

# Windemere Township Road Report

## Year End 2024

### Prepared by Vern C. Anderson II

### Road Manager

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- Overview of work for calendar year 2024
- Asphalt projects
- Calcium Chloride application
- Culvert replacement
- Ditch cleaning
- Ditch mowing
- Grading operations
- Gravel application
- ROW clearing
- Township borrow pit clean up



## Work completed in 2024

- **956** yards of gravel from the Windemere pit and **1058** yards from others were spread on Township roads totaling **2014** yards on **23** roads totaling **21.73** miles
- **32,956** gallons of Calcium chloride was applied to **16.13** miles Township Roads. Coordination and timing was critical with this operation to have it completed by June 1, 2024.
- **300.25** hours of grading on over **240** miles of road
- **13** culverts were installed
- **6100'** of ditch cleaning
- Second part of Sturgeon Island Road was completed along with Sturgeon Island Bridge project
- In total over **35** projects were completed in 2024 construction season
  
- Shoulder repaired near Arrow Wood Court on Northstar Lane
- Brush piles were burnt at the Township pit
- Minor tree clean up after windstorm
- Major clean up at Township pit
- Culvert installation and ditch cleaning on Sturgeon Island Road
- Shoulder repair on Dago Lake Road
- Widen a blind corner a on Dago Lake Road
- First ROW mowing was completed prior to the end of June
- The lack of maintenance in the ROW has been part of the issue with Lake 12 backing up. Emergency ditch cleaning helped alleviate the issue. Approximately 2800' was cleaned out and hauled away from Pioneer Road East of Partridge Road S. Another 1200' of ditch cleaning was done near White Birch Lane

## Work completed in 2024

- Construction on the Sturgeon Island Bridge cover was completed.
- Shoulder washouts were repaired on Parkview Drive. This costly repair could have been avoided if this issue would have been addressed when new asphalt was laid back in 2021.
- ROW clean up after the 7-31-24 storm on all Township roads
- Second ROW mowing was completed prior to the end of August
- Brush clearing on Laura Lane
- Finished shoreline work on Sturgeon Island Road that was part of County project
- Finished concrete work on Sturgeon Island Road that was part of County project
- Removed and reinstalled incorrectly placed storm pipe on Sturgeon Island Road and stabilized shoulders that was part of County project
- New asphalt was placed on Sturgeon Island Road to include the County project and the Township project
- Removed and replaced culvert on Sunset Bay Road along with stabilizing the shoulders
- Removed and replaced old asphalt on the hill portion of Laura Lane
- Wood wear surface was installed by volunteers on the Sturgeon Island Bridge
- Asphalt patchwork on Island Loop

# We contract under MN Statute 471.345

- Minnesota Contracting Law explained
- Three Contracting Levels **Estimated** are:
- \$0-\$25,000: Direct negotiations
- \$25,000-\$175,000: At least 2 quotes or sealed bids
- \$175,000+: Sealed bids only

# Sealed bid process explained by Minnesota Association of Townships

While sealed bids are not required for contracts below the \$175,000 threshold, or for contracts exempt from the requirements of the MCL any Township may voluntarily choose to follow the bidding procedure. However, **it is recommended by legal counsel not to do so**, as it is generally more complicated than other forms of creating a contract. Once a Township has decided or begun to follow the competitive bidding process the courts have said that they must see the process through to completion.

**It has been advised by our attorney to avoid sealed bids process unless the law requires it.**

**From:** Mike Couri <[mike@couriruppe.com](mailto:mike@couriruppe.com)>  
**Sent:** Wednesday, June 21, 2023 2:13:52 PM  
**To:** Tony Bakhtiari <[tony.bakhtiari@windemeretownship.com](mailto:tony.bakhtiari@windemeretownship.com)>  
**Cc:** Cindy Woltjer <[clerk@windemeretownship.com](mailto:clerk@windemeretownship.com)>  
**Subject:** Contracts for road work and road obstruction ordinance

Tony,  
Attached are a right of way obstruction ordinance and a summary of the ordinance for publication. Both the ordinance and the summary should be passed by the Town Board if they would like to enact the ordinance. The summary must be published in the Township’s official newspaper in order for the ordinance to be effective. A copy of the ordinance must be posted at the local library and the original ordinance and its summary (along with the affidavit of publication that the newspaper will send) should be put in the Township’s ordinance book.

As we also discussed today, it is my understanding that the Township will be hiring out a number of different culvert replacements and ditching work on several different roads. I understand that the local contractors would prefer to do the work on a time and material basis rather than quoting a whole bunch of different projects. Under **Minn. Stat. 471.345**, the Township must obtain at least two quotes if the work is projected to cost at least \$25,000 but less than \$175,000. If it is over \$175,000, it must be bid.

If the work is estimated to cost less than \$25,000, the Township can purchase the supplies/services on the “open market” without obtaining quotes. The “open market” means the Township can purchase the goods or services from anyone without the need to obtain any quotes. This means that the Township can contract for the work on a time and materials basis if the estimated cost of the work is under \$25,000. I believe that the Township can treat culverts and ditches on different roads as separate projects, with a separate contract for each culvert or ditch. I suggest using one of the form contracts that are contained on MAT’s website. The language of the contract can be the same with the description of the work and the hourly rates/material charges set out on the attached Exhibit A. The Exhibit A would be different for each job, but the contract language would stay the same. The contractor should be required to have liability insurance in the amount of at least \$500,000 per person and \$1.5 million per occurrence.

Finally, all expenditures must be approved by the Town Board, either on a contract-by-contract basis or by authorizing one of the Town Supervisors to contract on behalf of the Township with a not-to-exceed amount for each job. If the Township authorizes a Supervisor to enter into the contract on the Township’s behalf, the Supervisor can do so provided the amount of the contract is within the limits set by the Township. Please feel free to contact me with any questions you may have on these issues. Thank you.

Michael C. Couri  
Couri & Ruppe, P.L.L.P.

# Special Town Board Meeting June 22, 2023

Motion that was made by Supervisor Bakhtiari

**“To authorize the Road Supervisor to negotiate road repair, culvert replacement, ditching cleaning, road sweeping and related work by entering into contracts estimated under \$25,000 per contract with qualified contractors”**

Motion passed

**This is allowable under Minnesota Statue 471.345**

## **A note from Aaron Gunderson, Assistant Pine County Engineer**

### Gravel Road Fall maintenance

During the fall, the window of opportunity for good gravel moisture is smaller than summer. In 2024 roads were too dry to blade late summer / early fall. Then we got rain, snow, rain followed by lower temps. Overnight they went from too dry to too wet and then temps were too low to dry it out.

In the fall we blade where we can without causing damage, watch the weather forecast, and when conditions are finally right, we hit them. We have 5 full-time blade guys so we can do that.

Every road and case is different: shade, hills, gravel type, traffic volume, chloride all affect how they perform.

The best practice is to use common sense and be ready to blade when conditions allow.

Grading 2024	Road Name	September	October	November
CaCl2	Sturgeon Island Rd	NO GRADING IN SEPTEMBER DUE TO DROUGHT CONDITIONS		
1 E	Hill Street Road			11-2
2 E	Elm Tree Road			11-2
3 E	Northridge Road			11-2
4 E	Pioneer Road		10-10/10-25	11-7
5 E	Partridge Road North		10-10/10-25	11-7
6 E	Partridge Road South			11-7
7 E	Lake 12 Road			11-7
8 E	Balsam Road			11-7
9 E	Birchview Road			11-7
10 E	Telker Road			11-7
13 W	Sunset Lane			11-2
17 W	Settlers Court			11-2
18 W	Lords Drive			11-2
19 W	Settlers Pond Drive			11-2
				11-2

Grading 2024					
	Road Name	June	July	August	
CaCl2	Sturgeon Island Rd	6/13 & 6/26	9-Jul	6-Aug	
1 E	Hill Street Road		9-Jul		
2 E	Elm Tree Road			7-Aug	
3 E	Northridge Road		9-Jul		
4 E	Pioneer Road	6/13 & 6&14 East End	9-Jul	8/8 East & 8/28	
5 E	Partridge Road North			8-Aug	
6 E	Partridge Road South	13-Jun	9-Jul		
7 E	Lake 12 Road	13-Jun		7-Aug	
8 E	Balsam Road				
9 E	Birchview Road			8/7 & 8/8 & 8/13	
10 E	Telker Road				
13 W	Sunset Lane			8-Aug	
17 W	Settlers Court				
18 W	Lords Drive				
19 W	Settlers Pond Drive				
22 W	Paulus Road			8-Aug	
25 W	Lakeshore Drive				

Grading 2024	Road Name	February	March	April	May
CaCl2					
1 E	Hill Street Road	2/7 Partial 2/21&22		11-Apr	5/10, 5/15,5/28
2 E	Elm Tree Road	21-Feb		11-Apr	29-May
3 E	Northridge Road	21-Feb		12-Apr	29-May
4 E	Pioneer Road	2/7 & 2/21		5-Apr	5/22, 5/29
5 E	Partridge Road North	2/7 & 2/21		10-Apr	5/16, 5/22, 5/28
6 E	Partridge Road South	2/7 & 2/21		10-Apr	28-May
7 E	Lake 12 Road	21-Feb		10-Apr	5/10, 5/15, 5/20, 5/28
8 E	Balsam Road	2/7 & 2/21		10-Apr	28-May
9 E	Birchview Road	21-Feb		10-Apr	5/10, 5/15, 5/16, 5/20, 5/28
10 E	Telker Road	21-Feb		10-Apr	28-May
13 W	Sunset Lane		11-Mar	12-Apr	29-May
17 W	Settlers Court		11-Mar	12-Apr	29-May
18 W	Lords Drive		11-Mar	12-Apr	5/20, 5/29
19 W	Settlers Pond Drive		11-Mar	12-Apr	29-May
22 W	Paulus Road		11-Mar	12-Apr	29-May
25 W	Lakeshore Drive	21-Feb	11-Mar	12-Apr	5/20, 5/29
29 E	Camp Farm Lane	22-Feb		25-Apr	29-May
30 E	Moss Lane	21-Feb		25-Apr	5/22, 5/28
31 E	Brandt Road	21-Feb		25-Apr	28-May
32 E	Sunrise View Road	21-Feb		25-Apr	5/22, 5/28
33 E	Missing Link Road			25-Apr	

**Thank you to the 17 contractors that chose to work with Windemere Township!**

**We are making great progress in Windemere Township!**

**Thank you to our professional contractors and companies that have chosen to work with us.**

**Your hard work and cooperation is greatly appreciated!**

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- Kiminski Paving
- Gobel Excavating
- Sandberg Construction
- Valhalla Tree Care
- Thaw It, Lyle Huhta
- Behrman Farms
- D. Mattson Service
- D.W.H
- Rocon Paving
- Gregory Waldhalm Utility & Excavating
- Advanced Concrete Works
- Hinckley Trailer & Culvert Sales
- Cabin Cutters
- Jerry's Roadside Mowing LLC
- Omar's Sand and Gravel
- Kenowski Carpentry
- North Country electric