

WINDEMERE TOWNSHIP, PINE COUNTY, MINNESOTA

316 Elm Ave, Moose Lake, MN 55767

Town Board Meeting Minutes, April 9, 2026

1. **Meeting Called to Order** at 9:00 AM at 316 Elm Ave, Moose Lake, MN 55767 by Chairman Overland. The opened with the Pledge of Allegiance. Supervisors Present: Alan Overland, Tony Bahktiari. Deputy Clerk/Treasurer Paul Horgen, Clerk Treasurer Vickie Snyder, and Road Manager Vern Anderson. Absent: Heidi Kroening.
2. **Approval of Agenda: Motion** by Overland to approve the agenda, seconded by Bahktiari. Vote: 2-0. Motion carried.
3. **Clerk/Treasurer Reports**
 - a. Approval of Previous Meeting Minutes
 - i. Minutes- February 26 Meeting (and continuation on March 26) Correction noted: Under item No. 12 of the March 26 continuation of the February 26 meeting, it was stated that Bahktiari was present; correction is that Bahktiari was not present. **Motion** by Overland to approve the February 26 meeting minutes as corrected, seconded by Bahktiari. Vote: 2-0. Motion carried.
 - ii. Minutes – Regular Town Board Meeting of March 12. **Motion** by Overland to approve the March 12 regular town board meeting minutes, seconded by Bahktiari. Vote: 2-0. Motion carried.
 - iii. Minutes – Special Meeting of March 19. **Motion** by Overland to approve the March 19 special town board meeting minutes, seconded by Bahktiari. Vote: 2-0. Motion carried.
 - iv. Minutes – Special Meeting of March 26. **Motion** by Overland to approve the March 26 special town board meeting minutes, seconded by Bahktiari. Vote: 2-0. Motion carried.
 - v. Minutes – Special Meeting of March 31. **Motion** by Overland to approve the March 31 special town board meeting minutes, seconded by Bahktiari. Vote: 2-0. Motion carried.

Signed copies of the approved minutes were provided to the clerk.
 - b. Approval of Treasurer / Clerk–Treasurer Financial Reports. Horgen reported as of March 31, 2026 the township has a total cash on hand of \$224,631. Major revenue and expenses were highlighted. An overview of fund structure and fund balances (state -required fund accounting) that includes revenue fund (Fund 100), road and bridges fund (Fund 210), and capital improvement fund (Fund 241) was given. All funds require a positive balance. Any negative balance must be corrected via transfers between funds as allowed. A negative balance of the revenue fund was noted and must be corrected. Horgen requested authorization from the board to transfer funds from Fund 241 to Fund 100 to eliminate the negative balance in Revenue with the amount to be determined by financial analysis of the remaining year's costs and will be reported at the next town board meeting. Horgen requested the following due to equal interest rates between First National Bank savings account and the US Bank ICS account: closing the ICS account at U.S. Bank and transferring the ICS balance into the First National Bank local government savings/operating account. Board indicated that this direction and its notation in the minutes would be sufficient authorization (no separate motion requested). **Motion** by Overland to approve the treasurer report, seconded by Bahktiari. Vote: 2-0. Motion carried.
 - c. Approval of March 2026 Claims. **Motion** by Overland to approve the March 2026 claims in the amount of \$38,209.74, seconded by Bahktiari. Vote: 2-0. Motion carried.
 - d. Mail- nothing to report

4. Public Input

- a. John Menke Commented on postings of the website and about whether lawsuits had been settled.
- b. Board response: At a recent meeting, the board approved a settlement agreement on the Summit Commons matter.

5. Old Business

- a. Outside Audit Report: External auditors have largely completed the 2024/2025 audit work. The audit firm will also prepare and file the required year end state report, integrating the township's numbers into the state form and coordinating the submission deadline. A copy of the final state report will be sent to the township for its records.
- b. Clerk–Treasurer Salary: At a previous meeting, discussion on the salary for the new clerk–treasurer had been tabled pending further discussion with the new clerk–treasurer. The board reported that, after discussion, the clerk/treasurer agreed to a salary equal to the prior rate paid to Paul, which is \$950 per month. **Motion** made by Overland to set the salary for the new clerk–treasurer at \$950 per month, seconded by Bahktiari. Vote: 2-0. Motion carried.
- c. CDSR (Congressional Directed Spending Request) Application Update: The board discussed a Congressional Directed Spending Request (CDSR) for sewer planning: Working with Bolton & Menk / engineering firm to assist small communities with sewer solutions. An initial request for \$2 million in federal congressional directed spending has been submitted. Discussion noted that: If successful, the township could be establishing a special district bank account for sewer planning funds as early as this fall and the longstanding lack of municipal sewer is a major driver of restrictive lot size and ordinance debates; a sewer system could alleviate future environmental and land use conflicts.

6. New Business-None

7. Supervisor Other/Clerk-None

8. Road Update

- a. Anderson reported on winter plowing (March) and grading that started in March
- b. Sign Project: Contractor has been contacted and is scheduled to install and update signs in the township within the next two weeks, subject to weather; work includes flagging and marking.

9. Planning Commission Update

- a. The Planning Commission reported it met multiple times in March with the primary goal of updating: the Comprehensive Plan, the Zoning Ordinance, and Associated zoning maps. The update effort was completed.
- b. Clarification of “Studies” and Commission Work: “Studies” for planning purposes may include: internet research, consultation with state agencies, and hiring consultants. There is no single required “level” of study; members may also rely on professional and life experience in making decisions.

10. Zoning Update

- a. Fee Schedule Revisions and Escrow: Working with WSB, the commission reviewed the existing fee schedule and matched fees and escrow requirements to the new zoning ordinance. Added escrow requirements for specific applications so that: Township taxpayers are not subsidizing professional review costs for individual projects. Key structural points about escrow (as presented). Application fee non-refundable, covers base processing and standard review. Escrow deposit = held by township and used to pay: Planning, engineering, legal and other professional review above and beyond what is covered by the flat application fee. At the end of the project: Any unused escrow funds are returned to the applicant/property owner. If

professional costs exceed both the application fee and escrow, the applicant is billed for the excess, after being notified as escrow is being drawn down.

- b. Specific Additions/Changes Discussed for the Zoning Fee Schedule
 - i. Building Relocation Fee: Ordinance requires a zoning permit for each building relocation (except relocations on the same parcel).
 - ii. Recommendation to add a "Building Relocation" line item to the fee schedule with an application fee and escrow (amounts in red on draft schedule, referenced but not read aloud in dollar form).
 - iii. Accessory Structures: Maintain current \$250 base application fee. Add an additional per-square-foot charge like that used for commercial buildings and dwellings, to reflect the cost of reviewing larger accessory structures.
 - iv. Interim Use Permit – Mining: Add "Interim Use Permit (Mining)" under "Other Zoning Requests." Recommended application fee: \$300. Recommended escrow amount: \$15,000, based on ordinance standards and the potential for high professional review costs on mining proposals.
- c. Online Applications and Payments
 - i. The Commission and clerk discussed moving to online-only zoning applications, with: A web-based application process. An integrated "pay now" button for application fees and (where allowed) escrow, using credit card, ACH, or similar electronic payment methods. Some escrow payments may still be allowed by check, but the goal is primarily electronic tracking. No acceptance of cash for zoning payments, due to accounting and tracking challenge.
- d. Public Hearing Requirement – Fee Schedule as Ordinance
 - i. Because zoning-related fees and escrows must be adopted by ordinance, a public hearing is required. Publication timing in the Star Gazette (paper of record) was reviewed: Earliest publication of notice: April 17. Hearing must be held at least 10 days after publication, making April 27 the earliest hearing date; April 28 also possible if held in the morning (to allow summary ordinance publication by noon deadline). **Motion** by Overland to hold a public hearing and special town board meeting regarding adoption of the zoning fee schedule as an ordinance on Monday, April 27, at 9:00 AM, at the township office, seconded by Bakhtiari. Vote: 2-0. Motion carried.
 - ii. Staff will: Prepare and publish the public hearing notice and post the draft ordinance/fee schedule on the township website prior to the hearing.

11. **Adjournment. Motion** made by Overland to adjourn the meeting at 9:48 am, seconded by Bakhtiari. Vote: 2-0. Motion carried.

Respectfully Submitted,



Vickie T Snyder, Clerk/Treasurer

Approved:



Alan Overland, Chairman