

(Unapproved Minutes)

CROOKED LAKE TOWN BOARD MONTHLY MINUTES JANUARY 12, 2017

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

Members present: Lloyd Thyen, Connie Glass, Pat Bennington, Mark Skjolsvik, Pat Faul and Kim Hughes. Absent: Dave Schaumburg.

MOTION SKJOLSVIK 2<sup>ND</sup> BENNINGTON TO APPROVE THE DECEMBER 8, 2016 MINUTES. All in favor. Motion carried.

The Treasurer's report was given. The checkbook balance is \$366,674.72. The reason for the large balance is because the levy was received.

The question of the township using credit cards instead of debit cards was discussed. The State of Minnesota recommends that credit cards be used instead of debit cards for protection reasons.

MOTION THYEN 2<sup>ND</sup> GLASS TO INSTRUCT THE TREASURER TO OBTAIN CREDIT CARDS AND CLOSE OUT THE TOWNSHIP'S DEBIT CARDS. All in favor. Motion carried.

Bennington will talk to the Outing Gas Station regarding setting up an account so the township can be billed monthly.

The 2017 Crooked Lake Township Board Reorganization Agenda was discussed.

MOTION SKJOLSVIK 2<sup>ND</sup> GLASS TO ELECT LLOYD THYEN AS CHAIRMAN OF THE BOARD FOR 2017. All in favor. Motion carried.

MOTION THYEN 2<sup>ND</sup> BENNINGTON TO ELECT MARK SKJOLSVIK AS VICE CHAIR OF THE BOARD FOR 2017. All in favor. Motion carried.

MOTION THYEN 2<sup>ND</sup> SKJOLSVIK TO KEEP THE EXSISTING POLICY OF NEW LIQUOR LICENSE APPLICANTS MUST APPEAR BEFORE THE TOWN BOARD PRIOR TO THEIR APPLICATION BEING SIGNED AND FORWARDED TO THE COUNTY. Thyen Yes, Bennington No, Glass No, Skjolsvik No. Motion failed.

MOTION THYEN 2<sup>ND</sup> GLASS THAT BETWEEN BOARD MEETINGS TWO SUPERVISORS ARE AUTHORIZED TO SIGN TOWN ESTABLISHMENT LIQUOR LICENSE RENEWAL AND NEW APPLICATIONS. All in favor. Motion carried.

Dayton Paulson could not attend the meeting but would like a performance review and an increase in wage.

MOTION GLASS 2<sup>ND</sup> BENNINGTON TO INCREASE DAYTON PAULSON'S WAGE TO \$17.75 PER HOUR. All in favor. Motion carried.

MOTION SKJOLSVIK 2<sup>ND</sup> BENNINGTON TO APPROVE THE REORGANIZATION AGENDA AS  
FOLLOWS: 2017 CROOKED LAKE TOWNSHIP BOARD REORGANIZATION AGENDA

1. Elect Chair: Lloyd Thyen and Vice Chair: Mark Skjolsvik.
2. Designate supervisor positions/responsibilities.
  - a. Lloyd- Town Hall scheduling.
  - b. Dave- Buildings and grounds.
  - c. Connie- backup Road Supervisor, canister station including bag issue/receipt/deposits, Cleanup Day, Calcium Chloride road treatment.
  - d. Mark- backup Town Hall scheduling, web site and Weed Inspector.
  - e. Pat B.- Road Supervisor.
3. Schedule Board's regular meetings for 2017:  
Monthly on 2<sup>nd</sup> Thursday, 7:00 PM at Town Hall for all 12 months of 2016.
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 and \$25 for internet connection.
  - c. Treasurer- \$600 monthly salary, \$100 per Town Board meeting and \$25 for internet connection.
  - d. Employees- Full time Nick Usherwood, \$24.00 per hour, plus \$20 monthly in lieu of cell phone, 1 ½ compensatory time over 40 hours per week and 10 paid days' vacation/sick leave per year, Paid holidays as listed in the Employee Policy. Part time, Ben Johnson \$18.00 per hour, plus \$20 monthly cell phone; Part time, Dayton Paulson \$17.75 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 renewal and new applications.
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 Kim Hughes, Deputy Clerk Glen Mechelke, Treasurer Pat Faul and Deputy Treasurer, Traci Groninga. All in favor. Motion carried.

The hiring of a back-up canister station attendant was discussed.

MOTION CLASS 2<sup>ND</sup> BENNINGTON TO HIRE JOHN RIDER AS A BACK-UP CANISTER STATION ATTENDANT FOR A PERIOD OF 90 DAYS AT THE RATE OF \$15.00 PER HOUR. All in favor. Motion carried.

The definition of a seasonal employee and PARA was discussed.

The hiring of a part-time heavy equipment operator was discussed.

MOTION CLASS 2<sup>ND</sup> BENNINGTON TO PLACE AN AD IN THE NORTHLAND PRESS TO READ AS FOLLOWS: CROOKED LAKE TOWNSHIP (OUTING) IS LOOKING FOR A PART-TIME HEAVY EQUIPMENT OPERATOR. EMPLOYEES DUTIES WILL INCLUDE, AS NEEDED: SNOW PLOWING, ROAD WORK, TREE REMOVAL, STORM CLEAN UP, PARK CLEAN UP, ROAD BRUSHING, LAWN MOWING AND MISCELLANEOUS TOWNSHIP DUTIES. CLASS A/CDL LICENSE IS A REQUIREMENT. ROAD GRADER EXPERIENCE IS NECESSARY. IF ANY QUESTION PLEASE CONTACT ROAD SUPERVISOR PAT BENNINGTON AT 612-749-0632 OR [bennington0905@gmail.com](mailto:bennington0905@gmail.com). HOURS PER WEEK/MONTH WILL VARY. WAGE WILL BE BASED ON EXPERIENCE. EQUAL OPPORTUNITY/VETERANS PREFERENCE/BACKGROUND CHECK/ DRUG TEST. PLEASE SEND RESUME TO CROOKED LAKE TOWNSHIP PO BOX 5 OUTING MN 56662 POSTMARKED BY FEBRUARY 2, 2017. All in favor. Motion carried.

Skjolsvik and Schaumburg will attend the Cass County EOP Meeting on January 31<sup>st</sup>.

Schaumburg has sent a Notice of Interest to HSEM for the Hazard Mitigation Assistance Program to install a generator system at the Crooked Lake Township compound.

The Board of Audit Meeting will be held February 2<sup>nd</sup> at 7:00 PM at the Town Hall.

MOTION THYEN 2<sup>ND</sup> SKJOLSVIK TO ACCEPT THE DONATION FROM THE CHAMBER OF COMMERCE IN THE AMOUNT OF \$6000.00 FOR THE OUTING QUICK RESPONSE AND FROM THE FIREMAN'S RELIEF ASSOCIATION IN THE AMOUNT OF \$5000.00 FOR FIREWORKS (\$4000.00) AND THE FIRE DEPARTMENT MAJOR EQUIPMENT FUND (\$1000.00). All in favor. Motion carried.

The Fire Department will be turning the Town Office in the Fire Hall into a kitchen area and the cabinets are being installed starting January 22<sup>nd</sup>. Therefore, the town records, mail boxes etc. will have to be moved to a different location. Thyen and Schaumburg will look over the possibilities for a new Town Office area for discussion at the February meeting. The records will temporarily be moved to the conference area in the fire hall. Thyen will check on having better security in the conference area.

The appeal of the Anderson Petition Hearing was discussed. It is the Judge's opinion that the Town Board must redo the hearing.

MOTION THYEN 2<sup>ND</sup> SKJOLSVIK TO SET APRIL 13, 2017, 6:00 PM AT THE TOWN HALL FOR A PUBLIC HEARING FOR THE ROAD VACATION OF ALL OF NORTH STREET, ALL OF SOUTH STREET AND ALL OF WEST STREET AS DEDICATED IN THE PLAT OF ROOSEVELT SOO. All in favor. Motion carried.

The Town Board members will meet at the site of the roads for inspection purposes at 5:00 PM on April 13, 2017.

MATIT will provided the township with an attorney for the purpose of the appeal of the Anderson Petition Hearing.

MOTION GLASS 2<sup>ND</sup> BENNINGTON TO PLACE AN AD IN THE NORTHLAND PRESS UNDERNEATH THE AD FOR THE HEAVY EQUIPMENT OPERATOR WHICH WILL READ CROOKED LAKE TOWNSHIP IS LOOKING FOR A PART-TIME CANISTER STATION ATTENDANT/ LIMITED HOURS/ WEEKENDS INCLUDED. ANY QUESTION CONTACT CONNIE GLASS AT 218-838-1619. All in favor. Motion carried

Bob Dahlsgaard reminded the board that he has a key to the canister station.

The Ball Field storm clean-up has been completed. It will be leveled out in the spring.

The remaining wood on the east side of the Ball Field was discussed. It is from previous years not from the storm.

The HSEM claim for the storm clean-up was discussed.

Bob Gage donated a welder to the Township. The clerk will send him a thank you letter.

The grader is getting its yearly service. The dump truck and trailer and Chevy pickup will be serviced and DOT'd.

The website will be updated after tonight with new information on supervisor's, officers etc.

Clean-up day is set for Saturday, June 10<sup>th</sup>.

MOTION SKJOLSVIK 2<sup>ND</sup> THYEN TO HAVE THE NEW CLERK HUGHES ATTEND TRAINING AT MATS ON JANUARY 18<sup>TH</sup> WITH COST NOT TO EXCEED \$300.00. All in favor. Motion carried.

A Certificate of Liability Insurance was received for Rice Contracting.

Glen Mechelke has taken the Oath of Office for Deputy Clerk.

Kim Hughes has taken the Oath of Office for Clerk.

The clerk will order a new notary stamp.

The purchase of a new computer for the clerk was discussed.

The Outing Quick Response is closing their checking account and placing all proceeds in the Township's checking account. They are now officially a part of Crooked Lake Township and all finances will be managed by the CLT Board.

The Outing Quick Response Membership as of 1/1/2017 is as follows:

Bill Bernhjelm, Chelsey Best, Travis Best, Terri Datsman, Bob Dahlsgaard, Mary Eppen, Mindy Genz, Dana Keil, Ethen Oftedahl, LeAnn Werner and Mark Werner.

MOTION SKJOLSVIK 2<sup>ND</sup> THYEN TO PAY WARRANTS # 17147-17193. All in favor. Motion carried.

MOTION GLASS 2<sup>ND</sup> BENNINGTON TO ADJOURN. All in favor. Motion carried.

Kim Hughes Clerk Crooked Lake Township

