

**Windemere Township**  
**Monthly Board Meeting Packet**  
**Sept. 12, 2024**

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# Task Order

MSA Project Number: 20729005

This AGREEMENT (Agreement) is made effective September 12, 2024 by and between

**MSA PROFESSIONAL SERVICES, INC (MSA)**

Address: 332 W Superior Street, Duluth, MN 55802

Phone: (218) 390-9295

Representative: Jeff Goetzman, PE

Email: [jgoetzman@msa-ps.com](mailto:jgoetzman@msa-ps.com)

**WINDEMERE TOWNSHIP (OWNER)**

Address: 91546 Military Road, Sturgeon Lake, MN 55783

Phone: (218) 423-0119

Representative: Alan Overland

Email: [alan.overland@windemeretownship.com](mailto:alan.overland@windemeretownship.com)

**Project Name:** ROW Permitting and Management--Administration

**The scope of the work authorized is:** See Attachment A: Scope of Services

**The schedule to perform the work is:** Approximate Start Date: June 1, 2024  
Approximate Completion Date: December 31, 2025

**The estimated (hourly, not to exceed) fee for the work is:** **\$8,000.00**


This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

**WINDEMERE TOWNSHIP**


**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
Alan Overland  
Chair, Township Board  
Date: \_\_\_\_\_

\_\_\_\_\_  
  
Jon Loye, PE  
Team Leader  
Date: September 9, 2024

**OWNER ATTEST:**

\_\_\_\_\_  
Cindy Woltjer  
Clerk  
Date: \_\_\_\_\_

\_\_\_\_\_  
  
Jeff Goetzman, PE  
Project Manager  
Date: September 9, 2024

**ATTACHMENT A:  
SCOPE OF SERVICES**

**PROJECT DESCRIPTION**

The project consists of administering the ROW Permitting process for Windemere Township. Our work is to review and approve permits for work in the Township's Road rights of way as applications are submitted for projects in the Township via the website or in-person.

Fees collected from the permit application process will be used to pay the cost of MSA services on the project, in accordance with the fee schedule on the application form:

**SCOPE OF SERVICES**

MSA will provide services as set forth below.

- Review applications submitted via the Township website or in-person
- Determine adequacy of applications, and request additional information as necessary to determine project parameters
- Complete an engineering review of the proposed project work
- Recommend changes to project work as necessary to gain compliance with the Township's specifications as stated on the application form
- Compute permit fees and recommend permit approval to the Township
- Perform any follow-up required by the permits with permit holders

**ADDITIONAL SERVICES**

Services that are not included in the above Scope of Services can be provided under separate contract or by amending the scope and fee listed in this Agreement. Examples of additional services that may be needed or desired for completion of the project include:

1. Assistance with acquisition of real estate and/or temporary or permanent easements
2. Survey mapping and monumentation
3. Utility system modeling
4. Funding applications and administration
5. Additional meetings not specifically listed in the scope.

**ATTACHMENT B:  
RATE SCHEDULE**

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Administrative .....	\$ 75 – \$150/hr.
Architects .....	\$ 75 – \$215/hr.
Community Development Specialists .....	\$135 – \$185/hr.
Digital Design .....	\$175 – \$195/hr.
Environmental Scientists/Hydrogeologists .....	\$105 – \$185/hr.
Geographic Information Systems (GIS) .....	\$ 95 – \$185/hr.
Housing Administration .....	\$ 95 – \$170/hr.
HR .....	\$ 135 - \$150/hr.
Inspectors/Zoning Administrators .....	\$105 – \$130/hr.
IT Support .....	\$175 – \$195/hr.
Land Surveying .....	\$ 75 – \$185/hr.
Landscape Designers & Architects .....	\$ 75 – \$215/hr.
Planners .....	\$ 75 – \$205/hr.
Principals .....	\$210 – \$315/hr.
Professional Engineers/Designers of Engineering Systems .....	\$150 – \$200/hr.
Project Managers .....	\$150 – \$230/hr.
Real Estate Professionals .....	\$135 – \$165/hr.
Staff Engineers .....	\$ 75 – \$145/hr.
Technicians .....	\$ 95 – \$150/hr.
Wastewater Treatment Plant Operator .....	\$ 90 – \$115/hr.

REIMBURSABLE EXPENSES

Copies/Prints .....	Rate based on volume
Specs/Reports .....	\$10
Copies .....	\$0.12/page
Plots .....	\$0.006/sq.in.
Flash Drive .....	\$10
GPS Equipment .....	\$20/hour
Dini Laser Level .....	\$30/per day
Mailing/UPS .....	At cost
Mileage – Reimbursement .....	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle .....	\$0.75 mile standard/ \$0.67 mile for DOT
Nuclear Density Testing .....	\$25.00/day + \$10/test
Organic Vapor Field Meter .....	\$100/day
PC/CADD Machine .....	Included in labor rates
Robotic Survey Equipment .....	\$20/hour - \$15/hour for DOT
Stakes/Lath/Rods .....	At cost
Travel Expenses, Lodging, & Meals .....	At cost
Traffic Counting Equipment & Data Processing .....	At cost
Geodimeter .....	\$30/hour
Drone Flight .....	\$375/flight

Labor rates represent an average or



September 9, 2024

Windemere Twp, MN

Re: Proposal for ArcGIS Online Implementation Services

Windemere Twp Staff:

I have enclosed some information on the implementation process and cost estimates for the phases of the potential project to give you some further context of the process.

### Required Implementation Services

#### Phase 1: Activate Township-Owned AGO Account

Windemere Township, Minnesota (Windemere) will need to purchase ESRI ArcGIS Online (AGO) license seats which allow access to the cloud software and represent the minimum upkeep costs for using the software. This platform is 100% owned by Windemere along with all data. As a preliminary recommendation, MSA would encourage purchasing the following license seats:

1 Creator (\$550/yr): Public Works, Maintenance, Editors and MSA Admin (shared)

1 Viewer (\$110/yr): Other Admin Staff, Board, External Contractors, and Guests (shared)

*\*Publicly available content/maps do not require any licensing to access*

**Total: \$660/yr (due to ESRI)**

Creator, Mobile Worker, and Office Editor license seats allow for editing permissions on the data, allowing staff to collect/delete assets, update asset measurement information, and notate other fields as needed. Viewer seats allow users to interface with any data, but not edit it. This is applicable to the clerk being able to access mapping for external requests without impacting the data quality. MSA will facilitate and support Windemere through the acquisition of the GIS platform.

#### Phase 2: ArcGIS Online Administration & Setup

Once the GIS software is activated, MSA will prepare the platform for users by establishing sharing/permissions controls, activating all users, branding the site and home page, and implementing security settings. In addition, MSA will supplement the account and downstream web applications with the current and available data from County GIS such as aerial photography, parcels, addresses, and municipal boundaries. All county data will be live-linked if the County supports, or published to the Township account for customization. The ArcGIS account is owned by Windemere Twp permanently and MSA's role is to facilitate growth, training, and adoption of using the technology.

60 Plato Boulevard E.  
Suite 140  
St. Paul, MN 55107

**P** (612) 548-3132  
**TF** (866) 452-9454  
**F** (763) 786-4574

[www.msa-ps.com](http://www.msa-ps.com)

Windemere Twp, MN

### Phase 3: Staff Training

MSA will include a 3-hr on site staff training for field and office data management. The training will give demonstrations of all tasks capable in the system for both mobile devices and desktop applications. MSA will also include a bank of 4 hours for all staff on general follow up questions, revisions, and refreshers.

### Elective Add-On Capabilities

#### Phase 4: Pavement Management - Data Migration & App Creation

MSA will migrate the existing Road Centerline and Road Maintenance datasets into a Road Network which supports tracking history and potential future projects against each segment. Road data will be leveraged in apps to visualize data in a variety of ways such as last project type/year, road classification, road surface, etc. If road data does not exist, MSA will create the road network from county centerline data and/or other sources. The segments and projects data will be editable to assist in displaying past road projects and planning future projects. A dashboard will provide a presentational approach report to display road network metrics and catalog projects and budget totals/targets. No inspection capabilities will be included at this time.

MSA will include:

- **Road Network Management App** (editable, office)
- **Road Management Dashboard App** (reporting dashboard, office)

#### Phase 5: Street Sign Inventory Data Migration & App Creation

MSA will create a sign/post inventory data model, build the empty layer in AGO, and create field and office management apps to allow editing of signs and posts by staff. MSA will include customization time to configure additional capabilities to display and manage signs based on type, age, inspections, etc using feedback from staff.

MSA will include:

- **Sign Inventory Management App** (editable, field and office)

#### Phase 6: Zoning Map and App Creation

MSA will migrate zoning map/data into a digital GIS format by assigning the correct zoning district on a per parcel basis. This will enable simplification of management and editing by township staff to reassign zoning through the included editor app. A public facing (view-only) zoning map will also be provided and MSA will assist with promotion of that map through the township website or other preferred avenues using the platform.

MSA will include:

- **Zoning Editor App** (editable, internal, private to admin staff)
- **View-Only [Zoning Layer](#)** (included in the public Parcel App, designed to be shared with the public)

#### Phase 7: Culvert Data Migration & App Creation

MSA will create a culvert database layer empty, publish the data to AGO, and create field and office management apps to edit culverts. MSA will include customization time to configure additional capabilities to display and manage culverts based on staff feedback. This layer does not include culvert maintenance or inspection tools and layers.

MSA will include:

- **Culvert Layer and Management App** (editable, field and office)

Windemere Twp, MN

**Future GIS Services and Maintenance**

MSA strives to design and configure workflows and applications which allow users to manage data and processes self-sufficiently regardless of experience level. Successful adoption of a Township-owned GIS platform requires minimal maintenance and services from MSA. Future services are often requested when new ideas come about, new apps are requested, or additional applications or workflows are needed.

Typically, municipalities opt to budget an annual amount of investment into their GIS by department which supports incremental improvements and/or flexibility in responding to leveraging your platform for special efforts that come up. Traditionally, annual elective investments range between 5-20% of initial implementation costs based solely on municipality preference, pace, and goals. MSA can provide growth recommendations, but most commonly provides an **hourly on-call agreement** to allow us to be ready to respond to any requests the Township has. There are **no fixed or recurring fees and services are only billed once requested** and completed. Cost estimates per task can be provided upon request.

**Cost Estimate for Services Described Above**

Project Phase	Frequency	Cost Estimate*
<b>Required Implementation Services</b>		
<b>Phase 1: Activate Township-Owned AGO Account</b>	One-Time	<b>\$800</b>
<b>Phase 2: ArcGIS Online Administration &amp; Setup</b>	One-Time	<b>\$1,400</b>
<b>Phase 3: Staff Training</b>	One-Time	<b>\$2,750</b>
<b>Sub Total for Implementation Services</b>		<b>\$4,950</b>
<b>Esri Software License Costs</b>	<b>Annual due to ESRI</b>	<b>\$660</b>
<b>Elective Add-On Capabilities</b>		
<b>Phase 4: Pavement Management - Data Migration &amp; App Creation</b>	One-Time	<b>\$3,800</b>
<b>Phase 5: Street Sign Inventory Data Migration &amp; App Creation</b>	One-Time	<b>\$3,500</b>
<b>Phase 6: Zoning Map and App Creation</b>	One-Time	<b>\$1,500</b>
<b>Phase 7: Culvert Data Migration and App Creation</b>	One-Time	<b>\$2,600</b>
<b>Total All Elective Services + First Year Software</b>		<b>\$17,010</b>

\*Rates are valid for 2024, and are subject to change in 2025

Thank you and please reach out with any questions or comments.

Sincerely,  
MSA Professional Services, Inc.



Jeff Powell  
GIS Solutions Team Leader | FAA Remote Pilot



**August Claims**

**Presented September 12, 2024**

Sept 12, 2024 Town Board Meeting

**EXPENSE BREAKDOWN IS MORE THAN ONE ACCOUNT IS CHARGED**

Invoice/Statement

	Payable To	Total Amount	Fund	Expense Acct	Amt Charged	Account	Amount	Account	Amount	Account	Amount	Invoice/Statement
1	DD1698 Alan Overland	\$210.00	100	41103.1	\$210.00							x
2	DD1700 Heidi Kroening	\$300.00	100	41103.1	\$300.00							x
3	DD1703 Tony Bahktiari	\$327.35	100	41103.1	\$300.00	41384	\$27.35					x
4	DD1699 Cindy Woltjer	\$677.40	100	41103.2	\$530.00	41119.2	\$147.40					x
5	DD1704 Vern Anderson	\$1,250.00	100	41103.5	\$1,250.00							x
6	DD1702 Scott Beckman	\$1,836.20	100	41103.4	\$1,762.50	41119.4	\$73.70					x
7	DD1701 Sandra Nelson	\$450.00	100	41103.3	\$450.00							x
8	9/15&9/31 Brittany Stampohar	\$6,875.00	100	41103.7	\$6,875.00							
9	13660 Rory Butkiewicz	\$200.00	100	41430	\$200.00							x
10	13661 Scott Anderson Prop	\$524.00	100	41570	\$524.00							x
11	13662 Mediacom	\$150.00	100	41309	\$150.00							x
12	13657 Minnesota Power	\$92.00	100	41381	\$92.00							x
13	13658 Lake County Power	\$75.33	100	41381	\$75.33							x
14	13659 Northstar Media	\$95.30	100	41340	\$95.30							x
15	13654 FNB Omaha Credit Ce	\$603.09	100	43240.2	\$603.09							x
16	13655 Valhalla Tree Care	\$3,775.00	210	43103.6	\$3,775.00							x
17	13656 Gobel Excavating	\$2,690.00	210	43103.6	\$2,690.00							x
	Gobel Excavating	\$6,330.00	210	43103.6	\$6,330.00							x
	Gobel Excavating	\$340.00	210	43103.6	\$340.00							x
	Gobel Excavating	\$1,265.00	210	43103.6	\$1,265.00							x
	Gobel Excavating	\$3,220.00	210	43103.6	\$3,220.00							x
18	13651 Thaw It	\$300.00	210	43103.6	\$300.00							x
19	13652 MSA (Consultants)	\$4,900.00	210	43103.6	\$4,900.00							x
20	13653 Moose Lake Fire Dist.	\$45,367.50	100	42220	\$45,367.50							x
21	13648 Willow River Lumber	\$202.10	210	41940	\$202.10							x
22	13649 Couri and Ruppe	\$66.25	100	41304.2	\$66.25							x
23	13650 Kiminski Paving	\$21,276.25	210	43103.6	\$21,276.25							x
24	Kiminski Paving	\$10,575.00	210	43103.6	\$10,575.00							
25	13645 Valley Printing	\$70.00	100	41202	\$70.00							x
26	13646 Plunkett's Pest Contro	\$70.00	100	41430	\$70.00							x
27	13647 Russell Steel	\$381.10	210	41940	\$381.10							x
28	13673 Debra White	\$267.96	100	41410	\$209.00	41331	\$58.96					x
29	13669 Judy Nelson	\$164.06	100	41410	\$152.00	41331	\$12.06					x
30	13668 Rhonda Young	\$316.68	100	41410	\$247.00	41331	\$69.68					x
31	13674 Josephine Fossum	\$203.40	100	41410	\$190.00	41331	\$13.40					x
32	13670 Katharine Green	\$201.39	100	41410	\$190.00	41331	\$11.39					x
33	13666 Marie Danelski	\$199.38	100	41410	\$190.00	41331	\$9.38					x
34	13672 Clarissa Ellis-Prudhor	\$217.04	100	41410	\$209.00	41331	\$8.04					x
35	13663 Scott Danelski	\$190.00	100	41410	\$190.00	41331	\$0.00					x
36	13671 Margaret Granquist	\$184.40	100	41410	\$171.00	41331	\$13.40					x
37	13667 Mary Wiegand	\$230.20	100	41410	\$190.00	41331	\$40.20					
38	DD1706 Cindy Woltjer	\$1,320.50	100	41410	\$1,019.00	41119.2	\$301.50					
39	13643 Hinckley Trailer Sales	\$3,203.50	210	43224	\$3,203.50							
40	13642 Jerry's Roadside Mow	\$2,400.00	210	43103.6	\$2,400.00							
41	13644 Comm of Transportatic	\$12,515.50	210	43224	\$12,515.50							
42	EFT-24-20 PERA	\$228.00	100	NOT IN TOTAL								
	EFT-24-21 United States Treasur	\$2,541.54	100	NOT IN TOTAL								
	<b>Totals</b>	<b>\$136,107.88</b>										

Approved 12-Sep-24 Cindy Woltjer, Clerk

Alan Overland 12-Sep-24 Tony Bahktiari 12-Sep-24 Heidi Kroening 12-Sep-24

	Aug 24
Ordinary Income/Expense	
Income	
33000 · Intergovernmental Revenues	
33400 · State Grants and Aids.	
33401 · Local Government Aid	2,238.75
	2,238.75
Total 33400 · State Grants and Aids.	2,238.75
Total 33000 · Intergovernmental Revenues	2,238.75
36200 · Miscellaneous Revenues	
36210 · Interest Earnings	483.60
	483.60
Total 36200 · Miscellaneous Revenues	483.60
Total Income	2,722.35
Expense	
41000 · General Government	
41100 · Legislative	
41110 · Township Board	
103.1 · Part-Time Employee Wages	1,010.00
119.1 · Personal Mileage Reimbursement	147.23
122.1 · FICA Contributions	77.26
	1,234.49
Total 41110 · Township Board	1,234.49
Total 41100 · Legislative	1,234.49
41300 · Windemere Coordinator	
103.7 · Coodinator Wages	6,875.00
119.7 · Personal Mileage Reimbursement	0.00
122.7 · FICA Contributions	525.93
	7,400.93
Total 41300 · Windemere Coordinator	7,400.93
41400 · Township Clerk	
103.2 · Part-Time Employee Wages	530.00
119.2 · Personal Mileage Reimbursement	6.03
121.2 · PERA Contributions	26.50
122.2 · FICA Contributions	40.55

	Aug 24
41430 · Other Township Expenses	
309 · Website & IT Services	766.59
340 · Advertising	97.60
381 · Electricity	145.00
384 · Garbage Disposal	15.60
570 · Office Equip and Furnishings	624.00
41430 · Other Township Expenses - Other	3,517.00
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Total 41430 · Other Township Expenses	5,165.79
Total 41400 · Township Clerk	5,768.87
41500 · Financial Management	
41510 · Township Treasurer	
103.3 · Part-Time Employee Wages	450.00
122.3 · FICA Contributions	34.43
	<hr/>
Total 41510 · Township Treasurer	484.43
Total 41500 · Financial Management	484.43
41600 · Legal Services	
304.2 · Planning and Zoning	198.75
41600 · Legal Services - Other	132.50
	<hr/>
Total 41600 · Legal Services	331.25
41900 · Other General Government	
41910 · Planning and Zoning	
103.4 · Part-Time Employee Wages	1,825.00
119.4 · Personal Mileage Reimbursement	67.00
122.4 · FICA Contributions	139.62
	<hr/>
Total 41910 · Planning and Zoning	2,031.62
41940 · Building Maintenance	16,495.00
	<hr/>
Total 41900 · Other General Government	18,526.62
41000 · General Government - Other	0.00
	<hr/>
Total 41000 · General Government	33,746.59
43000 · Public Works	
43100 · Highways, Streets and Roadways	
119.5 · Personal Mileage Reimbursement	0.00
240.2 · Small Tools and Minor Equipment	841.24

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	Aug 24
43122 · Road Maintenance	
103.5 · Part-time Employee Wages	1,250.00
103.6 · Contractors	17,461.49
121.5 · PERA Contributions	93.75
122.5 · FICA Contributions	95.63
	<hr/>
Total 43122 · Road Maintenance	18,900.87
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Total 43100 · Highways, Streets and Roadways	19,742.11
	<hr/>
Total 43000 · Public Works	19,742.11
	<hr/>
66000 · Payroll Expenses	0.00
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Total Expense	53,488.70
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Net Ordinary Income	-50,766.35
	<hr/>
Net Income	-50,766.35
	<hr/> <hr/>

**Summary Balance Sheet**  
**8/31/2024**  
**Deposits and Investment Balances**

	<u>Revenue</u> 100	<u>Roads &amp; Bridges</u> 210	<u>Capital Improvement</u> 241	<u>TOTAL</u>
FNB Moose Lake Main	\$ 24,444.93	\$ 85,126.75	\$ (69,414.05)	\$ 40,157.63
FNB Moose Lake HY Savings	\$ 25,000.00	\$ 75,000.00	\$ 488.07	\$ 100,488.07
FNB Moose Lake EFT	\$ 50.00			\$ 50.00
U.S. Bank Commercial	\$ 2,973.68	\$ -	\$ 104.94	\$ 3,078.62
U.S. Bank Money Center ICS	\$ 586,925.74	\$ -		\$ 586,925.74
<b>Totals</b>	<b>\$ 639,394.35</b>	<b>\$ 160,126.75</b>	<b>\$ (68,821.04)</b>	<b>\$ 730,700.06</b>
			<u>Reserve Fund</u>	<u>500,000.00</u>
			<u>Net Cash Available</u>	<u>230,700.06</u>

Windemere Township  
 YTD Budget vs. Actual  
 January through August 2024

	Jan - Aug 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>31000 · General Property Taxes</b>			
31010 · Current Property Taxes	231,358.23	228,000.00	3,358.23
31020 · Delinquent Property Taxes	7,335.46	11,000.00	-3,664.54
<b>Total 31000 · General Property Taxes</b>	238,693.69	239,000.00	-306.31
<b>31900 · Delinquent Taxes</b>			
31920 · Tax Forfeiture Sales	347.74	10,000.00	-9,652.26
<b>Total 31900 · Delinquent Taxes</b>	347.74	10,000.00	-9,652.26
<b>32000 · Licenses and Permits</b>			
32110 · Alcoholic Beverages	50.00	100.00	-50.00
32210 · Building Permits	1,420.40		
<b>Total 32000 · Licenses and Permits</b>	1,470.40	100.00	1,370.40
<b>33000 · Intergovernmental Revenues</b>			
<b>33400 · State Grants and Aids.</b>			
33401 · Local Government Aid	6,479.17	2,500.00	3,979.17
33418 · Refund of Gas Tax	45,303.66	42,000.00	3,303.66
33428 · Payments in Lieu of Taxes	0.00	2,000.00	-2,000.00
<b>Total 33400 · State Grants and Aids.</b>	51,782.83	46,500.00	5,282.83
<b>33000 · Intergovernmental Revenues - Other</b>	324,098.21	323,000.00	1,098.21
<b>Total 33000 · Intergovernmental Revenues</b>	375,881.04	369,500.00	6,381.04
<b>34000 · Charges for Services</b>			
<b>34100 · General Government</b>			
34101 · Town Hall Rent	0.00	0.00	0.00
34102 · Recording Fees			
310 · STVR Fees	0.00	18,000.00	-18,000.00
34102 · Recording Fees - Other	0.00	6.00	-6.00
<b>Total 34102 · Recording Fees</b>	0.00	18,006.00	-18,006.00
34103 · Zoning and Subdivision Fees	12,869.20	6,667.00	6,202.20
34111 · Variance Application Fees	0.00	2,000.00	-2,000.00
<b>Total 34100 · General Government</b>	12,869.20	26,673.00	-13,803.80
<b>Total 34000 · Charges for Services</b>	12,869.20	26,673.00	-13,803.80
<b>36200 · Miscellaneous Revenues</b>			
36210 · Interest Earnings	19,935.83	16,667.00	3,268.83
36220 · Rents and Royalties	5,015.00	0.00	5,015.00
36200 · Miscellaneous Revenues - Other	0.00	400.00	-400.00
<b>Total 36200 · Miscellaneous Revenues</b>	24,950.83	17,067.00	7,883.83
<b>49900 · Uncategorized Income</b>	135.00		
<b>Total Income</b>	654,347.90	662,340.00	-7,992.10

Windemere Township  
 YTD Budget vs. Actual  
 January through August 2024

	Jan - Aug 24	Budget	\$ Over Budget
<b>Expense</b>			
<b>41000 · General Government</b>			
<b>41100 · Legislative</b>			
<b>41110 · Township Board</b>			
103.1 · Part-Time Employee Wages	12,690.00	12,840.00	-150.00
119.1 · Personal Mileage Reimbursement	750.27	1,000.00	-249.73
121.1 · PERA Contributions	0.00	0.00	0.00
122.1 · FICA Contributions	1,021.28	982.27	39.01
<b>Total 41110 · Township Board</b>	<b>14,461.55</b>	<b>14,822.27</b>	<b>-360.72</b>
<b>Total 41100 · Legislative</b>	<b>14,461.55</b>	<b>14,822.27</b>	<b>-360.72</b>
<b>41300 · Windemere Coordinator</b>			
103.7 · Coodinator Wages	12,031.25		
119.7 · Personal Mileage Reimbursement	0.00		
122.7 · FICA Contributions	525.93		
<b>Total 41300 · Windemere Coordinator</b>	<b>12,557.18</b>		
<b>41400 · Township Clerk</b>			
103.2 · Part-Time Employee Wages	5,360.00	5,306.68	53.32
119.2 · Personal Mileage Reimbursement	672.56	666.68	5.88
121.2 · PERA Contributions	266.50	265.32	1.18
122.2 · FICA Contributions	410.04	405.94	4.10
41410 · Elections	2,478.08	1,500.00	978.08
41420 · Recording and Reporting	0.00	75.00	-75.00
<b>41430 · Other Township Expenses</b>			
133 · Life Insurance	405.00	405.00	0.00
151 · Worker's Comp Insurance	0.00	0.00	0.00
199 · Service / Late Fees	95.16	66.68	28.48
201 · Accessories	1,249.18	66.68	1,182.50
202 · Printing & Copying	688.20	1,000.00	-311.80
203 · Paper Products	0.00	66.68	-66.68
207 · Training & Materials	630.00	400.00	230.00
208 · Food and Beverages	0.00	166.68	-166.68
240.1 · Equipment	3,404.50	100.00	3,304.50
309 · Website & IT Services	4,924.65	1,000.00	3,924.65
321 · Telephone	762.79	480.00	282.79
322 · Postage	136.00	400.00	-264.00
325 · Internet	838.70	800.00	38.70
331 · Travel	757.60	333.32	424.28
340 · Advertising	3,275.97	2,000.00	1,275.97
362 · Property Insurance	0.00	1,500.00	-1,500.00
381 · Electricity	2,343.00	2,000.00	343.00
383 · Propane	20.00	2,000.00	-1,980.00
384 · Garbage Disposal	1,439.60	100.00	1,339.60
385 · Sewer / Septic	0.00	150.00	-150.00
401 · Building Repair	291.00	666.68	-375.68
405 · Cleaning Services	190.00	640.00	-450.00
433 · Dues and Subscriptions	1,086.42	800.00	286.42
490 · Donations to Civic Organization	200.00		

Windemere Township  
 YTD Budget vs. Actual  
 January through August 2024

	Jan - Aug 24	Budget	\$ Over Budget
570 · Office Equip and Furnishings	2,271.99	350.00	1,921.99
41430 · Other Township Expenses - Other	4,964.83	166.68	4,798.15
<b>Total 41430 · Other Township Expenses</b>	<b>29,974.59</b>	<b>15,658.40</b>	<b>14,316.19</b>
<b>Total 41400 · Township Clerk</b>	<b>39,161.77</b>	<b>23,878.02</b>	<b>15,283.75</b>
<b>41500 · Financial Management</b>			
41510 · Township Treasurer			
103.3 · Part-Time Employee Wages	4,890.00	4,800.00	90.00
119.3 · Personal Mileage Reimbursement	0.00		
121.3 · PERA Contributions	133.50	240.00	-106.50
122.3 · FICA Contributions	323.60	367.20	-43.60
<b>Total 41510 · Township Treasurer</b>	<b>5,347.10</b>	<b>5,407.20</b>	<b>-60.10</b>
41550 · Assessment Expenses	12,897.38	14,000.00	-1,102.62
<b>Total 41500 · Financial Management</b>	<b>18,244.48</b>	<b>19,407.20</b>	<b>-1,162.72</b>
<b>41600 · Legal Services</b>			
304.1 · General Township	2,361.25	3,333.32	-972.07
304.2 · Planning and Zoning	7,309.85	10,000.00	-2,690.15
41600 · Legal Services - Other	596.25		
<b>Total 41600 · Legal Services</b>	<b>10,267.35</b>	<b>13,333.32</b>	<b>-3,065.97</b>
<b>41900 · Other General Government</b>			
41910 · Planning and Zoning			
103.4 · Part-Time Employee Wages	19,397.83	18,666.68	731.15
119.4 · Personal Mileage Reimbursement	981.22	666.68	314.54
121.4 · PERA Contributions	919.16	1,400.00	-480.84
122.4 · FICA Contributions	1,333.98	1,428.00	-94.02
41910 · Planning and Zoning - Other	0.00	3,333.32	-3,333.32
<b>Total 41910 · Planning and Zoning</b>	<b>22,632.19</b>	<b>25,494.68</b>	<b>-2,862.49</b>
41920 · Data Processing	823.07	1,000.00	-176.93
41940 · Building Maintenance	153,474.93	200,000.00	-46,525.07
<b>Total 41900 · Other General Government</b>	<b>176,930.19</b>	<b>226,494.68</b>	<b>-49,564.49</b>
41000 · General Government - Other	-145.73		
<b>Total 41000 · General Government</b>	<b>271,476.79</b>	<b>297,935.49</b>	<b>-26,458.70</b>
<b>42000 · Public Safety</b>			
42200 · Fire			
42220 · Fire Fighting	44,478.00	45,000.00	-522.00
42260 · Fire Repair Services	0.00	100.00	-100.00
<b>Total 42200 · Fire</b>	<b>44,478.00</b>	<b>45,100.00</b>	<b>-622.00</b>
42600 · Traffic Signs	0.00	1,666.68	-1,666.68
42700 · Animal Control	200.00	1,333.32	-1,133.32
<b>Total 42000 · Public Safety</b>	<b>44,678.00</b>	<b>48,100.00</b>	<b>-3,422.00</b>



Windemere Township  
 YTD Budget vs. Actual  
 January through August 2024

	Jan - Aug 24	Budget	\$ Over Budget
<b>43000 · Public Works</b>			
<b>43100 · Highways, Streets and Roadways</b>			
119.5 · Personal Mileage Reimbursement	795.31	1,200.00	-404.69
215 · Shop Materials	78.96	200.00	-121.04
220 · Repair and Maintenance Supplies	67.91	200.00	-132.09
224 · Road Materials	31,151.54	43,333.32	-12,181.78
240.2 · Small Tools and Minor Equipment	841.24	350.00	491.24
303 · Engineering and Surveying Fees	1,000.00	20,000.00	-19,000.00
416 · Machinery Rental	0.00	333.32	-333.32
<b>43122 · Road Maintenance</b>			
103.5 · Part-time Employee Wages	13,075.00	6,000.00	7,075.00
103.6 · Contractors	366,332.29	89,000.00	277,332.29
121.5 · PERA Contributions	995.05	750.00	245.05
122.5 · FICA Contributions	1,073.68	764.98	308.70
43122 · Road Maintenance - Other	0.00	666.68	-666.68
<b>Total 43122 · Road Maintenance</b>	381,476.02	97,181.66	284,294.36
<b>43100 · Highways, Streets and Roadways - O...</b>	0.00	171,666.68	-171,666.68
<b>Total 43100 · Highways, Streets and Roadways</b>	415,410.98	334,464.98	80,946.00
<b>43200 · Sanitation</b>	0.00	120.00	-120.00
<b>Total 43000 · Public Works</b>	415,410.98	334,584.98	80,826.00
<b>66000 · Payroll Expenses</b>	393.27		
<b>Total Expense</b>	731,959.04	680,620.47	51,338.57
<b>Net Ordinary Income</b>	-77,611.14	-18,280.47	-59,330.67
<b>Net Income</b>	<b>-77,611.14</b>	<b>-18,280.47</b>	<b>-59,330.67</b>

**Current: Policy: Ordinance and Resolution Publication**

**Purpose:** To better inform the public of the ordinances and resolutions in place in Windemere Township.

Once the Township Board has approved of a **policy**, resolution or ordinance, the Township Coordinator shall post the document on the Township’s website within 5 business days of the monthly Township Board meeting, in which it was approved.

Once annually, Windemere Township shall make sure that all ordinances and resolutions are current and up to date, both in print and on the website. Printed copies shall be made available to the public.

**New: Policy: Ordinance and Resolution Publication**

**Purpose:** To better inform the public of the ordinances and resolutions in place in Windemere Township.

Once the Township Board has approved of a resolution or ordinance, the Township Coordinator shall post the document on the Township’s website within 5 business days of the monthly Township Board meeting, in which it was approved.

Once annually, Windemere Township shall make sure that all ordinances and resolutions are current and up to date, both in print and on the website. Printed copies shall be made available to the public.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(day of the month) (month) (year)

by the Township Board of Supervisors for Windemere Township.

\_\_\_\_\_ Township Board Chair

Attest: \_\_\_\_\_ Township Clerk

**Windemere Township**  
 Mail: P.O. Box 129, Moose Lake, MN 55767  
 Office: 316 Elm Ave., Moose Lake MN 55767  
 (218) 290-4233

## Fee Schedule

### ZONING APPLICATIONS / PERMIT

- 1) Dwelling, Mobile/ Manufactured Home, Additions. \$100.00 plus \$.10 per square foot over 1000 square feet of living space. Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"
- 2) Commercial Bldg. \$250.00 plus \$.10 per square foot over 2500 square feet. Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"
- 3) Garages, Boathouses ~~-\$75.00~~ \$100.00 Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"
- 4) Pole Barns, Garages over 1200 square feet ~~-\$~~ \$100.00 Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"
- 5) Storage Sheds (residential) and deck, lean-to. ~~\$65.00~~ \$100.00 Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"
- 6) Fee for return visit to site after being inspected because of changes being made, and also to land owners who request Zoning Administrator to visit to advise them of what they can build on their property \$25.00 per hour. Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"
- 7) A fee of \$25.00 per hour plus Mileage (rate to be determined by federal mileage rate) for Mobile home inspections. Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"
- 8) A Late Application fee will be triple the fee of the original application cost. Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"
- 9) Variance Application. \$500.00 and an additional fee of ~~\$275.00~~ \$400.00 will be charged if the property owner(s) cannot comply in having their permit reviewed and acted upon at a regular meeting. Formatted: Indent: First line: 0.04"  
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- 10) Conditional Use Application. ~~\$275.00~~ \$750.00 and an additional fee of ~~\$275~~ \$400 will be charged if the property owner(s) cannot comply in having their permit reviewed and acted upon at the regular meeting. Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"
- 11) Grading & Filling. ~~\$55.00~~ \$75.00. Request for Vacant Lot Evaluation. \$100.00 Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"
- 12) Renewal of Zoning Permits. ~~\$25.00~~ \$50.00. The renewal of zoning permits should be limited to one renewal, after that a new permit needs to be applied for. Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"
- 13) Rezoning Application Fee - \$750.00 Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"
- 14) Minor Subdivision Application Fee - \$750.00 Formatted: Bulleted + Level: 1 + Aligned at: 0.58" + Tab after: 0.83" + Indent at: 0.83"

### Roadway Application / Permit

- All Permits -

- o Administrative Fee \$150.00\*/permit
- o Permit/Plan Review (MSA) - \$180.00\*
- o Additional Fees (in addition to the administrative fee and review fee, if applicable)
  - Pre – and Post-Work Inspections - \$540.00\*\* (includes first 100ft. trench)
  - Emergency Hole Fee - \$450.00 per each
  - Obstruction Permits - \$350.00 per 1,000 feet (overhead)
  - Permit Extension Fee - \$120.00 per extension
  - Delay, Non-compliance, Non-completion - \$250.00 (plus all engineering and legal fees)
  - Onsite Construction Observation - \$150.00/hr depending on work type/onsite requirements (to be calculated during plan and permit review process)

\*Minimum fees, all permits

\*\*Pre- and post-work inspections are required for all centerline and driveway culvert installations. The necessity for an onsite visit will be determined for other types of work at the time of permit application review.

Short Term Rental Applications/License

- Three-year License - \$3,000.00

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## Pine County Land Department

1610 Hwy. 23 N.  
Sandstone, MN 55072  
Phone: (320) 216-4225

August 2, 2024

### RE: TOWNSHIP BOARD AGENDA ITEM..... 60-DAY REVIEW

Windemere Town Board,

In accordance with M.S. 282.01 and 459.06, the Pine County Board of Commissioners has classified tax-forfeited properties in your jurisdiction as Conservation/Memorial Forests for the purposes of long-term forest management and public use- see attached maps. Many of these properties throughout the County have a public land history dating back 80 years or more.

Pine County is proposing to dedicate the Memorial Forests in honor of all our Military Veterans. Part of the dedication will involve signage, when someone pulls up to a parking area, the message is there and to create that moment of honor with an emotional connection..... to stop and reflect on the sacrifices of others that have paid dearly for our freedoms with their service, with physical and mental pain, and for the ultimate sacrifice to those who lost of their lives. A draft copy of that sign is attached.

If you have any questions or would like to provide comments, modifications, or objections contact me within the 60-day review period at the above listed number or mailing address..... or e-mail at [greg.beck@co.pine.mn.us](mailto:greg.beck@co.pine.mn.us).

Thank you,

Greg Beck  
Pine County Land Commissioner/Forester



**PINE  
COUNTY**  
MINNESOTA

# MEMORIAL FOREST

In Honor of Our **Military Veterans**

**WE REMEMBER YOU**

---

- For your service •
- For your pain, your fears, your suffering •
  - To those whose ultimate sacrifice  
was the loss of their lives •

We stop and reflect on all you gave us in  
protecting the freedoms of our nation



Photo By: Connie Mikrot

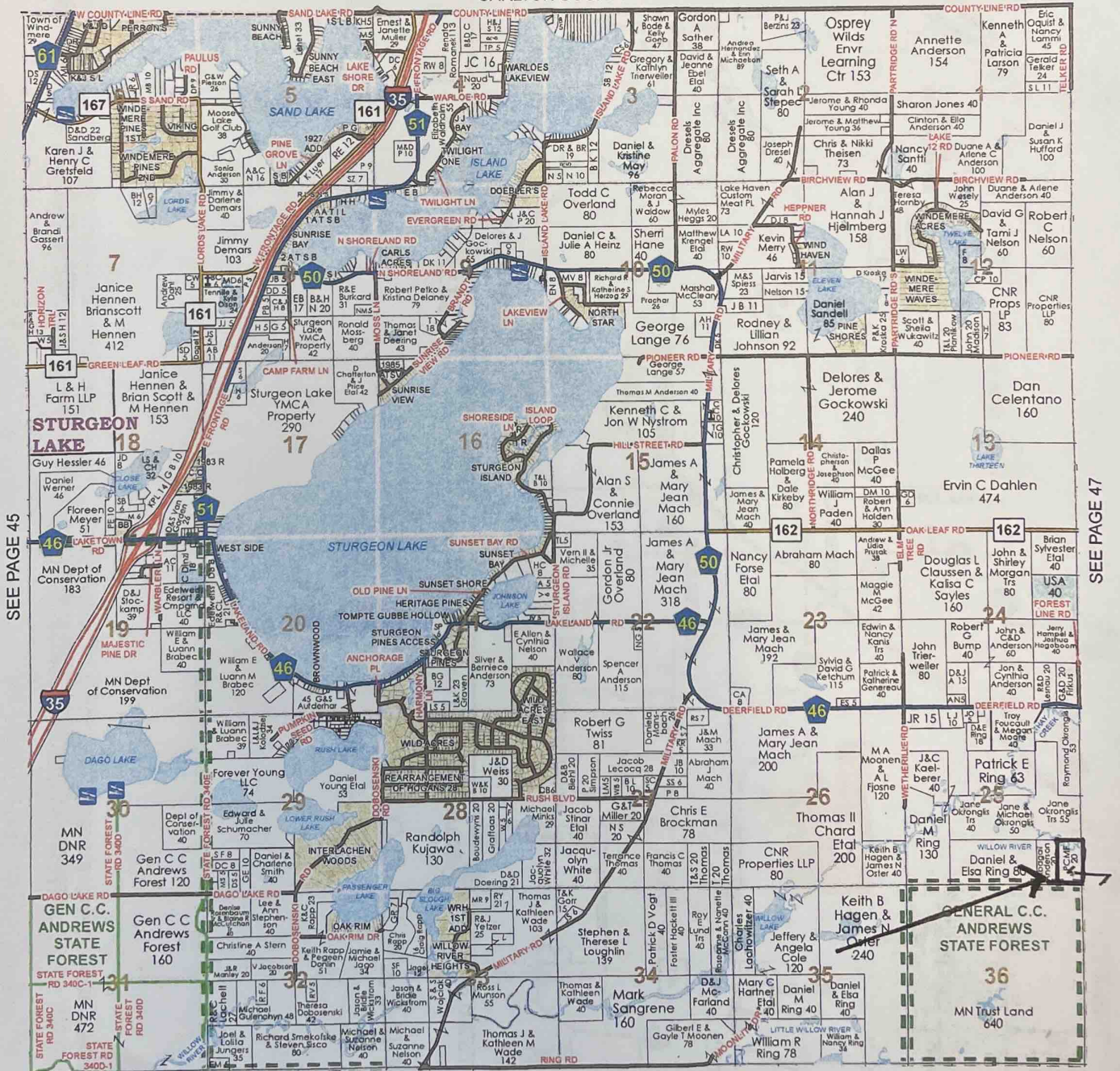


# Windemere

# Township 45N - Range 19W

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## CARLTON COUNTY



SEE PAGE 45

SEE PAGE 47

SEE PAGE 40

# CARLTON COUNTY

## R18W

### R19W

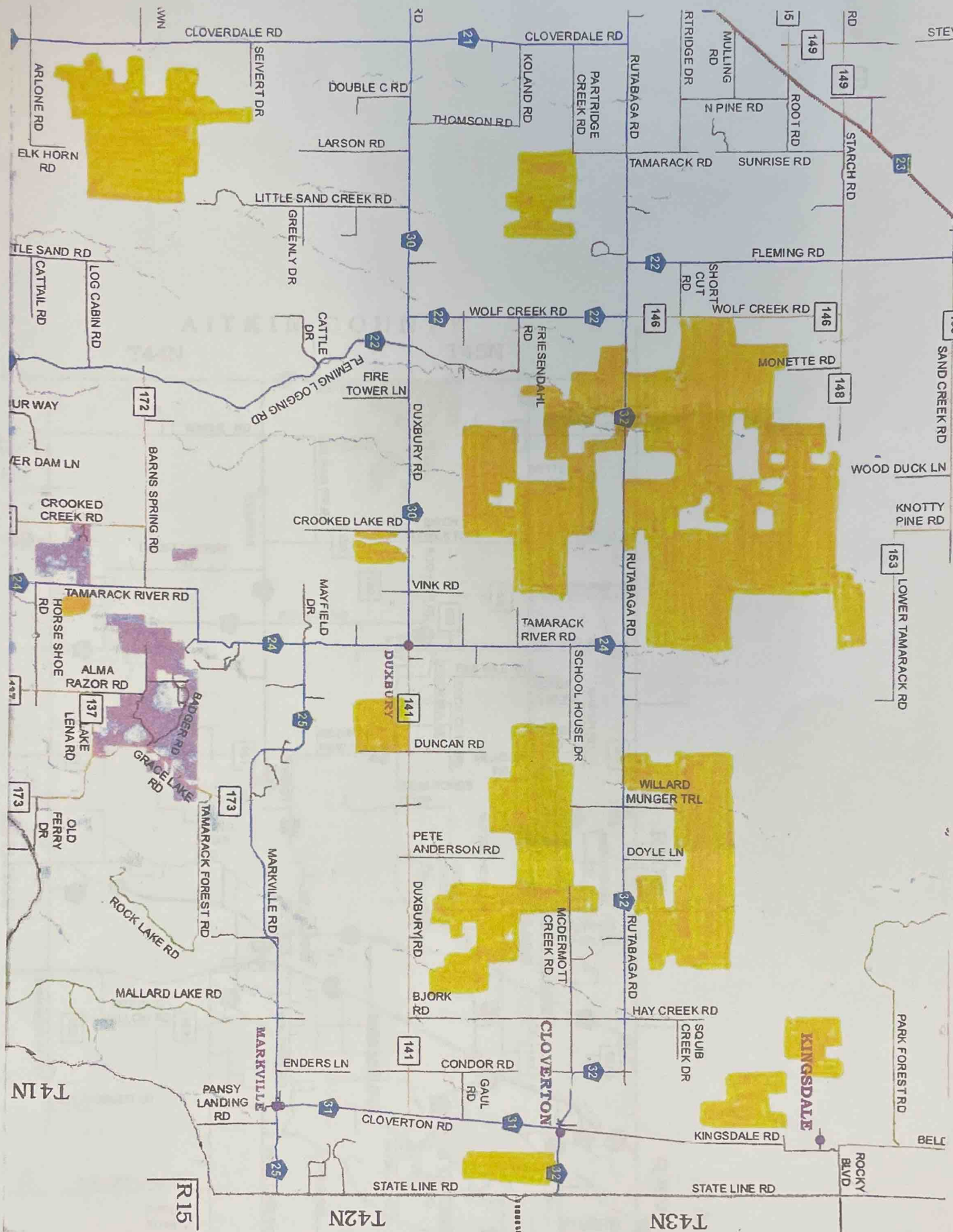
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### R17W

### R16W



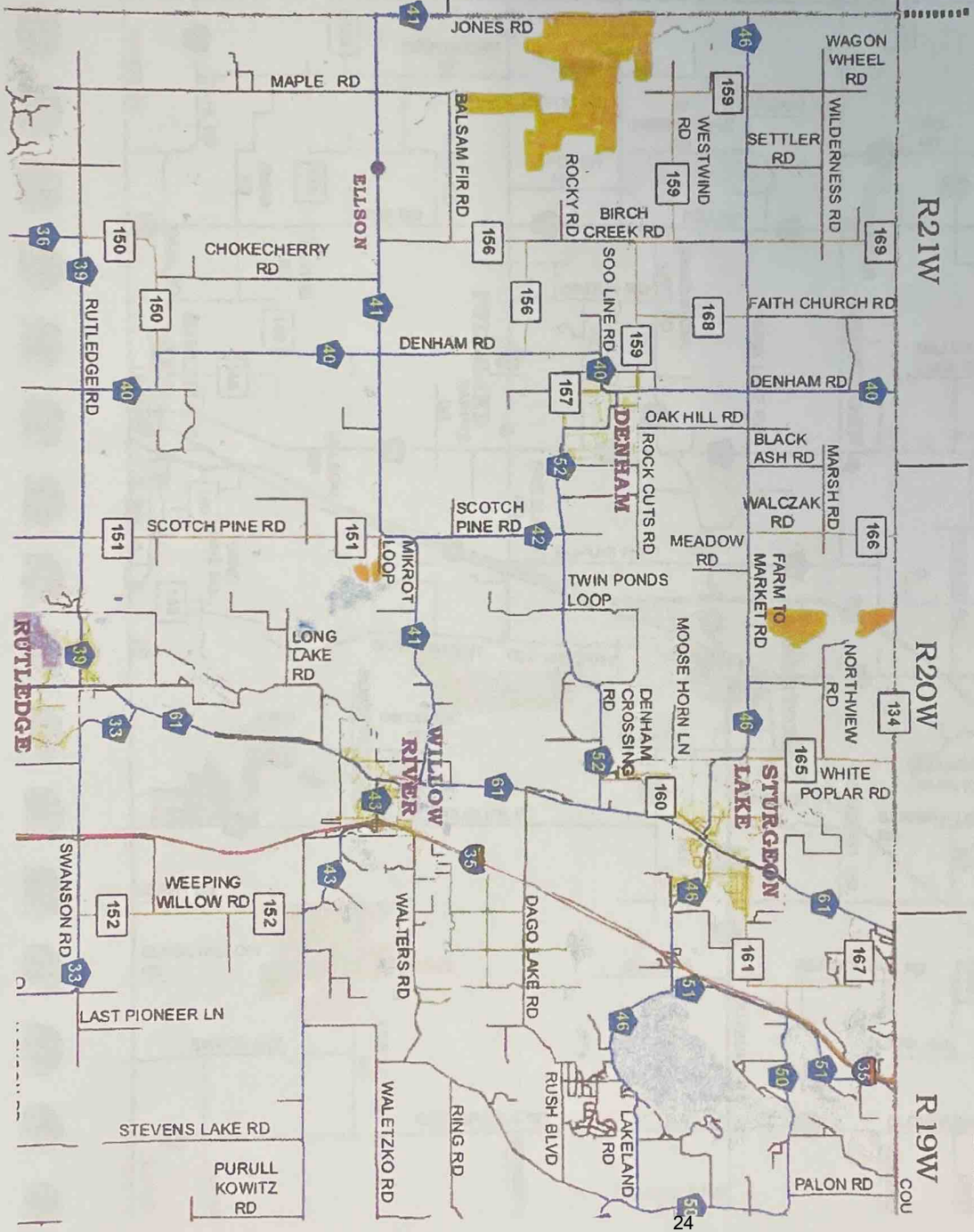




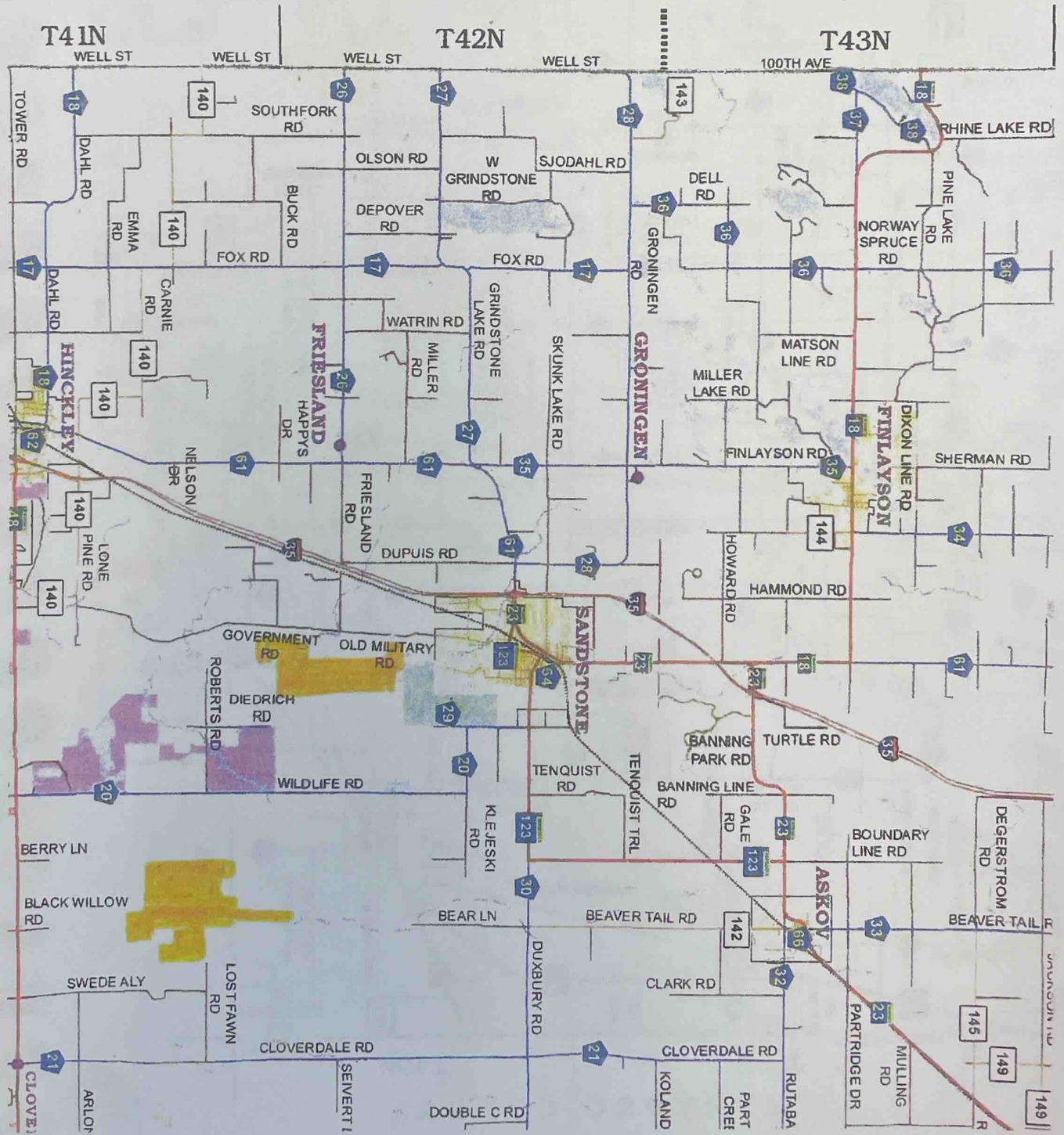
# AITKIN COUNTY

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# KANABEC COUNTY

