

Approved Minutes

CROOKED LAKE TOWN BOARD MONTHLY MEETING MINUTES – June 11, 2020

The meeting was called to order at 7PM and The Pledge of Allegiance was given.

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

Citizens present: Steve Beneke

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

MOTION SKJOLSVIK, 2ND DONNAY TO ACCEPT 05/13/20 BOARD MEETING AND THE 06/01/20 SPECIAL MTG. MINUTES. ALL IN FAVOR. MOTION CARRIED.

Treasurer Report: Beginning balance \$299,397.03 plus receipts \$11,975.76 – disbursements \$26,786.72 (outstanding checks \$281.33) = ending balance \$284,867.40, which balances to the bank. Claim for unemployment benefits had wrong digit, not ours. T. Usherwood added to PERA.

CLVFD Report: Would like to purchase tracks for Polaris 6x6 \$1200 used, online training seminars per Covid-19, incidents: Medical 3, Fire 3, Haz Mat 0. MOTION THYEN, 2ND GLASS TO PURCHASE USED TRACKS FOR POLARIS 6X6, COST NOT TO EXCEED \$1200. ALL IN FAVOR. MOTION CARRIED.

OQR Report: May calls: chest pain-1, medical-2, lift assist-1, fire-standby-2 for a total of 6. May training: check equipment, radio questions, Covid-19 discussion.

Resident Steve Beneke questioned condition of his road (washboards) and condition of Cty. 58 (rocks/washboards). Reclaimed material on road including large rocks. Board reminded resident that Cass County has not added class 5 to road to have good material to grade with. Bennington, Thyen, Usherwood to meet 7:30am 6/12/20 to inspect condition of So. Lawrence Rd.

Glass presented recent job descriptions for Lawn Service, Canister Station, Townhall/Firehall Cleaner and Full-time Shop Foreman job descriptions. Discussed changing “Shop Foreman” title to “Shop Coordinator”. MOTION GLASS, 2ND SKJOLSVIK TO APPROVE JOB DESCRIPTIONS FOR LAWN SERVICE, CANISTER STATION, TOWNHALL/FIREHALL CLEANER AND SHOP COORDINATOR POSITIONS. ALL IN FAVOR. MOTION CARRIED. Will work on part-time maintenance worker descriptions July meeting.

Discussed full-time vs. part-time cell phone reimbursement. MOTION GLASS, 2ND THYEN TO APPROVE CHANGING TERRY USHERWOOD CELL PHONE REIMBURSEMENT TO \$25.00 A MONTH EFFECTIVE 6/11/20. ALL IN FAVOR. MOTION CARRIED.

Datzman/Werner to create employee personnel files with pertinent information, stored in locked file cabinet at townhall. Spreadsheet with employee contact/emergency contact information will be emailed to Supervisors and posted in townhall office.

MOTION SKJOLSVIK, 2ND THYEN TO ENTER INTO A CONTRACT FOR SERVICES WITH CROOKED LAKE VOLUNTEER LIBRARY IN THE AMOUNT OF \$3000.00 PER YEAR. ALL IN FAVOR. MOTION CARRIED. Werner to send \$1000 now and \$3000 each October as long as contract in effect.

Thyen finds no discounted price of emergency sirens. Will be brought up at annual meeting for residents to discuss. Thyen to table Recognition Board until able to have crowds in townhall for celebration.

Road and Equipment Report: Moritz working on crushing class 5 for mid-July delivery, Eastburn Rd. driveway being moved, met with cable company on Longwood Pt. for removal of stumps, working on sign removal, Dalluhn's been helping with cleanup and seeding complex area, T. Usherwood went for pre-employment drug test, Packer has been delivered, Fehrs/Eastburn culverts completed, window broken on tractor/backhoe with approx. cost of \$250, Balvin to begin mowing ditches, received quotes from Anderson Bros. for Woods Bay Rd. and Shady Lane asphalt of \$55,770, looked into fence at park for child safety parallel to Cty. 58.

Tom Wilson, Erickson Engineering Co. submitted a proposal, Phase 1, to inspect and perform a structural evaluation of the bridge on Longwood Pt. We would only be obligated for \$2600, then, if replacement or repairs are needed and approved, Phase 2 would come into effect. Then they would handle all planning and paperwork for reimbursement of all costs over \$10,000 for whatever work is needed. MOTION THYEN, 2ND BENNINGTON TO ACCEPT PROPOSAL OF PHASE 1 INSPECTION AND STRUCTURAL EVALUATION OF BRIDGE ON LONGWOOD PT. BY ERICKSON ENGINEERING CO. ALL IN FAVOR. MOTION CARRIED.

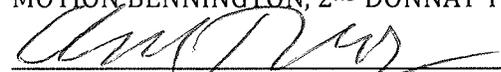
MOTION THYEN, 2ND SKJOLSVIK TO APPROVE AIS 2020 EXPENDITURE POLICY. ALL IN FAVOR. MOTION CARRIED.

Supervisor Reports: BENNINGTON-Wood Lake mailbox, still checking on. DONNAY- added and removed equipment on insurance list, Ziegler worked on emergency generator, still isn't operational, needs more parts, part returned at half value. MOTION DONNAY, 2ND SKJOLSVIK TO AUTHORIZE ADDITIONAL \$2500.00 FOR GENERATOR REPAIR IF NECESSARY. ALL IN FAVOR. MOTION CARRIED. Salt storage shed needs replacing, discussing where to place on complex. Library to open June 15, discussed safety requirements in plan to open, limit of patrons at one time. GLASS- resident inquired as to clean-up day held possibly in fall. With uncertainty of covid and social distancing, township recommends residents use landfill for 2020. THYEN- received inquiry as to calcium chloride placement on roads, will not be placing in 2020. Discussion as to Beulah Township asked to pay 2nd half of fire protection 2020 in amount of \$2100.00 and hold special meeting to levy for another increase to amount payable 2021.

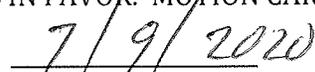
Clerk Report: received thanks from Emily Food Shelf & Cass Cty. Fair, request for donation to Cass County Economic Development (not at this time), MAT Membership cards passed out

MOTION SKJOLSVIK, 2ND BENNINGTON TO AUTHORIZE CLAIMS #18354-18389, CHECK #19064 & 19067-19101 IN THE AMOUNT OF \$57,699.25 FOLLOWING JUNE MEETING AND GENERAL PAYROLL CHECKS #19033-19045 IN THE AMOUNT OF \$8,646.21 AND FIRE DEPT. PAYROLL CHECKS #19046-19064 AND 19066 TOTALING \$9,237.97 PROCESSED AND HANDED OUT 6/9/20, ACH323 TO IRS - \$3,632.96, ACH324 TO PERA - \$1,433.69. ALL IN FAVOR. MOTION CARRIED.

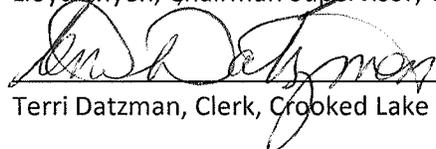
MOTION BENNINGTON, 2ND DONNAY TO ADJOURN AT 8:55PM. ALL IN FAVOR. MOTION CARRIED.



Lloyd Thyen, Chairman Supervisor, Crooked Lake Township



Date



Terri Datzman, Clerk, Crooked Lake Township



Date