

(Unapproved Minutes)

RECONVENED BOARD OF AUDIT MEETING MINUTES FEBRUARY 9, 2017

CROOKED LAKE TOWN BOARD MONTHLY MEETING MINUTES FEBRUARY 9, 2017

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

The Pledge of Allegiance was given.

The recessed Board of Audit Meeting from February 2, 2017 was reconvened.

The recommendations for the Levy will be discussed during the February 9, 2017 regular board meeting.

MOTION SKJOLSVIK 2<sup>ND</sup> SCHAUMBURG TO ADJOURN THE BOARD OF AUDIT MEETING. All in favor. Motion carried.

MOTION GLASS 2<sup>ND</sup> SKJOLSVIK TO APPROVE THE JANUARY 12, 2017 MINUTES. All in favor. Motion carried.

MOTION SKJOLSVIK TO APPROVE THE FEBRUARY 2, 2017 BOARD OF AUDIT MINUTES. All in favor. Motion carried.

The Treasurer's report was given. The checkbook balance is \$378,802.96.

The designated use of the Park Fund was discussed. Now, it is used for maintenance purposes. Schaumburg would like to see a new fund created for purchasing playground equipment that any donations for that purpose could be deposited into.

MOTION SCHAUMBURG 2<sup>ND</sup> THYEN TO START A SEPARATE ACCOUNT FOR PLAYGROUND EQUIPMENT AT LUSCHERS PARK AND TRANSFER THE \$998.43 BALANCE LEFT FROM LAST YEAR IN THE PARK FUND TO THIS NEW ACCOUNT. All in favor. Motion carried.

The current condition of the Park was discussed.

Removing the Harrington Cart Way from the cash control statement was discussed.

The new credit cards for the township have not been received yet.

The Town Hall addition will be paid off in August of 2018.

The Emily/Outing Snowbirds Snowmobile Club was present to discuss their application for gambling at the Pickled Loon. The Fire Department has been conducting the gambling at the Pickled Loon but it is the owner of the establishment that can choose who conducts gambling at their location. The permit application presented to the Board is only meant to notify the Board that they are applying for a gambling application in Crooked Lake Township.

MOTION GLASS 2<sup>ND</sup> BENNINGTON TO SIGN THE APPLICATION FOR GAMBLING PRESENTED BY THE EMILY/OUTING SNOWBIRDS SNOWMOBILE CLUB MAKING CROOKED LAKE TOWNSHIP AWARE THAT THEY ARE APPLYING FOR A GAMBLING APPLICATION AT THE PICKLED LOON. All in favor. Motion carried.

Levy recommendations for the 2017 Annual Meeting were discussed. The Fire Department is asking for an additional \$6,000.00 due to the loss of their gambling funds. Increasing the levy for the General Fund for playground equipment was discussed.

The new owner of Lake County Grocery offered that the Fire Department could put pull tabs in his establishment. He will look into equipment costs.

MOTION SKJOLSVIK 2<sup>ND</sup> SCHAUMBURG TO APPROACH THE PUBLIC AT THE ANNUAL MEETING FOR AN INCREASE OF \$10,000.00 FOR THE GENERAL FUND FOR PARK PLAYGROUND EQUIPMENT WITH THE UNDERSTANDING THAT THE LEVY MIGHT NEED ANOTHER \$10,000.00 THE FOLLOWING YEAR FOR A TOTAL LEVY RECOMMENDATION OF \$365,950.00 WHICH IS \$137,000.00 FOR THE GENERAL FUND WHICH INCLUDES A \$10,000.00 INCREASE FOR PLAYGROUND EQUIPMENT, \$61,750.00 FOR THE FIRE FUND WHICH INCLUDES A \$6000.00 INCREASE AND \$167,200.00 FOR THE ROAD AND BRIDGE FUND WHICH REMAINS THE SAME. All in favor. Motion carried.

The Anderson Appeal was discussed. The Lawyer representing Crooked Lake Township has a prior commitment on April 13<sup>th</sup>. The April Town Board Meeting may have to be changed to April 12<sup>th</sup>. All documents have been sent to the petitioner's attorney and they have not responded to date. This is tabled until next month.

Recommended motions for the Annual Meeting were discussed.

MOTION SCHAUMBURG 2<sup>ND</sup> THYEN TO RECOMMEND THE FOLLOWING THREE MOTIONS FOR THE ANNUAL MEETING. #1 MOTION TO AUTHORIZE THE TOWNSHIP TO ACCEPT GAMBLING DONATIONS AND DONATIONS FROM NON-PROFIT ORGANIZATIONS, FOR PUBLIC USE, INCLUDING FIREWORKS, SATELLITES, DOCKS, AIS PROGRAMS AND SIMILAR ACTIVITIES. #2 MOTION TO AUTHORIZE THE TOWNSHIP TO DONATE UP TO \$2000.00 TOTAL TO VARIOUS SERVICE ORGANIZATIONS WITH A LIMIT OF \$250.00 EACH. ORGANIZATIONS SHALL SERVE LOCAL NEEDS IN CROOKED LAKE TOWNSHIP AND THE IMMEDIATE SURROUNDING AREA. #3 MOTION TO AUTHORIZE THE USE OF TOWN FUNDS FOR COMMUNITY CELEBRATIONS FOR RETIRING OFFICIALS OR EMPLOYEES, NOT TO EXCEED \$200.00 PER EVENT. All in favor. Motion carried.

The hiring of a part time employee to work at the canister station was discussed. Two applications were received. John Rider who has been hired temporarily for 90 days and Larry Barnes a retired resident. Glass has interviewed both and recommends hiring both.

MOTION GLASS 2<sup>ND</sup> SKJOLSVIK TO HIRE JOHN RIDER AND LARRY BARNES AS PART TIME EMPLOYEES TO WORK AS NEEDED AT THE CANISTER STATION AS ATTENDANTS AT THE RATE OF \$15.00/HOUR. All in favor. Motion carried.

The canister station employees work out their own schedules and Glass will get W4's from them.

The hiring of a back-up equipment operator employee was discussed. One applicant applied for the job. The wording of the ad was discussed along with the applicant's qualifications. The applicant Craig Balvin has been interviewed. Schaumburg stated the ad should have been placed in both the Pine Cone Press and the Northland Press as some interested individuals did not see the ad. Previous applicants were discussed.

MOTION SKJOLSVIK 2<sup>ND</sup> GLASS TO HIRE CRAIG BALVIN AS A PART TIME BACK-UP EMPLOYEE WITH A STARTING SALARY OF \$16.75/HOUR. Glass Yes, Thyen Yes, Bennington Yes, Skjolsvik Yes, Schaumburg No. Motion carried.

The January 31<sup>st</sup> Cass County EOP Meeting was discussed. Skjolsvik reported that the Township needs to take an active interest and it is a good program. Tim Norton is the new person in charge. The Township's letter of interest has been submitted.

The new truck is starting to be built on February 20<sup>th</sup> and will take about one month.

The grader has been serviced and the dump truck, pickup and trailer have been DOT'd.

A lot of scarifying has been done on the roads due to the ice and #2 culvert on Roosevelt Shores Drive has been steamed a couple of times.

The Christmas lights have been put away and the AIS signs were worked on.

Glass is working on the HSEM claim.

The Town storage/office space in the Fire Hall was discussed. The Fire Department is willing to hold off on their project until we have a place to move everything to. Various options were discussed and Schaumburg obtained two quotes for converting the space where the tables and chairs are currently stored into office/storage space. The tables and chairs can be stored at the back of the town hall instead. The two quotes received were from Jingco Construction totaling \$2777.40 and Dave Hughes totaling \$1120.00. The need for electrical outlets not included in the quotes was discussed.

MOTION SCHAUMBURG 2ND GLASS TO HIRE DAVE HUGHES TO CONVERT SPACE IN THE TOWN HALL INTO OFFICE/STORAGE SPACE INCLUDING A WALL AND SHELVING FOR \$1120.00 FOR A TOTAL NOT TO EXCEED \$1500.00. All in favor. Motion carried.

The area GoNorth endeavor is printing an area resource and information pamphlet. Area businesses are encouraged to submit their information if they want to be included in this guide.

Also, a local business called "The Landing" will be opening in the spring in Emily. Any local vender or business can apply to be part of or advertise in this project.

The plumbing in the Town Hall was fixed.

Placing an ad in the local paper for the Crooked Lake Township Emergency Planning Team was discussed. The placing of the ad in both the Pine Cone and Northland Press was discussed. Neither paper reaches all the CLT residents. There are currently 10 members on the team and they will meet the 2<sup>nd</sup> Friday of the month at 9:00 am. They will be added to the agenda for the Annual Meeting.

MOTION SCHAUMBURG 2<sup>ND</sup> SKJOLSVIK TO PLACE AN AD IN THE PINE CONE AND THE NORTHLAND PRESS FOR TWO WEEKS AS FOLLOWS:

CROOKED LAKE TOWNSHIP (CLT) EMERGENCY PLANNING TEAM

YOU ARE INVITED TO JOIN THE CLT EMERGENCY PLANNING TEAM THAT HAS RECENTLY BEEN FORMED. THIS GROUP IS COMPRISED OF CONCERNED CITIZENS WHO WISH TO SEE A FORMAL "PLAN" EXIST IN THIS TOWNSHIP TO DEAL WITH PRIMARILY SEVERE STORM/POWER OUTAGES IN YEAR 2017 AND FORWARD. WE INVITE ALL STAKEHOLDERS WHO ARE WILLING TO SHARE THEIR EXPERIENCES AND IDEAS AS TO HOW WE CITIZENS OF CLT CAN CREATE A DRAFT DOCUMENT THAT SPELLS OUT THE COMMUNITY NEEDS AND WANTS THAT WILL, IN TURN, BE SUBMITTED TO THE CLT BOARD FOR ACTION THIS SEASON. NEW MEMBERS WILL BE PROVIDED CURRENT MEETING MINUTES TO ORIENT THEMSELVES TO THIS TEAM. JOIN US AT THE NEXT PLANNING TEAM MEETING TO BE HELD: FRIDAY, 3-10-2017 @ 9 A.M. AT THE CLT TOWN HALL. PEOPLE WITH PRIOR EXPERIENCE ENCOURAGED TO ATTEND. DIRECT QUESTIONS TO CLT BOARD SUPERVISOR, DAVE SCHAUMBURG @ 218-792-5816. All in favor. Motion carried.

Discussed the EOP Cass County Emergency Operation contact. The county has been notified that Hughes is the new clerk.

The purchasing of a lectern was discussed.

MOTION SCHAUMBURG 2<sup>ND</sup> SKJOLSVIK TO PURCHASE A LECTERN WITH TOTAL COST NOT TO EXCEED \$150.00. All in favor. Motion carried.

A new computer for the clerk was discussed.

MOTION SKJOLSVIK 2<sup>ND</sup> THYEN TO AUTHORIZE THE CLERK TO SPEND UP TO \$800.00 FOR A NEW COMPUTER. All in favor. Motion carried.

The old computer at the Fire Hall was discussed. Also discussed were township printers.

The clerk asked for permission to send a picture and news article to MAT regarding Glen Mechelke's retirement.

The clerk attended training at MAT for new clerks. She informed the board that they are supposed to have a fire proof container for all the minutes which need to be kept forever.

The Notice has been sent to the Northland Press for the Annual Meeting on March 14,2017, at 7:00 PM

The clerk sent a Thank You to Bob Gage for the donation of the welder.

It was decided by all board members that the Board of Audit meeting would be considered a short meeting and therefore all members will be paid \$50.00.

MOTION SKJOLSVIK 2<sup>ND</sup> BENNINGTON TO PAY WARRANTS # 17194-17234.

All in favor. Motion carried.

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

Kim Hughes Clerk Crooked Lake Township