

## Approved Minutes

### CROOKED LAKE TOWN BOARD MONTHLY MINUTES – January 11, 2018

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

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

MOTION THYEN, 2<sup>ND</sup> SKJOLSVIK TO AUTHORIZE CLERK TO RECORD MEETINGS WITH OUR POLICY TO RETAIN RECORDING UNTIL MINUTES ARE WRITTEN, THEN DELETE RECORDING. All in favor, motion carried.

MOTION SKJOLSVIK, 2<sup>ND</sup> BENNINGTON TO APPROVE THE DECEMBER 14, 2017 MONTHLY TOWN BOARD MEETING MINUTES. All in favor. Motion carried.

Treasurer Report: the treasurer and clerk books balance, but do not balance to the bank. Off by \$8,709.90 with the bank showing more funds. This is due to an IMA account that moves funds in and out of the account, but pays interest. This account was started approximately Jan., 2017. We currently do not track these transfers. Treasurer will discuss with Paula at the bank. Treasurer has new bank signature cards to have signed tonight. Treasurer is meeting with CPA in Pequot 1/12/18 over payroll issues (Feb. 2017 payroll and firefighter payroll) – all paperwork ready, hoping 1-2 hours @ \$100-\$120 per hour. Will account for firefighter money earmarked for certain expenses. We are missing some W9 and certificates of insurance for contractors, will acquire. Received gas tax refund \$19,006.25 to road/bridge. Kim and LeAnn have worked very hard to get the books in order. Report to State Auditor due end of March.

Chairman Thyen welcomed Terri Datzman as new clerk. She was in St. Michael at MAT training prior to meeting.

Bob Holman, AIS Committee, included hand-out and history of AIS funds and procedures. Copy attached with minutes. Intend to discuss increase in levy from \$5000 to \$15,000 at February meeting and Annual meeting.

Schaumburg gave presentation regarding Emergency Operations from 1/5/18 meeting. Discussed website. Skjolsvik with Ron Lohse tested and implemented interactive website. Tim Norton, Cass County Deputy Sheriff - Emergency Management Coordinator, praised the 30+ volunteers working on this plan. Ambassadors were sent information to accept Nixle or opt out. MOTION SCHAUMBERG, 2<sup>ND</sup> SKJOLSVIK TO ACCEPT PHASE 1 AS COMPLETE WITH CROOKED LAKE TOWNSHIP EMERGENCY OPERATION MANAGEMENT PLAN AND TEAM AND MOVE TO PHASE 2. All in favor. Motion carried. A review of draft was discussed. Fire Department mutual aid agreement with neighboring communities is limited to Search and Rescue. MOTION SCHAUMBERG, 2<sup>ND</sup> SKJOLSVIK TO MOVE FORWARD WITH LLOYD SENDING DRAFT OF MUTUAL AID AGREEMENT WITH 50 LAKES AND CITY OF EMILY TO BE SUBMITTED FOR CONSIDERATION AND REVIEW AT THEIR NEXT MEETING WITHOUT GOING FORWARD. All in favor. Motion carried. If both seem receptive we will consider going forward with other communities. At that time, we would have our attorney look at any agreement. Looking for information gathered as to local contractor and their equipment and keeping certificate of insurance on file. Bennington/Nick with committee to look into drafting a letter to contractors. As part of phase 3, Mitchell Electric looked at

CLT firehall and will give an estimate on back-up generator / power system (self-testing) which will be brought to annual meeting. Nixle emergency cellular reporting as well as other minor-emergency informational pages was discussed. Board members and employees being on the list was discussed. Tim Norton, Cass County to have step-by-step website documents available and stressed taking pictures.

Road and Equipment reports maintenance is done on all equipment and is working on tractor.

MOTION THYEN, 2<sup>ND</sup> SCHAUMBERG TO AUTHORIZE CHAIRMAN TO ENTER THE TOWNSHIP INTO A LOCAL GOVERNMENT UNIT DELEGATION AGREEMENT FOR AQUATIC INVASIVE SPECIES PREVENTION INSPECTION OF WATER-RELATED EQUIPMENT WITH THE MN DNR FOR 2018, IF NEEDED. All in favor. Motion carried.

No new information regarding Roosevelt Tavern – Pestello Liquor License.

Building and Ground Inspection sheet was distributed. Copy attached with minutes. No need to go through item by item. Priority may be front door handle at firehall comes off. Nick to have Rolf look into. Contents of furnace room at library need to be moved, will contact Carol.

MOTION THYEN, 2<sup>ND</sup> SKJOLSVIK TO APPROVE THE CROOKED LAKE VOLUNTEER FIRE DEPARTMENT RELIEF ASSOCIATION TO INCREASE YEARLY LUMP SUM RETIREMENT RATE FROM \$1250 PER YEAR OF SERVICE TO \$1500 PER YEAR OF SERVICE. All in favor. Motion carried. Discussion that they have sufficient funds to cover this, and that Crooked Lake Township would not need to change contribution at this point.

MOTION THYEN, 2<sup>ND</sup> SKJOLSVIK TO CONDUCT BOARD OF AUDIT SAME NIGHT AS REGULAR FEBRUARY MEETING. All in favor. Motion carried.

MOTION THYEN, 2<sup>ND</sup> SKJOLSVIK TO ACCEPT \$4000 DONATION FROM CHAMBER OF COMMERCE FOR FIREWORKS AND \$4000 DONATION FROM CHAMBER OF COMMERCE FOR OUTING QUICK RESPONSE AND TO ACCEPT \$567.86 TRANSFER FROM CASS COUNTY EMS TASKFORCE TO OUTING QUICK RESPONSE. All in favor. Motion carried.

Supervisor Reports: Skjolsvik acknowledged Township residents Ron and Julie Lohse to have input on Township website .

Thyen received MATIT insurance report and needs each supervisor to read and initial values during the month regarding replacement values and other information. Will look at during February meeting.

Clerk Report: MAT training recommends that “approved” minutes are posted and filed. Lloyd will look into regulations. MAT also recommends that Board Chairman signs the minutes as the responsible party. Terri will be picking up a printer with scanning ability 1/12.

SCHAUMBERG NOMINATE LLOYD THYEN AS CHAIRMAN AND SKJOLSVIK AS VICE-CHAIR. All in favor. Nomination carried.

MOTION THYEN, 2<sup>ND</sup> SKJOLSVIK TO APPROVE THE 2018 CROOKED LAKE TOWNSHIP BOARD REORGANIZATION AGENDA. Copy is attached with minutes. Items were discussed. MOTION TO AMEND SCHAUMBERG, 2<sup>ND</sup> GLASS TO ADD PINE-CONE CITIZEN PRESS IN ADDITION TO NORTHLAND PRESS AS OFFICIAL PAPER to 2018 CROOKED LAKE TOWNSHIP BOARD REORGANIZATION AGENDA. All in favor. Amendment carried. MOTION TO AMEND BENNINGTON, 2<sup>ND</sup> THYEN TO ADD BALVIN AND PAULSON ALSO RECEIVE \$20 MONTHLY IN LIEU OF CELL PHONE. All in favor. Amendment carried.

MOTION TO AMEND GLASS, 2<sup>ND</sup> SKJOLSVIK TO INCLUDE CLEAN-UP DAY AND CALCIUM CHLORIDE ROAD TREATMENT AS PAT BENNINGTON RESPONSIBILITIES IN ADDITION TO ROAD SUPERVISOR. All in favor. Amendment carried. Discussion ended. All in favor. Motion Carried.

Citizen concerns, comments, input: Bob Holman questioned end of Pennisula Road plowing. Nick explained the grader has stationary plow and was used that day. He said the plow would be out the next day to push the snow out. Jack Schuller asked regarding Roosevelt Tavern status. Thyen explained the septic was shut down due to imminent concern from the County. Work was done, but Pestellos has not made further request of the Board. Jack also requested more information on letter regarding Nixle and opting out. Schaumberg explained the options.

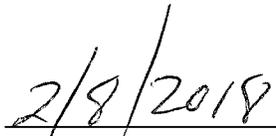
MOTION SKOLSVIK, 2<sup>ND</sup> THYEN TO PAY WARRANTS #178512-17534. All in favor. Motion carried.

MOTION TO ADJORN 9:35PM SCHAUMBERG, 2<sup>ND</sup> THYEN. All in favor. Motion carried.



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Lloyd Thyen, Chairman Supervisor, Crooked Lake Township



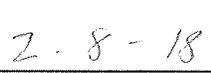
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Date



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Terri Datzman, Clerk, Crooked Lake Township



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Date