

WINDEMERE TOWNSHIP, Pine County, Minnesota
3084 Farm to Market Rd, Sturgeon Lake, MN 55783
Town Board Meeting Minutes March 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. No additions. Motion by Overland to approve the agenda as presented, seconded by Kroening. Motion carried. Vote 3-0.
3. Clerk/Treasurer Updates. All financial reports are posted, claim manifests still need to be added. Full audit will get posted. Updated Shoreland Ordinance posted on the website. Annual meeting audio and meeting minutes posted on the website. Planning Commission recordings posted, minutes will come soon. Zoom to come in the next few months. Financials: current balance in accounts \$481,369. Total Claims: \$30,117.96.
 - a. Mail: Annual Board of Equalization: April 24th, 11am at the Windemere Town Hall Garage.
 - b. Mail: Notice of officers meeting on March 29th.
4. Board Approvals
 - a. Overland confirmed all supervisors received a copy of the February meeting minutes. Change under 10.c "We will only provide the information that is posted on the website. Financials including the claim manifest, minutes, road report, planning reports, ordinances and public notices." Motion by Bakhtiari to approve the February minutes with correction, seconded by Overland. Motion carried. Vote 3-0.
 - b. Overland confirmed all supervisors received a copy of the financial reports prior to the meeting. No questions. Motion by Bakhtiari to approve the Treasurer's Report, seconded by Overland. Motion carried. Vote 3-0.
 - c. Overland confirmed all supervisors received a copy of claims prior to the meeting. No questions. Motion by Bakhtiari to approve the claims in the amount of \$30,117.96, seconded by Overland. Motion carried. Vote 3-0. Checks 13789, 13790-13803
5. Public Input.
 - a. Cindy Woltjer commented.
 - b. Ron Buetow commented.
 - c. Wendy Puhl commented.
 - d. Dale Sandberg commented.
 - e. John Menke commented.
 - f. Tim Flor commented.
6. Old Business
 - a. Kelly Condiff/MN DNR, returning for a final decision on removal of fill by the Sturgeon Island bridge per the contract. Overland and Bakhtiari opinion: it is in the

best interest for those walking and fishing to keep the fill for safety reasons. Kroening opinion we should remove the sediment based on the voluntary order. Motion by Kroening to adhere to the current voluntary resolution to remove the sediment by the Sturgeon Island bridge. Motion failed because it was not seconded. Kroening statement, any enforcement from the DNR is based on the board failure to comply with the DNR request.

- b. Paula Witzman Property: Resolution read by Overland acknowledging no town ownership of the driveway, it is only access for the Witzman home. Resolution, drafted by attorney Gilchrist, this will not land lock anyone. Copy of resolution for the township and Paula Witzman. Motion by Bakhtiari to approve resolution, seconded by Overland. Motion carried. Vote 3-0.

7. New Business

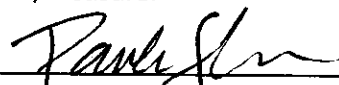
- a. Bollig Engineering presentation on what they can do for the township regarding analysis of the Sturgeon Island bridge and analysis regarding sewer system. High focus on funding to help sewer be affordable within a community. Timeline is difficult to layout for sewer, it is based on funding and development work. Usually small towns do what they can based on funding they've received, then wait for more funding before moving on. Bollig does not recommend a high levy or assessment to pay for the sewer system, instead wait for funding. To engage Bollig there is a task order agreement that must be signed. Before any billing can be done there must be a specific task order signed. The task order will have a specific amount defined and cannot bill any more than that. Do not get billed until the work is completed, or in phases. More to come on options for sewer and additional analysis, first focus is funding.
 - i. Task Order Agreement outlining how Bollig will work with the township. This document does have a 7 day termination notice if the township decides to end the arrangement at a later date. Motion by Overland to engage Bollig Engineering, seconded by Bakhtiari. Motion passed. Vote 3-0.
 - ii. Task Order #1 Assessment and funding request to be submitted on the township behalf. No cost for this task order. Motion by Overland to approve task order #1, seconded by Bakhtiari. Motion passed. Vote 3-0.
 - iii. Task Order #2 to assist with researching the issue with the Sturgeon Island bridge fill removal order. Clarification of task order cost: states hourly but it is a dollar number not to be exceeded. Means hourly rate not to exceed \$2000, cannot bill any more than that without another task order. Motion by Overland to approve task order #2 to do bridge study, seconded by Bakhtiari. Motion passed. Vote 2-1

8. Board of Supervisor Other.

- a. Clerk/Treasurer position: Kroening addressed the volume of work and multiple roles the clerk/treasurer is performing. Acknowledged improvements to the processes and recommends a change in monthly pay. Motion by Kroening to raise clerk/treasurer pay to \$950/month, seconded by Overland. Motion passed. Vote 3-0.
- b. Road Review: Scheduled for April 19th 9:00 am, all board members to meet at town hall garage.

- c. Brush drop-off location: Acknowledgement of difficulty with only having the gate open once a month but based on past experience cannot have it open all the time. Too large for cameras and it must be monitored due to invalid items. Dan Benzie will talk with the Lake Association for additional volunteer time. He will report back at the May meeting.
 - d. Town Hall: Will look into option of meeting in the town hall garage and what additional work that would take. Motion by Overland to look into options for moving or removing the existing town hall building. Would like to see what proposals will come in. Motion passed. Vote 2-1.
9. Planning Commission Update. Shoreland Management Ordinance effective 3/13/2025. Planning Commission now must concentrate on how to update and combine the 2015 and 2025 ordinance, Short Term Rental (STR), noise and other ordinances into an updated in sync document. Chair Horgen requests additional budget to perform that work. The Comprehensive Plan dated July 2020 is a guide not an ordinance but should be updated to support the ordinances and be in sync. Chair Horgen requests additional budget to perform this task as well. Ask is for \$12,500, \$7000 for RSO and \$5500 for Comprehensive Plan. Motion by Overland to approve \$12,500 additional budget for the Planning Commission, seconded by Bakhtiari. Kroening request to split into 2 motions, motion not amended. Original motion passed. Vote 2-1.
10. Road Update. ABDO audit found no issues with contracting work in 2024. Nothing to report, standard road plowing occurred.
11. Zoning Update. 3 permits with 4 more pending, waiting for the 15th for the moratorium to be lifted. Beckman asked for guidance from the board on an Island Lake property. Beckman reported multiple violations with a structure on the shoreland, multiple discussions with the owners were held. Beckman recommendation to the board to request complete tear down of the non permitted structure in violation of ordinances. Motion by Overland to approve Beckman's recommendation for total removal of structure, seconded by Bakhtiari. Motion passed. Vote 2-1. Based on statement made in Annual meeting regarding permits that will be revoked, Kroening is requesting information on all. Beckman stated 6 properties were subdivided and were not brought to the board nor do they meet the requirements in the 2015 ordinance. Beckman to send information to all board members regarding the permits in question.
12. Motion by Bakhtiari to adjourn meeting at 7:43 pm, seconded by Overland. Motion carried.

Submitted by Clerk/Treasurer

Paula Engstrom: 

Alan Overland, Chairman: 