

WINDEMERE TOWNSHIP, Pine County, Minnesota
91546 Military Rd., Sturgeon Lake, MN 55783
Town Board Meeting Minutes, June 13, 2024

1. The Meeting was called to order at 6:30 pm at Moose Lake City Hall by Chairman Alan Overland. The meeting opened with the Pledge of Allegiance. Present – Supervisors Alan Overland, Heidi Kroening and Tony Bakhtiari; Clerk Cindy Woltjer; Treasurer Paul Horgen, Zoning Administrator Scott Beckman, Assistant to the Road Supervisor Vern Anderson, Recorder Amy Perrine
2. Approval of Agenda. Added to Old Business: Townhall Committee, and Request to Vacate Road, Motion by Bakhtiari to approve the agenda, second by Overland, Motion carried. 3-0 vote. The agenda was approved.
3. Clerks Report. May 9, 2024, board meeting minutes were read by Clerk Woltjer. Minor corrections made. Motion by Bahktiari to approve the April minutes with corrections, seconded by Overland. Motion carried. 3-0 vote. Clerk Woltjer read Special Meeting minutes, dated May 23, 2024, (Interviews for Township Coordinator Position). Motion by Bakhtiari to accept the minutes, seconded by Overland. Motion Carried, Vote 3-0. Clerk Woltjer read the minutes from the Public Hearing for the Proposed Shoreland Ordinance dated May 30, 2024. Motion by Bakhtiari to accept the minutes, seconded by Overland. Motion Carried, Vote 3-0
4. Treasurers Report. Treasurer Horgen reviewed the financial reports. The total cash balance as of May 31, 2024, was \$800,234.10. Motion by Bakhtiari to approve the Treasurers Report, seconded by Overland. 3-0 vote. Motion carried. The detailed financial reports are posted on the township website. Motion by Overland to post abbreviated financial reports (3 pages) on township website, seconded by Bahktiari. Kroening amended motion to have the website have all reports on the website, seconded by Overland. Overland Aye, Kroening Aye, Bakhtiari Nay. Vote 2-1
5. Public Input.
 - a. Jude Stephens commented.
 - b. Kip Ryberg commented.
 - c. Ron Buetow commented.
6. Old Business
 - a. Bakhtiari reported for information purposes an early pre-design process discussion with Architect, Melissa M. Graftaas. Her letter detailed a proposed a pre-design fee of \$9,800.

- b. Supervisors presented their choices for the Town Hall Steering committee, Bakhtiari - Vern Anderson, Tara Prachar; Overland - Mark Disterhaupt, Rob Peterson, Kroening - Scott Danelski, Tim Flor.
- c. Road Vacation is tabled. The petition needs to be refiled.

7. New Business

- a. Proposed Policy Update. Horgen recommended a new policy for mail handling, claims, payroll processing, and records retention. Motion by Overland to have all claims be submitted no later than midnight on the 1st of each month and the claims be emailed to both the clerk and the treasurer, seconded by Bakhtiari. Motion Carried. Vote 3-0.
- b. Brittney Stampohar was presented as the township coordinator. Proposal for salary and benefits were discussed. Motion by Kroening to approve annual salary of \$82,500, payable semi-monthly; annual merit increase will be considered, flexible office hours, paid time off to be calculated based on three hours for sick pay and four hours for vacation per pay period, all state holidays off, seconded by Overland. Overland Aye, Kroening Aye, Bakhtiari Abstain. Vote 2-1. Motion by Overland to confirm the township coordinator will report to the chairman; also, the chairman will take over the zoning department responsibility, seconded by Bakhtiari. Overland Aye, Kroening Nay. Motion Carried. Vote 2-1.
- c. Board of Supervisors Other. **BAKHTIARI AYE**
 - 1. Bakhtiari reported the State Auditor Office contacted the Township requesting information on road contracts for the 2021, 2022, 2023 and 2024 to date. Motion by Bakhtiari that the Chairman contact Attorney Couri to assist and advise in responding to the State Auditor's Office with all the documentation requested, seconded by Overland. Overland Aye, Bakhtiari Aye, Kroening Nay. Motion Carried. Vote 2-1.
 - 2. Overland discussed Township Option D whereby the offices of Clerk and Treasurer could be combined. There is a time limit to place Option D on the November 5, 2024, ballot.

8. Road Update. Assistant to the Road Supervisor Anderson reported on the completed and pending road work. The report will be posted on the township website.

- a. Anderson recommended the township insure the Sturgeon Island Bridge. Bakhtiari will check on MATIT Insurance.

9. Zoning Update. Beckman reported 7 permits with 5 or 6 permits pending and waiting for payment. Blight: 13 letters sent to owners with 4 owners moving to the next level of action.

10. Planning Commission Update. Beckman requested approval for conditional use application with a permit fee of \$750.00. Motion by Overland to approve the Conditional Use Permit Application of \$750.00 fee, seconded by Kroening. Vote 3-0. Motion carried.

11. Fire District Update. Six calls.

12. Review Claims

Claims:

EFTs: EFT 24-13, 24-09, 24-14.

Checks # 13576 to 13596

Direct Deposits: 1664 to 1671

For a total of \$99,560.90

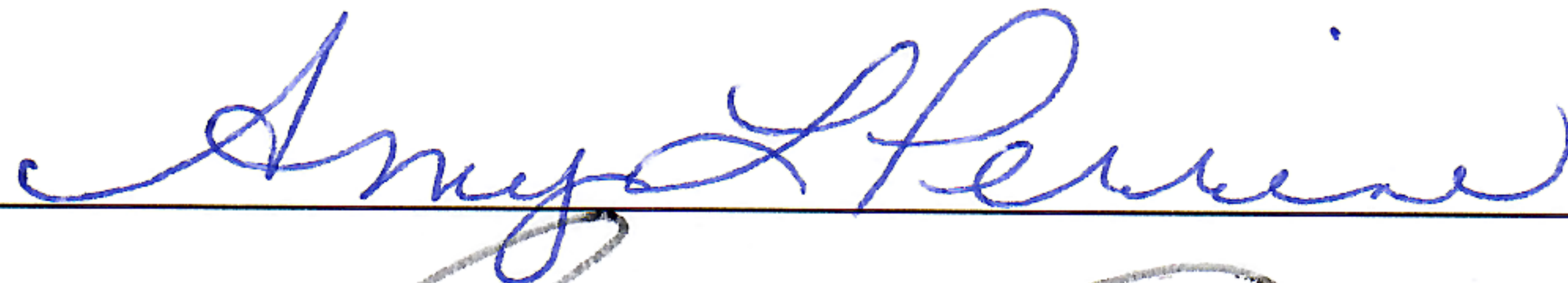
Motion by Bakhtiari to approve claims as listed, seconded Overland. Kroening approves claims with the exception of the claim for Gobel for the township pit cleanup until an itemized invoice is received. Motion carried. 3-0 vote with exception noted.

13. Open Mail and Review

14. Motion to Adjourn Meeting at 8:54 pm, by Bakhtiari, seconded by Overland. Motion Carried. 3-0 vote.

Submitted by Recorder

Amy Perrine: _____



Alan Overland, Chairman: _____

