

**WINDEMERE TOWNSHIP, Pine County, Minnesota**  
**91546 Military Rd., Sturgeon Lake, MN 55783**  
**Town Board Meeting Minutes, January 11, 2024**

1. **The Meeting was called to order at 6:31 pm at 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: Removal of second public input (#13); there will be no comment from Zoom; nomination for Planning Commission opening added to Old Business as item c. **Motion** by Bakhtiari to have no comment on zoom, second by Overland, Motion carried. 3-0 vote. The agenda with changes was approved.
3. **Reorganization of the Town Board.** **Motion** by Bakhtiari to nominate Alan Overland as Chairman, second by Overland, Motion carried. 3-0 vote. **Motion** by Overland to nominate Tony Bakhtiari as Vice Chair, second by Bakhtiari. Motion carried. 3-0 vote.
4. Chairman Overland recognized recorder Amy Perrine who reported the posted minutes on the website were not the corrected and approved minutes. The true and final corrected minutes with signatures were delivered to Ron Mossberg and reposted on the ~~Townhall~~ <sup>Township</sup> website and the incorrect minutes were removed.

**Clerks Report.** December 14, 2023 board meeting minutes were read by Clerk Woltjer. Minor corrections made. **Motion** by Bahkhtiari to approve the December minutes with corrections, second by Overland. Motion carried. 3-0 vote.

5. **Treasurers Report.** Mossberg presented the financial reports. The total cash balance as of December 31, 2023 was \$811,274.39. **Motion** by Bakhtiari to approve the Treasurers Report, second by Overland. Motion carried. 3-0 vote. The detailed financial reports are posted on the township website. Mossberg
  - 1) Proposed the Board of Audit Meeting be added to the agenda at the end of the February meeting.
  - 2) Reported his effective retirement date is 3/31/2024.
  - 3) Recommended a generic email be created that will travel with any future Treasurer position.**Motion** by Bakhtiari to create a generic email address for the Treasurer, second by Overland. Motion carried. 3-0 vote.

**Meeting recessed at 6:59 pm Public Hearing. Meeting reopened at 8:00pm.**

6. **Public Input.**
  - a. Tim Flor commented.
  - b. Jude Stephens commented.
  - c. Ron Buetow commented.
  - d. Cindy Carlson commented.
  - e. Sarah Stepec commented.

## 7. Old Business

- a. **Mold Remediation at Town Hall Update.** Bakhtiari reported on condition of 114-year-old building with code non-compliance issues comparing preliminary estimates for refurbish/renovation of the building as compared to new construction of a 2,000 sq ft compliant building. It was noted our insurance policy does not cover mold cleanup. Overland tabled discussion until annual meeting.
- b. **Copier/Scanner Update.** Clerk Woltjer reported on quotes for printer/scanner options. **Motion** by Overland to dispose of the old printer, second by Bakhtiari. Motion carried. 3-0 vote. **Motion** by Kroening to purchase printer from Marco for \$3,750.00 and \$33.00 per month service contract, second by Overland. Motion carried. 3-0 vote.

## 8. New Business

- a. **Designate Official Newspaper.** Star Gazette
- b. **Designate Official Posting Place in Township.** Town Hall
- c. **Designate a Bank as the Town Depository.** First National Bank of Moose Lake.
- d. **Designate Supervisor to Fill Duties.** Supervisor Bakhtiari will continue with Road Supervisor, Building, and Fire District. Supervisor Kroening will continue with FEMA and Zoning.
- e. **Set Compensation Rates for Township Officers & Employees.**  
Clerk – **Motion** by Bakhtiari to reduce the Clerk's compensation to \$100/month, no second. Motion dies due to lack of second.  
Board Supervisors - \$200.00/month, \$100.00 per meeting.  
Chairman - \$110.00 per meeting.  
Clerk - \$450.00/month, \$80.00 per meeting.  
Deputy Clerk - \$80.00 per meeting when requested to do the meeting.  
Treasurer - \$500.00/monthly, \$80.00 per meeting.  
Deputy Treasurer - \$80.00 per meeting when requested to do the meeting.  
Zoning Administrator – \$25.00/hour.  
Assistant to the Road Supervisor - \$25.00/hour.  
Zoning Department Employees - \$18.00/hour.  
Election Judges - \$18.00/hour.  
All Day Meeting reduced to \$160.00 per day.  
Mileage rate of 0.67 per mile.  
Meal Allowance. None stated.  
**Motion** by Overland to accept the compensation rates listed above, second by Kroening. Overland Aye, Kroening Aye, Bakhtiari Nay. *Motion carried* 2-0 Vote.
- f. **Set Official Monthly Meeting Dates.** Second Thursday of each month.
- g. **Approval of Doc's Lakeside Gambling Permit.** **Motion** by Bakhtiari to approve Docs Lakeside Gambling Permit, second by Kroening. Motion carried. 3-0 vote.
- h. **Board of Supervisor Other.**
  1. **Board of Audit add at February 2024 meeting.** **Motion** by Overland to add Board of Audit to February, second by Bakhtiari. Motion carried. Vote 3-0.
  2. **Treasurer Posting.** **Motion** by Overland to post the Treasurer position, second by Bakhtiari. Motion carried. 3-0 vote.
  3. **New Email Address for Treasurer Position.** See Above under Treasurer's Report.
  4. **Town Hall Mold.** Kroening requested a timeline for mold removal. The matter was discussed. Bakhtiari is working on getting additional proposals.

5. **Zoning Administrator.** Genereau reported he is resigning effective May 2024. He recommended posting the position. The board tasked the planning commission to discuss and recommend township administrative solutions.

8. **Road Update.** Assistant to the Road Supervisor Anderson reported on the completed and pending road work. The report is on the township website. Request by Anderson to begin getting quotes for 2024 road work, Overland authorized Anderson to move forward with quotes. Kroening requested a job description for the Assistant to the Road Supervisor, Overland tasked Kroening to create the job description.

9. **Zoning Update.** Genereau reported 12 permits, 3 dwellings, 1 dwelling addition, 4 garages/sheds, 1 fence, 3 G&F/SR. Planning Commission Meeting on January 16<sup>th</sup> at Moose Lake City Hall. Moose Lake Windemere Sanitary District Meeting (MLWSD) will meet January 17, 2024, at 5:30 p.m.

10. **Planning Commission.** No Report.

11. **Fire District Update.** 12 calls; 7 medical calls, 2 cancelled medical, 2 motor vehicle accidents no injury. 1 extradition. 98 calls in 2023.

**12. Review Claims**

**a. Claims:**

PAY 24-01

EFTs: EFT 24-01, 24-02, 24-03

Checks # 13490 thru 13503

Direct Deposits: 1636 to 1642

For a total of \$99,329.87

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

**13. Open Mail and Review**

14. **Motion to Adjourn Meeting** at 10:00pm, by Overland, second by Bakhtiari. Motion Carried. 3-0 vote.

Submitted by Recorder

Amy Perrine:  2/6/2024

Alan Overland, Chairman: \_\_\_\_\_