

Meeting of the Windemere Township Board - May 9, 2019

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

CLERK'S REPORT :

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

TREASURER'S REPORT :

Treasurer's financial report was read. The Treasurer began to present a second report to the Board named Road Maintenance In-House Operations vs Contractor Operations : Cost Analysis and Comparison. Chairman Wesely requested the Treasurer not present the report at this time as the Board had not previously been allow to review the information prior to tonight's meeting. The report will be presented to the Board at a special meeting for union negotiations strategy to be held on Thursday May 16<sup>th</sup>, 2019 5:15 PM.

Motion by Steen, seconded by Wesely to approve the Treasurer's April 2019 financial report as submitted. Motion passed, 3 Aye – 0 Nay.

OLD BUSINESS :

SEAL COATING TOWNSHIP ROADS :

Jason Pearson of Fahrner Asphalt Sealers was present to give a presentation and recommendations to the Board about different options of chip sealing that the township may want to consider to preserve the township's paved roads.

GRAVEL QUOTES :

At 7 PM the Board opened the sealed bids for the 2019 Windemere township gravel hauling. Two bids were submitted. Rydberg & Sons, Inc submitted a bid of \$5.79 per cubic yard and Precision Grade, LLC submitted a bid of \$5.80 per cubic yard. Motion by Steen, seconded by Kroening 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 \$5.79 per cubic yard. Gravel hauling to be completed by August 30<sup>th</sup>, 2019. Motion passed, 3 Aye – 0 Nay.

#### 2019 VENDOR CONTRACT PRICING :

At 7:15 PM the Board opened the sealed bids for the 2019 Windemere contract pricing. Three bids were submitted. Rydberg & Sons, Inc submitted a bid of \$85.00/Hour for end-dump trucks, a bid of \$95.00/Hour for belly-dump or side-dump trucks, and a bid of \$125.00/Hour for a tractor & lowboy for mobilizing equipment. Precision Grade, LLC submitted a bid of \$100.00/Hour for an end-dump truck, a bid of \$105.00/Hour for belly-dump truck, and a bid of \$125.00/Hour for a tractor & lowboy for mobilizing equipment. Buetow Trucking & Excavating submitted a bid of \$85.00/Hour and \$95.00/Hour for end-dump trucks, and a bid of \$140.00/Hour for a tractor & lowboy for mobilizing equipment. The Board will rank each vendor's submitted bids. When vendor contractors are needed to provide service for township work, the Board will contact the vendors who submitted quotes starting with the top-ranked vendor and inquire as to the vendor's availability to complete an individual project. If the top-ranked vendor is unavailable for a project, the Board will continue down the list until an available vendor is found to complete the project. For each new project, the Board will first contact the top-ranked vendor and if unavailable, continue down the list until an available vendor is found to complete each individual project.

#### ISLAND LAKE OUTLET :

The Island Lake outlet was discussed. Dan Benzie and Chip Wells were present to discuss their disapproval of the development of a Lake Improvement District (LID) for Island Lake. Pine County is to hold an informational meeting on Saturday May 11<sup>th</sup>, 2019 at the Windemere town hall to discuss the possibility of developing a Lake Improvement District with land owners located on Island Lake. Benzie also discussed the township taking ownership of the easement for the Island Lake outlet drainage channel. Pine County Soil & Water Conservation District (PCSWCD) stated that they would be willing to take ownership of the easement if no other entity is willing to do so. Supervisor Kroening to contact the MATs attorney to discuss potential liability issues with the township taking ownership of the easement.

#### UNION NEGOTIATIONS :

The Board set a meeting for Thursday May 16<sup>th</sup>, 2019 at 5:15 PM to allow the Treasurer to present his report named Road Maintenance In-House Operations vs Contractor Operations : Cost Analysis and Comparison and also to discuss strategy for upcoming contract negotiations with the Windemere Road Maintenance Workers and the Independent Union of Operating Engineers – Local #49. The Road Maintenance Department's current contract expires on June 30<sup>th</sup>, 2019.

#### STURGEON ISLAND BRIDGE # R0726 :

The Sturgeon Island Bridge was discussed. Erickson Engineering provided an update on the project and stated that the structural engineering assessment of the bridge has been completed and it was found that the bridge is in very poor condition. They will begin to write their report for the township and Pine County, but before finalizing their report, a draft of the bridge report will be submitted to MnDOT for their position on the feasibility of rehabilitation vs. replacement of the bridge. According to the MnDOT Bridge Office, MnDOT policy generally recommends replacement of the structure if the rehabilitation cost exceeds 65% of the replacement cost.

#### WINDEMERE TOWNSHIP WEBSITE & TOWNSHIP EMAIL :

Windemere township's new website and the township email was discussed. The new township website is up and running and visitors can access the site via [www.windemeretownship.com](http://www.windemeretownship.com) . Motion by Wesely, seconded by Steen to continue to contract with the vendor LowVolts, LLC to continue as the administrator of Windemere township email. Motion passed, 3 Aye – 0 Nay.

#### 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. No action taken by the Board.

#### EXTERNAL AUDIT REPRESENTATION LETTER :

The representation letter from the external audit firm, Abdo, Eick and Meyers, LLP was discussed. Motion by Steen, seconded by Wesely to approve and electronically sign the representation letter. Motion passed, 3 Aye – 0 Nay.

#### ROAD T-756 :

Pine County named road T-756 was discussed. James Kaffer was present and provided road certification gas tax documentation to the Board. The Board stated that the property lines along the driveway in question need to be surveyed as to see where the exact location of the road should be. No Action Taken by the Board.

#### POLICIES :

An update was given on the writing of township policies as recommended by the external auditor. A special meeting for reviewing township policy drafts has been set for Tuesday May 28<sup>th</sup>, 2019 5:15 PM.

NEW BUSINESS :

ROAD MAINTENANCE DEPARTMENT WAGES & PERSONAL SAFETY EQUIPMENT :

The clarification of wages for part-time/seasonal Windemere Township Road Maintenance Department employees and employee safety equipment was discussed. The part-time/seasonal Windemere Township Road Maintenance Department employees are to be paid a rate of \$21.00/Hour for operating equipment and \$15.00/Hour for labor. Personal safety equipment is approved for reimbursement payment as listed in the current road maintenance worker's contract language.

CONFLICT OF INTEREST :

Conflict of interest for Windemere township officers was discuss. Motion by Wesely, seconded by Steen to accept a Resolution # 2019-02 Authorizing Contract With Interested Officer Under Minnesota State Statute 471.88, Subdivision 5, Appendix B that Windemere Township resolves to enter into a contract with Mark Fossum, son of Windemere Township Supervisor Heidi Kroening, to work as a part-time/seasonal worker for the Windemere Township Road Maintenance Department at a contracted price of \$15.00 per hour. Motion passed, 2 Aye – 0 Nay, Kroening Abstained.

TOWN HALL LOCKS :

The locks on the doors to the Windemere town hall, public bathroom, and the shop were discussed. The clerk stated that he is unable to have any additional new keys made that will open the door locks due to all remaining keys are copies of copies. No original door lock keys remain or can be located. Motion by Steen, seconded by Wesely for the Road Maintenance Department to purchase and replace all door locks on the Windemere town hall, public bathroom, and shop. Motion passed, 3 Aye – 0 Nay. Any individuals with Board authorized access to the door lock keys will be required to request a new key from the Clerk. The Clerk will maintain a master key list which identifies all individuals who have Windemere door lock keys and the date issued. One original key will be stored in the Windemere town hall for the purpose of making additional copies.

OTHER :

The Treasurer again request to present to the Board a report named Road Maintenance In-House Operations vs Contractor Operations : Cost Analysis and Comparison. The request was denied and the report will be presented to the Board at a special meeting for union negotiations strategy to be held on Thursday May 16<sup>th</sup>, 2019 5:15 PM.

ROAD UPDATE :

The monthly road update was given by Road Maintenance Supervisor, Mike Buetow. Mike explained that the township road R.O.W. tree trimming has been completed except for the chipping of debris. The township road Class-5 gravel reclaiming has been completed.

ZONING UPDATE :

Zoning Administrator, Phill White gave the monthly zoning update. The Zoning Department received 8 new permit applications since last month including two additions and a garage. There were 87 new contacts to the Zoning Department regarding Zoning inquiries this past month.

PLANNING COMMISSION UPDATE :

Clair Strandlie gave the Planning Commission update. The next Planning Commission meeting will be held on Tuesday June 11<sup>th</sup>, 2019 at 6:30 PM.

FIRE DISTRICT UPDATE :

No Fire District update this month.

PUBLIC INPUT & RESPONSE TO MEETING GIVEN :

Mark Salmon was present and stated he was disappointed that the Board did not allow the Treasurer to present his report to the Board at tonight's meeting.

Paul Horgen was present and stated he supports the Treasurer presenting his report at tonight's meeting.

John Menke was present and stated he supports the Board's decision regarding the denial of presentation of the Treasurer's report at tonight's meeting.

Gerald Firkus was present and stated he supports the Board's decision regarding the denial of presentation of the Treasurer's report at tonight's meeting.

Tom Albrecht was present and stated he supports the Board's decision regarding the denial of presentation of the Treasurer's report at tonight's meeting.

Dennis Genereau was present and stated he supports the Board's decision regarding the denial of presentation of the Treasurer's report at tonight's meeting. Genereau stated that at some point the Town Board should hear the Treasurer's report.

CLAIMS :

April 2019 claims were reviewed. Motion made by Steen, seconded Kroening to approve the April 2019 claims as submitted. EFTs - 1911 through 1912, Checks - 12269 through 12300 & Direct Deposits - 1154 through 1160 for a total of \$58,486.07. Motion passed, 3 Aye – 0 Nay.

Township mail was opened and reviewed.

Motion made by Steen, seconded by Kroening to adjourn the meeting at 9:35 PM. Motion passed, 3 Aye – 0 Nay.

RESPECTFULLY SUBMITTED :

Clerk, Scott Danelski

APPROVED :

Vice-Chairman, Pete Steen