

Meeting of the Windemere Township Board - March 14, 2019

The meeting was called to order at 6:37 PM by Chairman, Pete Steen. Others present were Supervisors, John Wesely, Treasurer, Ron Mossberg, and Clerk, Scott Danelski. Absent Supervisor Dale Kirkeby.

Chairman Steen made an announcement to the audience that Supervisor Dale Kirkeby had just resigned and vacated his position on the Windemere Township Board of Supervisors effective immediately 3/14/19 6:30 PM. Further discussions to take place later in the meeting.

CLERK'S REPORT :

The February 2019 Windemere Township regular board meeting Clerk's report was read and corrected. Motion made by Wesely, second by Steen to approve the corrected Clerk's February 2019 regular meeting report. Motion passed, 2 Aye – 0 Nay.

The February 21st, 2019 Windemere Township Board of Audit Clerk's report was read and corrected. Motion made by Wesely, second by Steen to approve the corrected Clerk's February 2019 Board of Audit report. Motion passed, 2 Aye – 0 Nay.

The February 28th, 2019 Windemere Township special meeting Clerk's report was read and corrected. Motion made by Steen, second by Wesely to approve the corrected Clerk's February 2019 special meeting report. Motion passed, 2 Aye – 0 Nay.

TREASURER'S REPORT :

Treasurer's report was read. Motion by Wesely, seconded by Steen to approve the Treasurer's February 2019 report as submitted. Motion passed, 2 Aye – 0 Nay.

OLD BUSINESS :

ROAD T-756 :

Pine County named road T-756 was discussed. Zoning Administrator, Phill White to conduct a records research at the Pine County Courthouse for documentation pertaining the road in question. Clerk, Scott Danelski to contact the 2nd party involved for further documentation regarding the road in question and also search through previously recorded Windemere Township meeting minutes for any additional documentation pertaining to the road in question. Tabled until a later meeting.

NATIONAL FLOOD INSURANCE PROGRAM (NFIP) :

The National Flood Insurance Program (NFIP) was discussed. Zoning Administrator, Phill White stated he has still not heard back from Pine County. Phill will follow-up with the Pine County regarding questions posed by the township. No action taken.

PENDING UTILITY COMPANIES MN TAX COURT CASES :

The potential financial burden that Windemere Township may incur due to the pending Minnesota Tax Court cases and utility companies regarding their assessed levies was discussed. The Clerk contacted the Pine County Auditor and MATs and received replies that Windemere has three transmission utility companies crossing through the township; Minnesota Energy Resources Corporation, Lake County Power, and Great River Energy. Per the Pine County Auditor, the total financial impact for Windemere Township could be less than \$1000.00, but there is still one case pending.

SPEED LIMITS :

An update was given regarding the speed limit of Sturgeon Island Road. Chairman Steen received an email on 2/14/19 from Nathan Drew of the MNDOT – Office of Traffic and Safety and it was determined that the township has the ability to reduce speed limits on township roads. Motion by Steen, seconded by Wesely to reduce the speed limit on Sturgeon Island Road from 40 MPH to 30 MPH. Motion passed, 2 Aye – 0 Nay. The township Road Maintenance Department will place the new posted speed limit signs once they are acquired.

STURGEON ISLAND BRIDGE :

An update was given on the Sturgeon Island Bridge. The township received proposal from Erickson Engineering regarding engineering costs for the Sturgeon Island Bridge. Motion by Steen, seconded by Wesely to accept Erickson Engineering proposal # 18100 of \$11,700.00 for completing a structural inspection and load rating with recommendations, emergency repair plans, and completing a variance request application for repairing the Sturgeon Island Bridge # R0726. Motion passed, 2 Aye – 0 Nay.

TOWNSHIP EMAIL ADDRESSES :

Windemere township email addresses were discussed. The newly purchased township email addresses have been set up. Zoning Administrator, Phill White's new township email address is phill.white@windemeretownship.com , Road Maintenance Worker, Kole Milczark's new township email address is kole.milczark@windemeretownship.com , and Road Maintenance Worker, Dave Ketchum's new township email address is dave.ketchum@windemeretownship.com

MOOSE LAKE AREA HISTORICAL SOCIETY (MLAHS) :

The Moose Lake Area Historical Society was discussed. The letter of support for the MLAHS has been sent out by Chairman Steen. MLAHS has made an additional request for support from Windemere Township requesting funds. Per Minnesota State Statute, the township electors have the power to vote and approve to allow the township Board of Supervisors to make charitable contributions. At the 2019 Windemere Township Annual Meeting the electorate did not make a motion or approve any spending of township funds for charitable contributions. No action taken by the Board.

WINDEMERE / PINE COUNTY ASSESSMENT AGREEMENT :

An assessment agreement between Windemere Township and Pine County was discussed. The agreement states that Windemere Township, which constitutes a separate assessment district, agrees to have the township's property assessed by Pine County Assessor. Motion by Wesely, seconded by Steen to approve the 3-year assessment agreement between Windemere Township and Pine County to have the township's property assessed by the Pine County Assessor. Windemere Township agrees to pay Pine County the sum of the number of parcels times \$9.25/parcel for the first year (2020) and \$9.50/parcel the last two years (2021 & 2022) of the agreement. Motion passed, 2 Aye – 0 Nay.

PLANNING COMMISSION :

The vacancy on the Windemere Township Planning Commission was discussed. One letter of interest was received by the Board. Motion by Steen, seconded by Wesely to appoint Cindy Carlson to the Windemere Township Planning Commission for a term expiring in June 2020. Motion passed, 2 Aye – 0 Nay.

TOWN HALL CLEANING :

The cleaning of the Windemere town hall and public restroom was discussed. Chairman Steen received a letter from the Moose Tracks Director, Mark Carlson, on February 28th, 2019 stating that Moose Tracks would be severing their contract to provide cleaning services for the Windemere town hall and public restroom due to the closure of the program. Motion by Steen, seconded by Wesely for Windemere Township to accept quotes for the cleaning of the Windemere town hall and public restroom. Notices to be published in the Star Gazette and Evergreen papers as well as posted at the town hall and onto the township's website. Quotes will be accepted up to 5 PM Friday April 5th, 2019. Motion passed, 2 Aye – 0 Nay.

TOWNSHIP WEBSITE :

The township's new website was discussed. The Clerk requested the Board for additional help in setting up the township's new website. Motion by Steen, seconded by Wesely to contract with the vendor LowVolts at \$55.00/Hour – up to 10 hours, to help with the transfer of data and documents from the current township website to the new township website, and also to archive all documents and data from the current township website to an external hard drive for township record-keeping. Motion passed, 2 Aye – 0 Nay.

POLICIES :

An update was given on the writing of township policies as recommended by the external auditor. Clerk Danelski has finalized the inventory control spreadsheets and requested the township complete a cross-section of the township's crushed class-5 located at the township pit to give the township a starting point when tracking the township's inventory. Motion by Steen, seconded by Wesely to contract with Straight-Line Surveying to conduct a cross-section of the township class-5 gravel, screened sand, and recycled asphalt to show what Windemere Township currently has on hand in inventory. Motion passed, 2 Aye – 0 Nay. Chairman Steen has begun work on personnel policies for the township.

ISLAND LAKE OUTLET CULVERTS :

An update was given on the Island Lake outlet culverts. Chairman Steen was contacted by Jill Carlier from the Pine County Soil & Water Conservation District (SWCD) and she stated that at the last Pine County Commissioner's meeting the County Board made a suggestion that the township might want to set an outlet repair levy fee to the lakeshore owners of Island Lake. The fee would only be imposed when repairs are needed and made by the township. No action taken.

NEW BUSINESS :

RESIGNATION OF SUPERVISOR DALE KIRKEBY :

The resignation of Board Supervisor Dale Kirkeby was discussed. Motion by Wesely, seconded by Steen to accept Dale Kirkeby's letter of resignation effective immediately on 3/14/19. Motion passed, 2 Aye – 0 Nay.

Motion by Steen, seconded by Wesely for Windemere Township to accept letters of interest for the vacant seat on the Windemere Township Board of Supervisors. Notices to be published in the Star Gazette and Evergreen papers as well as posted at the town hall and onto the township's website. Letters of interest will be accepted up to 5 PM Friday April 5th, 2019. Motion passed, 2 Aye – 0 Nay.

AED :

Joe Jamros was present to discuss the possibility of getting an AED for the township and the benefits an AED can provide. Motion by Steen, seconded by Wesely to allow Joe Jamros to complete the paperwork and pursue getting an AED for Windemere Township at no cost to the township. Motion passed, 2 Aye – 0 Nay.

COMPREHENSIVE PLAN :

Bill Weber from Weber Community Planning was present to discuss the Comprehensive Plan. Bill explained that the plan was written to address defined issues such as quality of life, protection of natural resources, and protection of scenery (lakeshores) as determined by the advisory committee. Further discussions were had amongst those present. Motion by Wesely, seconded by Steen to accept delivery of the Comprehensive Plan from the Planning Commission. Motion passed, 2 Aye – 0 Nay.

KIDS PLUS AFTER-SCHOOL ENRICHMENT & SUMMER RECREATION PROGRAMS :

The township received a letter from the Moose Lake Schools Community Education Coordinator, Vicki Radzak, requesting funds from Windemere Township to support their programs. Per Minnesota State Statute, the township electors have the power to vote and approve to allow the township Board of Supervisors to make charitable contributions. At the 2019 Windemere Township Annual Meeting the electorate did not make a motion or approve any spending of township funds for charitable contributions. No action taken by the Board.

PERSONNEL :

Dave Arneson was present to discuss township personnel issues. No action taken.

OTHER (TOWNSHIP ELECTION) :

The 2019 Windemere Township Annual Election was discussed. A total of 144 votes were cast at the township election held on Tuesday March 12th, 2019. Pete Steen was elected with 119 votes to the Windemere Township Board of Supervisors for a 4-year term expiring on January 1st, 2023. Ron Mossberg was elected with 121 votes to the township Treasurer for a 4-year term expiring on January 1st, 2023. Town Ballot Question #1 - Shall the first Tuesday after the first Monday in November be designated as the date of the Windemere Township general election? The question was approved with 121 votes for and 22 against.

OTHER (WILSON VARIANCE LITIGATION) :

Board members discussed schedule conflicts in order to set a special/closed meeting with the attorney regarding the Wilson variance litigation.

ROAD UPDATE :

The monthly road update was given by Road Maintenance Supervisor, Mike Buetow. Palon Road has been closed to all traffic until the completion of the Palon Road Improvement Project (TP 17-01). Supervisor Wesely will notify Moose Lake Police Chief, Bryce Bogenholm, of the closing of the road to emergency vehicle travel and Supervisor Steen will notify both the Moose Lake and Willow River Schools of the road closing.

ZONING UPDATE :

Zoning Administrator, Phill White gave the monthly zoning update. No zoning permits were issued since the February 2019 monthly board meeting. Assistant Zoning Administrator, Ryan Clark attended the Pine County Winter Workshop for Shorelands & Wetlands on February 20th, 2019. Caleb Anderson and Phill White will give the same presentation to the Windemere Lakes Association in June 2019. The Zoning Department will work on setting their 2019 summer work hours.

PLANNING COMMISSION UPDATE :

The next Planning Commission meeting will be held on Tuesday April 9th, 2019 6:30 PM at the Windemere town hall located at 91546 Military Road Sturgeon Lake. The Clerk will publish a notice in the Star Gazette and Evergreen papers as well as post at the town hall and onto the township website.

FIRE DISTRICT UPDATE :

No Update. The Fire District meeting was postponed until Tuesday March 19th, 2019 due to the meeting falling on township annual meeting day.

PUBLIC INPUT & RESPONSE TO MEETING GIVEN :

None.

CLAIMS :

February 2019 claims were reviewed. Motion made by Steen, seconded Wesely to approve February 2019 Claims as submitted. EFTs - 1906 through 1907, Checks - 12211 through 12241 & Direct Deposits - 1140 through 1146 for a total of \$27,860.59. Motion passed, 2 Aye – 0 Nay.

CHAIRS FOR ZONING DEPARTMENT :

New chairs for the Zoning Department were discussed. Motion by Steen, seconded by Wesely to authorize Zoning Administrator Phill White to purchase two new chairs not to exceed a \$300.00 for the Zoning Department to use at the town hall. Motion passed, 2 Aye – 0 Nay.

Township mail was opened and reviewed.

Motion made by Steen, seconded by Wesely to adjourn the meeting at 9:40 PM. Motion passed, 2 Aye – 0 Nay.

RESPECTFULLY SUBMITTED :

APPROVED :

Scott Danelski, Clerk

Pete Steen, Chairman