

Regular Monthly Meeting of the Windemere Township Board - December 10, 2020

The meeting was called to order at 6:35 PM by Chairman, John Wesely. Others present were Supervisors Heidi Kroening and Mark Dunaski, Clerk Scott Danelski, Treasurer Ron Mossberg, and Road Maintenance Department Foreman Mike Buetow. Absent Zoning Administrator Dennis Genereau.

Also, in attendance 14 participants via Zoom.

REQUEST FOR AUDIO RECORDINGS OF CLOSED MEETINGS FOR UNION NEGOTIATION :

Treasurer Ron Mossberg made a request to the Board of Supervisors for the audio recordings from the closed meetings held for union negotiations regarding the Road Maintenance Department's current contract. Chairman Wesely to follow up and retrieve the recordings.

CLERK'S REPORT :

The Clerk's November 2020 report was discussed. Motion made by Wesely, second by Dunaski to approve the Clerk's November 2020 report as submitted. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

TREASURER'S REPORT :

Treasurer's November 2020 financial report was read. Motion made by Wesely, second by Kroening to approve the Treasurer's November 2020 financial report as submitted. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

PUBLIC INPUT :

None.

OLD BUSINESS :

HIGH-WATER ISSUES IN WINDEMERE TOWNSHIP :

The current high-water issues occurring in the township were discussed. Supervisor Dunaski spoke to the chair of the Windemere Township Lakes Association and stated that the association would be willing to partner with the township for a feasibility as requested by the MN DNR. Chairman Wesely left a

message for Senator Rarick but has not yet received a reply. The Board will continue to contact both Senator Rarick and Representative Sundin and encourage both to attend a Zoom Meeting regarding the high water.

PROPERTY REASSESSMENT (PID # 33.0546.000 Located @ 34963 Laketown Road) :

The reassessment of property PID # 33.0546.000 located at 34963 Laketown Road Sturgeon Lake, MN (the former Dobo's Bar Property) was discussed. The tax-forfeited property went up for sale at Pine County's tax-forfeited land auction held on September 18th, 2020. The property was purchased by Jimmy Lee Kroon for \$12,000.00 with the stipulation that the purchaser would also be responsible for a Windemere Township assessment of approximately \$56,000.00. A Hearing on Reassessment was held on Saturday November 21st, 2020 8:30 AM located at the Windemere town hall. Jimmy Lee Kroon and Tara Dobosenski were present to discuss the reassessment on property PID # 33.0546.000. Jimmy Lee Kroon requested a deduction of the purposed \$49,262.53 remaining special assessment on the property and offered to pay \$40,000.00 on November 21st, 2020 to settle the special assessment. The Windemere Town Board made a counter-offer to meet the owner approximately half-way on remaining requested \$9262.53 deduction of the special assessment and requested a payment by the owner of \$44,600.00 to settle. Jimmy Lee Kroon accepted the township's counter-offer. The Town Board believes the \$44,600 payment to be a fair offer as payment in-full of the special assessment placed on the property. The Windemere Town Board had originally placed \$49,319.67 special assessment on this property back on October 15th, 2012 along with a 13.25% interest rate annum. The property sold for \$12,000.00 during the 2020 Pine County Land Auction, and the township expects to receive \$6600.00 from the county for the sale. A payment of \$44,600.00 plus the \$6600.00 from the Pine County sale equal \$51,200.00. This total covers the \$49,319.67 expense the township paid to clean up the property due a fire which occurred on the property during the fall of 2011.

STURGEON ISLAND BRIDGE :

The Sturgeon Island Bridge was discussed. Erickson Engineering was notified of the bridge design the township would like to use to replace the old bridge and they will begin the design phase of the project. Windemere Township received a letter from Gail Waldhalm requesting that when the old Sturgeon Island Bridge Structure gets replaced, could the old bridge structure be donated to her. Waldhalm's father-in-law built the original structure and she would like to remove and place the structure elsewhere for township history and posterity. The township explained that they only own the bridge deck and that the canopy was the responsibility of the Sturgeon Island Association and she would also need to contact them regarding her request.

WINDEMERE TOWNSHIP PLANNING COMMISSION MEMBER APPOINTMENTS :

An Appointment to the Windemere Township Planning Commission was discussed. One vacancy remains on the Windemere Township Planning Commission due to a resignation. The Windemere Town Board received one letter of interest from Timothy Woller requesting to be appointed to the Windemere Township Planning Commission. Mr. Woller resides in Roseville, MN but also owns a cabin in Windemere township located at 4218 County Line Road Moose Lake, MN. Due to the fact that Mr. Woller's permanent residence is located in Roseville, the Board would like to run the situation by the MATs attorney prior to making an appointment. The Board believes a non-permanent resident member might bring new insight and a nice balance to the Planning Commission. Tabled until January 2021 meeting.

WINDEMERE TOWNSHIP MAINTENANCE BUILDING SECURITY ALARM SYSTEM :

The security alarm system in the township's maintenance building was discussed. Chairman Wesely ordered security signage for the Windemere township property. Supervisor Dunaski still has not been able to get in touch with the Pine County Sheriff.

TOWNSHIP SHOP HEATER :

The heater located in the Windemere Township Shop was discussed. Supervisor Dunaski spoke with Chris Prachar of D & E Heating to get an explanation as to why they feel the heater needs to be replaced. Chris explained that the heater's thermo-coupler was cracked and could possibly become a carbon dioxide issue. Prachar also explained that the heaters BTU output is undersized for the size of the building. Supervisor Dunaski to solicit for additional quotes for a new heater. No Action Taken.

FINAL COVID-19 CARES ACT RELIEF FUND REPORT :

The COVID-19 Cares Act Relief Fund Local Government Expenditure Report was discussed. Treasurer Mossberg completed the final report and submitted it to the Minnesota Management & Budget (MMB) Office by the required November 24th, 2020 deadline. Windemere Township was able to allocate \$14,207.73 of the \$42,275.00 CARES Act Funds towards qualified COVID-19 expenditures. The remaining \$28,067.27 in CARES Act funds was returned to Pine County by the required November 20th, 2020 deadline.

AUDIT OF I.U.O.E. Local # 49 HEALTH & WELFARE FUND :

The audit being conducted by the Wilson-McShane Corporation for the International Union of Operating Engineers (I.U.O.E.) Local #49 Health & Welfare Fund was discussed. Auditor Leah Roushar of Wilson-McShane Corporation sent Windemere Township a letter dated October 20th, 2020 stating that they will be conducting an audit for the period of 7/2015 through 12/2019 and she is requesting the following records for the audit: 1) Individual Earnings Records, 2) Time Cards, 3) Quarterly 941's, 4) Quarterly

SUTA Reports, 5) W-2s & W-3s, 6) 1099's & 1096's, 7) Monthly Remittance Reports. To date, Clerk Danelski has gathered and submitted all requested timecard records. Treasurer Mossberg gathered all remaining records requested by the audit firm, but has not heard back from Wilson-McShane regarding the audit. Leah Roushar is the contact person at the Wilson-McShane Corporation can be reached by phone at (218) 728-8323 or via email at lroushar@wilson-mcshane.com should questions arise regarding the audit.

SET-UP & SOFTWARE INSTALLATION ON NEW TOWNSHIP LAPTOP COMPUTERS :

The set-up and software installation on the seven new township laptop computers were discussed. Supervisor Kroening received a quote from the vendor (Jason Haukland) for completing the initial set-up and software installation on the computers. Mr. Haukland quoted a rate of \$50.00 per hour to complete the setup of the computers. Motion made by Wesely, second by Dunaski to approve the quote rate of \$50.00 per hour from vendor (Jason Haukland) and contract with him to complete the initial set-up and software installation of seven Windemere Township Lenovo laptop computers. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

WINDEMERE TOWNSHIP 2021 BUDGET :

The Windemere Township 2021 Budget was discussed. The Town Board held a meeting to discuss the 2021 Budget on December 8th, 2020 and continued the meeting until Thursday December 17th, 2020 6:30 PM located at the Windemere Town Hall to finish additional work for the refinement the 2021 budget.

NEW BUSINESS :

WINDEMERE TOWNSHIP EMAIL ADDRESSES :

Windemere Township's email addresses were discussed. Clerk Danelski requested that Clerk-Elect Cindy Woltjer be provided with a new township email address to help with her transition to the Clerk position. Danelski also requested to be able to maintain his current email address scott.danelski@windemeretownship.com for a few months to help with the transition to the new Clerk. Treasurer Mossberg suggested going forward that email addresses not be assigned to a specific name, but rather the person's title so the email can transfer to the next official seamlessly. Clerk-Elect Cindy Woltjer's email will be set up as clerk@windemeretownship.com .

QUOTE McCoy Construction & Forestry :

Repairs on the John Deere 772D Road Grader were discussed. The Board received a quote from McCoy Construction & Forestry totaling \$2270.17 to repair the seal leak in the tandem drive on the grader. Road Maintenance Employee Mike Buetow also informed the Board that there are additional hydraulic seal leaks and also a problem with the 6-Wheel Drive on the Road Grader. Buetow requested those issues be repaired at the same time. Motion made by Wesely, second by Kroening to approve the \$2270.17 quote from McCoy Construction & Forestry to repair the tandem drive on the John Deere 772D Road Grader and also to have McCoy Construction & Forestry complete the repairs on the additional hydraulic leaks and repair the 6-Wheel Drive on the Road Grader. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

CORE-SAMPLING QUOTES FOR THE HARMONY LANE IMPROVEMENT PROJECT (TP 19-01) :

Inspection core samples for the Harmony Lane Improvement Project (TP 19-01) were discussed. The Board received quotes from two vendors to complete (10) random core samples of the bituminous laid along Harmony Lane and verify that the bituminous asphalt laid meets the required 3.5” compacted depth as laid out on the final plans of the road project. One quote was received from Braun Intertec for a total of \$2210.00, and second quote was received from Twin Ports Testing for a total of \$2475.00 to complete the core-sample inspections. Motion made by Wesely, second by Kroening to approve the Braun Intertec quote # QBT130616 totaling \$2210.00 to complete (10) Random Core Samples verifying the depth of bituminous asphalt laid during the Harmony Lane Improvement Project (TP 19-01). Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

RESOLUTION # 2020-12-10 (WINDEMERE TOWNSHIP 2021 POLLING PLACE DESIGNATION) :

The designation of the 2021 Windemere Township polling place was discussed. Motion made by Wesely, second by Dunaski to approve and adopt Windemere Township Resolution # 2020-12-10, which designates the Windemere Town Hall located at 91546 Military Road Sturgeon Lake, MN as the official polling place for the calendar year 2021. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

BI-MONTHLY REGULAR WINDEMERE TOWNSHIP BOARD MEETING SCHEDULE :

The possibility of Windemere Township moving to a Bi-Monthly Regular Board Meeting Schedule was discussed. Supervisor Kroening stated that discussions she has had with other Minnesota Townships similar to Windemere Township showed that many of them held Bi-Monthly Regular Board Meetings in order to complete all necessary business for their respective townships. Kroening pointed out the fact that Windemere Township held (19) special meetings during the calendar year 2019 and (21) special meetings will be held during the 2020 calendar year so she wanted to bring this topic to the Board’s attention for consideration. The Board to further analyze the topic and discuss further at a later date. No Action Taken.

2021 WINDEMERE TOWNSHIP ANNUAL MEETING :

The Board discussed the 2021 Windemere Township Annual Meeting and the potential difficulties that may occur when holding the meeting in-person due to the COVID-19 pandemic. Supervisor Kroening contacted MATs for any recommendations that they may have in regards to the holding of the 2021 Annual Meeting and they are listed below as well as posted on the MATs website found at <https://mntownships.org/> .

MATS Recommendations for Holding the March Annual Meeting 2021 & COVID-19

Townships will face an unusual circumstance in March 2021, when they hold the Township Annual Meeting. Towns were able to hold the Annual Meeting in 2020 just as they always had because the COVID-19 pandemic had not yet taken hold in Minnesota. This year, though, towns may need to move the Annual Meeting to a remote means. MAT recommends town boards take the steps below in preparation for the 2021 Annual Meeting:

1. **Use the Time Available:** Use the time available to you before deciding on a method of meeting. Towns must provide at least 10 days' published notice of the date, time, and location of the Annual Meeting. **See** Stat. § 365.51, subd. 2. The notice must be published no later than Sunday, February 28, 2021, so town boards should plan to make their final decision before that date. Conditions may change significantly between now and March, so no one can say with certainty how we will be meeting.
2. **Prepare Now!** Prepare for the possibility of a Remote Meeting NOW! If your Board is unfamiliar with teleconference and video-conference services, it must learn how they can be used now. This will allow those services to be deployed if necessary. MAT has resources in the Information Library about how to start using remote communication services. Towns may also use a third-party service to host their meeting. Also, prepare to deliver the Board of Audit Report and any other report from the Board to those on the call.
3. **If the Meeting is In-Person:** If the Board chooses to hold the meeting in person, then the Board should place for social distancing, requiring all those attending wear a mask or face shield, and provide a remote means of listening and/or participating in the Annual Meeting. The only legal exemption to the mask requirement is for those who cannot medically tolerate wearing a mask or shield.
4. **If the Meeting is Remote:** If the Board chooses to hold the meeting by remote means (telephone or video-conference methods), then the Board should: (1) plan for the changes a telephone or video meeting requires; and (2) pass a resolution designating the Annual Meeting will be held by remote means. The Board should hold the remote meeting at the same time as directed by the voters in the prior Annual Meeting, or by statute. Voting will likely be difficult in a video or telephone meeting. The Board may try to plan methods for voting, or it may ask the voters to continue the Annual Meeting to a later date for all voting matters. A continued meeting is one that is held in more than one session, allowing the group to leave and return later. An Annual Meeting can be continued to later date if the voters pass a motion to continue the meeting to a specific date, time, and location for the reconvening. If voters continue their meeting it is important, they do not adjourn the meeting. The advantage of a continued meeting is that it may allow voters to meet in-person later in the year when circumstances of the pandemic be different.
5. **Be Patient:** Townships must convene their Annual Meeting on the second Tuesday of March, except for weather-related circumstances. However, no statute requires the voters to

take any action on that day, so towns should not feel pressured to complete their business on that day.

No Action Taken. This topic is tabled until the January 2021 Regular Board Meeting for further discussion.

NEW POSITION (WINDEMERE TOWNSHIP ROAD MAINTENANCE DEPARTMENT MANAGER) :

Supervisor Kroening discussed the creating a new employee position in the township called the Windemere Township Road Maintenance Department Manager. Kroening stated the intent of the new position is to provide a new level of organization and efficiencies for the Windemere Road Maintenance Department and to handle duties that Clerk Danelski completed that were over-and-above the statutory duties of the clerk. Kroening stated that the duties of the new position would include: 1) Organizing Road Contracts, 2) Making Recommendations to the Board on Road Maintenance Spending & Budget Decisions, 3) Assist in Hiring Employees, 4) Addressing Personnel Issues, 5) Developing Position Descriptions of Road Maintenance Employees, 6) Record Keeping of the Road Maintenance Department, 7) Inventory Control Records, 8) Ensuring the Road Maintenance Priority List of Projects are being Accomplished on Schedule, and 9) Various Other Duties Assigned by the Town Board. Clerk Danelski was asked to give an approximate amount of time he spends on duties other than the clerk's statutory requirements and Danelski estimated that number to be approximately 35 – 50% of his invoiced hours are spent on the additional duties. Kroening stated that if the new Clerk-Elect is unable to perform these additional duties, then these duties will need to be assigned to someone other than the Clerk. Kroening recommended that the Board consider posting for applicants for the new position in early 2021. This will ensure that the work completed by Clerk Danelski over the past three years that was above and beyond the scope of traditional and statutorily obligated Clerk duties will be continued on for Windemere Township. No Action Taken. The Board requests additional information for a cost-benefit analysis and tabled the topic until the January 2021 regular monthly Board meeting. Danelski will investigate further and provide the Board with a better approximation of hours spent during the calendar year 2020, but stated the hours will vary due to what time of year it is and the number of road projects the township has going on.

BOARD OF SUPERVISORS OTHER :

Supervisor Kroening discussed the upcoming January 2021 Regular Board Meeting. Kroening asked the Board to prepare for the reorganization of the Board, and consider if they would accept the role of Chairperson should they be nominated. Kroening also requested the Board to prepare for consideration to restructure the township's compensation grid.

Supervisor Kroening state she will contact vendor (Jason Haukland) in regards to receiving the new township laptops and see if he has any questions regarding the set up.

Supervisor Dunaski discussed sending a letter to the vendor requesting the alarm security contract be terminated due to no service currently being provided. Clerk Danelski will draft a letter to the vendor LowVolts, LLC cancelling the security service and present it to the Board for review.

Supervisor Dunaski discussed getting the regular monthly agenda posted earlier on the website. Windemere Township's current policy on Public Hearings : Rules of Procedure & Decorum states that the township's meeting agenda will be posted a minimum of (2) days prior to an upcoming meeting.

The Board set the Windemere Township Board of Audit Meeting for Thursday February 18th, 2020 6:30 PM located at the Windemere town hall.

ROAD UPDATE :

Road Maintenance Department Foreman Mike Buetow gave the monthly road update. Buetow stated he will have all quotes requested by the Board ready for the upcoming December 17th, 2020 Budget Meeting.

ZONING UPDATE :

No Updates Available.

PLANNING COMMISSION UPDATE :

No further updates.

FIRE DISTRICT UPDATE :

No Update Available. This month's Fire District Meeting conflicts with the December 8th, 2020 Budget Meeting.

CLAIMS :

November 2020 claims were reviewed. Motion made by Wesely, seconded Kroening to approve the November 2020 claims as submitted. Approval of Payroll # PAY-2012, EFT #s 20-41 through 20-43, Check #s 12743 through 12774, & Direct Deposit #s DD1311 through DD136 for a total of \$91,499.18. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

TOWNSHIP MAIL :

Township mail was opened and reviewed.

ADJOURN :

Motion made by Wesely, seconded by Dunaski to adjourn the meeting at 8:18 PM. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

RESPECTFULLY SUBMITTED :

APPROVED :

Clerk, Scott Danelski

Chairman, John Wesely