Special Meeting of the Windemere Township Board - December 18, 2018

The meeting was called to order at 6:31 PM by Chairman, Pete Steen. Others present were Supervisor John Wesely, Treasurer Ron Mossberg, Clerk Scott Danelski, Zoning Department Administrator Ryan Clark, and Zoning Department Assistant Phil White. Absent Supervisor, Dale Kirkeby.

The Board conducted a special meeting due the cancelation of the township’s regular monthly board meeting which was scheduled to be held on December 13th, 2018. The cancellation was due to the fact that the board would not have a quorum. The Board has township business which needs to be addressed immediately, and cannot be postponed until the next regularly scheduled monthly board meeting to be held on January 10th, 2019. The agenda for this special meeting is as follows :

1. Charitable Gambling Application
2. Polling Place Designation
3. Microphone Mixer
4. Transfer of Funds
5. Gas Tax & Zoning Fund Accounts
6. Policies
7. Zoning Department
8. Sturgeon Island Bridge
9. Budget
10. Claims

CHARITABLE GAMBLING APPLICATION :

A charitable gambling application was discussed. Motion by Steen, seconded by Wesely to approve gambling application LG240B (Application to Conduct Excluded Bingo) for the organization W.I.N.D.O.W. (Women in Need Depending on Other Women) which will be held at Doc’s Sports Bar on January 31st, 2019. Motion passed, 2 Aye – 0 Nay.

POLLING PLACE DESIGANTION :

Windemere Township’s 2019 polling place designation was discussed. Minnesota State Statute 204B.16 was modified last session and the statute now requires townships to designate their polling place annually by December 31st for the next calendar year by ordinance or resolution. Motion by Wesely, seconded by Steen to adopt Windemere Township Resolution 2018-12-18 designating the Windemere Town Hall located at address 91546 Military Road Sturgeon Lake, MN as the township’s annual polling place for the calendar year 2019 per requirements of Minnesota State Statute 204B.16. Roll-Call Vote was Taken. Steen – Aye, Wesely – Aye, Kirkeby – Absent. Motion passed.

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MICROPHONE MIXER :

A new Microphone Mixer was discussed. The township’s mic mixer has stopped working and the township Treasurer asked the Board for funds to replace microphone mixer and to add more microphones to enhance the recording township meetings. Motion by Wesely, seconded by Steen to approve the township Treasurer to spend up to $200.00 for a Microphone Mixer, New Microphones, Microphone Stands, and Cables. Motion passed, 2 Aye – 0 Nay.

TRANSER OF TOWNSHIP FUNDS :

The transfer of township funds was discussed. Motion by Steen, seconded by Wesely to move $300,00.00 from the US Bank Money Center Account to the First National Bank of Moose Lake and placed in the Roads & Bridges Fund, and to pay all fees involved with the transfer of funds. Second, the Board authorizes the Township Treasurer to re-invest approximately $200,000.00 in funds which recently matured into a medium-length investment vehicle. Motion passed, 2 Aye – 0 Nay. The passed motion is not a conflict of interest for Supervisor, John Wesely.

GAS TAX AND PLANNING & ZONING FUND ACCOUNTS :

The Gas Tax and the Planning & Zoning Fund Accounts were discussed. Per the recommendations of the external audit firm, the Treasurer requested the Board to considered closing these two accounts. Motion by Steen, seconded by Wesely to close the fund sub-accounts Gas Tax and Planning & Zoning on December 31st, 2018. Motion passed, 2 Aye – 0 Nay.

POLICIES :

The Board gave an update on the writing of township policies recommended by the external auditor which were discussed at the special meeting held on November 27th, 2018.

Motion by Steen, seconded by Wesely to adopt Windemere Township Purchasing Policy – Dated 12/18/2018. Motion passed, 2 Aye – 0 Nay. The township Clerk to follow-up with MATs attorneys regarding the pre-approval of electronic utility claims.

Motion by Wesely, seconded by Steen to approve Windemere Township Fund Balance Policy – Dated 12/18/2018. Motion passed, 2 Aye – 0 Nay.

The Board discussed a policy for Windemere’s Building & Zoning Department’s Money Handling. The first draft of the policy was written and revised and the Board to complete some further review and the policy will be adopted at a later date.

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ZONING DEPARTMENT :

Zoning Administrator, Ryan Clark gave the monthly zoning update. November has been very quiet in the Zoning Department. There were two permit applications submitted in November 2018. Permits included a pole shed and a water-oriented accessory structure. Calls and emails were submitted regarding zoning questions. A question regarding road ownership was brought up by James Kaffer about a road heading north from the intersection of Dago Lake and Dobosenski Roads. The Zoning Department discussed digitizing all of their permits and documents for record retention. Discussions were had regarding a new scanner/copying machine at the town hall for the Zoning Department. The town Clerk and Phil White to research copy machines that will fulfill the Zoning Department’s needs.

Zoning Administrator, Ryan Clark, stated that he is considering resigning his position as the Windemere Township Zoning Administrator. Zoning Department employees requested a meeting with John Wesely to discuss the possibility of Zoning Administrator, Ryan Clark, and Zoning Administrator Assistant, Phil White, switching positions/roles and the corresponding duties. If positions can be switched, Ryan Clark would consider remaining/working for the township’s Zoning Department, but at a lesser role. Supervisor Wesely to research with MATs attorneys regarding the switching of position/roles and the process that would need to be completed to make the switch happen. At the present time, Phil White is an appointed member of the Windemere Township Planning Commission and he would need to resign that position should the Zoning Department employee’s roles be switched.

STURGEON ISLAND BRIDGE :

The Sturgeon Island Bridge was discussed. The road maintenance workers completed temporary repairs on the approaches to the Sturgeon Island Bridge. While completing the repairs Pine County was completing their annual inspection of the bridge and it was found that the bridge structure has deteriorated significantly over the last few years. Erickson Engineering was contacted and the Board requested they provide engineering proposals for repairing the bridge and also for replacing of the existing bridge.

Road Maintenance Supervisor, Mike Buetow, contacted the Pine County Engineer regarding the Sturgeon Island Bridge to research whether the structure would fall under the Pine County and MnDOT Town Bridge Account. The Sturgeon Island bridge structure does, and Mike presented the Board with a cooperative agreement between Pine County and Windemere Township for replacement of the bridge.

Motion by Steen, second by Wesely to approve the Pine County Cooperative Agreement with Windemere Township for State Aid Project 058-599-045 for replacement of the Bridge # R0726 on Sturgeon Island Road. Motion passed, 2 Aye – 0 Nay. Chairman Steen to contact Pine County Engineer, Mark LeBrun, regarding the details of the process, the type of structure which will be used to replace the existing structure, and the availability of funds for the project.

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BUDGET :

The 2019 Windemere Township Budget was discussed. The first draft of the township’s 2019 calendar year’s budget was drafted at a special meeting held on October 22nd, 2018. The Treasurer presented to a revised draft to the Board for approval. Motion by Steen, seconded by Wesely to accept the proposed Windemere Township 2019 Calendar Year Budget. Motion passed, 2 Aye – 0 Nay.

CLAIMS :

November 2018 claims were reviewed. Motion made by Wesely, seconded Steen to approve November 2018 Claims as submitted. EFTs - 1828 and 1829, Check #s - 12100 through 12145 & Direct Deposits - 1121 through 1127 for a total of $765,941.36. Motion passed, 2 Aye – 0 Nay.

Motion made by Steen, seconded by Wesely to adjourn the special meeting at 9:07 PM. Motion passed, 2 Aye – 0 Nay.

RESPECTFULLY SUBMITTED : APPROVED :

Scott Danelski, Clerk Pete Steen, Chairman

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