

Approved Minutes

CROOKED LAKE TOWN BOARD MONTHLY MINUTES – January 10, 2019

The meeting was called to order and The Pledge of Allegiance was given.

Members present: Lloyd Thyen, Mark Skjolsvik, Connie Glass, Pat Bennington, Tim Donnay, LeAnn Werner, and Terri Datzman.

Note: Meeting is being recorded and retained by the Clerk for preparation of minutes and will be deleted.

Welcome re-elected Supervisors Glass and Bennington, and newly elected Supervisor Tim Donnay.

MOTION GLASS, 2ND SKJOLSVIK TO ACCEPT 12/13/18 MINUTES. ALL IN FAVOR. MOTION CARRIED.

Treasurer Report: Beginning balance \$405,302.09 plus receipts \$183,721.63 – disbursements \$96,696.50 (outstanding checks \$4180.83) = ending balance \$496,508.05. (adjustment for \$1212.66 withdrawn from checking 12/21/18, not deposited to IMMA until 1/3/19). An account for Emergency Fund has been created.

Employee Performance Review: Town Board acknowledges all employees have done an excellent job!!

NOMINATION BY SKJOLSVIK OF LLOYD THYEN AS CHAIR 2019. ALL IN FAVOR. NOMINATION CARRIED.

NOMINATION BY BENNINGTON OF MARK SKJOLSVIK AS VICE-CHAIR 2019. ALL IN FAVOR. NOMINATION CARRIED.

MOTION THYEN, 2ND GLASS TO SET SUPERVISOR COMPENSATION FOR ALL OTHER TOWN BUSINESS AT \$20 PER HOUR. ALL IN FAVOR. MOTION CARRIED.

MOTION THYEN, 2ND SKJOLSVIK TO SET CLERK COMPENSATION FOR MONTHLY SALARY AT \$620.00. ALL IN FAVOR. MOTION CARRIED.

MOTION SKJOLSVIK, 2ND THYEN TO SET CLERK, TREASURER, DEPUTY CLERK AND DEPUTY TREASURER COMPENSATION FOR ALL OTHER TOWN BUSINESS AT \$20 PER HOUR. ALL IN FAVOR. MOTION CARRIED.

MOTION BENNINGTON, 2ND SKJOLSVIK TO SET USHERWOOD COMPENSATION AT \$26.50 PER HOUR. ALL IN FAVOR. MOTION CARRIED.

MOTION THYEN, 2ND SKJOLSVIK TO SET USHERWOOD AND BALVIN CELL PHONE REIMBURSEMENT AT \$40 MONTHLY. ALL IN FAVOR. MOTION CARRIED.

MOTION BENNINGTON, 2ND GLASS TO SET BALVIN COMPENSATION AT \$20.00 PER HOUR. ALL IN FAVOR. MOTION CARRIED.

MOTION GLASS, 2ND THYEN TO SET BARNES COMPENSATION AT \$16.00 PER HOUR. ALL IN FAVOR. MOTION CARRIED.

MOTION BENNINGTON, 2ND THYEN TO SET DALLUHN COMPENSATION AT \$15.50 PER HOUR. ALL IN FAVOR. MOTION CARRIED. MOTION THYEN, 2ND BENNINGTON TO SET DALLUHN CELL PHONE REIMBURSEMENT AT \$25 MONTHLY. ALL IN FAVOR. MOTION CARRIED. Revisit in June at 1yr. anniversary.

Need to add Deputy Clerk and Deputy Treasurer to signature card at Unity Bank.

Note: Supervisor salary \$100 month, Treasurer salary \$600 month and Supervisor/Clerk/Treasurer/Deputies meeting pay \$100 no changes.

MOTION THYEN, 2ND SKJOLSVIK TO APPROVE REMAINDER OF 2019 REORGANIZATION AGENDA, EXCEPT FOR PARAGRAPH FIVE HANDLED SEPARATELY. ALL IN FAVOR. MOTION CARRIED.

2019 Crooked Lake Town Board Reorganization:

1. Elect Chair: Lloyd Thyen and Vice Chair Mark Skjolsvik
2. Designate Supervisor positions/responsibilities:
 - a. Lloyd- Town Hall Scheduling.
 - b. Tim- Buildings and grounds.
 - c. Connie- backup Road Supervisor, Canister Station including bag issue/receipt and deposits, Cleanup Day, and calcium chloride road treatment.
 - d. Mark- backup Town Hall scheduling, website, Weed Inspector and County Variance Request Monitor.
 - e. Pat- Road Supervisor, Cleanup Day and calcium chloride road treatment.
3. Schedule regular Board meetings: Monthly on 2nd Thursday, 7:00 PM, at Town Hall for all 12 months of 2019.
4. Designate official Town newspapers: The Northland Press and Pine-Cone Press Citizen.
5. Set compensation and allowances for Town Board members and employees:
 - a. Supervisors- \$100 monthly salary, \$100 per Board meeting, and all other Town business \$20 per hour.
 - b. Clerk- monthly salary \$620.00, \$100 per Board meeting, and other than regular duties Town business \$20 per hour, and \$25 monthly reimbursement for internet connection.
 - c. Treasurer- monthly salary \$600.00, \$100 per Board meeting, and other than regular duties Town business \$20 per hour, and \$25 monthly reimbursement for internet connection.
 - d. Deputy Clerk and Deputy Treasurer \$100 meeting pay, Town business \$20 per hour.
 - e. Full time employee: Nick Usherwood, \$26.50 per hour, plus \$40 monthly reimbursement in lieu of cell phone, 1 ½ compensatory time over 40 hours per week and 15 days paid time off per year.
 - f. Part time employees: Craig Balvin, \$20.00 per hour, plus \$40 monthly reimbursement in lieu of cellphone.
Bill Dalluhn, \$15.50 per hour plus \$25 monthly reimbursement in lieu of cellphone.
Larry Barnes, \$16.00 per hour.
Dana Keil \$25.00 per hour.
 - g. Mileage rate for use of personal vehicle for Town business as set by the IRS, for travel performed in 2019, \$.58 per mile.
6. Designate Town official posting locations: Town Hall entrance and Canister Station.
7. Designate Town depository: Unity Bank.
8. Between Board meetings, two supervisors are authorized to sign liquor license renewal applications for establishments located in CLT. New applicants must appear before the Board at a meeting.
9. Supervisors are authorized to obligate the Town up to \$500 until the next Board meeting.
10. Following are designated signing authorities for Crooked Lake Township accounts and Certificates of Deposit at Unity Bank, N.A., Crosby, MN: Chairman Lloyd Thyen, Vice Chairman Mark Skjolsvik, Clerk Terri Datzman, Deputy Clerk Mindi Genz, Treasurer LeAnn Werner, and Deputy Treasurer Mary Eppen.
11. Treasurer is authorized to use ACH procedures for bill paying and depositing.

Kathy Hatchey representing Go North (Be Outside) asked for ideas in our community that she would write a grant for. Suggestion was a sign pointing to "Township Park" must be located in town proper, will check MN DOT regulations.

Road and Equipment Report: Shipments of new LED speed sign, playground equipment and garbage bags received. Christmas lights put away, new brakes being put on dump truck, DOT beginning all equipment, Usherwood on 2-week vacation - Balvin/Dalluhn available, Board wants to extend a "thank-you" to Land-O-Lakes Marine/Kirk Smith for their help using fork lift and manpower to unload playground equipment and garbage bags, Becky Schellinger is new Beulah Township Road Supervisor and is inquiring as to assistance with class #5. Board gives approval to discuss how we can support them. Discussed "A Cut Above" insurance requirement - MAT recommends two million.

FEMA work completed, paperwork submitted expect a recovery meeting, reimbursement should be over \$100,000. Concern was raised by FEMA over the 2012 storm paperwork, which is all in order and we should be receiving an additional \$800.

Woods Bay beaver dam agreement is being worked on, CLT sign policy also in the works. North speed sign should be installed next week as per Richard Munsch, State of Minn. DOT

Thyen has more information to work on Multi party Mutual Aid Agreement.

MOTION THYEN, 2ND BENNINGTON TO AUTHORIZE TREASURER TO TRANSFER FROM GENERAL FUND \$2500 TO PARK FUND, \$15,000 TO AIS FUND AND \$12,000 TO EMERGENCY FUND. ALL IN FAVOR. MOTION CARRIED.

MOTION THYEN, 2ND SKJOLSVIK TO ACCEPT CHAMBER DONATIONS FOR: DOCK REPAIR, \$2410.00, FIREWORKS, \$4000.00, PORT-A-POTTY \$1000.00, GRANNY'S FOR CHILDREN'S CHRISTMAS PARTY \$1660.75, PLAYGROUND \$5000.00, OUTING QUICK RESPONSE \$5000.00 AND FIRE DEPARTMENT \$5000.00 FOR A TOTAL OF \$24,070.75.

Whitney-Leger Cartway Attorney failed to notify affected parties for 01/07/19 scheduled hearing. MOTION THYEN, 2ND GLASS TO ADOPT RESOLUTION 2019-1 ISSUING AN ORDER SETTING FORTH INITIAL DESCRIPTIONS AND SETTING A NEW HEARING DATE OF MARCH 7, 2019 FOR LEGER-WHITNEY CARTWAY PETITION. ALL IN FAVOR. MOTION CARRIED. Post and publish new hearing notice.

Board of Audit Meeting to be conducted on February 14, 2019 during regular meeting.

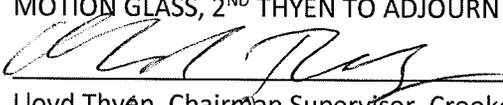
Supervisor Reports: Donnay working with Outing Station on Fishing Contest as well as Joe Johnson for septic. Glass proposes 2019 clean-up day as 2nd Saturday in June, June 8 from 8-12 paying \$20 per hour. Skjolsvik and Town Board wish to thank Fire Dept. Relief Assoc. and Chamber for donations to new playground equipment.

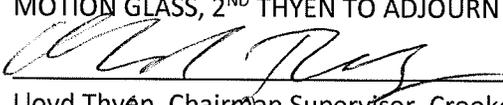
Clerk Report: received "thank-you" from Emily/Outing/Fifty Lakes Lions for use of shed and repairs made to it. Sent Cass County Auditor letter of debt at zero.

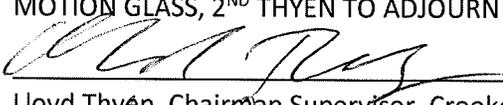
Citizen Report: none

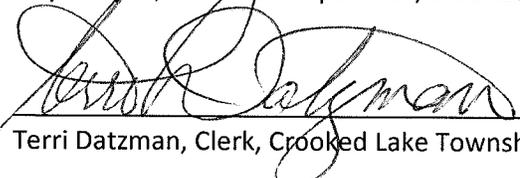
MOTION SKJOLSVIK, 2ND GLASS TO AUTHORIZE CLAIMS #17862-17892, CHECK #18230-18260 AND PAYROLL CHECKS #18261-18266 AND 18332-18336, ACH 277 TO IRS - \$1478.01, ACH278 TO PERA - \$1013.62 AND ACH279 TO STATE OF MN (4TH QUARTER) - \$817.60. ALL IN FAVOR. MOTION CARRIED.

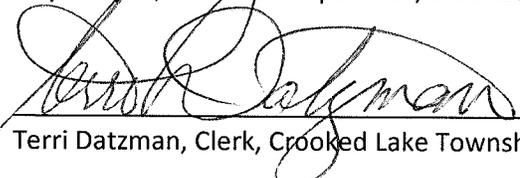
MOTION GLASS, 2ND THYEN TO ADJOURN AT 8:55PM. ALL IN FAVOR. MOTION CARRIED.

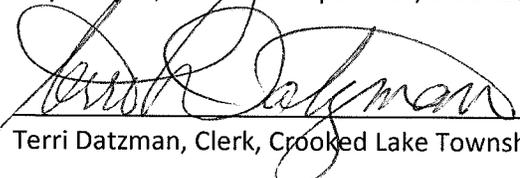

Lloyd Thyen, Chairman Supervisor, Crooked Lake Township


Date


2/14/2019


Terri Datzman, Clerk, Crooked Lake Township


Date


2/14/19