

**MEETING OF THE WINDEMERE TOWNSHIP BOARD : - June 11, 2020**

The meeting was called to order at 6:34 PM by Chairman John Wesely. Others present were Supervisors Heidi Kroening & Mark Dunaski, Zoning Administrator Dennis Genereau, Treasurer Ron Mossberg, and Clerk Scott Danelski. Six additional participants attended the virtual meeting via Zoom.

**APPOINT NEW WINDEMERE BOARD SUPERVISOR :**

The vacant seat on the Windemere Board Supervisor position was discussed. Three letters of interest for the vacancy were received and are listed in order of submittal: Brad Boos, Mark Dunaski, & Paul Horgen. The Clerk call for nominations. Wesely nominated Mark Dunaski. The Clerk called for any other nominations, hearing none, the nominations were closed.

Motion – Wesely, 2<sup>nd</sup> – Kroening to appoint Mark Dunaski to the vacant position on the Windemere Board of Supervisors for a term ending December 31st, 2020.

Roll call vote taken. Wesely – Aye, Kroening – Aye, Danelski – Aye. Motion passed 3 Aye – 0 Nay

Supervisor Mark Dunaski in transit so he can attend the June 2020 Windemere regular Board meeting in-person.

**CLERK'S REPORT :**

Motion – Wesely, 2<sup>nd</sup> – Kroening to approve the Clerk's May 2020 report as submitted.

Roll call vote taken. Wesely – Aye, Kroening – Aye, Dunaski – Absent. Motion passed 2 Aye – 0 Nay

**TREASURER'S REPORT :**

**Mossberg:** Share May 2020 and year-to-date activity. Upgraded Quick Books and will now be supported for an additional three years. Employee notice/paperwork will be discussed. May 2020 was a quiet month. Decent income, refer to Treasurer's spread sheet. Mossberg did discuss some financial options will be discussed later in the meeting.

Motion – Wesely, 2<sup>nd</sup> – Kroening to approve the Treasurer's May 2020 financial report as submitted.

Roll call vote taken. Wesely – Aye, Kroening – Aye, Dunaski – Absent. Motion passed 2 Aye – 0 Nay

**PUBLIC INPUT :**

No public input at tonight's meeting.

**OLD BUSINESS :****STURGEON ISLAND BRIDGE PRESERVATION COMMITTEE :**

Chairman Wesely spoke to MNDOT's Judy Locan and Engineer Kristen Foster and both explained it would be very difficult for the township to receive a variance to repair the Sturgeon Island Bridge and keep the specifications the same. The Sturgeon Island Bridge does not currently meet MNDOT's bridge structure requirements of a minimum 20' wide roadway or have a required crash barrier. The current bridge is only 13' wide, and does not have a crash barrier in place. Kristen Foster will do some further investigating on the variance procedure and get back to the township. Wesely will follow up with Foster.

**WINDEMERE TOWNSHIP EMAIL ACCOUNTS :**

The Windemere township email administrator has been transferred from LowVolts to Treasurer Mossberg. Mossberg explained that the township's email has been paid up for one year and the township currently has 10 email addresses. Mossberg will also set up a township email account for newly appointed Board Supervisor Mark Dunaski.

**TOWNSHIP INVESTMENT STRATEGY :**

Treasurer Mossberg explained that investment yields have dropped significantly, rates are currently at .60%. Mossberg spoke to US Bank, Pine County Auditor/Treasurer Kelly Schroeder, and Deputy Treasurer Paul Horgen about different investment strategies. There is no guarantee that the banks will continue with their current interest rates and they may continue to drop. Higher interest rates are available, but only for longer term instruments. Yields of approximately 1% are currently available through Tradition Capital and Capital One. First National Bank of Moose Lake insures deposits up to \$250,000.00 through FDIC.

Mossberg's recommendations were:

- Pick the two banks listed above and move approximately \$250K in funds which will allow for additional interest like the township has been investing over the past 5 years.
- Move June 2020 investment maturities in the amount of \$322,180.00 to First National Bank of Moose Lake to prepare for Harmony Lane Improvement Project (TP 19-01) expenses.
- Move mature annuities back into checking when due the end of June 2020.
- In July 2020 the township has approximately 668k maturing and we can discuss at the July 2020 regular Board meeting.

Motion – Kroening, 2<sup>nd</sup> – Dunaski to transfer US Bank investment funds maturing in June 2020, approximately \$322,180.00, to the First National Bank of Moose Lake checking account.

Roll call vote taken. Kroening – Aye, Dunaski – Aye, Wesely – Abstain. Motion passed 2 Aye – 0 Nay

#### **2020 GRAVEL CRUSHING QUOTES :**

The 2020 Windemere township class-5 gravel crushing quotes were discussed. The township received two quotes from the vendors Rydberg & Sons and Rocon Paving.

Motion – Wesely, 2<sup>nd</sup> – Kroening to accept and approve Rydberg & Sons quote of Class-5 Gravel Crushing at \$2.69 per Cubic Yard, Screening Sand at \$3.99 per Cubic Yard, and Crushing Recycled Asphalt at \$3.99 per Cubic Yard.

Roll call vote taken. Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion passed 3 Aye – 0 Nay

#### **2020 FLEX SEAL & CHIP SEAL QUOTES:**

Wesely disappointed that only one bid was received. As a result Wesely recommended we repost to see if we can get more quotes and that we do not publicize the single flex & chip seal bid that was received.

Motion – Wesely, 2<sup>nd</sup> – Dunaski to make a second solicitation for bids to seal coat township roads.

Roll call vote taken. Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion passed 3 Aye – 0 Nay

#### **ISLAND LAEK BOX CULVERT:**

Tabled until the July 2020 regular Board meeting due to determining when the work on Island Lake Road will happen. Two different road projects are connected.

#### **NEW BUSINESS :**

#### **PALON ROAD RACE TEST TRACK :**

The Palon Road Utility Terrain Vehicles (UTV) race test track was discussed. The track is located on East side of Palon Road. Zoning Administrator Genereau stated that there were several complaints received from the use of the Palon Road track over the past Memorial Day Weekend (May 22nd through May 25th, 2020). Genereau spoke to the owners of the test track and stated that they were very cooperative and explained that the track is only going to be used for personal use as a test track for testing UTV's

and that no racing will occur. The owners also agreed not to use the test track for the next few weeks until it can be determined how the land where the track is located is currently zoned. According to the township zoning map the property appears to be multi-zoned. Part appears to be zoned S-1 (Shoreland) and part appears to be zoned A-1 (Agricultural).

Genereau stated that the Township does not even know if the property zoned S-1 is even able to apply for a variance in order to maintain a test track. Determining the exact boundary for the S-1 and A-1 zoned land needs to be determined as soon as possible. Genereau stated that the track would not be used as a racetrack but a test track. Also did discuss mufflers and other devices with the landowner as they get loud as well as watering the track.

Genereau reached out to both the Planning Commission and the Windemere Board of Adjustments regarding the test track and hopes to have additional clarity for the Board in the following weeks.

#### **UNCASHED TOWNSHIP CHECKS :**

Treasurer Mossberg wanted to remind the Board that there is still approximately \$20,325.00 held in retainage from Erickson Engineering for work performed on the Palon Road Improvement Project (TP 17-01). Mossberg also stated that there are two uncashed checks issued in January 2020 to the Department of Public Safety (DPS) – Driver & Vehicle Services for the license renewal fees for the 2013 Ford F350 Pickup and 2005 International Dump Truck. The Clerk to follow up with the Moose Lake motor vehicle office in Moose Lake regarding the status.

Dunaski, having worked with DPS, stated that if the checks have not cashed then the tabs have not been processed. Dunaski recommended having a copy of the check made out to DPS from back in January in each vehicle as proof we are trying to correct the situation would go a long way should the information be requested by law enforcement.

#### **WINDEMERE TOWNSHIP ZOOM LICENSE :**

Due to the current status of the COVID-19 pandemic, holding any future township Board meetings with residents allowed to be in attendance in-person is unknown at this time. The Treasurer recommended that the township purchase a yearly subscription to Zoom to be able to continue to hold township meetings virtually, rather than purchasing a Zoom license individually for each meeting. The Board approved the Treasurer to purchase the yearly subscription to Zoom. No motion was needed for this approval.

#### **WINDEMERE TOWNSHIP EMPLOYEE NOTICES :**

Treasurer Mossberg discussed the issue of hiring employees. Mossberg also discussed determining employee status as well as a staffing model (part-time, full time, seasonal).

Discussed both the current hiring motion that was passed by the Board in 2018 and having a policy/procedure in regards to that decision. Mossberg also discussed the need to come up with a policy for which paperwork needs to be filled out by the new employee and who ensures that happens.

Zoning Administrator Genereau discussed having a procedure as to whom deals with and processes the hiring paperwork. He went on to state that we can set part-time parameters so that is clear for employees.

Kroening stated it was important to come up with and develop a staffing model and procedures for employees as well.

Tabled until the special Board meeting regarding township policy scheduled for Tuesday June 16th, 2020 6:30 PM.

#### **2020 ELECTION JUDGE TRAINING :**

Clerk Danelski discussed the 2020 Election Judge Training. Danelski informed the Board that Clerk and Head Election Judge Training will occur on June 29th, 2020 and Regular Election Judge Training will occur on July 27th & July 28th, 2020. Danelski was giving a heads up that there would be some claims coming up in regards to those training

#### **2020 LIQUOR LICENSES FOR DOC'S SPORTS BAR & MOOSE LAKE GOLF CLUB :**

2020 liquor licenses for Doc's Sports Bar and the Moose Lake Golf Club were discussed.

Motion – Wesely, 2<sup>nd</sup> – Kroening to approve the On/Off Sale and Sunday Sale Liquor Licenses for Doc's Sports Bar and the Moose Lake Golf Club for the dates of September 1st, 2020 through August 31th, 2021 with no additional charges by Windemere Township over-and-above the county license fee.

Roll call vote taken. Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion passed 3 Aye – 0 Nay

#### **PARKVIEW DRIVE ROAD PROJECT :**

**Wesely:** Discussed that this issue has come up a few times and had been put off due to other larger projects.

**Kroening:** Stated that she had someone reach out to Sheila Bjorklund in regards to paving the road.

Tabled until the special Board meeting regarding prioritizing the 2020 Windemere Township Annual Road Review scheduled for Thursday June 18th, 2020 6:30 PM.

**PLANNING COMMISION COMPREHENSIVE PLAN :**

**Kroening:** Discussed the Comprehensive Plan and stated that the plan has a few modifications that needed to be made. Kroening stated that the agenda item needed to be tabled until the July 9th, 2020 regular Board meeting.

**BOARD OF SUPERVISORS OTHER :**

**Chairman Wesley:** Stated he spoke with Pine County in regards to finding an inspector for the Harmony Lane Project. The County gave Wesely the name of the engineering firm that has a potential inspector to hire. The firm is SEH in Duluth and the inspector's name is Tom Henry. Wesely stated that Henry will be contacting Clerk Danelski about the specifics of what it would cost to hire him.

Danelski stated that SEH would be sending a letter to the Town Board.

**ROAD UPDATE :**

Clerk Danelski gave the monthly road update. Danelski stated that the Road Maintenance Department has been busy adding class-5 gravel to the township's dead-end roads. The township's road grader and backhoe had some significant break-downs this past month.

**ZONING UPDATE :**

Zoning Administrator Dennis Genereau gave the monthly zoning update. The township currently has 35 active files for the calendar year 2020. Approximately 6 were jobs that had begun that Genereau had to stop because they needed permits and 4 were neighbor disputes, 5 public complaints for various situations, 2 were lot purchase inquiry (non-conforming lots).

Genereau generated a service request form in order to document issues in writing. Would like to beef up the website to include forms for residences to download for permitting and other issues.

Genereau stated that he has set up office hours for 7:30 to 10:30 AM every Saturday and is also looking into offering some office hours on Fridays as need. Genereau has been going thru the Township Ordinances and some changes need to be made to clean up some errors and page marks.

Lastly, Genereau stated he is working on developing a certification program for local contractors who provide construction services within the township for when the complete work on shoreland restoration projects. The certification is so the contractors must comply with all township zoning ordinances.

**PLANNING COMMISSION UPDATE :**

The next Planning Commission meeting is scheduled for Tuesday July 7th, 2020.

**FIRE DISTRICT UPDATE :**

Chairman Wesely gave the Fire District update. Windemere Township had two emergency calls the past month. One medical run, and one run for a brush fire.

**REVIEW CLAIMS :**

May 2020 Claims/Payroll was reviewed.

Motion by Wesely, 2nd - Dunaski to approve the May 2020 claims as submitted. Payroll # Pay-2006, EFT #s 20-18 -20-20, Check # 12607, and Check #s 12610 to 12627, and Direct Deposits #s DD1248 to DD1255 for a total of \$20,837.62.

Roll call vote taken. Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion passed 3 Aye – 0 Nay

**OPEN MAIL & REVIEW :**

**ADJORN :**

Motion – Wesely 2nd - Kroening to adjourn the meeting at 8:39 PM. Roll call vote taken. Wesely – Aye, Kroening – Aye, Dunaski – Aye. Motion passed 3 Aye – 0 Nay

**RESPECTFULLY SUBMITTED :**

Clerk, Scott Danelski

**APPROVED :**

Chairman, John Wesely