

**WINDEMERE TOWNSHIP, Pine County, Minnesota**  
**3084 Farm to Market Rd, Sturgeon Lake, MN 55783**  
**Town Board Meeting Minutes September 11th, 2025**

1. The Meeting was called to order at 5:30 pm at Sturgeon Lake City Hall by Chairman Alan Overland. The meeting opened with the Pledge of Allegiance. Supervisors Present: Alan Overland, Heidi Kroening, and Tony Bakhtiari, Clerk/Treasurer Paula Engstrom, Planning Commission Chair Paul Horgen. Absent: Road Manager Vern Anderson II
2. Approval of Agenda. Additions to agenda: 1) New Business – Application for special event Motion by Bakhtiari to approve the agenda with addition, seconded by Overland. Motion carried. Vote 3-0.
3. Clerk/Treasurer Updates.
  - a. None
4. Board Approvals
  - a. Overland confirmed all supervisors received a copy of the August meeting minutes. Motion by Bakhtiari to approve the August minutes without change, seconded by Kroening. Motion carried. Vote 3-0.
  - b. Overland confirmed all supervisors received a copy of the financial reports, Paula to go back a few months to correct entries before next meeting.
  - c. Overland confirmed all supervisors received a copy of claims prior to the meeting – total checks of \$74,739.47, EFT \$1620. Motion by Bakhtiari to approve the claims in the amount of \$76,359.47, seconded by Overland. Motion carried. Vote 3-0.
5. Public Input.
  - a. Marissa Murdy commented.
6. New Business
  - a. Cannabis Ordinance: Township must approve any permits, County and State handle other license activities. Ordinance drafted by our attorney to amend our current ordinance with Cannabis language. Motion by Bakhtiari to approve the Cannabis Ordinance, seconded by Kroening. Motion carried. Vote 3-0
  - b. Permit application for temporary event – covering Cannabis and other events. Motion by Bakhtiari to approve the application for a temporary event, seconded by Kroening. Motion carried. Vote 3-0
  - c. STR Application Fee: Recommendation for fee from the Planning Commission but there are still outstanding tasks to define regarding the STR process. Planning Commission to continue working on this and report back in October. No approval of fee or application at this time.
  - d. Zoning Permit checklist completed, brought to board for approval. Checklist outlines all steps an applicant must complete for a permit to be considered. WSB will post & implement if approved. Motion by Bakhtiari to approve the permit checklist, seconded by Kroening. Motion carried. Vote 3-0



7. Old Business

None

8. Board of Supervisor Other.

- a. Kroening discussed Face Book post highlighting a Pine County meeting that Windemere representation attended. Kroening asked for additional details to clarify what the meeting was about. Bakhtiari explained that the meeting was related to a previous preliminary approval for 15K towards a community fishing dock/park. There is money that the county has for those who apply to be used on community improvements. During the meeting discussions led to a denial of the funding.
- b. Overland discussed an opportunity to apply for funding to improve handicap access at polling places. Suggestion is to put blacktop at the entrance of the township garage where polling takes place. Kroening has requested this type of funding in the past and will assist with the request. Motion by Overland to move forward with request for funding, seconded by Bakhtiari. Motion carried. Vote 3-0.

9. Planning Commission Update.

- a. Last meeting on 9/2, 1 comment from contractor related to moratorium and lack of timeline and communication to complete updates.
- b. Paul Horgen submitted a status report that will be posted with the meeting minutes as well as WSB report. Highlights: continuing to work on STR process definition, continue to work on 2015 ordinance updates, working with DNR and other to define an unnamed lake (that used to be Indian Lake). Suggestion to make sewer or pond a priority.

10. Road Update.

- a. Mowing and grading completed. Road signs still on the agenda for this year – about 400 signs that will require lines to be marked.
- b. Full report will be on the website.
- c. Question from citizen regarding broken sign, follow up to be done.

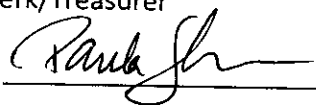
11. Zoning Update.

- a. Report submitted by WSB. Emails, permits, updated documents, on site visits, code enforcement and website updates done.

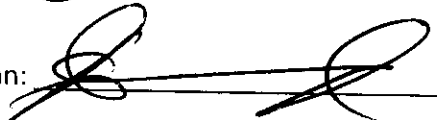
12. Motion by Bakhtiari to adjourn meeting at 6:49 pm, seconded by Overland. Motion carried. Vote 3-0

Submitted by Clerk/Treasurer

Paula Engstrom:



Alan Overland, Chairman:





11/20/2025 10:00 AM - 11:00 AM

From: Kim Lindquist and Jessica Long

Mtg Date: 09/11/2025

Planning and Zoning Update:

#### Email and Phone Conversations with Residents

Since the last Board Meeting, we've had approximately 30 contacts with various property owners, contractors, and perspective owners regarding planning and zoning questions. A few were repeat contacts following up and wanting additional information later in the month.

- Multiple residents have requested help on topics related to zoning. Explaining Ordinance setbacks requirements and discussing potential options for their properties.

88399 Old Pine Ln Scheduling an inspection

- Prepared to inspect and scheduled a time of dwelling, working with owners and contractor to schedule inspection of property

37392 N Shoreland Rd

- Spoke with resident about his interest in building structures to protect livestock in winter. Discussed options for building structures and potential permits for a mortarium. Followed up with resident, waiting to hear back from him

33631 Sand Rd S

- Discussed the possibility of adding a shed/accessory structure to property

#### Zoning Permits

- Approved update to existing permit 30701 Bodin Sand Lake Rd. Existing permit for removal of structure and building. To be replaced with new structure and walls which were damaged during demolition.
- Additional Inspection of 88399 Old Pine Land to address concerns about placement of new dwelling and compliance to permit and variance.
- Discussed the possibility of adding a shed/accessory structure to property

#### Code Enforcement

- Lakeland Rd: Following letter and phone call, Owner of blighted structure has hired contractor begun removal process
- Lakeland Rd: Working with Town Lawyer to address concerns about unpermitted fence.
- Worked with two property owners on fence dispute, requested survey from owners to verify boundaries of lots prior to issuing a decision.
- Inspected 4 properties

09/08/2025

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## WSP Monthly Meeting Report

### Ordinance Updates

- WSB has continued to work on updating the 2015 Ordinance to reflect changes to the Safety Council and other changes to the ordinance.
- WSB has scheduled a review of progress for September 29.

### Administration

- WSB continues to monitor email and is checking several times daily for any new permit applications. WSB has received 101 permits for the month of August.
- Created fillable PDF for Short Term Rentals.
- Created fillable PDF for Cannabis Event Application.
- Modifying final subdivision application for Town use.
- Scanned 2025 Zoning Permit Application Materials and uploaded to Town drive.
- Worked with Town Lawyer to organize and implement Code Enforcement.