

WINDEMERE TOWNSHIP, PINE COUNTY, MINNESOTA

316 Elm Ave., Moose Lake, MN 55767

Town Board Meeting Minutes, March 12, 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, Tony Bakhtiari. Heidi Kroening arrived at 9:18am left at 10:30am, Clerk/Treasurer Paul Horgen, Road Manager Vern Anderson II, Recorder Amy Perrine.
2. **Approval of Agenda.** Overland add letter from Pine County regarding Elections in Old Business. **Motion** by Bakhtiari to approve the agenda, seconded by Overland. Motion carried. Vote 2-0.
3. **Clerk/Treasurer Reports.**
 - a. **Approval of February Meeting Minutes.** **Motion** by Bakhtiari to approve the February 23, 2026, minutes, seconded by Overland. Vote 2-0.
 - b. **Approval of Clerk-Treasurer Report.** Horgen reported the township has as of February 28, 2026, revenue of **\$217,051.25** **Motion** by Overland to approve the Treasurers report, seconded by Bakhtiari. Vote 2-0.
 - c. **Approval of January 2026 Claims.** **Motion** by Bakhtiari to approve the February 2026 claims in the amount of \$41,457.39, seconded by Overland., Vote 2-0.
 - d. Mail –
 1. Letter received from Bollig Engineering regarding legislative grant funding opportunities for a public sewer.
 2. Minnesota Demographic Center requesting information on how many zoning permits issued by the township. Referred to WSB.
 3. Town Law Center Zoning Ordinance Memo.
 4. Pine County Assessor's Office Posting for Board of Appeals & Equalization on April 23, 2026, at 11:00 am at the Town Hall Garage. Posting will be posted.
 5. Moose Lake Windemere Sewer District latest meeting minutes.
 6. Township Legal Seminar with Mike Courie, Rutledge on October 3, 2026.
 7. Paid Leave Administrator is the Clerk/Treasurer.
 8. Pine County Law Library is located at the Pine County Recorder's Office in Pine City.
 9. January 2026 PERA Seminar. Clerk/Treasurer is attempting to get the handouts.
 10. January 9, 2025, Zoning Ordinances /Shoreland Ordinance
 11. MN Association of Townships membership cards were received and distributed.
 12. Lake County Power Annual Meeting is March 24, 2026, at Hope Lutheran Church in Moose Lake.

13. ICMA Public Official's Seminars. Noted.
14. US Bank Patriot Act. Noted.
15. Moose Lake Historical Society requesting donation.
16. Pine County Historical Society requesting donation.

4. New Pathways Shelter requesting donations

5. **Public Input**

- a. John Menke commented on posting on the website.
- b. Jude Stephens commented calcium chloride "not on her road".
- c. Wendy Schmidt questioned on location of postings, meetings, notifications.

6. **New Business**

- a. **Clerk-Treasurer Position Replacement Update.** Horgen discussed the two applicants for the Clerk/Treasurer position were Vickie Snyder and Cindy Woltjer. The position would only complete the term of the elected Clerk/Treasurer Paula Engstrom who resigned. **Motion** by Overland to appoint Vickie Snyder as Clerk/Treasurer concurrent with Paul Horgen's resignation, seconded by Bakhtiari. Discussion by Kroening about pay for the position, previously it was \$950.00 per month. Horgen commented it would need to be discussed with Snyder. Vote 3-0.
- b. **CDSR Application.** In a letter from Bollig Engineering on March 9, 2026 about an opportunity to request 2-million-dollar in Congressional Directed Funding. There would be no cost to Windemere Township for Bollig Engineering to complete the application on our behalf. It was requested that letters of support be drafted from the public, businesses, and government officials as soon as possible. Horgen will offer sample letters to anyone who requests assistance.
- c. **Short Term Rental Ordinance (STR)** Planning Commission Chair Vern Anderson II reported the Short-Term Rental Ordinance Amendments have been properly noticed with a Public Hearing with over 180 people in attendance. It was noted with the recommended amendments language be added to accurately reflect the STR mapping location on public advertising platforms. Motion by Bakhtiari to pass Ordinance No. 2026-ORD 2026-002 and the Resolution Approving Summary Language for Publication of an Ordinance Amending Windemere Township Short-Term Rental Ordinance 2025-ORD007, second by Overland. Motion carried. Vote 3-0.
- d. **2027 Levy Certification.** Horgen reported September 30, 2026, is the deadline to file the Levy Certification with Pine County Assessor's Office.

7. **Old Business.**

- a. **Outside Audit Report.**
- b. **OSA Review Letter.** Overland reported on the OSA Review Letter and recommendations specifically related to the contract for emergency road right of way clearing with Omar from the winter storms in 2022-2023. The contract with

Omar was correctly contracted however when Omar submitted the last bill it was over the \$175,000 contracted amount. The township attorney was immediately contacted, and it was advised by the attorney that the Township pay the bill and cease further work with Omar and restart any remaining work with new quotes.

- c. Letter from Pine County re Elections. Horgen reported on the letter regarding Voting Operations, Technology & Elections Resources Account funding to Pine County. **Motion** by Bakhtiari to have Pine County assume the administrative burden and receive the state allocation for election expenses for 2025/2026, seconded by Overland. Motion carried. Vote 3-0.

8. Supervisor Other.

- a. Review Annual Meeting Proceedings: Minutes.
- b. MAT Short Courses. Horgen encouraged attendance.

9. Road Update.

- a. Anderson II reported on winter plowing and road sign Installation.
- b. Anderson II responded to the OSA review letter with the procedure for contracting as per state statute 471.345. In June of 2023 the board approved to authorize the road supervisor to be able to contract each road project individually, not to exceed \$25,000 per each project.

10. Planning Commission.

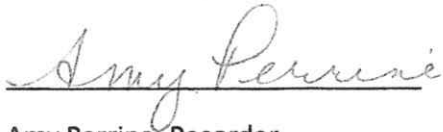
- a. Chair Anderson II reported on the draft Zoning Ordinance, Map Amendments, and Short-Term Rental amendments. The Public Hearing scheduled for February 23, 2026, attendance exceeded the room capacity and was continued to March 3, 2026, 9:00 am at Holy Angels Catholic Church, 60 Hartman Dr., Moose Lake, MN 55767 with over 180 people were in attendance. The public hearing meeting was continued to March 16, 2026, at the same venue.
- b. WSB Zoning Administrator Lindquist discussed the recent flyer, newspapers articles, and emails and the response from WSB and Legal clarifying many misconceptions.
- c. With the current moratoriums on building within the shoreland, and sub-division splits, it is the goal of the Planning Commission to have the draft of the Zoning Ordinance, Map Amendments, STR Amendments to Board at a special meeting.

11. Zoning Update. Included in Planning Commission report.

12. Clerk/Treasurer Bank Resolution. **Motion** by Bakhtiari to update the Bank Resolution at First National Bank of Moose Lake and US Bank with Clerk/Treasurer Vickie Synder, Board Chair Alan Overland, Supervisor Tony Bakhtiari, Supervisor Heidi Kroning, and remove Clerk/Treasurer Paul Horgen and Paula Engstrom, second by Chair Overland, Motion carried. Vote 2-0.

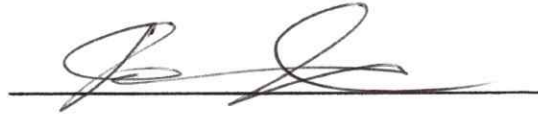
13. Adjourn. **Motion** by Bakhtiari at 10:58 am to adjourn the meeting, seconded by Overland. Vote 2-0.

Respectfully Submitted,

Handwritten signature of Amy Perrine in cursive script, written over a horizontal line.

Amy Perrine, Recorder

Approved:

Handwritten signature of Alan Overland in cursive script, written over a horizontal line.

Alan Overland, Chairman

Date