

(Unapproved Minutes)

CROOKED LAKE TOWN BOARD MONTHLY MEETING DECEMBER 14, 2017

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

The meeting was called to order with the Pledge of Allegiance.

MOTION SKJOLSVIK 2ND SCHAUMBURG TO APPROVE THE NOVEMBER 9, 2017 MONTHLY TOWN BOARD MEETING MINUTES. All in favor. Motion carried.

The Treasurer reported that the checkbook balance is \$338,368.70. There is a problem with the February payroll regarding an employee's paycheck that needs to be fixed and an issue with the 1st half of the payment to firefighters regarding tax deductions. An accountant has been called to help straighten out the issues. The treasurer would like to hire an accountant to help with the W2's and 1099's this year due to the many corrections that have had to be made. An employee's PERA and money owed was discussed. The Treasurer and Clerk have been working to balance CTAS. An inventory of the safe deposit box has been completed. A locked box for the safe deposit box key in the office was discussed. Unity Bank has a new website.

The Annual Board of Audit in February was discussed.

Dave Schaumburg and John Ryder gave a CLT Emergency Operations Plan Report. A new list of Road Ambassadors with phone numbers has been completed. The map with locations needs to be updated and put on the website. Town Board Supervisors are Road Ambassadors by default. CLT Supervisors do not need to sign Volunteer Agreements. The listing of Road Ambassador's email addresses and cell phone numbers was discussed. A sample Mutual Aid agreement was presented by John Ryder and discussed. The next meeting of the CLT Emergency Operations Committee will be January 5th. The use of private contractors in emergency situations was discussed.

The Christmas lights were put out by employees for the Chamber of Commerce.

The AIS signs were put away.

All the fire and township equipment has been serviced.

An estimate received for fixing the garage doors was discussed.

MOTION BENNINGTON 2ND SKJOLSVIK TO ACCEPT THE ESTIMATE FROM CROW WING DOOR IN EMILY OF \$450.00 FOR WEATHER STRIPPING ON THE GARAGE DOORS AT THE MAINTENANCE BUILDING. All in favor. Motion carried.

A request was received from Thunder Lake Township to sand/salt additional roads at their request.

MOTION SKJOLSVIK 2ND GLASS TO PROVIDE EMERGENCY TYPE ROAD SUPPORT TO THUNDER LAKE TOWNSHIP WHEN REQUESTED. All in favor. Motion carried.

MOTION THYEN 2ND SKJOLSVIK TO ACCEPT DONATION FROM EMILY-OUTING CHAMBER FOR \$1820.00 TO PAY AL'S SEWER \$1000.00 FOR PORTA-POTTIES AT ROOSEVELT AND PAY OLDS \$820.00 FOR DOCK REMOVAL AND ALSO \$865.10 DONATION FOR THE KIDS CHRISTMAS PARTY. All in favor. Motion carried.

The situation at Roosevelt Tavern regarding the liquor license was discussed. The township has received no notification regarding the septic system being completed.

The Building and Grounds inspection has not been completed yet.

MOTION THYEN 2ND GLASS TO ADOPT THE FOLLOWING RESOLUTION:

WHEREAS, THE 2017 MINNESOTA STATE LEGISLATURE PASSES INTO LAW SPECIFIC AMENDMENTS TO MINNESOTA STATUTES 204B.16 AND 205A.11 CHANGING THE PROCESS TO ESTABLISH POLLING PLACES FOR MUNICIPALITIES , SCHOOL DISTRICTS, AND COUNTIES WITH UNORGANIZED TOWNSHIPS BY REQUIRING AN ANNUAL RESOLUTION OR ORDINANCE DESIGNATING POLLING PLACES FOR THE UPCOMING CALENDAR YEAR, AND;

WHEREAS, CROOKED LAKE TOWNSHIP OPTS TO ESTABLISH THE POLLING PLACE FOR 2018 BY RESOLUTION;

THEREFORE, BE IT RESOLVED BY THE CROOKED LAKE TOWN BOARD THAT THE 2018 POLLING PLACE FOR CROOKED LAKE TOWNSHIP WILL BE AT THE CROOKED LAKE TOWN HALL, 6300 WOODS BAY DRIVE, OUTING, MN 56662.

ADOPTED THIS 14TH DAY OF DECEMBER 2017. All in favor. Motion carried

MOTION SKJOLSVIK 2ND SCHAUMBURG TO GRANT PERMISSION FOR NORTHLAND COMMUNITY SCHOOLS TO DESIGNATE THE CROOKED LAKE TOWN HALL AS A COMBINED POLLING PLACE FOR OFF-CYCLE SPECIAL ELECTIONS. All in favor. Motion carried.

The above motion is to allow Northland Community Schools to use the Crooked Lake Town Hall free of charge with Crooked Lake Township incurring no additional costs.

The electrical bill at the old fire hall was discussed

The maps that Schaumburg worked on for the Department of Transportation were discussed.

A water sample needed by the Minnesota Department of Health was discussed.

The MATIT survey was discussed. The dates all buildings were completed and VIN numbers for all vehicles are needed to complete.

A letter was received from The Minnesota Department of Revenue thanking CLT for the use of the Town Hall during tax season. They unfortunately will not be continuing this service.

The wages for the Level 2 inspector in August and September was discussed. The total of \$5,880.00 has been reimbursed.

The subscription to the Walker Paper was discussed. It is no longer needed and will not be renewed.

Teresa Datzman resigned from the Deputy Treasurer position due to her appointment as Township Clerk.

The 1991 Road Vacation that was not recorded was discussed. Thyen will continue to work on getting it completed.

The turning over of the township computer and records to the new clerk was discussed. Clerk Hughes will notify the County and MAT of the change. The oath of office will be given to the new clerk prior to January 1, 2018.

New signature cards needed were discussed.

The Workman's Compensation Audit Report due January 30, 2018 was discussed.

The resigning Clerk Hughes was presented a certificate for her past 40 years of service to CLT as Deputy Clerk and Clerk. The meeting was recessed for cake and coffee.

The meeting was reconvened.

MOTION SKJOLSVIK 2ND BENNINGTON TO PAY WARRANTS # 17658-17729 AND POS 237-241. All in favor. Motion carried.

MOTION BENNINGTON 2ND SKJOLSVIK TO ADJOURN. All in favor. Motion carried.

Kim Hughes Clerk Crooked Lake Township