

Meeting of the Windemere Township Board - April 11, 2019

The meeting was called to order at 6:31 PM by Clerk, Scott Danelski. Others present were Supervisors, Pete Steen & John Wesely and Treasurer, Ron Mossberg.

BOARD OF SUPERVISOR VACANCY :

First order of business was to fill the vacant seat on the Windemere Township Board of Supervisors. Seven letters of interest were submitted to the township and are listed here in order of submittal; Heidi Kroening, John Menke, Gerald Firkus, Dennis Genereau, Mark Dunaski, Vern Anderson, and Paul Horgen. The letters of interest were distributed to the Board members prior to the Board meeting for review. The Clerk called for a nomination to fill the vacant seat on the Board of Supervisors. Supervisor Steen nominated Heid Kroening. The Clerk called for any further nominations and no other nominations were made. Nominations were closed. Motion by Wesely, seconded by Steen to appoint Heidi Kroening to the vacant seat on the Windemere Township Board of Supervisors for a term expiring December 31st, 2020. Roll-Call Vote taken. Steen – Aye, Wesely – Aye, Danelski – Aye. Motion passed, 3 Aye – 0 Nay.

OATH OF OFFICE :

The Clerk administered the Oath of Office to newly appointed Board of Supervisor member Heidi Kroening.

BOARD REORGANIZATION :

The Board reorganized. The Clerk called for nominations for chairperson of the Windemere Town Board. Supervisor Steen nominated John Wesely. The Clerk called for any further nominations and no other nominations were made. Nominations were closed. Motion by Steen, seconded by Kroening to appoint Supervisor John Wesely as Chairman of the Windemere Township Board of Supervisors. Motion passed, 2 Aye – 0 Nay, Wesely Abstained.

Chairman Wesely called for nominations for vice-chairperson of the Windemere Town Board. Supervisor Wesely nominated Pete Steen. Chairman Wesely called for any further nominations and no other nominations were made. Nominations were closed. Motion by Wesely, seconded by Kroening to appoint Supervisor Pete Steen as the Vice-Chairman of the Windemere Town Board of Supervisors. Motion passed, 3 Aye – 0 Nay.

CLERK'S REPORT :

The Clerk's report was read. Motion made by Wesely, second by Steen to approve the Clerk's March 2019 report as submitted. Motion passed, 3 Aye – 0 Nay.

TREASURER'S REPORT :

Treasurer's report was read. Motion by Steen, seconded by Kroening to approve the Treasurer's March 2019 report as submitted. Motion passed, 3 Aye – 0 Nay.

OLD BUSINESS :

ROAD T-756 :

Pine County named road T-756 was discussed. Zoning Administrator, Phill White conducted an extensive record research at the Pine County Auditor's Office, Recorder's Office, and at the Pine County Highway Department searching for documentation pertaining the road in question (T-756). Phill was unable to find any recorded records that T-756 was ever designated as a township road. Phill searched records starting in the year 1901 through present day. The Clerk was able to locate the meeting minutes from the Windemere Town Board meeting held on July 7th, 2005. Dan Smith, one of the involved parties, attended the meeting and the Town Board concluded that the road in question (T-756) was not a township road and the board would be unable to help him with his issue. Through the additional research conducted in 2019, the current Windemere Township Board comes to the same conclusion as the town board did back in 2005. This appears to be a private property easement dispute which has been on-going since 2005. No Action Taken by the Board.

ISLAND LAKE OUTLET :

The Island Lake outlet was discussed. Supervisor Steen stated he received an email from Jill Carlier from the Pine County Soil & Water Conservation District (PCSWCD) stating they are not allowed to hold the easement for the maintenance of the outlet channel and that the ownership of the easement would either need to be held by the township, county, or state, or some other entity. Until some entity takes ownership of the easement the project cannot move forward. Supervisor Steen to contact Jill Carlier requesting another group meeting to resolve the easement issue.

NATIONAL FLOOD INSURANCE PROGRAM (NFIP) :

The National Flood Insurance Program (NFIP) was discussed. It was discussed that both the Federal Government and Pine County believes that joining (NFIP) would not be in the best interest of Windemere Township. No Action Taken by the Board.

TOWN HALL CLEANING :

The cleaning of the Windemere town hall and public restroom was discussed. Two quotes were submitted. Dee Koivisto quoted cleaning services for monthly rate of \$100.00 with an hourly rate of \$15.00 per hour. Sylvia Ketchum quoted cleaning services at a straight hourly rate of \$25.00 per hour. Motion by Steen, seconded by Wesely for Windemere Township to accept Sylvia Ketchum's submitted quote of \$25.00 per hour for the cleaning of the Windemere town hall and public restroom and contract with her for the 2019 calendar year. Motion passed, 3 Aye – 0 Nay.

ANNEXATION :

Annexation was discussed. Supervisor Wesely and Clerk Danelski attended the MATs 2019 Spring Short Course on Friday April 5th, 2019. During the course, MATs made a presentation about annexation. David Hann, Executive Director of MATs spoke at the training and stated that MATs has made annexation one of their top priorities going forward and he strongly encourages every township official and resident to contact our State Legislators and voice your concerns over the threat of annexation. The Clerk explained to residents where to go on the MATs website to send emails to voice your concerns.

POLICIES :

An update was given on the writing of township policies as recommended by the external auditor. The Clerk explained that the inventory control sheets are completed. Road Maintenance Supervisor Steen, the Road Maintenance Department, and the Clerk will meet on Wednesday April 17th, 2019 to roll-out the inventory control procedures and begin formally tracking Windemere Township's class-5 gravel and fuel usage. Supervisor Steen continues to work on township personnel policy drafts. Once the drafts are completed the town Board will hold a special meeting to discuss and make any edits before adoption as official township policy.

WILSON LITIGATION :

The Wilson Variance Appeal litigation was discussed. The Clerk to contact the township's attorney to set a date for a special meeting to be held in the next couple of weeks.

NEW BUSINESS :

COMPENSATION & REIMBURSEMENT RATES OF TOWNSHIP OFFICERS & EMPLOYEES :

The 2019 Windemere township compensation and reimbursement rates for township officers and employees was discussed. Zoning Administrator, Phill White, requested the Board increase Assistant Zoning Administrator, Ryan Clark's, hourly wage by \$1.00 per hour. Motion by Steen, seconded by Wesely to increase the Windemere Township Assistant Zoning Administrator's wage to \$16.00 per hour. Motion passed, 3 Aye – 0 Nay.

Motion by Wesely, seconded by Steen to approve Windemere Township Compensation Resolution # 2019-01 and the 2019 Compensation Schedule Grid. Roll-Call Vote taken. Wesely – Aye, Steen – Aye, Kroening – Aye. Motion passed, 3 Aye – 0 Nay.

The 2019 Compensation Schedule Grid for township officers and employees is listed below.

Board of Supervisors Chairperson - \$90.00 / Meeting

Board of Supervisors - \$80.00 / Meeting

Township Treasurer - \$450.00 / Month PLUS \$75.00 / Meeting

Township Clerk - \$450.00 / Month PLUS \$75.00 / Meeting

Zoning Department Administrator - Hourly Rate \$21.00 / Hour

Zoning Department Assistant Administrator - Hourly Rate \$16.00 / Hour

Road Maintenance Department Road Supervisor - Hourly Rate \$35.81/ Hour

Road Maintenance Department Union Operator - Hourly Rate \$25.00/ Hour

Road Maintenance Department Part-Time Operator - Hourly Rate \$21.00/ Hour

Road Maintenance Department Laborer - Hourly Rate \$15.00/ Hour

Election Judges - Hourly Rate \$15.00/ Hour

All-Day Event/Meeting Rate - \$160.00 / Day

(4 Hours or more)

Additional Clerical Hourly Rate - \$15.00 / Hour

Mileage Rate - \$.58 / Mile

Meal Reimbursement - \$7 – Breakfast / \$15 – Lunch / \$20 – Dinner

(Outside of 30 Mile Distance)

GRAVEL HAULING QUOTES :

The 2019 Windemere township class-5 gravel hauling quotes were discussed. Motion by Wesely, seconded by Steen to publish and post advertisements soliciting bids for the hauling of class-5 gravel from the Windemere township gravel pit onto the Windemere township gravel roads. Closed bids to be opened at 7 PM at the May 9th, 2019 town board meeting. Motion passed, 3 Aye – 0 Nay. Posting notices to be placed in the Star Gazette and Evergreen papers, the Builder's Exchange (Duluth) website, the QuestCDN (Construction Data Network) website, and onto the Windemere township website.

ANNUAL ROAD REVIEW :

The 2019 Windemere Township Annual Road Review was discussed. The Board will conduct the township's annual road review on Saturday May 11th, 2019 beginning 8 AM starting at the Windemere town hall and continuing all day throughout the township's roads until completed. Posting notices of the special meeting to be placed in the Star Gazette and Evergreen papers, and onto the Windemere township website.

2019 PINE COUNTY TAX-FORFEITED LAND SALE :

The 2019 Pine County tax-forfeited land sale was discussed. There are seven parcels in Windemere township that will be up for auction. Tabled until a later meeting.

ADDITIONAL BOARD OF SUPERVISOR DUTIES :

Additional duties for the Windemere Board Supervisors were discussed. Motion by Steen, seconded by Wesely to divide additional township duties up between the Board Supervisors. Additional duties will be divided as follows : Road Supervisor (Pete Steen); Zoning (John Wesely); Public Safety (John Wesely); Buildings (Heidi Kroening); Environment (Heidi Kroening). Motion passed, 3 Aye – 0 Nay

UNION NEGOTIATIONS :

The upcoming negotiations between Windemere Township, the Windemere Road Maintenance Workers, and the Independent Union of Operating Engineers – Local #49 was discussed. The Road Maintenance Department's current contract expires on June 30th, 2019 and the union has filed a notice with the Bureau of Mediation of their intent to negotiate a new contract. Tabled until the May 2019 meeting.

VENDOR CONTRACT QUOTES :

The 2019 Windemere township vendor contract pricing was discussed. Motion by Steen, seconded by Wesely to publish and post advertisements soliciting bids for the hauling of material from the township pit and for the mobilizing of township equipment. Closed bids to be opened at 7:15 PM at the May 9th, 2019 town board meeting. Motion passed, 3 Aye – 0 Nay. Posting notices to be placed in the Star Gazette and Evergreen papers, the Builder's Exchange (Duluth) website, the QuestCDN (Construction Data Network) website, and onto the Windemere township website.

ROAD UPDATE :

The monthly road update was given by Road Maintenance Supervisor, Mike Buetow. The 30 MPH speed limit signs for Sturgeon Island Road have been delivered. Mike Buetow will meet with Casper Construction in the next couple of weeks to discuss the restarting of construction and finishing of the Palon Road Improvement Project (TP 17-01). Erickson Engineering is continuing the engineering and survey work on Harmony Lane. Due to the water table and the current grade of Harmony Lane, Erickson Engineering is having difficulty in designing plans on how to divert the water away from the road. Mike Buetow suggested the Board may want to purchase a lot on Harmony Lane and then purchase wetland credits as a means to resolve the water-wicking problems on Harmony Lane. The engineering by Pine County on Parkview Drive and Sturgeon Island Road will be completed sometime near the end of May or early June 2019. Jason Pearson of Fahrner Asphalt Sealers will be making a presentation to the Board in May 2019 with his recommendations as to how the township can best preserve their current paved roads. Erickson Engineering is currently working on the structural engineering inspection of the Sturgeon Island Bridge. The engineering for the Balsam Road Culvert Replacement Project has been completed and the project will be completed in 2019 after Pine County places the project out for bid.

ZONING UPDATE :

Zoning Administrator, Phill White gave the monthly zoning update. There was one permit application during the last month, a lean-to addition onto the pavilion at Doc's Sports Bar.

PLANNING COMMISSION UPDATE :

Cindy Carlson gave the Planning Commission update. The Planning Commission held a meeting on Tuesday April 9th, 2019 6:30 PM and the Board reorganized. Clair Strandlie was nominated as chairperson for the Planning Commission for 2019 and Dianna Sandstrom was nominated as the vice-chairperson of the Planning Commission for 2019. Cindy Carlson inquired whether the sign on the Windemere town hall can be replaced. Windemere Building Supervisor, Heidi Kroening, will meet with Cindy and discuss replacing the sign.

FIRE DISTRICT UPDATE :

Chairman Wesely gave the Fire District update. Windemere township had ten calls during the last period, nine medical calls and one motor vehicle accident without injuries. Supervisor Wesely inquired to the Fire District whether Windemere's cost for fire protection would be increasing in 2019 and also what is their annual budget. The Fire District stated that Windemere's cost for fire protection would be increasing by 2.5% in 2019 and that their annual budget is \$290,000.00. Windemere Township made two payment of \$41,750.00 each in 2018 for a total of \$83,500.00. A 2.5% increase would bring Windemere township's annual cost to approximately \$85,500.00 and would be approximately 29.5% of Fire District's annual budget. The current 5-year Fire Service Contract signed on 11/3/16 between Windemere Township and the Moose Lake Area Fire Protection District lists Windemere's annual fee to be \$81,000.00 per year beginning in the year 2017 and continuing through the year 2021. Supervisor Wesely will bring a copy of the Fire Service Contract to the next Fire District Meeting to make inquiries as to Windemere's increase in cost.

PUBLIC INPUT & RESPONSE TO MEETING GIVEN :

Corey Prachar was present and requested clarification as to process to send emails to our State Legislature regarding the threat of annexation and also requested clarification on the motion for the 2019 town hall cleaning contract.

Ron Buetow was present and welcomed Supervisor Kroening back to the Town Board and inquired as to her position on annexation of Windemere Township. Supervisor Kroening stated that she would be against any type of annexation of Windemere Township.

CLAIMS :

March 2019 claims were reviewed. Motion made by Steen, seconded Wesely to approve the March 2019 Claims as submitted. EFTs - 1908 through 1910, Checks - 12242 through 12268 & Direct Deposits - 1147 through 1153 for a total of \$24,170.42. Motion passed, 3 Aye – 0 Nay.

Township mail was opened and reviewed.

Motion made by Steen, seconded by Kroening to adjourn the meeting at 8:50 PM. Motion passed, 3 Aye – 0 Nay.

RESPECTFULLY SUBMITTED :

Clerk, Scott Danelski

APPROVED :

Chairman, John Wesely