Meeting of the Windemere Township Board - October 11, 2018

The meeting was called to order at 6:30 PM by Chairman, Pete Steen. Others present were Supervisors, John Wesely, Treasurer, Ron Mossberg, Deputy Clerk Rhonda Young. Absent Supervisor, Dale Kirkeby and Clerk, Scott Danelski.

CLERK’S REPORT :

The Clerk’s report was read. Motion made by Wesely, second by Steen to approve Clerk’s report. Motion passed, 2 Aye – 0 Nay.

TREAURER’S REPORT :

Treasurer’s report was read. Motion by Steen, seconded by Wesely to approve the Treasurer’s report. Motion passed, 2 Aye – 0 Nay.

PUBLIC INPUT :

Cindy Carlson was present to give an update on the Comprehensive Plan. A new draft of the Comprehensive Plan will be provided to the town board and posted onto the township website for the public to review and provide input. The next meeting of the Planning Commission will be held on Wednesday October 24th, 2018 at 6:30pm located at the Windemere town hall.

OLD BUSINESS :

WARBER Lane :

Pete Steen contacted both the Minnesota Association of Townships (MAT) attorney and the township attorney to discuss what the township can do to alleviate the ponding issues on Warbler Lane near Doc’s Sports Bar. Responses from both attorneys was received and discussions will need to happen with the property owners on what will need to happen to rectify the water ponding issue.

ROAD MAINTENANCE POLICY :

No update to give at this time.

 Page 1

BALSAM ROAD CULVERTS :

The culverts on Balsam Road were discussed. Windemere township qualifies for funding from Pine County Road & Bridge Fund to replace the culverts on Balsam Road with a box culvert. Mike Buetow contacted Pine County and presented a contract agreement (State Aid Project # 058-599-044) for the town board to sign with Pine County to begin the process for the placing of a box culvert. Accepting the contract, the township requests the County to act on their behalf to open bids, awarding of contracts, and inspection of construction activities. Beaver trapping has been taking place to help alleviate the flooding problem on Birchview Road. Motion by Wesely, seconded by Steen to accept the Pine County Cooperative Agreement Contract with Pine County for (State Aid Project # 058-599-044) to replace the existing culverts on Balsam Road with a box culvert. Motion passed, 2 Aye – 0 Nay

PALON ROAD :

The Palon Road Improvement Project (TP 17-01) was discussed. The road R.O.W. has been grubbed and brush and trees removed. Center-line culvert replacement has begun. Once the centerline culverts have been replaced the existing asphalt will be milled off and the geotextile fabric will be placed and covered by class-5 gravel. Work continues to be delayed due to inclement weather.

ROAD MAINTENANCE POSITION :

The posting for applications to hire a new Road Maintenance Worker will close on Monday October 15th, 2018 and interviews will be scheduled. A job description for the Road Maintenance Worker position was created by Pete Steen and Mike Buetow and reviewed. Motion by Steen, seconded by Wesely to approve the Road Maintenance Worker job description. Motion passed, 2 Aye – 0 Nay

NEW BUSINESS :

2018 WINDEMERE TOWNSHIP ROAD CETIFICATION :

The Windemere Township 2018 Road Certification was discussed. Per Road Maintenance Supervisor, Mike Buetow, there are no changes to report. Paperwork will be filled out and returned to Pine County Engineer.

 Page 2

2018 WINDEMERE TOWNSHIP CHRISTMAS PARTY :

The 2018 Windemere Township Christmas party was discussed. Debbie and Phil White have organized and the party in the past and the board scheduled the party to be held on Saturday December 8th, 2018 from 2 – 5 PM at the Windemere town hall. The decorating time will be discussed at the next monthly board meeting held on November 8th, 2018. Motion by Wesely, seconded by Steen for authorization to spend up to $250.00 for the 2018 Windemere Township Christmas Party expenses. Motion passed, 2 Aye – 0 Nay

JON NYSTORM :

Pete Steen has purchased a retirement card and gift card for Jon Nystrom for his end-of-service gift.

NEW MICROPHONE :

A new microphone for the podium was discussed. The microphone has not been purchased yet, but will try to have available for the November 2018 board meeting.

WOOD CHIPPER :

The rented wood chipper was discussed. The township has rented a wood chipper for two weeks at a rate of $1200.00 per week to work on additional township road R.O.W. clearing. The owner of the rented wood chipper, Randeena Olson, has offered to sell the wood chipper to the township for $10,000.00. Costs for wood chippers were reviewed and a comparable wood chipper with the same number of hours used sells for approximately $15,000.00 to $18,000.00, and new equipment can run up to approximately $50,000.00. The township has used the rented chipper for two weeks with no issues and the $2400.00 rental cost will be reduced from the sale price. Motion by Steen, seconded by Wesely to purchase a used Brush Bandit Wood Chipper (Model 200+XP) from Randeena Olson for $10,000.00. Motion passed, 2 Aye – 0 Nay

ROAD UPDATE :

Road Maintenance Supervisor, Mike Buetow gave the monthly road update. Palon Road and Balsam Road projects were discussed earlier in the meeting. Update on Harmony Lane was given. Mike spoke to Tom Wilson of Erickson Engineering stating that the engineering needs to be completed by February/March 2019 so that the project can be placed out for bids.

 Page 3

ZONING UPDATE :

Zoning Administrator, Ryan Clark gave the monthly zoning update. There were seven permits applications in September 2018. Permits included two garages, a patio, a deck, a grading & filling project, a stairway to lake project, and an addition. Attorney Mike Fleming issued a 2nd notice of violation to three blight violators. One of the parties responded and has made an effort to clean up their property after receiving the notice. The Board of Adjustments held a public hearing on 9/20/18 and a variance for a minor subdivision was approved for Marie Danelski. During the hearing it was discovered that Windemere’s minor subdivision ordinance needs to be edited to fit Windemere’s lot size restrictions. There will be three variance hearings by the Board of Adjustments to held on October 25th, 2018. The Zoning Department’s Friday and Saturday summer office hours have concluded for the season. The Zoning Department continues to receive numerous calls and emails regarding zoning questions.

PLANNING COMMISSION UPDATE :

Claire Strandlie gave an update on the Planning Commission. The next Planning Commission meeting is scheduled for Wednesday October 24th, 2018 at 6:30 PM to be held at the Windemere town Hall. A revised draft of the Comprehensive Plan will be placed onto the township’s website for review. No hard copies will be printed at this time.

FIRE DISTRICT UPDATE :

There were five calls in Windemere township during the past month. Four medical calls and one building fire. The Fire District would like to complete some maintenance on the dry hydrant located on Johnson Lake and requested the township conduct some clearing around the hydrant so the maintenance can take place. Mike Buetow to follow up and complete the clearing. The Fire District requested Windemere Township Board to send a letter to the Pine County Dispatch about their dispatching of fire departments to Windemere township calls. There was a recent fire in Windemere township in which the Pine County dispatcher misdirected the call, first to the Sturgeon Lake Fire Department, and then the Willow River Fire Department. The Moose Lake Fire Department believes they could have responded to the call quicker. John Wesely to follow up with the letter to the Pine County Dispatch Office.

PUBLIC INPUT & RESPONSE TO MEETING GIVEN :

John Menke was present and stated he had to call 911 from a mobile phone for a neighbor and he was first sent to Carlton County and then directed to Pine County dispatch. John will provide the date, time of occurrence, and address of the call and John Wesely will follow up at the next Fire District meeting.

Cindy Carlson was present and stated she will send out a blanket email to all of the township board members, the planning commission members, and the steering committee members containing the new draft of the Comprehensive Plan for everyone to review.

 Page 4

Leeray Horton was present and stated he has two campers and a fish house on his lake lot on Sand Lake and he was informed that he can only have two. He was inquiring as to what needs to be done to keep all three on the lot. He was directed to the Zoning Department which stated he would need to apply for a variance and appear before the Board of Adjustments.

Mary Knutson was present and wanted to thank the Road Maintenance Department and Mike Buetow for cleaning up the roads so quickly after the recent wind storm.

CLAIMS :

September 2018 claims were reviewed. Motion made by Steen, seconded by Wesely to approve September 2018 Claims. EFTs - 1823 through 1825, Checks - 12033 through 12066, & Direct Deposits - 1105 through 1112 for a total of $160,855.88. Motion passed, 2 Aye – 0 Nay.

Township mail opened and reviewed.

Motion made by Steen, seconded by Wesely to adjourn the meeting at 8:13 PM. Motion passed, 2 Aye – 0 Nay.

RESPECTFULLY SUBMITTED : APPROVED :

Scott Danelski, Clerk Pete Steen, Chairman

 Page 5