

Regular Monthly Meeting of the Windemere Township Board - September 10, 2020

The meeting was called to order at 6:33 PM by Chairman, John Wesely. Others present were Supervisors Heidi Kroening and Mark Dunaski, Clerk Scott Danelski, Treasurer Ron Mossberg, and Road Maintenance Department Lead Employee Mike Buetow. Absent Zoning Administrator Dennis Genereau. Also, in attendance five participates via Zoom.

CLERK'S REPORT :

The Clerk's August 2020 report was discussed. Motion made by Wesely, second by Kroening to approve the Clerk's August 2020 report as submitted. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

TREASURER'S REPORT :

Treasurer's August 2020 financial report was read. Motion made by Wesely, second by Dunaski to approve the Treasurer's August 2020 financial report as submitted. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

PUBLIC INPUT :

None.

OLD BUSINESS :

STURGEON ISLAND BRIDGE :

The Sturgeon Island Bridge #0726 was discussed. Chairman Wesely stated that one of the bridge's approaches failed on 9/7/2020 (Labor Day) and the Maintenance Department had to go out and make repairs allowing for the bridge to be safe again for passage. The one-year time-frame the Windemere Town Board allowed the Sturgeon Island Bridge Committee to have to try to get the Sturgeon Island Bridge placed on the National Registry of Historical Landmarks and also to raise funds to save the bridge as-is has expired. The bridge was denied being placed on the National Registry of Historical Landmarks back in March 2020 and for the past several months there has not been any Sturgeon Island Bridge Preservation Committee Members present at meetings to give a status update on their fund-raising progress to save the current bridge. This month the Town Board received a petition with 120 + signatures from residents requesting the Town Board take action and move forward with replacing the Sturgeon Island Bride in the quickest most cost-effective manner.

Motion by Wesely, seconded by Kroening to approve and sign the Pine County/Windemere Township cooperative agreement for State Aid Project # 058-599-045 to replace the Sturgeon Island Bridge # R0726 with a new structure. By signing the agreement, the township is requesting that Pine County act on the township's behalf in opening bids, awarding contracts, and inspection of construction activities for the proposed Sturgeon Island Bridge Improvement Project # 058-599-045. The cooperative agreement also caps the township's portion of expenses to fund the project at \$20,000.00 total, \$10,000.00 for engineering costs and \$10,000.00 for construction costs. All additional remaining expenses will be funded through the MNDOT Road & Bridge Fund. After speaking with Pine County Engineer Mark LeBrun, funding for this project should be available in either 2021 or 2022. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

WINDEMERE TOWNSHIP POLICY :

Windemere Township policies were discussed. Supervisor Kroening is still working on updating a couple new township policies. This agenda item is tabled until a later meeting until after all updates have been completed.

HARMONY LANE IMPROVEMENT PROJECT (TP 19-01) :

The Harmony Lane Improvement Project (TP 19-01) was discussed. Construction on the project will be starting in the next couple of weeks. Clerk Danelski to contact Kiminski Paving and Straightline Surveying to schedule a pre-construction meeting.

PALON ROAD IMPROVEMENT PROJECT (TP 17-01) :

The Palon Road Improvement Project (TP 19-01) was discussed. Erickson Engineering completed the Road Certification Inspection Report for the Palon Road Improvement Project on September 1st, 2020 and gave their approval letter of construction work completed, however they also noted there are two areas of concern involving some erosion and slumping of dirt material on ditch bank slopes. Rydberg & Sons, Inc to begin hauling the additional 6" of compacted class-5 gravel to Palon Road the week of September 21st through September 25th.

The Board has been working with vendors Casper Construction and Erickson Engineering involving good-faith disputes regarding the work each completed on the Palon Road Improvement Project (TP 17-01). The Windemere Township Board is satisfied with the corrections made by the vendor Casper Construction regarding their work on the project. However, the Town Board still has concerns regarding the quality of inspection completed by Erickson Engineering Inspector Scott Conner on the Palon Road Improvement Project. Motion by Wesely, seconded by Dunaski authorizing Windemere Township Attorney Kevin Hofstad to contact Erickson Engineering and inform them the township will not be paying June 2019 Erickson Engineering invoice # 13110 for \$13,387.89 and July 2019 Erickson Engineering invoice # 13154 for \$6936.08 (totaling \$20,323.97), due to the inadequate quality of inspection and documentation work they performed on the Palon Road Improvement Project (TP 17-

01). Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay. Clerk Danelski to provide attorney Hofstad with all pertinent documentation regarding Erikson Engineering and the Palon Road Improvement Project inspection.

HIGH-WATER ISSUES ON STURGEON LAKE :

The high-water issue on Sturgeon Lake was discussed. Supervisor Kroening stated she would like to keep this agenda item on the township’s radar due to the lack of progress in resolving the high-water issues that still remain in the township. Supervisor Dunaski stated that the DNR has shown little interest in Windemere Township’s high-water issues as they also currently experiencing many other high-water issues throughout the state. Also, our State Legislators have not been engaged in helping to find a solution to the township’s high-water issues and Pine County has offered no assistance as well. The Board suggested setting up another meeting with the DNR and State Legislators following the November 2020 elections to again have discussions regarding the high-water issues in the township.

COVID-19 CARES ACT RELIEF FUND :

The COVID-19 Cares Act Relief Fund was discussed. The Town Board signed the CARES Act agreement Form and the CARES Act Funding Certification Form which makes \$42,275.00 available to Windemere Township. These funds can be used for updates to our infrastructure that are necessary due to the effects of Coronavirus Disease (COVID-19). The Certification Form must be sent to the Department of Revenue no later than September 15th, 2020 to receive funds, and all funds must be allocated to all qualified COVID-19 expenditures by November 15th, 2020. If there are any funds remaining after the township’s expenditures are paid, all remaining unused CARES Act funds allocated to Windemere Township will then be returned to Pine County.

WINDEMERE TOWN HALL MAINTANANCE :

Electrical maintenance of the Windemere town hall was discussed. Supervisor Dunaski stated he solicited for additional quotes and he is waiting for the vendors to return pricing. No Action Taken.

NEW BUSINESS :

APPOINTMENT OF ELECTION JUDGES FOR THE NOVEMBER 3rd, 2020 GENERAL ELECTION :

The appointment of Windemere Township Election Judges for the November 3rd, 2020 General Election was Discussed. Motion made by Wesely, second by Kroening to approve the appointment of Scott Danelski, Rhonda Young, Clarissa Ellis-Prudhomme, Terry Schumann, Debbie White, Susan Quest, Gayle Moonen, Mary Wiegand, Donna Burns, Marie Danelski, Barb Peterson, Connie Hall, and Dee Koivisto as Windemere Township Election Judges for the November 3rd, 2020 General Election. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay

TRANSFERRING MONEY FROM US BANK COMMERCIAL ACCOUNT :

The transferring of funds from the US Bank Commercial Account to First National Bank of Moose Lake was discussed. Treasurer Mossberg stated to the Board that interest rates for investment funds in US Bank Commercial Account had dropped to .1%, and he recommended moving funds from US Bank to First National Bank of Moose Lake and invest at a rate of .3 %. Mossberg stated that all of the township's funds at First National Bank of Moose Lake are collateralized and insured under FDIC. Motion by Dunaski, seconded by Kroening to transfer \$257,539.13 from the US Bank Commercial Account to the First National Bank of Moose Lake. Roll Call Vote Taken: Kroening – Aye, Dunaski – Aye, Wesely – Abstain, Motion Passed 2 Aye – 0 Nay

INVESTMENT OF MONIES INTO TRADITIONAL CAPITAL MONEY MARKET ACCOUNT :

The investment of township monies into a Traditional Capital Money Market Account was discussed. Treasure Mossberg states that Traditional Capital currently has a 1% interest rate for short-term money market investments and recommended to the Board that they invest some of the township's funds at Traditional Capital. Motion made by Wesely, second by Dunaski to invest \$249,000.00 of Windemere Township funds into a Traditional Capital Money Mark Account. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay

WINDEMERE TOWNSHIP MAINTENANCE BUILDING SECURITY ALARM SYSTEM :

The security alarm system in the township's maintenance building was discussed. Recently some mice had gotten into the wiring and disabled the shop's security alarm system. The alarm system has since been repaired and the Board discussed possibly updating the security system for the township. Treasurer Mossberg to research some enhanced security systems and provide pricing to the Board at the next regular Board meeting. No Action Taken.

BOARD OF SUPERVISORS OTHER :

Supervisor Kroening inquired if the roll-off dumpster was still being delivered so that the town hall clean-up scheduled for Saturday September 12th, 2020 could still take place. The Clerk stated he had not heard back from the vendor Mike's Sanitation regarding the dumpster. Kroening to follow up with the vendor regarding delivery of the dumpster.

Chairman Wesely stated he noticed there is a temporary phone cable laying in the ditch along Partridge Road (South). Road Maintenance Department Lead Employee Mike Buetow stated they encountered the temporary phone line while mowing the township ditches and it required several hours to remove all of the wire from the mower. Chairman Wesely to follow up with contacting Frontier Communications regarding burying the temporary phone wire.

Chairman Wesely stated he received a phone call from a constituent asking why Paul Horgen was allowed to attend the Special Board meeting held on August 24th, 2020 in-person and no one else was allowed to be in attendance at the meeting in-person. Discussion followed and it was noted that Treasurer Mossberg had made a request to the Board of Supervisors asking to allow Paul Horgen to be in attendance as the Township Deputy Treasurer. Going forward until the COVID-19 restrictions are lifted, the Board stated that meetings will only have in-person attendance by Officers, Township Employees, or individuals who are pertinent to the topic discussion. International Union of Operating Engineers – Local #49 Business Agent Dan Manick has made a request to be present in-person at the September 24th, 2020 Special Board meeting for the Treasurer’s Road Maintenance Department Analysis topic.

ROAD UPDATE :

Road Maintenance Department Lead Employee Mike Buetow gave the monthly road update. Rydberg & Sons, Inc will be moving their crushing plant into the township pit to begin class-5 gravel crushing in the next couple of weeks. Buetow requested the Board to solicit for vendors with end-dump trucks to help with the hauling clay binder material from Elaine Bookers pit to the Windemere township pit. Clerk Danelski to work of the approved ranked vendor pricing list and solicit for a vendor. Danelski also completed the credit application for Road Machinery & Supply Company and a dozer is available for rental to complete the grubbing of trees and clean-up at the township pit. Buetow recommended hiring a vendor to mobilize the dozer to the township pit. Motion made by Wesely, second by Kroening to approve Lake City Towing to mobilize the rental dozer from Road Machinery & Supply Company to the Windemere Township pit. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

ZONING UPDATE :

Heidi Kroening gave the monthly zoning update. The Zoning Department has handled 100 + permits thus far for the calendar year 2020. Zoning Administrator Dennis Genereau has been working closely at the Wilson property making sure that all corrections completed comply with the stipulations agreed upon in Windemere Township Resolution # 2020-07-23. Kroening stated that half of Genereau’s time is spent working on permit applications and calls regarding zoning questions. Genereau is working to establish procedures and tracking devises that will enable him to research previous permits in a quicker fashion and allow him to spend additional time on other zoning issues, such as continued blight complaints.

PLANNING COMMISSION UPDATE :

The next meeting of the Windemere Planning Commission will be held on Tuesday October 13th, 2020 6:30 PM.

FIRE DISTRICT UPDATE :

No update this month. Supervisor Dunaski was unable to attend the meeting due to a prior commitment and will begin attending the monthly Fire District meetings as his role as the Windemere Township Safety Supervisor in September 2020. Dunaski request the Clerk to send him a copy of our current fire contract the township has with the Moose Lake Area Fire Protection District.

CLAIMS :

August 2020 claims were reviewed. Motion made by Wesely, seconded Dunaski to approve the August 2020 claims as submitted. Approve Payroll # PAY-2009, EFT #s 20-30 through 20-32, Check #s 12663 through 12690, & Direct Deposit #s DD1280 through DD1288 for a total of \$31,128.53. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

One additional August 2020 claim was reviewed. Motion made by Wesely, seconded Dunaski to approve the additional August 2020 claims as submitted. Approved check # 12709 to Traditional Capital for \$249,000.00. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

All claims submitted for the month of August 2020 total \$280,128.53.

Township mail was opened and reviewed.

ADJOURN :

Motion made by Wesely, seconded by Dunaski to adjourn the meeting at 8:32 PM. Roll Call Vote Taken: Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion Passed 3 Aye – 0 Nay.

RESPECTFULLY SUBMITTED :

APPROVED :

Clerk, Scott Danelski

Chairman, John Wesely