

Approved Minutes

CROOKED LAKE TOWN BOARD MONTHLY MINUTES – February 8, 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.

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

MOTION SKJOLSVIK, 2ND SCHAUMBURG TO APPROVE 01/11/18 MINUTES WITH ADDITION OF TIM NORTON'S TITLE. ALL IN FAVOR. MOTION CARRIED.

Treasurer Report: bank balance – checking 25,937.11, IMMA 398,336.96. Bank shows \$1498.77 less, still checking into why. (1)Need park fund transfer amount, Schaumburg stated \$2500.00. (2)01/12/18 CPA visit fixed Feb. and July payroll by doing 1st and 3rd quarter amendments at a cost of approx. \$483. Cost of CPA just over \$1000. Employee Larry Barnes hasn't had SS or Medicare deductions, and needed to amend all 4 quarters for IRS 941. Township had to pay \$315.49, which includes his half of \$157.75, as well as do an amended W2. (3)Crow Wing Power found a meter malfunction for firehall boiler going back to Feb. 2016. Can only charge last 12 months, which is approx. \$3800. Will pay between meetings when we get final amount. (4)Did not get Visa bill for charges. Will pay between meetings. (5)received gas tax distribution. (6)Fryberger Law firm to destroy records from 1989 \$50,000 general obligation improvement. will mail to us for \$16.00 postage.

MOTION SKJOLSVIK, 2ND GLASS TO HAVE THE TOWNSHIP PAY \$157.75 EMPLOYEE LARRY BARNES PORTION, IN ADDITION TO EMPLOYER PORTION FOR LAST YEAR. ALL IN FAVOR. MOTION CARRIED.

Received a letter from Cass County Land Department regarding Parcel #7, appraised value \$49,300 PIN #12-467-2016, Lot 10, Block 20 with approx. 56 feet of frontage on Leavitt Lake. Township has 60 days from date of letter to notify the County to withhold this parcel from public sale. MOTION SCHAUMBURG, 2ND BENNINGTON TO EMAIL COUNTY THAT WE HAVE NO INTEREST IN THIS PROPERTY. ALL IN FAVOR. MOTION CARRIED.

CLT Emergency Planning Team update: Bill/Mark/Dave will collaborate to utilize the planning team document in combination with Cass County Emergency Plan to produce an official plan for Board approval. Cass County Deputy Sheriff Tim Norton has the Ambassador List and will be inputting the names for a private Nixle group. Opportunity was given to opt out of the group. Testing feedback from Ambassadors revealed that "Apple" users need a free software program, Acrobat Reader, to view our CLT map on website. Glen/Ron were going to establish a link for Apple users. Emily and Fifty Lakes have a copy of mutual aid agreement to review, Lloyd to follow up. A contractor list was started with 10 local contractors for possibility of emergency work, discussion to expand list by going out further. MOTION SCHAUMBURG, 2ND THYEN TO APPROVE THE LETTER WITH CHANGE OF SPACES, AND SEND BY EMAIL TO CONTRACTORS ON LIST WITH ADDITIONAL NAMES, THAT NEED TO REPLY WITH EMAIL RESPONSE AND EMAIL COPY OF INSURANCE WITHIN 30 DAYS OF RECEIPT. ALL IN FAVOR. MOTION CARRIED. Lloyd asked that all Supervisors read and understand responsibilities of Cass County Emergency Operation Plan, he has signed it and sent it in. We will consider adding a drone company that may provide aerial

views of potential road damages. Bill Mitchell of Mitchell Electric did walk-thru to look at back-up power systems at Town Hall and Fire Hall. Looked at high-end cost of generators and installation, propane tank, convertor. Dave Olson, Olson Electric looked at as well. Still looking at state pool for generator, tax free. Automatic vs. on-demand operation, different wattage. Prices looked at from Generator Direct, and Olson's. Discussion as to possible needs.

Road Supervisor Report: did some culvert steaming, garage doors are done, general road maintenance, couple of trips to Crosby for fire truck repairs, new shop truck serviced under warranty. Nick showed photos of damage to grader snow plow, which is 30+ years old. Nick provided An estimate from state system through Nortrax for plow, a new mount for the grader, and a plate to convert the old scarifier to fit the new mount. Lift \$5000, Plow \$7500, scarifier plate \$600 plus misc. parts. Down time approx. 5 hours. MOTION BENNINGTON, 2ND GLASS TO ACCEPT ESTIMATE FROM JOHN DEERE PLUS PARTS FOR APPROX \$13,500 FOR NEW PARTS FOR GRADER. ALL IN FAVOR. MOTION CARRIED. Cass County Highway Dept. information meeting March 7, 3pm-5pm in Backus.

MN Benefit Assoc. provides benefits, have Supervisors consider them, like life insurance. Must be submitted by 03/31. Tabled to March meeting.

MATIT Insurance review. Some additions to be listed: fire dept. rescue sled, 6-wheeler, sled and trailer, AIS decon. unit, privy added to park shelter, generator, well structure, check into pier and 2 docks, Chamber building, recycle building. Lions bay needs propane tanks secured, fire extinguisher needs to be mounted in old library. Nick got all VIN's. On choice of replacement value or agreed value, decided to go with their recommendation of replacement value. Keep \$250 deductible.

Cass County Emergency Operation Management Plan quarterly meetings are 4/24/18, 7/31/18, 10/30/18. At least 2 Supervisors, maybe more may attend these meeting.

Emergency Management Training, Friday, March 2, 9am-12pm at Bear Pause all Supervisors attempt to attend.

Board of Audit: random 10 transactions were cross-checked between Treasurer books and Clerk books. MOTION SKJOLSVIK, 2ND GLASS THE TOWN BOARD SUPERVISORS REVIEWED DISBURSEMENTS AND RECEIPTS, AND TREASURER LEDGER MATCHED CLERK REGISTER. ALL IN FAVOR. MOTION CARRIED.

MOTION THYEN, 2ND SKJOLSVIK TO INCLUDE AN ADDITIONAL \$10,000 TO LEVY RECOMMENDATION FOR AIS FUND. ALL IN FAVOR. MOTION CARRIED. Board will postpone further levy recommendations until March meeting. 2018: GENERAL REVENUE \$127,000.00, ROAD AND BRIDGE \$167,200.00 AND FIRE FUND \$61,750.00. THIS IS AN INCREASE OF \$6,000 FOR THE FIRE FUND MAJOR EQUIPMENT LINE ITEM, FOR A TOTAL OF \$355,950. AN INCREASE OF 1.7%.

History- 2015- 363,500 2016- 380,200 2017- 349,950 2018- 355,950

Extensive discussion on generator prices. Willow River may have some for township use. Schaumburg will do further research and get pricing and present in March.

MOTION THYEN, 2ND GLASS TO PERMIT BEER SALES AT THE FIREMAN'S DANCE JULY 7, 2018. ALL IN FAVOR. MOTION CARRIED.

Board of Appeal and Equalization meeting set on Tuesday, April 17, 2018 at 12:00pm at Town Hall.

Board will continue to post "clearly marked" unapproved minutes. Board will approve at following meeting then Chairman and Clerk will sign. They will be posted as approved minutes on website and on boards.

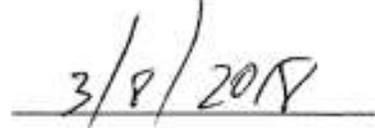
Clerk Report: Terri recommends Mindi Genz as Deputy Clerk.

MOTION SKOLSVIK, 2ND BENNINGTON TO PAY WARRANTS #17536-17561, 3 ACH, transfer 5 and 6. ALL IN FAVOR. MOTION CARRIED.

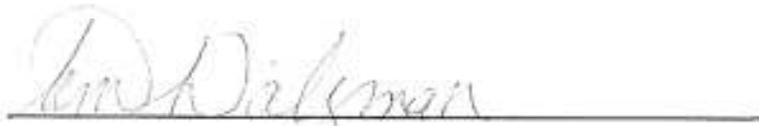
MOTION TO ADJORN 10:04PM SKOLSVIK, 2ND THYEN. ALL IN FAVOR. MOTION CARRIED.



Lloyd Thyen, Chairman Supervisor, Crooked Lake Township



Date



Terri Datzman, Clerk, Crooked Lake Township



Date