WINDEMERE TOWNSHIP, Pine County, Minnesota

3084 Farm to Market Rd, Sturgeon Lake, MN 55783

Town Board Meeting Minutes February 13th,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, Zoning Administrator Scott Beckman, Road Manager Vern Anderson.

2. Approval of Agenda. Request to add an audit update under Old Business. Motion by Overland to approve the agenda with addition of audit update, seconded by Kroening. Motion carried. Vote 3-0.

3. Clerks Report. Overland confirmed all supervisors received a copy of the January meeting minutes prior the Feb. meeting. Change under Planning Commission; the word competition should be completion. Motion by Bakhtiari to approve the January minutes with correction, seconded by Kroening. Motion carried. Vote 3-0.

4. Treasurers Report. Overland confirmed all supervisors received a copy of the financial reports prior to the meeting. No questions. Motion by Bakhtiari to approve the reviewed reports. Motion by Bakhtiari to approve the Treasurer's Report, seconded by Kroening. Motion carried. Vote 3-0.

5. Review Claims and Mail. Overland confirmed all supervisors received a copy of claims prior to the meeting. Kroening asked for clarification regarding both Kiminski and Sandberg completing the sanding. Anderson II answered that Kiminski's boxes had salt in them and Sandberg's did not so they had Sandberg do the sanding. This could happen again because we can't mix salt and sand on dirt roads. Motion by Bakhtiari to approve the claims in the amount of $35,953.93, seconded by Overland. Motion carried. Vote 3-0

6. Meeting Protocol. Overland reviewed protocol in regards to public input, allowed at the specified time during the meeting, the rest of the meeting is for the board member comments only. In the future if there are too many disruptions, he will recess the meeting to convene at a later date. Bakhtiari reviewed the process and the resolutions required in the event police assistance is needed. The police department requires a resolution be in place stating they can assist with any removals. There is also an agreement for Carlton County incase we have meetings there. Kroening read the resolution for the board. Motion by Bakhtiari to approve resolution, seconded by Overland. Motion carried. Vote 3-0. Motion by Bakhtiari to complete form for law enforcement services in Carlton County incase we meet there. Motion carried. Vote 3-0

7. Public Input.
    a. Kelly Condiff commented.
    b. Jude Stephens commented.
    c. Ron Buetow commented.
    d. John Menke commented.
    e. Cindy Woltjer commented.

8. Old Business
   a. Kelly Condiff/MN DNR – Attending for an update on the voluntary removal of the fill by the Sturgeon Lake bridge. Pine County will assist in the removal since they helped put it in. Deadline is 4/1 to complete that removal. Overland stated a decision will be made at the March meeting.
   b. Audit Update was provided by Paul Horgen. 43 financial items have been sent to the audit team. There was an on-site visit 1/13 with the auditors. Kelsey will send out a preliminary document in the next few days.

9. New Business
   a. Establish Board of Audit meeting date: Moved to conversation with the Planning Commission.
   b. Lottery Permit: Donna Kirk attended to request a lottery permit for their 50/50 raffle at their charity golf tournament. Motion by Kroening to approve the lottery permit for the ML Essentia Health Foundation charity golf tournament, seconded by Bakhtiari. Motion carried. Vote 3-0.
   c. Johnson Lake: Kroening reported calls/texts about what is allowed on Johnson Lake during the wintertime. Summertime months are still being researched. The interpretation of our attorney and the DNR is different regarding water vs ice. Further clarification required and this will be readdressed at a later time.
   d. Sand Lake Resort Access Road: Road off of the frontage road used to be plowed by us. The owner is looking for a solution to ensure she does not get land locked. Legal is drafting a resolution to have this declared as her property so she can maintain the road. A document will be presented at the March meeting.

10. Board of Supervisor Other.
   a. Bakhtiari proposed that Windemere Township becomes a member of the chamber of commerce, yearly fee is $200. Motion by Bakhtiari to join the Moose Lake Chamber of Commerce. No 2nd, motion was stopped.
   b. Bakhtiari stated requests for information are not covered under the MN government practice act, rural townships are exempt. We are not required to provide information but we will if we can. Motion
   c. by Bakhtiari to have a resolution stating our data will be available on our website and our policy is limited to financial data, official meeting minutes, zoning reports, ordinances and official maps. This information does not include personal detail. Seconded by Overland. Motion passed. Vote 2-1.

11. Planning Commission Update. Planning Commission Chairman Horgen provided an update on the shoreland ordinance. WOCR is not properly defined by PID and requires a zoning map and definition update. A meeting was held 2/4 for WOCR review and the updates are being made. Legal advised completing this before the final version of the ordinance. The PC has a special meeting scheduled for 2/25 for public input and their regularly scheduled meeting on 3/4. The PC is asking for the board to have a special meeting to consider approval of the updated ordinance. A special board meeting will be held on 3/4 at 6pm at the 316 Elm Ave meeting room. The meeting will be a combination of the shoreland ordinance approval and the Board of Audit which is required prior to the

Annual Meeting. <u>Motion</u> by Bakhtiari to have a special board meeting March 4th at 6pm, 316 Elm Ave meeting room for the purposes of approving the shoreland ordinance and holding the annual audit, seconded by Kroening. Motion carried. Vote 3-0. Additional items on the agenda for the Planning Commission include review of the comp plan, 2015 ordinance, and other documents. Horgen requested $15,000 for legal related to zoning/PC activities. The board confirmed there is already $15,000 in the budget, the PC can come back later in the year if that budget needs to change. It is important to get our documents updated. Research is still in progress regarding the Benzie property. Beckman is researching the permit against the 2015 ordinance and with a legal representative. A report will be completed and presented to the 3 board members and the Planning Commission.

12. <u>Road Update.</u> January normal plowing and salting. Anderson II read portions of the current contract regarding the use of sand/salt and to clarify when contractors are dispatched. Kroening unable to verify the contract, she only had an amendment. Anderson II will forward the Kiminski contract. For clarification, these are contractors and go based on the written contract vs taking direction from supervisors unless it is stated in the agreement. The plowers are 20-25 mins away, the agreement states that Tony or Vern will advise when the snow is 3" in the area. Regarding calcium chloride, Anderson II provided 2 quotes to the board. Discussion regarding the volume and total cost. 33K gallons, they start with the heaviest traffic and adjust based on road width and other variables. <u>Motion</u> made by Bakhtiari to accept the bid from Knife River, seconded by Overland. Motion carried. Vote 3-0

13. <u>Zoning Update</u>. A lot of changes coming with the new ordinance, Beckman will be reviewing existing requests and creating a new coversheet and checklist to post on the website. He will be finishing this around the 3/15 date.

14. Motion by Bakhtiari to adjourn meeting at 7:30 pm, seconded by Overland. Motion carried.

Submitted by Clerk/Treasurer

Paula Engstrom: ____________________

Alan Overland, Chairman: ____________________