0554-001 are requesting a rezoning amendment to their property. Their amendment is requesting to be changed from "Forestry" to "Residential".

The Public Hearing for this rezoning amendment request is scheduled for Oct. 15th, 2024 at 5:30pm at the Windemere Township Office (316 Elm Ave. Moose Lake, MN 55767). This is a re-schedule of the original meeting (Sept. 24th). The original meeting had to be cancelled due to improper noticing.

You are welcome to attend the public meeting and provide comments.

If you have any questions about this letter or the rezoning amendment process, please contact Windemere Township at coordinator@windemeretownship.com or (218) 290-4233.

Sincerely,

Dianna Sandstrom

Windemere Township Planning Commission, Chair

Proposed amendment(s) to the

WINDEMERE TOWNSHIP SHORT TERM RENTAL ORDINANCE 2024, dated _____

- 1) Please add page numbers to the ordinance for ease of use
- 2) Replace wording for section 5.2 (a) under OCCUPANCY with the following:
 - (a) The overnight occupancy of a short-term rental unit shall be limited to its septic system capacity. Additionally, there shall be no more than two (2) people per bedroom. In no case shall any unit be permitted to accommodate more than 12 guests.

Proposal approved by Planning Commission on Oct. 15, 2024.

- (d) Disposal of solid waste must comply with any Pine County Solid Waste Ordinance, or its successor or replacement.
- (e) Garbage, refuse, or recycling shall be stored completely enclosed within designated refuse containers. The owner or operator of the rental unit shall provide sufficient trash storage containers and service to accommodate the demand of the occupants.

5.2 Occupancy

~~(a) The overnight occupancy of a short-term rental unit shall be limited to no more than four (4) people per bedroom plus two (2) additional persons per unit. In no case shall any unit be permitted to accommodate more than 12 guests.~~

(a) The overnight occupancy of a short-term rental unit shall be limited to its septic system capacity. Additionally, there shall be no more than two (2) people per bedroom. In no case shall any unit be permitted to accommodate more than 12 guests.

(b) Use of tents, fish houses, or similar structures to obtain additional occupancy is prohibited. No short-term rental shall be allowed in any park model homes not connected to a compliant septic system, or in a recreational camping vehicle as defined in the Windemere Township zoning ordinance regardless of whether or not it is connected to a septic system.

(c) A permittee shall not advertise the property as containing more sleeping accommodations than the number of bedrooms identified on the permit.

(d) A permittee shall not advertise the property as available to more guests than the occupancy limit identified on the permit.

5.3 Noise. Quiet hours are between the hours of 10 pm to 7 am, Sunday through Thursday, and 12 am to 7 am, Friday and Saturday. The owner of the short-term rental must enforce this rule. Failure to do so may result in enforcement action as provided in Section 7 of this ordinance.

5.4 Parking.

(a) The site shall provide on-site parking sufficient to accommodate the occupants of the rental dwelling unit.

(b) Parking cannot restrict access by emergency vehicles or the traveling public and shall not impede any ingress or egress to any other properties. In addition, parking cannot encroach on neighboring properties.

(c) No person shall, for any purpose related to the rental or use of a short-term rental unit, leave or park a vehicle, motor vehicle or recreational vehicle on or within the limits of any road or any road right of way.

5.5 Property Contact Information. The owner or the owner's authorized agent shall keep on file, with the township, and shall notify each renter, in writing, of the contact


Sturgeon Island Bridge Fill Removal

From Condiff, Kelly (DNR) <Kelly.Condiff@state.mn.us>

Date Fri 11/8/2024 7:30 AM

To Windemere Coordinator <coordinator@windemeretownship.com>; Vern C. Anderson II <verncanderson@gmail.com>; Alan Overland <alan.overland@windemeretownship.com>; Tony Bakhtiari <tony.bakhtiari@windemeretownship.com>; heidi.kroening windemeretownship.com <heidi.kroening@windemeretownship.com>; Windemere Roads <roads@windemeretownship.com>

Cc [REDACTED]
[REDACTED]
[REDACTED]

 6 attachments (20 MB)

RPN-PublicWaters-9-28-23-F890680410101.pdf; Aerial prior to construction.docx; 2023-04-27-2021-2903_108438_permit.pdf; Restoration PWP 2021-2903.pdf; 2023-05-01-58559_Signed_Bridge_and_Grading_plans_2022-10-19.pdf; IMG_0171.JPG;

All, I made a visit to the Sturgeon Island bridge on Oct 18th, to see if any progress had been made on the removal of the fill from the shoulder of road.(see attached photo). I have included the bridge plans that were done by Erickson Engineering that does not include the widening of road shoulder. A discussion was had numerous times with DNR staff about keeping that fill permanently in place. The original permit that was authorized does not allow the fill to remain and therefore needs to be removed. What is the timeframe for this to be done? Thank you for your attention to this.

Kelly L. Condiff

R2 Area Hydrologist | Ecological and Water Resources

Pronouns: He/Him

Minnesota Department of Natural Resources

1601 Minnesota Drive

Brainerd, MN. 56401

Phone: 218-343-3916



Crossing area prior to construction.





Permit Number
2021-2903

Public Waters Work Permit

Expiration Date: 04/27/2028

Pursuant to Minnesota Statutes, Chapter 103G, and on the basis of statements and information contained in the permit application, letters, maps, and plans submitted by the applicant and other supporting data, all of which are made part hereof by reference, **PERMISSION IS HEREBY GRANTED** to the applicant to perform actions as authorized below.

Project Name: Bridge replacement- Proposed Bridge # 58559	County: Pine	Watershed: Kettle River	Resource: Lake: Sturgeon (58006700)
Purpose of Permit: Bridge Construction/Modification/Replacement		Authorized Action: Replace a historical timber-covered bridge with a new similar covered bridge (#58559) over Sturgeon Lake as provided in plans submitted 7/21/2021. Authorization includes a temporary fill bypass during construction that must include appropriate Best Management Practices to limit erosion and runoff into water including silt curtains around entire project area. Entire temporary earthen bypass must be removed upon project completion and must include shoreline restoration.	
Permittee: WINDEMERE TOWNSHIP CONTACT: OVERLAND , ALAN, (218) 380-0746 91546 MILITARY ROAD STURGEON LAKE, MN 55783 (218) 372-3607		Authorized Agents (2): PINE COUNTY HIGHWAY DEPARTMENT CONTACT: LEBRUN, MARK 405 AIRPORT ROAD PINE CITY, MN 55063 (320) 216-4200 ERICKSON ENGINEERING CONTACT: DARNELL, CHAD, (612) 249-0827 9531 WEST 78TH STREET SUITE 100 EDEN PRIARIE, MN 55344 (952) 929-6791	
Property Description (land owned or leased or where work will be conducted): UTM zone 15N, 519658m east, 5136198m north, NESE of Section 16, T45N, R19W			
Issued Date: 04/27/2023	Effective Date: 04/27/2023	Expiration Date: 04/27/2028	
Authorized Issuer: Darrin Hoverson	Title: Area Hydrologist	Email Address: darrin.hoverson@state.mn.us	Phone Number: 651-247-4578

This permit is granted **subject to** the following **CONDITIONS**:

APPLICABLE FEDERAL, STATE, OR LOCAL REGULATIONS: The permittee is not released from any rules, regulations, requirements, or standards of any applicable federal, state, or local agencies; including, but not limited to, the U.S. Army Corps of Engineers, Board of Water and Soil Resources, MN Pollution Control Agency, watershed districts, water management organizations, county, city and township zoning.

CONDITIONS (Continued from previous page)

NOT ASSIGNABLE: This permit is not assignable by the permittee except with the written consent of the Commissioner of Natural Resources.

NO CHANGES: The permittee shall make no changes, without written permission or amendment previously obtained from the Commissioner of Natural Resources, in the dimensions, capacity or location of any items of work authorized hereunder.

SITE ACCESS: The permittee shall grant access to the site at all reasonable times during and after construction to authorized representatives of the Commissioner of Natural Resources for inspection of the work authorized hereunder.

TERMINATION: This permit may be terminated by the Commissioner of Natural Resources at any time deemed necessary for the conservation of water resources of the state, or in the interest of public health and welfare, or for violation of any of the conditions or applicable laws, unless otherwise provided in the permit.

COMPLETION DATE: Construction work authorized under this permit shall be completed on or before the date specified above. The permittee may request an extension of the time to complete the project by submitting a written request, stating the reason thereof, to the Commissioner of Natural Resources.

WRITTEN CONSENT: In all cases where the permittee by performing the work authorized by this permit shall involve the taking, using, or damaging of any property rights or interests of any other person or persons, or of any publicly owned lands or improvements thereon or interests therein, the permittee, before proceeding, shall obtain the written consent of all persons, agencies, or authorities concerned, and shall acquire all property, rights, and interests needed for the work.

PERMISSIVE ONLY / NO LIABILITY: This permit is permissive only. No liability shall be imposed by the State of Minnesota or any of its officers, agents or employees, officially or personally, on account of the granting hereof or on account of any damage to any person or property resulting from any act or omission of the permittee or any of its agents, employees, or contractors. This permit shall not be construed as estopping or limiting any legal claims or right of action of any person other than the state against the permittee, its agents, employees, or contractors, for any damage or injury resulting from any such act or omission, or as estopping or limiting any legal claim or right of action of the state against the permittee, its agents, employees, or contractors for violation of or failure to comply with the permit or applicable conditions.

EXTENSION OF PUBLIC WATERS: Any extension of the surface of public waters from work authorized by this permit shall become public waters and left open and unobstructed for use by the public.

WETLAND CONSERVATION ACT: Where the work authorized by this permit involves the draining or filling of wetlands not subject to DNR regulations, the permittee shall not initiate any work under this permit until the permittee has obtained official approval from the responsible local government unit as required by the Minnesota Wetland Conservation Act.

CONTRACTOR RESPONSIBILITY: The permittee shall ensure the contractor has received and thoroughly understands all conditions of this permit. Contractors must obtain a signed statement from the property owner stating that permits required for work have been obtained or that a permit is not required, and mail a copy of the statement to the regional DNR Enforcement office where the proposed work is located. The Landowner Statement and Contractor Responsibility Form can be found at: https://bwsr.state.mn.us/sites/default/files/2019-01/Wetland_WCA_Contractor_Responsibility_Form.doc

INVASIVE SPECIES - EQUIPMENT DECONTAMINATION: All equipment intended for use at a project site must be free of prohibited invasive species and aquatic plants prior to being transported into or within the state and placed into state waters. All equipment used in designated infested waters, shall be inspected by the Permittee or their authorized agent and adequately decontaminated prior to being transported from the worksite. The DNR is available to train inspectors and/or assist in these inspections. For more information refer to the "Best Practices for Preventing the Spread of Aquatic Invasive Species" at http://files.dnr.state.mn.us/publications/ewr/invasives/ais/best_practices_for_prevention_ais.pdf. Contact your regional Invasive Species Specialist for assistance at www.mndnr.gov/invasives/contacts.html. A list of designated infested waters is available at www.mndnr.gov/invasives/ais/infested.html. A list of prohibited invasive species is available at www.mndnr.gov/invasives/laws.html#prohibited.

EROSION AND SEDIMENT CONTROL: In all cases, methods that have been determined to be the most effective and practical means of preventing or reducing sediment from leaving the worksite shall be installed in areas that slope to the water and on worksite areas that have the potential for direct discharge due to pumping or draining of areas from within the worksite (e.g., coffer dams, temporary ponds, stormwater inlets). These methods, such as mulches, erosion control blankets, temporary coverings, silt fence, silt curtains or barriers, vegetation preservation, redundant methods, isolation of

CONDITIONS (Continued from previous page)

flow, or other engineering practices, shall be installed concurrently or within 24 hours after the start of the project, and will be maintained for the duration of the project in order to prevent sediment from leaving the worksite. DNR requirements may be waived in writing by the authorized DNR staff based on site conditions, expected weather conditions, or project completion timelines.

EROSION AND SEDIMENT CONTROL - SILT CURTAIN: Any work below the water level shall be encircled by a flotation sediment curtain to prevent sediment from being transported beyond the construction site. An example of an appropriately constructed silt curtain is illustrated in Chapter 6.32 Treatment Measures: Flotation Silt Curtains, found in the document Protecting Water Quality in Urban Areas (2000), at www.pca.state.mn.us/index.php/view-document.html?gid=7157. Curtain should be held close to shoreline, encircling the work area, and not interfere with main flows in channels. The barrier shall be removed upon completion of the work after the silt has settled.

FISHERY PROTECTION - EXCLUSION DATES: No activity affecting the bed of the protected water may be conducted between April 1st and June 30th, to minimize impacts on fish spawning and migration. If work during this time is essential, it shall be done only upon written approval of the Area Fisheries Manager. See contact list at: http://files.dnr.state.mn.us/fisheries/management/dnr_fisheries_managers.pdf. Should work begin elsewhere in the project area within these dates, all exposed soils that are within 200 feet of Public Waters and drain to those waters must complete erosion control measures within 24 hours of its disturbance to prevent sediment from entering Public Waters.

PHOTOS AND AS-BUILTS: Upon completion of the authorized work, the permittee shall submit representative photographs and any as-built surveys, as appropriate, of the project area to the DNR Division of Ecological & Water Resources.

STRUCTURES - SAFE MATERIALS: The structure shall be constructed with materials that will not have a detrimental impact on aquatic organisms or water quality.

BEST PRACTICES - MNDOT: Please refer to the manual "Best Practices for Meeting DNR General Public Waters Work Permit GP 2004-0001" for guidance to meeting these and other conditions of this General Permit. A PDF version is available at: http://www.dnr.state.mn.us/waters/watermgmt_section/pwpermits/gp_2004_0001_manual.html.

TEMPORARY EARTHEN BYPASS: Authorization includes a temporary fill bypass during construction that must include appropriate Best Management Practices to limit erosion and runoff into water including silt curtains around entire project area. Entire temporary earthen bypass must be removed upon project completion and must include shoreline restoration.

NO GEOTEXTILE (PLASTIC): The use of geotextile below the rock riprap is not allowed below the OHWL.

cc: Darrin Hoverson, EWR District Manager
Brent Speldrich, Conservation Officers, Willow River
Dennis Genereau, Windemere Township
Chris Balzer, DNR Wildlife, Cloquet
Jim Levitt, DNR Fisheries, Hinckley Area
Caleb Anderson, County, Pine
Corps of Engineers, Corps of Engineers, Pine
Paul Swanson, SWCD, Pine SWCD



DNR Ecological and Water Resources
1201 Hwy 2 East
Grand Rapids, MN 55744

April 18, 2024

Windemere Township
91546 Military Road
Sturgeon Lake, MN 55783

RE: Public Waters Permit 2021-2903 (attached), Bridge Replacement, Restoration Letter

Dear Windemere Township,

I received a Resource Protection Notification (RPN) as well as photos and email from DNR Enforcement of the bridge replacement project on April 10, 2024. They noted that silt prevention material is rolling up and ineffective and runoff is washing into public water. I visited the site on April 12, 2024, and met with Dennis and Vern from Windemere Township. From my site visit, DNR Ecological and Water Resources has the following concerns and actionable steps to be taken.

- In all areas filter fabric needs to be staked down properly. In locations where water drains toward the lake, especially on steep slopes near the bridge abutments, additional filter fabric and silt fence needs to be installed.
- There is also unauthorized fill in public water and must be removed in the road bypass area north of the crossing. See Pine County Website aerial map showing much narrower approach to bridge prior to construction. This must be restored to its original condition/location. Upon completion, all areas must be rip rapped and reseeded and both filter fabric and silt fence installed.
- Wooden pilings remain in the bed of public water in the temporary road bypass area. They must be removed.
- Fill and material that is removed must be placed in a pre-authorized location on upland.

DNR understand more work is proposed including asphalt and curb and gutter, however the following actions need to be addressed in a timely manner.

- Immediately re-stake the filter fabric and add more filter fabric and silt fence on exposed soil or areas draining to the lake, reseed areas as necessary.
- Please provide photo documentation immediately after these items are complete.
- For the unauthorized fill, provide documentation on the amount of material in public water. DNR will review your determination and will work with you on an acceptable removal date.
- May remove pilings prior to removing fill.

After DNR deems these conditions adequate we will respond back with a letter of satisfactory restoration. Note: If an area is needed for fishing near the bridge, an alternative to fill can be installing a pier/dock.

Let me know if questions. I can be reached by phone at 218-328-8815 or by email at rian.reed@state.mn.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Rian Reed". The signature is fluid and cursive, with the first name "Rian" being more prominent than the last name "Reed".

Rian Reed, DNR Area Hydrologist

CC:

Darrin Hoverson, DNR EWR West District Manager

Aimee Hand, DNR Enforcement Conservation Officer

Brent Speldrich, DNR Enforcement Supervisor District 8



Minnesota Department of Natural Resources

Public Waters (PW)

RESOURCE PROTECTION NOTIFICATION

Date 04/10/2024	Time 6:56 PM	Issued To Landowner	Phone Number (218)423-0119	Reference Number F890680410101
First Name / Business Name Windemere Township		Middle	Last Name	
Address 91546 Military Road			City Sturgeon Lake	State MN
Zip Code				
VIOLATION INFORMATION:				
County Pine County	PWI No.	<input type="checkbox"/> Airplane Used	<input checked="" type="checkbox"/> Pictures Taken	<input type="checkbox"/> Video Taken
Address NA Sturgeon Island Road			City Pine County	State MN
Zip Code				
Location Description (T-R-S or PID)				
Narrative: Bridge to Sturgeon Island. Washout from construction completed prior. Silt prevention material is rolling up and ineffective. Runoff is now washing out into public waters.				
LGU Contact Rian Reed	LGU Address 1201 East Hwy #2, Grand Rapids, MN 55744			LGU Contact Phone (218) 328 - 8815 Ext.
			Officer Name Aimee Hand	Badge 680
			Officer's Phone (651) 202 - 6509	