

WINDEMERE TOWNSHIP, PINE COUNTY, MINNESOTA

316 Elm Ave., Moose Lake, MN 55767

Town Board Meeting Minutes, February 26, 2026; Continued March 3, 2026

1. **Meeting call to order** at 9:00am at 316 Elm Ave, Moose Lake, MN 55767 by Chairman Alan Overland. The meeting opened with the Pledge of Allegiance. Supervisors present: Alan Overland, Heidi Kroening, Tony Bahktiari. Clerk/Treasurer Paul Horgen, Road Manager Vern Anderson, Recorder Amy Perrine, via Zoom WSB Zoning Administrator Kim Lindquist.
2. **Approval of Agenda. Motion** by Bahktiari to approve the agenda, seconded by Overland. Motion carried. Vote 3-0.
3. **Clerk/Treasurer Reports.**
 - a. **Approval of January Meeting Minutes. Motion** by Bahktiari to approve the January 13, 2026, minutes, seconded by Overland. Vote 3-0.
 - b. **Approval of Clerk-Treasurer Report.** Horgen reported the township has as of January 31, 2026, General Fund \$60,279.63, Roads and Bridges \$70,563.42, Capital Improvement \$123,563.13; total cash on hand: \$254,407.18 with recommendation to move \$123,000.00 from Capital Improvement to Road and Bridge Fund. **Motion** by Bahktiari to transfer \$123,000 from Capital Improvement Fund to Road and Bridges Fund, and approve the report; seconded by Overland. Vote 3-0.
 - c. **Approval of January 2026 Claims. Motion** by Bahktiari to approve the January 2026 claims in the amount of \$38,874.76, seconded by Overland., Vote 3-0.
 - d. Mail – Letter received from Bollig Engineering regarding legislative grant funding opportunities for a public sewer planning. Horgen will follow-up.
4. **Public Input**
 - a. Wendy Pehl commented.
 - b. Mike Folstad commented.
 - c. Cindy Woltjer commented.
 - d. Dan Benzie commented.
 - e. John Menke commented.
 - f. Ron Buetow commented.
 - g. Jude Stephens commented.
5. **New Business**
 - a. Overland discussed the OSA Review Letter dated 2/2/26 regarding road contracts during the storm of December 2022 and resulting improper payments; OSA recommendations were noted. **Motion** by Kroening to follow the OSA recommendations. Motion dies due to lack of second. Follow up at March meeting

to determine if proper procedures are being following. Overland acknowledged the improper payment and the unusual circumstances.

- b. Board of Audit. Horgen distributed Board of Audit checklist with financial forecast for 2027 and cash/reserve recommendations resulting in the need for an increased levy.
- c. 2027 Levy. Overland discussed the Annual Meeting and the required 2027 levy recommendation. **Motion** by Bakhtiari for a \$650,000 levy recommendation. Motion dies due to lack of second. **Motion** by Kroening for a \$500,000 levy recommendation, seconded by Overland. Kroening Aye, Overland Aye, Bakhtiari Nay. Vote 2-1.
- d. Clerk Treasurer Position Replacement. Horgen discussed a resume received from Windemere resident Vickie Snyder for the clerk-treasurer position. Cindy Woltjer also sent an email expressing interest. The chair will check Snyder's references and background. Plan on a decision at the 3/12/26 meeting.
- e. 2026 Township Annual Meeting Checklist. The 2026 Annual Meeting, Township Day, March 10, 2026, 6:30pm at the Holy Angels Catholic Church. At the board's request the meeting notice will be published in the paper next week, posted on the website, and on the bulletin board.

6. Old Business.

- a. Outside Audit Report/Special Meeting. Overland reported the preliminary audit report can be presented by Monday or Tuesday of next week; this board meeting should be continued to receive a report from the auditors.

7. Supervisor Other. None.

8. Road Update.

- a. Anderson reported on quotes received for sign Installation and calcium chloride application.
 - i. Two quotes were received for Calcium Chloride application, Knife River at 1.71/gallon, and Northern Salt at 1.83/gallon. **Motion** by Bakhtiari approve the contract with Knife River for 1.71/gal, 33,000 gallons for \$56,100, seconded by Overland. Kroening Nay, Bakhtiari Aye, Overland Aye. Vote 2-1.
 - ii. Two quotes were received for sign Installation. Superior Traffic Control \$225/sign, 296 signs, \$67,500. Safety Signs \$125/sign, 296 signs, \$41,750. **Motion** by Bakhtiari to approve the contract with Safety Signs for \$41,750, seconded by Overland. Motion carried. Vote 3-0.

9. Planning Commission.

- a. Chair Anderson reported on the draft Zoning Ordinance, Map Amendments, and STR amendments. Due to the need for a larger venue the Public Hearing was continued from February 23, 2026, to March 3, 2026, at 9:00 am at the Holy Angels Catholic Church, 60 Hartman Dr., Moose Lake, MN 55767.

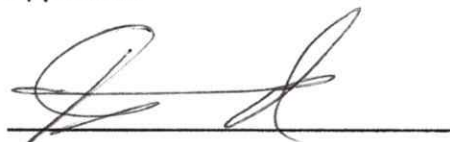
- b. WSB Zoning Administrator Lindquist discussed the recent flyer, newspapers articles, and emails regarding ordinances and staff response and legal clarifications of the numerous misconceptions and misleading statements that were published in the local paper.
 - c. With the current moratoriums on shoreland zoning, and sub-division splits, it is the goal of the Planning Commission to have the draft of the Zoning Ordinance, Map Amendments, STR Amendments sent to town board by March 12, 2026.
10. **Zoning Update.** Included in Planning Commission report.
11. **Adjourn. Motion** by Overland at 11:02am to adjourn and continue the meeting to Tuesday, March 3, 2026, at 12:00 p.m. at Township office at 316 Elm Ave., Moose Lake, MN, seconded by Bakhtiari. Overland Aye, Bakhtiari Aye, Kroening Nay. Vote 2-1.
12. **Meeting Continued, Called to Order, March 3, 2026 at 12:00 p.m.** Supervisors present: Alan Overland, ~~Tony Bakhtiari~~, Heidi Kroening; Others present: Clerk/Treasurer Paul Horgen; Tom Kelly of Walker, Giroux & Hahne, (WGH) Auditors.
13. **Review of Draft 2025 Audit Report.** The 35-page report and management letter was presented by Tom Kelly. Noted: Audited financial results matched the clerk-treasurer year-end report. Several recommendations to improve operations and reduce risk were discussed. Also, recommendations received from OSA in a recent review letter were discussed and tabled to the next meeting. When complete, the final audit report will be presented to the board.
14. **Adjourn.** A motion was made by Bahktiari to adjourn the meeting at 1:00 p.m. seconded by Overland. Motion carried. 3-0 vote.

Respectfully Submitted,



Amy Perrine, Recorder

Approved:



Alan Overland, Chairman