

WINDEMERE TOWNSHIP, Pine County, Minnesota
91546 Military Rd., Sturgeon Lake, MN 55783
Town Board Meeting Minutes, February 8, 2024

1. **The Meeting was called to order at 6:31 pm at the YMCA Camp Miller** by Chairman Alan Overland. The meeting opened with the Pledge of Allegiance. **Present** – Supervisors Alan Overland, Heidi Kroening and Tony Bakhtiari; Clerk Cindy Woltjer; Treasurer Ron Mossberg, Zoning Administrator Dennis Genereau.
2. **Approval of Agenda.** Changes to Agenda: Old Business item d) added nomination for Planning Commission; Township Coordinator Position moved to g), and Board of Supervisors Other to h). **Motion** by Bakhtiari to approve the agenda with changes and disallow comments on the Zoom, second by Overland, Motion carried. 3-0 vote. The agenda with changes was approved.
3. **Clerks Report.** January 11, 2024 board meeting minutes were read by Clerk Woltjer. Minor corrections made. **Motion** by Bahktiari to approve the ~~December~~ ^{January} minutes with corrections, second by Overland. Motion carried. 3-0 vote. Clerk Woltjer read minutes for Short Term Rental Public Hearing. **Motion** by Bakhtiari, second by Overland. Motion carried. 3-0 vote. Clerk Woltjer read minutes for Dog Ordinance Public Hearing. **Motion** by Bakhtiari, second by Kroening. Motion carried. 3-0 vote. Overland requested the Clerk read the minutes for the Special Meeting. Clerk didn't complete the minutes and the reading was tabled to the March board meeting.
4. **Treasurers Report.** Mossberg presented the financial reports. The total cash balance as of January 11, 2024, was \$811,274.39. **Motion** by Bakhtiari to approve the Treasurers Report, second by Kroening. Motion carried. 3-0 vote. The detailed financial reports are posted on the township website.
5. **MSA Engineering.** Jeff Goetzman, Project Manager and Jeff Powell, Team Leader discussed the advantages of implementing a customized GIS. Township Attorney Courie recommended the Township implement the GIS system. The cost of initial development required computer applications and implementation will be \$12,900. Ongoing maintenance fee for 2 licenses one for creator, and one for viewer will total \$670. Motion by Kroening to approve \$4,920 for the development of the GIS program, second by Bakhtiari. Motion carried. 3-0 vote. Approval of the added costs for implementing the system will be discussed at a later date.
6. **Public Input.**
 - a. Rick Wright commented.
 - b. Paula Engstrom commented.
 - c. Kathy McClarey commented.
7. **Old Business**
 - a. **Forfeited Land.** Motion by Bakhtiari to purchase two Pine County tax forfeited parcels (PID# 33.0487.000 for ROW and 33.5752.000 for Drainage to not exceed \$200.00, second by Overland. Motion carried. Vote 3-0.

- b. **Nuisance Ordinance. Motion** by Bakhtiari to approve the Township Nuisance Ordinance # 2024-2-08 with an addition on page 2, item F, adding "gray water" after sewage, second by Overland. Motion carried. Vote 2-0, Overland Aye, Bakhtiari Aye, Kroening Nay.
- c. **Approve of STR Ordinance. Motion** by Kroening to approve the Short-Term Rental (STR), second by Bakhtiari. Motion carried. Vote 3-0. The Planning Commission will make a plan for implementation.
- d. **Planning Commission Appointment.** Overland nominated Vern Anderson to the vacant position on the Planning Commission. Vote Taken. Bakhtiari Aye. Overland Aye, Kroening Nay. Vote 2-0.

8. New Business

- a. **Approval of Election Judges. Motion** by Kroening to approve Scott Danelski (head judge), Rhonda Young (head judge), Clarissa Ellis-Prudhomme (head judge), Cindy Woltjer (administrator/judge), Marie Danelski, Josephine (Jojo) Fossum, Peggy Granquist, Katherine (Katy) Green, Debbie White, Mary Wigand, second by Bakhtiari. Motion carried. Vote 3-0.
- b. **March Primary.** Woltjer reported the Primary is March 5, 2024, and requested the townhall shop be available from 2/27/2024 to 3/6/2024 for accuracy test on 2/29/2024 and primary on 3/5/2024.
- c. **Annual Meeting.** Agenda is needed. *CONTACT*
Sony Bakhtiari volunteered to **Motion** by Overland to have Bakhtiari contact Holy Angels Church in Moose Lake, to determine if audio/visual can accommodate the annual meeting on March 12, 2024, with a backup option at the YMCA camp, second by Bakhtiari. Motion carried. Vote 3-0.
- d. **Road Maintenance Supervisor's Assistant Position. Motion** by Overland to approve Vern Anderson's back pay of \$4,275.00 for 171 hours, adopt the condensed job description for the Road Maintenance Supervisor Assistant position, and approve 50 hours per month, second by Bakhtiari. Motion carried. Overland Aye, Bakhtiari Aye, Kroening Nay. Vote 2-0.
- e. **New Treasurer Discussion. Motion** by Overland to appoint Paul Horgan to complete the rest of Ron Mossberg's term as Treasurer beginning on April 1st, 2024, second by Bakhtiari. Overland Aye, Bakhtiari Aye, Kroening Nay. Vote 2-0.
- f. **Audio/Visual and Zoom Discussion.** Ron Mossberg recommended the board consider the audio-visual limitations at the Town Hall Shop during the summer and concerns about the Catholic Church not being able to accommodate the annual meeting with an amplifier, and speakers and cords. Another issue for the township shop will need a Wi-Fi extender/receiver as well as Audio/Visual. Also recommended the Township seek one or two AV people and possibly an IT person to assist at the meetings. **Motion** by Bakhtiari to have Mossberg purchase an amplifier and speakers not to exceed \$1,000.00, second by Overland. Motion carried. Vote 3-0.
- g. **Township Coordinator Position. Motion** by Overland to post for a Township Coordinator Position, second by Bakhtiari. No vote taken. **Motion** by Kroening to have a special meeting on 2/20/2024 at 6:30pm at the YMCA Camp to develop the job description, benefits, and salary for a Township Coordinator, second by Bakhtiari. Motion Carried. Vote 3-0.
- h. **Board of Supervisors Other.**
 - a. **Motion** by Bakhtiari to donate \$250.00 per month for 5 months for total of \$1,250.00 to Camp Miller for hosting the Town Board Meetings, second by Kroening. Motion carried. Vote 3-0.
 - b. **Motion** by Bakhtiari to discontinue the internet service at the Town Hall, second by Overland. Motion carried. Vote 3-0.

- c. Kroening requested an update on the Town Hall for mold remediation. Bakhtiari responded.
- d. Treasurer Mossberg reported an email request/demand from Supervisor Kroening to allow Scott Danelski to come to Mossberg's house to access a government computer to access records which breaches government data practice statutes, data privacy, chain of custody, Division of Labor best practices, appearance of impropriety and common sense. Mossberg requested an investigation, Bakhtiari recommended this be investigated, Overland will work with Mossberg about contacting the State Auditor's office and an Attorney.

9. Road Update. Assistant to the Road Supervisor Anderson reported on the completed and pending road work as well as all the road work that has been completed since he became the Assistant to the Road Supervisor. The report is on the township website. Also, Anderson noted under Minnesota Contracting Law the township can solicit work under \$25,000 with the ability to direct negotiate and no quotes are needed. In the quoting process, the retention of two quotes is required.

10. Zoning Update. Genereau reported 4 permits, 2 dwellings, 2 garages/sheds. He also recommended a fee schedule review.

11. Planning Commission. Genereau reported a working session will be held on February 20, 2024, at 6:30pm at the YMCA Camp. The Board of Adjustment will meet on March 26, 2024, at 6:30pm at the YMCA Camp to review variances applications. Also, a new location for the bulletin board at the Town Hall needs to be addressed, there was already a \$2,500 allowance authorized for a new bulletin board.

12. Fire District Update. No report.

13. Public Input

- 1. John Minke commented.

14. Review Claims

a. Claims:

PAY 24-02

EFTs: EFT 24-04, 24-05

Checks # 13505 thru 13515

Direct Deposits: 1643 to 1649

For a total of \$18,993.14

Motion by Bakhtiari to approve claims, second Overland. Motion carried. 3-0 vote.

15. Open Mail and Review

- 1. Jerry's Roadside Mowing.

16. Board of Audit. Review of the 2023 financials with all officers approving. **Motion** by Bakhtiari for a 5% increase of the levy, second by Overland. Motion carried. Overland Aye, Bakhtiari Aye, Kroening Nay. Vote 2-0.

17. **Motion to Adjourn Meeting** at 11:24pm, by Bakhtiari, second by Overland. Motion Carried.
3-0 vote.

Submitted by Recorder

Amy Perrine: _____

Handwritten signature of Amy Perrine in cursive script, written over a horizontal line.

Alan Overland, Chairman: _____