

WINDEMERE TOWNSHIP, Pine County, Minnesota
91546 Military Rd., Sturgeon Lake, MN 55783
Town Board Meeting Minutes, July 11, 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 Present: Alan Overland, Heidi Kroening and Tony Bakhtiari; Clerk Cindy Woltjer; Treasurer Paul Horgen, Coordinator Brittney Stampohar, Zoning Administrator Scott Beckman, Assistant to the Road Supervisor Vern Anderson, Recorder Amy Perrine.
2. Approval of Agenda. 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 June minutes with corrections, seconded by Overland. Motion carried. 3-0 vote.
4. Treasurers Report. Treasurer Horgen reviewed the financial reports. The total cash balance as of June 30, 2024, was \$944,109.75. Motion by Bakhtiari to approve the Treasurers Report, seconded by Overland. Motion carried. 3-0 vote. The detailed financial reports are posted on the township website.
5. Public Input.
 - a. Sue Webb commented.
6. Old Business
 - a. Overland discussed options for a combined Clerk/Treasurer position. MAT Attorney Fenske two options can be considered, and both require electors to approve. The position of Clerk and/or Treasurer can be appointed rather than an elected. This is called: Township Government Option B. Another option is to combine the offices of Clerk and Treasurer, this is called Township Government Option D. Option D requires periodic financials audits. Motion by Overland to add both Ballot Questions for Option B and Option D to the November 2024 ballot. The clerk is directed to notify the county auditor accordingly. Seconded by Bakhtiari. Overland Aye, Bahktiari Aye, Kroening Abstain. Vote 2-1. Motion Carried.
 - b. Bakhtiari stated he has conflict with leading the Townhall Steering Committee and will defer to having Chairman Overland to take over the committee leadership. Meeting will be Monday, July 15, 2024, at 7:30pm at the old town hall.
 - c. Horgen recommended a one-page manifest for the claims along with a review of all invoices. He presented the “Claims Processing, Mail Handling, and Record Retention” policy for immediate adoption. Motion by Bakhtiari to approve the one-page manifest and the policy presented and attached to the minutes, seconded by Overland. Vote 3-0. Motion carried.

7. New Business

- a. Approval of Election Judges. Motion by Kroening to approve the list of Election Judges, seconded by Overland. Overland Aye, Kroening Aye, Bakhtiari Nay. Vote 2-1. List of Judges is attached. Motion by Bakhtiari to increase the pay from \$18 to \$19 per hour, seconded by Overland. Vote 3-0. Motion Carried.
- b. Approve Moose Lake Golf Club Liquor License. Motion by Kroening to approve the 2024 liquor license for the Moose Lake Golf Club with no fee, seconded by Overland. Overland Aye, Kroening Aye, Bakhtiari Nay. Vote 2-1. Motion Carried.
- c. Discuss Insurance Policy. Bakhtiari discussed coverages for the garage, old townhall, and bridge. Bakhtiari will research maximum value the townhall, garage, and bridge can be insured for with the insurance company.
- d. Website Updating. Overland requested Coordinator Stampohar to research options for improved website development and maintenance.
- e. Board of Supervisors Other. Bakhtiari reported the monthly town board meetings can continue at the Moose Lake City Hall until the end of the year.

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 reported the Brandt Road box culvert would qualify for state funding. Motion by Bakhtiari to have MSA work with Pine County to coordinate the project, seconded by Kroening. Vote 3-0. Motion passed.
- b. Motion by Bakhtiari to obtain quotes to crush 10,000 yards of gravel at the township pit with advertisement in the newspaper and on the township website, seconded by Overland. Vote 3-0. Motion carried. The coordinator will create the advertisement.
- c. Motion by Bakhtiari to change the position title of the Assistant to the Road Supervisor to Road Manager, seconded by Overland. Vote 3-0. Motion carried.

9. Zoning Update. Beckman reported 8 permits. 1 emergency permit. He has received favorable responses from blight notices. Beckman requested the board consider funding options over a five-year period that could attach to the property taxes to assist owners that have financial hardships.

10. Planning Commission Update. No report.

11. Fire District Update. Twelve calls. 7 medical, 1 false alarm, 1 gas leak, 1 motor vehicle no injury, 1 motor vehicle with injuries, 1 vehicle fire. Bakhtiari has received 2023 financial report.

Windemere Township Election Judges

Appointed for the Calendar Year 2024

- 1) - Scott Danelski (Head Judge)
- 2) - Rhonda Young (Head Judge)
- 3) - Clarissa Ellis-Prudhomme (Head Judge)
- 4) - Cindy Woltjer (Administrator/Judge)
- 5) - Marie Danelski
- 6) - Josephine (Jojo) Fossum
- 7) - Peggy Granquist
- 8) - Katherine (Katy) Green
- 9) - Debbie White
- 10) - Mary Wiegand
- 11) - Judy Nelson
- 12) - Cindy Darwin