

CROOKED LAKE TOWNSHIP MONTHLY MEETING JANUARY 9, 2014

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

Members present Dave Schaumburg, Lloyd Thyen, Rod Schloesser, Mark Skjolsvik, Connie Glass, Pat Faul, Kim Hughes (deputy clerk). Absent: Glenn Mechelke.

MOTION SCHLOESSER 2<sup>ND</sup> SKJOLSVIK TO APPROVE THE DECEMBER 12, 2013 MINUTES. Motion failed.

The minutes were discussed in regards to an employee using Township equipment.

MOTION SCHAUMBURG 2<sup>ND</sup> SKJOLSVIK TO AMMEND THE DECEMBER 12, 2013 MINUTES TO READ: A LETTER WAS RECEIVED FROM CINDY MILLER REGARDING THE UNAUTHORIZED USE OF TOWNSHIP EQUIPMENT BY A TOWNSHIP EMPLOYEE ON PRIVATE PROPERTY. EACH MEMBER WAS GIVEN TIME TO READ THE LETTER AND CINDY WAS PRESENT TO DISCUSS HER CONCERNS. SCHLOESSER/MECHELKE STATED THAT IN PAST YEARS TOWNSHIP EMPLOYEES COULD AND DID PLOW PRIVATE ROADS USING TOWNSHIP EQUIPMENT AFTER ALL TOWNSHIP ROADS HAD BEEN PLOWED. THE INDIVIDUAL PROPERTY OWNER WAS THEN CHARGED FOR THIS PLOWING. SCHLOESSER/MECHELKE STATED THERE WAS NEVER ANY OFFICIAL CHANGE MADE TO THIS POLICY. THE COMPLAINT HAS BEEN RESOLVED AND EMPLOYEE HAS BEEN TALKED TO. SKJOLSVIK WILL DRAFT A RESOLUTION FOR THE FUTURE USE OF TOWNSHIP EQUIPMENT TO BE PRESENTED AT THE JANUARY MEETING. Motion carried. Minutes approved as amended.

The Treasurer's report was given. The check book balance is \$165,109.70.

The cost of operating the canister station was discussed.

A check was received from the DNR in the amount of \$6,696.00 for AIS expenses.

The 2014 Crooked Lake Township Reorganization Agenda was discussed.

MOTION SCHLOESSER 2<sup>ND</sup> GLASS TO ELECT LLOYD THYEN AS CHAIRMAN OF THE CLT BOARD FOR THE YEAR 2014. Motion carried.

MOTION SKJOLSVIK 2<sup>ND</sup> SCHLOESSER TO ELECT DAVE SCHAUMBURG AS VICE CHAIRMAN OF THE CLT BOARD FOR THE YEAR 2014. Motion carried.

MOTION THYEN 2<sup>ND</sup> SCHLOESSER TO APPROVE THE 2014 CLT REORGANIZATION AGENDA AS FOLLOWS:

1. Elect Chair Lloyd Thyen and Vice Chair Dave Schaumburg.
2. Designate supervisor positions/responsibilities.
  - a. Lloyd- Town Hall scheduling and Canister bag issue/receipt.
  - b. Rod- Road Supervisor one.
  - c. Dave- Road Supervisor two and Building and Grounds.
  - d. Connie- backup Town Hall scheduling and canister station, Cleanup Day and Calcium Chloride road treatment, web site.
  - e. Mark- backup roads and building and grounds as needed. Backup other areas as needed. Weed Inspector.
3. Schedule Board's regular meetings for 2013:  
Monthly on 2<sup>nd</sup> Thursday, 7:00 PM at Town Hall for all 12 months of 2014.
4. Designate official Town newspaper: The Northland Press.
5. Set compensation and allowances for Town Board Members and employees:
  - a. Supervisors- \$100 monthly salary, \$100 per Town Board Meeting, all other town business \$15 per hour.

- b. Clerk- \$620 monthly salary, \$100 per Town Board meeting, allowances (rent, computer internet, etc) \$225, monthly.
  - c. Treasurer- \$500 monthly salary and \$100 per Town Board meeting.
  - d. Employees- Full time Nick Usherwood, \$22.00 per hour, plus \$23 monthly in lieu of cell phone, 1 ½ compensatory time over 40 hours per week and 15 paid days vacation/holidays/sick leave per year; Part time, Dayton Paulson \$16.75 per hour; Part time, Terry Usherwood \$18.00 per hour; Seasonal, Mick Davis \$16.75 per hour; Part time, Dan Madland \$16 per hour; Part time, Harold O'Brien \$16 per hour; and Part time, Jill Fairbanks \$20 per hour.
  - e. Mileage rate for personal vehicle use on Town business as set by State of Minnesota.
6. Designate official notice posting places: Town Hall entrance and Canister Station.
  7. Designate Town depository: Unity Bank.
  8. Between Board meetings, two supervisors are authorized to sign Town establishment liquor license applications.
  9. Supervisors are authorized to obligate the Town up to \$500 until the next Board meeting.
- NOTE: Interested Officer Resolutions (conflict of interest in contracting) will be renewed at the April Meeting. Motion carried.

Schaumburg gave an update on the Town Hall addition. The electrical is done and the threshold between the library and town hall has been fixed. The railings have been installed. Schaumburg also meet with Crosslake Sheetmetal regarding the HVAC system. He gave information regarding how the system operates.

A letter/email was received from Meri Lysne regarding the parking of vehicles and trailers associated with the ATV Club and the installation of an information Kiosk.

MOTION THYEN 2<sup>ND</sup> SCHAUMBURG TO APPROVE THE USE OF TOWN PROPERTY DIRECTLY ACROSS COUNTY 58 FROM LUSCHER'S PARK TO PARK ATV ASSOCIATED VEHICLES AND TRAILERS. INSTALLATION OF AN ATV INFORMATION KIOSK AT A SITE APPROVED BY TOWN ROAD SUPERVISORS IS ALSO APPROVED. A SIGN WITH WORDAGE RELIEVING THE TOWN OF ANY LIABILITY FOR EQUIPMENT PARKED THERE WILL ALSO BE INSTALLED. Motion carried.

The placement of the kiosk was discussed along with parking areas.

Discussed a check received from the Outing Chamber Gambling account in the amount of \$1,000.00 for trails.

AIS was discussed and Thyen gave information regarding the grants available.

MOTION THYEN 2<sup>ND</sup> SKJOLSVIK TO AUTHORIZE CHAIR TO SUBMIT TWO 2014 GRANT APPLICATIONS TO THE MN DNR FOR 1) LEVEL 1 AND LEVEL 2 LGU INSPECTOR PROGRAM AND 2) A DNR INSPECTOR PROGRAM, IN ACCORDANCE WITH RECOMMENDATIONS OF THE CLT AIS COMMITTEE. THE LGU GRANT WOULD REIMBURSE TOWN FOR UP TO \$5,000 OF COSTS FOR EMPLOYING LEVEL 1 INSPECTORS AND UP TO \$10,000 FOR EMPLOYING LEVEL 2 INSPECTORS. THE DNR INSPECTOR GRANT WOULD PROVIDE UP TO 800 HOURS OF DNR LEVEL 1 INSPECTORS (DNR EMPLOYEES), AND OBLIGATE THE TOWN TO PAY UP TO \$6400 AS ½ OF THE COST (\$16 PER HOUR) OF THE 800

HOURS, BUT TOWN COSTS WOULD BE REDUCED BY AT LEAST \$3200 IN DONATIONS FROM LAKE ASSOCIATION RALALA. Motion carried.

The snowplowing policy was tabled until the February meeting.

A new time sheet was presented and discussed.

The use of township equipment on private property was discussed.

MOTION SKJOLSVIK 2<sup>ND</sup> SCHAUMBURG THE USE OF CROOKED LAKE TOWNSHIP PROPERTY, EQUIPMENT OR RESOURCES FOR PERSONAL BUSINESS OR PRIVATE USE IS NORMALLY PROHIBITED WITHOUT PRIOR PERMISSION OF A TOWNSHIP ROAD SUPERVISOR OR A MAJORITY OF THE TOWNSHIP BOARD OF SUPERVISORS. Motion carried.

Skjolsvik reported on the Enbridge Pipeline meeting he attended. Cass County does not oppose or support this project. There will be open meetings for the public as this project moves forward.

An email was received from Rolf Halstensen regarding the Fire Department budget. The budget is tabled until Rolf can be at a meeting for discussion.

Connie reported that the format of the website has been changed. It has been also updated to reflect that you no longer needed to separate glass at the canister station.

Brookside Pass was discussed in regards to trimming of tree limbs and plowing. Schloesser reported that Terry and Nick have been keeping the roads cleared and working on equipment. A sand blaster has been purchased. He has been checking culvert #7 on Sunset Hill Road. We need to identify the two property owners on the East side of the road so they can be contacted. The purchase of Class 5 for 2014 was discussed. Both Charlie Swenson and Andy Anderson are interested in providing Class 5.

Schaumburg reported that he is working with Al's Sewer and Dunbar for the new service contract for 2014/2015. The new rate will be \$110.00/month and \$125.00 for special events. Schaumburg will open the privy for the fishing contest. When the contracts are signed they will need to be sent to Bob Wright.

The wood left in the park after New Year's fireworks was discussed.

The Audit Meeting needs to be set up for February.

Clerk is billing Cass County, Beulah and Thunder Lake for 4<sup>th</sup> Quarter Township work.

The Cass County Commissioners will be holding a meeting on July 15, 2014 at the Crooked Lake Town Hall.

MOTION THYEN 2<sup>ND</sup> SCHLOESSER TO PAY WARRANTS #15534-15567. Motion carried.

MOTION SCHLOESSER 2<sup>ND</sup> THYEN TO ADJOURN. Motion carried.

Kim Hughes Deputy Clerk