Meeting of the Windemere Township Board - June 14, 2018

The meeting was called to order at 6:32 PM by Vice-Chairman, John Wesley. Others present were Supervisor Dale Kirkeby, Treasurer, Ron Mossberg, and Clerk, Scott Danelski. Absent, Chairman Pete Steen.

The Clerk’s report was read and corrected. Motion made by Wesely, second by Kirkeby to approve Clerk’s report. Motion passed, 2 Aye – 0 Nay.

Treasurer’s report was read. Motion by Wesely, seconded by Kirkeby to approve the Treasurer’s report. Motion passed, 2 Aye – 0 Nay.

PUBLIC INPUT :

Joanne Gilbert was present to follow up about the flooding that occurs at her property located 89483 Sturgeon Island Road. The town board stated they looked at the issue during the annual road review and will have the road maintenance department address her concern.

Vic Heley & Jeanne Ebel were present to discuss the Palon Road improvement project. They were concerned that the township would be taking more of their land, also about concrete that was in front of a road cross-culvert, and asked if the township would install a driveway and culvert onto their property. It was explained that the township would not be taking any additional land and that only an easement was needed to replace the road cross-culvert and complete the Palon Road Improvement Project. They were advised that it was the land-owner’s responsibility to install a driveway and culvert for their property.

David Aufderhar was present to discuss his 3.2 liquor license application. Motion by Wesely, seconded by Kirkeby to approve the 3.2 liquor license for Ray & Marge’s Resort located at 36464 Lakeland Road Sturgeon Lake, MN. Motion Passed, 2 Aye – 0 Nay.

Cindy Carlson was present to discuss a discrepancy in the posting for letters of interest to be appointed to the Windemere Planning Commission. A closing date for the letters of interest was placed in the advertisement that appeared in the Star Gazette and the Evergreen papers, but no closing date was listed on the posting located on the township website. The town clerk acknowledged the discrepancy and stated the posting on the township website was made in error. The town board will accept Cindy Carlson’s letter of interest to be appointed to the Planning Commission due to the error in the posting.

Dennis Huddleston was present and requested an update on Windemere Town Hall building repairs (roof, stairs, and handicap accessible ramp) as a bid was accepted from Miller Roofing from Duluth, MN back in September 2017. Town Clerk to follow-up with Nancy Hedin regarding the status of the quote. Dennis also inquired about an update to the Wilson Variance litigation. Zoning Department advised that it is still tied up in court.

Steven Lilly was present to discuss traffic signs that are covered up with vegetation, additional speed limit signs, and road striping along Lakeland Road. Town board advised that Valhalla Tree Service is continuing to clear the Windemere road R.O.W.s of trees and brush and advised Mr. Lilly to contact the Pine County Road Maintenance Department about additional signage and road striping as Lakeland Road is a county road. Page 1

Dave Stachoviak was present to discuss his wooden bobcat advertisement sign along Harmony Lane. No action taken. Follow-up discussion to be had with Chairman, Pete Steen.

OLD BUSINESS :

Island Lake Outlet Culvert - Someone reported that the State Finance Bonding Bill 3812 was defeated.

Podium for audience discussed. Motion by Wesely, seconded by Kirkeby for the township clerk to spend up to $200.00 to purchase a new podium for the constituents to use when addressing the town board and other constituents. Motion passed, 2 Aye – 0 Nay.

New township website administrator discussed. Ron Mossberg created a grid showing a cost-benefit-analysis of proposals from 8 municipal website administrators. The township is looking into creating a more robust website that offers the township to have multiple users to manage and enter the content on the site, send out email blasts, and text alerts to constituents. No action taken, tabled until the July 2018 board meeting.

Annual road review was discussed. Annual road review was held on Saturday May 19th, 2018. Notes taken about road and culvert issues will need to be prioritized and then the road maintenance department will begin correcting the issues. A follow-up to the culverts placed on Birchview Road was discussed. Straight-Line Surveying to inspect the culverts on Birchview Road. Two 24” squash-culverts to be placed on Warloe Road and a culvert on Twilight Lane to be replaced prior to the road resurfacing projects to take place. Erickson Engineering to review if Birchview Road needs a box culvert installed and also review the intersection of Harmony Lane and North Star Drive.

Additional Supervisor Duties. No action taken, tabled until the July 2018 town board meeting.

Windemere Township clean-up day discussed. Phil White spoke to the city of Sturgeon Lake and stated that they are having a city clean up day on Saturday June 16th, 2018 from 9 AM to Noon. The city of Sturgeon Lake stated that Windemere township residents are welcome to bring items to be disposed of to their city clean-up day and they also stated they would be willing to work with the Windemere township in the future for an additional clean-up day. Phil White to attend the clean-up day in Sturgeon Lake and will continue to coordinate with the city regarding an additional clean-up day.

Results of the special meeting held on May 21st, 2018 to review the RFPs submitted for an external audit of Windemere township’s financials and operating procedures was discussed. Motion made by Wesely, seconded by Kirkeby to accept the engagement letter and bid for $11,156.00 from Abdo, Eick, & Meyers, LLP to conduct an external audit of Windemere township. Motion passed, 2 Aye – 0 Nay.

Results of the May 23rd closed-bid opening and the May 30th special meeting reviewing the Palon Road Improvement Project (TP 17-01) were discussed. The township received two sealed bids. Ulland Brothers, Inc submitted a bid of $894,638.36 and Casper Construction submitted a bid of $784,500.00. Concerns about current soft spot on Palon Road and consistent coverage of class 5 gravel at compaction over the geotextile fabric were discussed. Questions to be sent to both Erickson Engineering and the winning vendor bidder asking both to address the township’s concerns about the road project. No action taken as answers to the township’s concerns have yet to be addressed.

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NEW BUSINESS :

The open term on Board of Adjustments was discussed. One letter of interest was submitted. Motion by Wesely, seconded by Kirkeby to appoint Henry Gretsfeld to the open seat on the Windemere Board of Adjustments. Term June 2018 through June 2021. Motion passed, 2 Aye – 0 Nay.

The two open terms on the Planning Commission were discussed. Four letters of interest were originally submitted and later one letter of withdrawal from consideration. The terms for the two Planning Commission seats will be from June 2018 through June 2021. Motion by Wesely, seconded by Kirkeby to postpone the appointments to the Windemere Planning Commission until the July 2018 board meeting as the next Planning Commission meeting will not be held until August 7th, 2018 which allows the board members additional time to review the remaining applications. Motion passed, 2 Aye – 0 Nay.

The CD maturing in June 2018 at First National Bank of Moose Lake was discussed. If no action is taken the CD will auto-renew for an additional three years and is currently earning 1.05% interest. Motion made by Kirkeby, seconded by Wesely to move approximately $221,000 plus interest from the CD maturing in June 2018 at the First National Bank of Moose Lake into the Windemere township checking account and then in July 2018 investing that same dollar amount into a short-term investment in Windemere’s U.S. Bank Money Center Account. Motion passed, 2 Aye – 0 Nay. Current rate of return in the U.S. Bank Money Center Account is approximately 2.5% interest. The moving of funds from the CD maturing at First National Bank of Moose Lake into the Windemere checking account and then moving the funds again into the U.S. Bank Money Center Account is not a conflict of interest for supervisor John Wesely.

The cutting of the grass at the Windemere town hall property discussed. Motion by Wesely, seconded by Kirkeby to pay Benjamin Steen $35.00 each time the lawn is cut at the Windemere town hall. Motion passed, 2 Aye – 0 Nay.

Road Maintenance policy. No action taken, tabled until the July 2018 town board meeting.

2018 Windemere township road gravel hauling bid discussed. Motion by Wesley, seconded by Kirkeby to post advertisements soliciting bids for the hauling of gravel from the Windemere township gravel pit onto the Windemere township gravel roads. Closed bids to be opened at 7 PM at the July 12th, 2018 town board meeting. Motion passed, 2 Aye – 0 Nay. Posting notices to be placed in the Star Gazette paper, Evergreen paper, Builder’s Exchange (Duluth) website, the QuestCDN (Construction Data Network) website, and the Windemere township website.

Sturgeon Island Road and covered bridge discussed. Cars have been bottoming out on a lip of the Sturgeon Island covered bridge. Road maintenance crew to repair and temporarily fix the problem until a permanent fix to the problem can be determined. A copy of the latest inspection report of Sturgeon Island Road Bridge dated January 2018 will be provided to Mike Buetow.

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A record retention policy for Windemere township was discussed. While attending new clerk training at MATs – Minnesota Association of Townships the clerk was advised that every township should have a record retention policy and resolution in place. A copy of MN State statute 138.17, Form RR1000 (Record Retention & Filing System for Townships), Form RR2000 (Resolution Adopting the Minnesota Townships General Records Retention Schedule), and the Notification of Adoption of Township General Retention Schedule will be sent to the town board supervisors and treasurer for review. No action taken, board to review documents and discussion tabled until the July 2018 town board meeting.

Windemere township job applications were discussed. Three sample job application templates were provided to the town board for review. Motion by Wesely, seconded by Kirkeby to approve the use of the 4-page template example job application when hiring part-time summer employees for Windemere township. Motion passed, 2 Aye – 0 Nay.

Friends of Animals Humane Society 2018 contract for service was discussed. Motion made by Wesely, seconded by Kirkeby to accept the 2018 contract. Motion passed, 2 Aye – 0 Nay. Contract signed on 6/14/2018 and returned to Friends of Animals Humane Society.

Road Update was given by Road Maintenance Department Road Supervisor, Mike Buetow. Annual road review was discussed earlier in the board meeting, concerns and issues will be prioritized and addressed by the road maintenance department. Concerns were brought up regarding the current soft spots on Palon Road and possible change orders that could be incurred by the township should winning vendor’s bid be accepted to move forward with the Palon Road Improvement Project. Bids received by the township from vendors for the Palon Road project do not appear to address the soft spots and fixing of the problems. It was suggested that the township could use their own road maintenance department to excavate out the current soft spots and replace with class 5 from the township gravel pit. No action was taken at this time.

Zoning Update was given by Zoning Administrator, Ryan Clark. Twelve zoning permit applications were submitted since the May 2018 monthly board meeting. Permits included new dwellings, pole barns, landscaping projects, and two minor sub-divisions. The Zoning Department met with the Windemere Lakes Association to discuss common violations and native shoreline restoration. The township has approximately 20 blight violations. Discussion was had about what to do about the blight violations. Zoning Department has had conversations with the township attorney and stated that an option would be to have the attorney contact the property owners and give the violators one month to clean up the violation. Cost of each attorney letter would be $100.00 fee per violation. No action taken at this time. Township to hold a special meeting to discuss the blight issues. Notice of the meeting time to be placed on the township website and bulletin board.

Planning Commission update given by Clair Strandlie. The Planning Commission last met on Tuesday June 12th, 2018. A second public input hearing is scheduled to be held on Saturday June 23rd, 2018 at Miller Hall, Camp Miller from 9:30 – 11:30 AM. The next Planning Commission meeting is scheduled for Tuesday August 7th, 2018, 6:30 PM at the Windemere Town Hall. Planning Commission reorganization was postponed until August 2018 Planning Commission meeting.

Fire District Update - No update given this month.

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PUBLIC INPUT & RESPONSE TO MEETING GIVEN :

Mark Lambert, the owner of Sand Lake Resort, was present and expressed concerns about the Comprehensive Plan. He stated that the Comprehensive Plan appears to be changing the high-density zoning of 5 current businesses in Windemere township to zoning for only single-family dwellings.

Ron Buetow was present and expressed concerns over the condition of Palon Road.

May 2018 claims were reviewed. Motion made by Wesely, seconded by Kirkeby to approve May 2018 Claims. EFTs - 1813 and 1814, Checks - 11911 through 11929, & Direct Deposits - 1072 through 1079 for a total of $22,819.86. Motion passed, 2 Aye – 0 Nay.

Township mail opened and reviewed.

Motion made by Wesely, seconded by Kirkeby to adjourn the meeting at 9:48 PM. Motion passed, 2 Aye – 0 Nay.

RESPECTFULLY SUBMITTED : APPROVED :

Scott Danelski, Clerk Pete Steen, Chairman

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