

(Unapproved Minutes)

CROOKED LAKE TOWNSHIP BOARD MONTHLY MEETING MINUTES AUGUST 10, 2017

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

Retiring employee Harold O'Brien was recognized and given an appreciation plaque for his 14 years of employment with CLT.

MOTION SKJOLSVIK 2<sup>ND</sup> SCHAUMBURG TO APPROVE THE JULY 13, 2017 AND JULY 24, 2017 BOARD MEETING MINUTES WITH THE CORRECTION THAT TRACI GRONINGA WAS NOT PRESENT AT THE JULY 24, 2017 MEETING. All in favor. Motion carried.

The Board welcomed the new appointed Treasurer LeAnn Werner. LeAnn took the Oath of Office on July 29, 2017.

The new Treasurer gave an update on various accounting issues in CTAS. She attended training twice with the MAT trainer for CTAS. She needed to purchase a new computer as the old one was not working. Best Buy was able to transfer the data from the old computer to the new one except for the July information as that month had not been backed up. The Clerk and Treasurer will work together to bring CTAS up to date and make sure all accounts are balanced. Issues with quarterly taxes was discussed. New signature cards need to be signed to remove Traci Groninga from the bank accounts. Calcium Chloride payments received were discussed.

The Clerk was asked to draft a letter to MAT thanking Lucinda Messman for her time and patience and going above and beyond in helping CLT.

MOTION THYEN 2<sup>ND</sup> SKJOLSVIK TO AUTHORIZE THE TREASURER AND CLERK TO HIRE AN ACCOUNTANT TO STRAIGHTEN OUT THE IRS TAXES WITH A COST NOT TO EXCEED \$1000.00. All in favor. Motion carried.

The Treasurer reported that the bank balance is ICS \$372,748.38 and Checking \$25,714.27.

MOTION THYEN 2<sup>ND</sup> SKJOLSVIK TO ACCECPT TRACI GRONINGA 'S RESIGNATION EFFECTIVE JULY 26, 2017. All in favor. Motion carried.

Thyen changed the bank access and email passwords. Schaumburg will change the office door combination and email board members the new combination.

Bob Dahlsgaard gave an Outing Quick Response update. They continue to be financially stable and have had 44 calls so far this year. He reported on the new ambulance building in Remer and the ambulance will not be replaced for two more years. New members are needed. Glass attended the Taxing District Meeting.

The need for a Deputy Treasurer was discussed.

MOTION THYEN 2<sup>ND</sup> SCHAUMBURG THAT THE SIGNERS FOR ALL THE BANK ACCOUNTS WILL BE CHAIRMAN THYEN, VICE CHAIRMAN SKJOLSVIK, TREASURER WERNER, DEPUTY TREASURER WHEN APPOINTED, CLERK HUGHES AND DEPUTY CLERK MECHELKE. All in favor. Motion carried.

An updated version of the CLT Emergency Operation Plan was emailed to all board members. A new Volunteer Service Agreement has been drafted and will be given to all the Road Ambassadors. Downtown businesses have been contacted regarding posting sites, equipment available for use in an emergency etc. The chamber has posted the letter sent to all property owners on their website and the letters were also made available at the "Love Our Waters" event. NIXLE was discussed. Maps of the township with all roads and cross reference numbers of the Road Ambassadors was discussed.

MOTIN SKJOLSVIK 2<sup>ND</sup> SCHAUMBURG TO SPEND UP TO \$500.00 FOR CROOKED LAKE TOWNSHIP MAPS WITH ALL ROADS AND CROSS REFERENCE NUMBERS. All in favor. Motion carried.

Generators available at no cost to fire departments was discussed. Tim Orlin with USFS is the contact person.

Bennington and Thyen met with property owners on Birch Bay DR regarding whether their portion of the road is a township road. They were advised that the township does not consider that part of the road as a township road.

Craig and Nick helped set up tables and cut trees at the Park for the "Love Our Waters" event.

Beulah Township has asked us to brush their roads with one pass.

The trees have been removed on Birch Avenue by the power company and cleaned up by our guys. The water problem in the Birch Avenue area has been fixed.

The new lights in the shop have been installed.

Dayton repaired the basketball hoop and nets and has been spraying weeds.

Nick went for his drug test.

The culvert and beaver dam on County Road #58 was cleaned out.

The Road Inspection will be completed before the next Board Meeting. A proposal for Class 5 and culverts will be presented after the Road Inspection.

New posts for the Outing sign were discussed.

A CLT sign to be placed with the Outing sign was discussed.

A petition was received from Glen Mechelke to reduce the width of Birch Ridge a road located in the Plat of Birch Bay on Washburn Lake from 66' in width to 33' in width and reduce Birch Drive a road located in the Plat of Birch Bay on Washburn Lake to a width of 33' from its beginning on Cass County #48 to the beginning of Birch Ridge located in Birch Bay on Washburn Lake.

MOTION THYEN 2<sup>ND</sup> GLASS TO ACCEPT THE PETITION AS PRESENTED TO REDUCE BIRCH RIDGE AND BIRCH DRIVE TO A WIDTH OF 33'. THE SEPTEMBER 14, 2017, MONTHLY TOWN BOARD MEETING WILL CONVENE AT 5:00 PM AT THE INTERSECTION OF BIRCH BAY ROAD AND CASS COUNTY #48 FOR INSPECTION PURPOSES. A PUBLIC HEARING ON THE PETITION WILL BE HELD AT 6:00 PM ON SEPTEMBER 14, 2017, AT THE TOWN HALL. THE MONTHLY BOARD MEETING WILL BE CONTINUED FOLLOWING THE PUBLIC MEETING. All in favor. Motion carried.

MOTION SKJOLSVIK 2<sup>ND</sup> SCHAUMBURG THAT THE PETITIONERS WILL REIMBURSE THE TOWNSHIP FOR ANY EXPENSES INCURRED IN PROCESSING THE PETITION. All in favor. Motion carried.

A letter received from Beulah Township regarding questions concerning the Clean-up Day and billing for work done on their roads by CLT was discussed. Glass sent a detailed report explaining the Clean-up Day expenses to them. Lenny Grife is now the contact person for their roads. They would like a more detailed billing for any road work done by CLT.

Beaver Damns in Beulah Township were discussed.

Beulah Township purchasing Class 5 and gravel was discussed.

A road vacation in the O'Brien Plat from 1991 was discussed. Minutes of the special meeting vacating the road were presented by the Clerk. The vacation of the road was never recorded with the County. The Clerk will contact the County Recorder regarding the vacation of the road in 1991.

The hearing held on August 1, 2017, by the Cass County Board of Commissioners regarding the management of the public right of ways under Cass County's jurisdiction had nothing to do with township right-of ways.

Thank you to Connie Glass for getting the article in the Northland Press regarding Harold O'Brien's retirement. The Northland Press did not charge for the article.

The Minnesota Association of Township District 11 meeting August 23, 2017, was discussed. Registration is at 5:30 PM. A new law book will be available for pickup at the meeting.

The summer issue of the Minnesota Township Insider was discussed. There are a lot of good articles in it regarding emergency readiness.

The Emergency Planning Committee will be doing a test exercise sometime in the future.

A fire proof container for records was discussed.

MOTION GLASS 2<sup>ND</sup> SKJOLSVIK TO PAY WARRANTS # 17518-17535 and #17537-17559 WITH 317536 VOIDED. All in favor. Motion carried.

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

Kim Hughes Clerk Crooked Lake Township