

WINDEMERE TOWNSHIP, Pine County, Minnesota
3084 Farm to Market Rd, Sturgeon Lake, MN 55783
Town Board Meeting Minutes August 14th, 2025

1. The Meeting was called to order at 5:30 pm at Sturgeon Lake City Hall by Chairman Alan Overland. The meeting opened with the Pledge of Allegiance. Supervisors Present: Alan Overland, Heidi Kroening, and Tony Bakhtiari, Road Manager Vern Anderson II, Planning Commission Chair Paul Horgen. Absent: Clerk/Treasurer Paula Engstrom
2. Approval of Agenda. Additions to agenda: 1) Approval of Final Plat fee 2) Add closed session with attorney's regarding Summit Commons LLC vs Windemere Township at the end of the scheduled meeting and 3) Under 7B add cancellation of town hall insurance Motion by Bakhtiari to approve the agenda with additions, seconded by Overland. Motion carried. Vote 3-0.
3. Clerk/Treasurer Updates.
 - a. None
4. Board Approvals
 - a. Overland confirmed all supervisors received a copy of the July meeting minutes. Motion by Bakhtiari to approve the July minutes without change, seconded by Overland. Motion carried. Vote 3-0.
 - b. Overland confirmed all supervisors received a copy of the financial reports. Paul Horgen presented additional information to further explain balances as the Balance Sheet is still showing as incorrect.
 - c. Overland confirmed all supervisors received a copy of claims prior to the meeting – total checks of \$40,895.77, EFT \$1695.00. Motion by Bakhtiari to approve the claims in the amount of \$42,590.77, seconded by Overland. Motion carried. Vote 3-0.
5. Public Input.
 - a. Cindy Woltjer commented.
6. New Business
 - a. Resolution: Approval of Preliminary Plat for Windemere Ridge
 - i. Motion by Bakhtiari to approve the Preliminary Plat for Windemere Ridge, seconded by Kroening. Motion carried. Vote 3-0
 - ii. Final Plat application and checklist presented with defined fee of \$850 + \$10/lot. Motion by Overland to set Final Plat fee at \$850 + \$10/lot, seconded by Bakhtiari. Motion carried. Vote 3-0
 - b. Grant Opportunity for polling location enhancements
 - i. No action at this time
 - c. Public hearing scheduled 8/26 4:30pm for Cannabis Ordinance
 - i. Motion by Overland to set Special Board Meeting Tuesday 9/2, 1:30 pm at 316 Elm Ave for the purpose of reviewing and approving the Cannabis Ordinance, seconded by Bakhtiari. Motion carried. Vote 3-0

7. Old Business

- a. Removal of Town Hall
 - i. Removal complete.
- b. Cancellation of insurance on Town Hall
 - i. Motion by Bakhtiari to cancel the insurance on the town hall, per MATIT communication a refund will be sent to the township, seconded by Overland.
Motion carried. Vote 3-0

8. Board of Supervisor Other.

- a. Fire Invoice received – will be part of September bills.

9. Planning Commission Update.

- a. Next Planning Commission meeting 9/2 @ 10am.
- b. Work with WSB going well. Ordinance updates underway.
- c. Enforcement processes being discussed.

10. Road Update.

- a. Birchview issues resolved. Full report of other activities on the website.

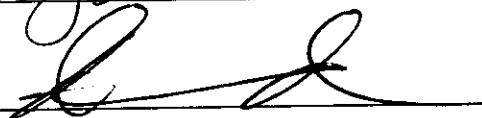
11. Zoning Update.

- a. Jessica Long from WSB reported on various activities with community members and contractors. Work continues on ordinances, application forms, enforcement letters, community review for violations, etc.
- b. Paula and Jessica to work on website documentation.

12. Motion by Overland to adjourn regular meeting at 6:26 pm and start closed meeting with attorney, seconded by Bakhtiari. Motion carried. Vote 3-0

Submitted by Clerk/Treasurer

Paula Engstrom: 

Alan Overland, Chairman: 

To: Windemere Town Board of Supervisors

From: Kim Lindquist and Jessica Long

Mtg Date: 08/14/2025

Planning and Zoning Update:

Email and Phone Conversations with Residents

Since the last Board meeting, we've had approximately 26 contacts with various property owners or contractors regarding zoning and planning questions. A few were repeat customers asking for additional follow-up information. The following are a few of the properties:

94661 Dobosenski Road

- Resident follow up on permit submitted some time ago. Reviewed files available and asking for new permit which was ultimately issued.

Northstar Lane

- Spoke to property owner about RV on the site, permitting process. Forward new application form.

88345 Old Pine Lane

- Respond to questions about future remodeling of house.

Sunrise View Road

- Resident call about permit submitted a while ago.
- Spoke to several property owners interested in making improvements to their property but are located in the Shoreland District. Explained the moratorium and directed them to the posted ordinance.

Issued Permits

- Approved permit renewal for 33896 Chestnut Circle
- Approved permit for 85021 Dobosenski Road Addition to existing building
- Approved permit for 38769 Northstar for new residence with front foyer and deck. The applicant will remove the existing structure.

Planning Applications

- Write up for Windemere Ridge Subdivision and attend Planning Commission Public Hearing
- Write up regarding zoning ordinance update for Commission discussion and direction

Code Enforcement

- Lakeland Road; Sent blight letter
- Jack Pine Lane; Sent letter regarding tree removal and grading work. Received email from property owner in response to letter.

- Island Loop; Sent letter regarding accessory structure being constructed without permit.
- Lakeland Road; Sent letter regarding grading and installation of driveway. Property owner submitted permit for review.
- Another letter was sent to property owner regarding some grading in or near the wetland. The property owner has responded.

Administration

- Posted Moratorium ordinances
- Finalized Permit Application
- Finalized Subdivision Application
- Attended in-person August Planning Commission meeting
- Toured community and took pictures of some of the code violations
- Received box of permits and will be organizing and scanning.
- Created fillable PDF zoning permit application for Town use. Application