Meeting of the Windemere Township Board - July 12, 2018

The meeting was called to order at 6:32 PM by Chairman, Pete Steen. Others present were Supervisor, John Wesely, Treasurer, Ron Mossberg, and Clerk, Scott Danelski. Absent, Supervisor, Dale Kirkeby.

The Clerk’s report was read and corrected. Motion made by Wesely, second by Steen to approve Clerk’s report. Motion passed, 2 Aye – 0 Nay.

Treasurer’s report was read. Motion by Steen, seconded by Wesely to approve the Treasurer’s report. Motion passed, 2 Aye – 0 Nay.

Motion by Steen, seconded by Wesely to keep approximately $500,000.00 of Road & Bridges funds in the U.S. Bank Money Center accounts and reinvest in short-term 30-day treasury bills or equivalent. Motion passed, 2 Aye – 0 Nay.

At 7 PM the town board opened the sealed bids for the 2018 Windemere township gravel hauling. One bid was submitted. Motion by Steen, seconded by Wesely to accept the bid form Rydberg & Sons, Inc. for hauling and spreading of 3,000 cubic yards, more or less, of Class-5 gravel from the Windemere township pit using a minimum of two belly dumps at a cost of $5.87 per cubic yard. Gravel hauling to be completed by September 1st, 2018. Motion passed, 2 Aye – 0 Nay.

PUBLIC INPUT :

Annette Anderson was present to discuss a large dying cottonwood tree located on her property and the calcium chloride dust control in front of her home located at 94132 Partridge Road North Sturgeon Lake, MN. Annette inquired whether the cottonwood tree was on her property or if it was located inside the road R.O.W. of Partridge Road and who’s responsibility would it be to have the tree removed. She also wanted to inform the town board that the dust control in front of her home had be graded over for a second time by the road grader. Mike Buetow explained that when the road patrol grades the township roads after a rainstorm and the gravel roads are still damp, the road grader operator cannot see that there has been calcium chloride placed on the roads. It was suggested to place stakes along the road where the dust control was placed to alert the operator to raise the blade and not grade those areas. Mike Buetow will also contact Lake Country Power regarding the tree as sometimes they will remove dying/dead trees if there is danger the tree may take down their power lines should they fall.

Scott Quittem was present to discuss a culvert that was previous placed along Sturgeon Island road by the covered bridge and stated that his property located at 89581 Sturgeon Island Road Sturgeon Lake, MN is flooding. Scott stated that the culvert was placed below the high-level water mark of Sturgeon Lake and that the culvert was actually carrying water from the lake to his property rather than draining the property. The Road Maintenance Department to follow up on the issue and contact Straightline Surveying, Inc to survey the culvert in question.

John Menke was present to discuss the Palon Road Improvement Project and the attendance sign-in sheet. John stated that it is very important to complete and repair the road correctly given the amount of money the township is spending on the road improvement project. The town board stated that the engineering firm and the winning vendor both stated they are confident that they can complete the Palon Road project to the specifications of the plans and that there will be an inspector on the job site

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during all phases of construction. The clerk informed John that while attending training, it was advised that the sign-in sheet is a procedure that should be completed during each board meeting, the clerk then implemented the procedure to Windemere’s board meetings in order to be compliant with MAT.

Duane Anderson & Sue Hufford were present to discuss the continued flooding on Birchview Road. Both stated that it has been a continuing problem for the past 4-5 years and stated that the township needs to address the problem immediately. The town board advised that the situation will be addressed later in the meeting.

OLD BUSINESS :

The town clerk discussed the purchasing of new external hard drives and file cabinets. Motion made by Wesely, seconded by Steen to purchase two external hard drives at approximately $125.00 each and three file cabinets at approximately $250.00 each to be used for the retention of Windemere township’s digital records and hard-copy file records.

The new township website administrator discussed. Motion by Steen, seconded by Wesely to accept [www.MunicipalImpact.com’s](http://www.MunicipalImpact.com's) proposal of a one-time website upgrade fee of $349.00 with a monthly website management fee of $39.95 to be the new administrator of Windemere township’s website. Motion passed, 2 Aye – 0 Nay.

Phil White was present to follow up with discussion of a Windemere township’s clean-up day. Phil recommended that the town board not take any action at this time as funding has come through for Pine County to purchase a 2.5-acre parcel near Willow River, MN to put up a transfer station.

Status of the town hall repairs was discussed. The clerk stated that the quotes obtained in the fall of 2017 for repairing the town hall roof could not be located. Motion by Steen, seconded by Wesely to re-post a notice requesting closed bids for repairing of the Windemere town hall roof. Bids will be accepted for repairs with 30-year shingles (green) with work to be completed by October 31st, 2018. Motion passed, 2 Aye – 0 Nay. Postings to be placed at the town hall, township website, Star Gazette & Evergreen papers, Quest CDN website, and the Duluth Builders Exchange website. The electrical work that was previously completed by Galen Neigum has yet to be invoiced. The town clerk will follow up with the vendor regarding the status of the invoice.

An update on the external audit was given by Ron Mossberg. Abdo, Eick & Meyers audit staff met with township officials on June 20th & 21st, 2018 to conduct interviews and to gather documentation for the external audit. The township is waiting for the first draft of recommendations and audit firm expects to present their recommendations to the board of supervisors at the September 2018 monthly board meeting.

A follow up was given on Windemere township blight. A special meeting was held Thursday July 5th, 2018 to discuss 22 blight issues within the township. Recommendations are as follows : 6 properties - no additional action taken at this time as cleanup has begun; 3 properties - a first letter to be sent to the property owners from the Zoning Department requesting cleanup; 7 properties - a second letter to be sent to the property owners from the Zoning Department requesting cleanup; 2 properties - the Zoning Department to meet with the property owners personally; & 3 properties – Zoning Department

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to send to the township attorney for the next step in the process. The Zoning Department spoke about other towns in Ramsey and Anoka Counties that get ticket books from the clerk of court in which the property owners with blight issues are issued a ticket and are required to make a court appearance to discuss the blight issues. The offense would be a misdemeanor. The Zoning Department to check with Pine County to see if this is an option for Windemere township.

The Palon Road Improvement Project was discussed. The board stated that at the special meeting held on Thursday July 5th, 2018 the bid of $784,500.00 from the vendor Casper Construction was accepted. The township notified the vendor and began the drafting of a construction contract. The board stated that the township’s concerns about the Palon Road project had been addressed by both the vendor and the engineering firm and that an inspector will be present during all stages of construction. A special meeting will be held in July 2018 for the purpose of a pre-construction meeting with the township, Casper Construction, Erickson Engineering, and the local utility companies. Windemere township Road Maintenance Department will excavate out the current soft spots on Palon Road and replace with select granular material capped with class-5 from the Windemere township pit prior to the vendor starting construction on Palon Road Improvement Project (TP 17-01), as the correcting of the soft spot issues along Palon Road were not part of the engineered specifications and would be an additional cost from the vendor Casper Construction.

Additional Supervisor Duties 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 (Dale Kirkeby); Environment (Dale Kirkeby). Motion passed, 2 Aye – 0 Nay.

Motion by Wesely, seconded by Steen for any supervisor to approve spending up to $2500.00 per incident to make repairs or maintenance in the areas in which they each supervise over; Roads, Zoning, Public Safety, Buildings, & Environment without having to get full board approval. Motion passed, 2 Aye – 0 Nay.

The Planning Commission appointments were discussed. Motion by Wesely, seconded by Steen to appoint Tom Albrecht and Clair Strandlie to the two open 3-year terms on the Windemere Planning Commission. Terms will run from June 2018 through June 2021. Motion passed, 2 Aye – 0 Nay.

A Windemere township record retention policy was discussed. The town clerk asked if the town board would consider passing a record retention resolution that would allow the clerk to maintain and destroy township records per Minnesota Townships General Records Retention Schedule. Motion by Steen, seconded by Wesely to adopt Windemere Township Resolution 2018-01 to maintain Windemere township’s records per Minnesota Association of Townships-MAT record retention schedule RR1000 and as regulated by Minnesota Statute 138.17. Motion passed, 2 Aye – 0 Nay.

A Road Maintenance Policy was discussed. Per information gathered at the MAT short course training in April 2018 it was advised that every township should have a policy on file directing each township’s Road Maintenance Department. Road Supervisor Pete Steen and Road Maintenance Department Supervisor Mike Buetow to meet and begin work on a written road maintenance policy which will be presented at a future town board meeting.

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The Global Resolution signed on June 25th, 2018 was discussed. Chairman Pete Steen read allowed the Global Resolution between Windemere Township, the International Union of Operating Engineers – Local # 49 ALF-CIO, and Mike Buetow detailing final resolution in the matter between the parties.

The Balsam Road culverts were discussed. After the June 2018 board meeting, Straightline Surveying, Inc. completed an inspection of the Balsam Road culverts that were replaced in the fall of 2017. The results of the Straightline Surveying inspection found that the culverts replaced on Balsam Road were only lowered approximately 9” rather than the designed 18” that the plan specifications called for. As a result, Birchview Road continues to have flooding problems. Motion by Steen, seconded by Wesely to have the Windemere Road Maintenance Department replace the culverts on Balsam Road to the plan specifications. Motion passed, 2 Aye – 0 Nay. Mike Buetow requested that Erickson Engineering inspect the project while the project is being completed to insure the culverts are installed to the proper depth. The board also requests that the Road Maintenance Department pursue to see if there is grant money available to install a box culvert on Balsam Road.

NEW BUSINESS :

Liquor Licenses were discussed. Motion by Steen, seconded by Wesely to approve the On/Off Sale & Sunday Sale Licenses for both Doc’s Sports Bar and the Moose Lake Golf Club at the regular county fee of $1,500.00 for an On-Sale license, $200.00 for a Sunday license, and $250.00 for Off-Sale with Sunday sales included with no additional charges by Windemere Township. Motion passed, 2 Aye – 0 Nay.

Election judges were discussed. The clerk requested that the town board appoint the following people as Windemere township election judges for 2018 : Scott Danelski, Rhonda Young, Terry Schumann, Debbie White, Susan Quest, Gayle Moonen, Mary Wiegand, Donna Burns, Linda Eckert, Marie Danelski, Doreen Mossberg, Dee Koivisto, and Connie Anderson. Motion by Wesely, seconded by Steen to appoint the above listed people as Windemere township election judges for the upcoming Primary Election to be held on Tuesday August 14th, 2018 and the General Election to be held on Tuesday November 6th, 2018. Motion passed, 2 Aye – 0 Nay. Appointed election judges will attend Election Judge training on either Wednesday August 8th or Thursday August 9th, 2018.

Phil White was present to discuss and requested that the town board pass an ordinance for a No-Wake Zone on Windemere township lakes for any watercraft traffic inside 300 yards of any shoreline on lakes. Enforcement of a passed ordinance would be by Pine County. No action taken at this time.

The road update was given by Road Maintenance Department Supervisor, Mike Buetow. Ditch mowing is scheduled to begin after the crew completes the work the Maintenance Department is responsible for prior to the start of construction by Casper Construction on the Palon Road Improvement Project (TP 17-01). Replacing of the Balsam Road culverts will also be made a priority after work is completed on Palon Road. The maintenance repaired and replaced culverts on Island Lake Road by Swanson’s Point and also on Military Road south of Rush Blvd due to heavy rains washing out the roads, and patches were placed on Harmony Lane. A special meeting will be held to prioritize all issues found during the 2018 annual road review. Postings to be placed at the town hall and on the township website. Mike Buetow also inquired as to why the Maintenance Department was not interviewed by Abdo, Eick & Meyers for the Windemere External Audit.

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The Zoning Update was given by Zoning Administrator, Ryan Clark. Eleven zoning permit applications were submitted since the June 2018 monthly board meeting. Permits included a new dwelling, shed, lean-to, patio, landscaping projects, and a minor sub-division. The Township held a special meeting to discuss the Windemere blight issues on Thursday July 5th, 2018. Zoning department conducted a lot of site visits for shoreland alteration permits. The Sanitary Sewer Treatment System (SSTS) compliance policy is working well to identify non-compliant septic systems or holding tanks without a regularly scheduled inspection. The Zoning Department continues to receive a lot of calls with questions, some of the calls are concerns about the new Comprehensive Plan regarding the idea to remove the string test to average neighbors Ordinary High-Water Level (OHWL) setback.

The Planning Commission update given by Clair Strandlie. The Planning Commission will next meet on Tuesday August 7th, 2018 6:30 PM at the Windemere town hall. The second public input hearing held on Saturday June 23rd, 2018 at Camp Miller to discuss the Comprehensive Plan had a nice turn out.

The Fire District Update was given by John Wesley. There were 32 calls/runs since the last Fire District meeting and seven of those calls were in Windemere township. One call was for a brush/grass fire, one call was cancelled in-route, and five were medical calls. During the Fire District meeting it was discussed that homeowners could fill out a form to receive smoke detectors and have them installed by the Red Cross or local firefighters for free. A reminder was given that the Moose Lake Fire Department was holding their annual fund-raiser steak fry on Friday July 13th, 2018.

PUBLIC INPUT & RESPONSE TO MEETING GIVEN :

Sue Hufford was present and inquired about whether Windemere township had a noise ordinance as every weekend she can hear a loud truck south of her property.

Tom Albrecht was present and inquired about whether there is training available for new board supervisor members. The board informed him that the Minnesota Association of Townships – MAT offers spring and summer short courses for all elected board of supervisors, treasurers, and clerks.

Motion made by Steen, seconded by Wesely for the treasurer to spend up to $500.00 to purchase a window-mounted air conditioner for the Windemere town hall. Motion passed, 2 Aye – 0 Nay.

June 2018 claims were reviewed. Motion made by Steen, seconded by Wesely to approve June 2018 Claims. EFTs - 1815 to 1817, Checks - 11930 through 11956, & Direct Deposits - 1080 through 1088 for a total of $277,154.75. Motion passed, 2 Aye – 0 Nay.

Township mail opened and reviewed.

Motion made by Wesely, seconded by Steen to adjourn the meeting at 9:44 PM. Motion passed, 2 Aye – 0 Nay.

RESPECTFULLY SUBMITTED : APPROVED :

Scott Danelski, Clerk Pete Steen, Chairman

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