

(Unapproved Minutes)

CROOKED LAKE TOWN BOARD MONTHLY MEETING JANUARY 14, 2016

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

Members present: Lloyd Thyen, Mark Skjolsvik, Connie Glass, Pat Bennington, Pat Faul and Kim Hughes (Deputy Clerk). Absent: Dave Schaumburg and Glenn Mechelke.

MOTION SKJOLSVIK 2ND GLASS TO APPROVE THE DECEMBER 10, 2015 MINUTES. All in favor. Motion carried.

The Treasurer's report was given. The checkbook balance is \$261,901.43. The treasurer has been busy with end of year and gave an update regarding the 2010-2011 IRS issue. She has contacted 3 different people in regards to the Deputy Treasurer position.

Nominations were taken for the Chairman and Vice Chairman for 2016.

Lloyd Thyen was nominated for Chairman. Hearing no other nominations a vote was taken. All in favor. Thyen elected Chairman for 2016.

Mark Skjolsvik was nominated for Vice Chairman. Hearing no other nominations a vote was taken. All in favor. Skjolsvik elected Vice Chairman for 2016.

Rolf Halstensen gave a CLVFD report. Their Holiday Assembly was held and 5 people received service awards. The fishing contest has been cancelled due to ice conditions. The 5 new people joining the department are near to completion of their training requirements. The State Audit has been completed.

The fire department budget was discussed.

The life expectancy of fire department equipment and the schedule for servicing trucks was discussed.

MOTION SKJOLSVIK 2ND BENNINGTON TO APPROVE THE INCREASE OF THE FIRE DEPARTMENT RETIREMENT FROM \$1000.00 TO \$1250.00 PER YEAR OF SERVICE. All in favor. Motion carried.

Nick Usherwood, Ben Johnson and Pat Faul have requested job reviews. All three were present and came before the board for reviews. The board did not have any concerns regarding any of them and felt they were all doing a good job.

MOTION GLASS 2ND SKJOLSVIK TO INCREASE THE TREASURER'S SALARY TO \$600.00 PER MONTH, \$100.00 PER TOWN BOARD MEETING AND \$25.00 PER MONTH FOR INTERNET EXPENSES. All in favor. Motion carried.

The monthly fee paid to the clerk for rent, computer, internet, etc. was discussed. Item tabled until the next meeting.

MOTION GLASS 2ND SKJOLSVIK TO INCREASE NICK USHERWOOD'S PAY FROM \$22.00 TO \$24.00 PER HOUR, GIVE HIM PAID HOLIDAYS AS LISTED IN THE EMPLOYEE POLICY AND DECREASE THE PTO PAID DAYS OFF FROM 15 DAYS TO 10 DAYS PLUS GIVE HIM \$20.00 PER MONTH FOR CELL PHONE. CHANGES EFFECTIVE IMMEDIATELY. All in favor. Motion carried.

MOTION GLASS 2ND BENNINGTON TO INCREASE BEN JOHNSON'S PAY FROM \$18.00 TO \$20.00 PER HOUR PLUS \$20.00 PER MONTH FOR CELL PHONE EFFECTIVE IMMEDIATELY. All in favor. Motion carried.

MOTION THYEN 2ND BENNINGTON TO ACCEPT THE 2016 CLT REORGANIZATION AGENDA AS AMMENDED WITH CHANGES. All in favor. Motion carried.

2016 CLT 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 2016:
Monthly on 2nd 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, allowances (rent, computer internet, etc.) \$225, monthly.
 - c. Treasurer- \$600 monthly salary and \$100 per Town Board meeting, \$25.00 monthly for internet.
 - 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 stated in employee policy; Part time, Ben Johnson \$20.00 per hour, plus \$20 monthly cell phone; Part time, Dayton Paulson \$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.
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 Glenn Mechelke, Deputy Clerk Kim Hughes and Treasurer Pat Faul. There is currently no deputy treasurer.

The amount of crushed concrete purchased from Rice Contracting was discussed. The amount was in tons not yards as previously stated.

MOTION BENNINGTON 2ND THYEN TO AMMEND THE FOLLOWING MOTION FROM THE NOVEMBER 12, 2015 MEETING: MOTION BENNINGTON 2ND SKJOLSVIK TO PURCHASE 832 YARDS OF CRUSHED CONCRETE NOT TO EXCEED \$10,000.00 DELIVERED; AMMENDED TO: TO PURCHASE 841.38 TONS OF CRUSHED CONCRETE AT \$12.00 PER TON FOR A COST NOT TO EXCEED \$10,096.56. All in favor. Motion carried.

The grader and dump truck need annual servicing and both need cutting edges for the plows.

Maintenance and repairs on equipment was discussed.

Brushing completed on roads was discussed including ROW brushing.

The accident involving the dump truck was discussed. After investigating, a drug test was not needed on the township employee involved.

A new lawn mower will be needed before spring.

The Outing Quick Response 2015 Financials and Call report was presented. More First Responders are needed.

Insurance coverage for the Outing Quick Response was discussed. Bob Dahlsgaard will look into it.

Discussed the resurfacing of Highway 6 in 2020.

MOTION THYEN 2ND GLASS TO SET THE BOARD OF AUDIT MEETING FOR JANUARY 21, 2016 AT 10:30 AM. All in favor. Motion carried.

Discussed the road sign inventory. Thyen will apply for a grant available to have a company come and do a survey and inventory.

Discussed the January 29th informational training meeting in Backus with the Cass County Sheriff's Office Emergency Management. A representative from CLT will attend.

Skjolsvik attended the Region Five Development Commission Meeting December 10, 2015. Loans are available for septic systems at 3% interest and are not income based and well loans are available at 1% interest but are income based.

Skjolsvik will not be in attendance at the February meeting.

Glass reported that the clean-up day will be the 2nd Saturday of June. The use of event signs and cones was discussed.

Thyen attended an AIS meeting in Walker. The county plans on providing the same amount of resources as last year. The Level 2 Inspectors need to sign volunteer forms for liability purposes.

The Fire Relief Association report is on record with the township.

A letter was received from the Northland Press thanking the township for designating them as our legal newspaper.

A letter was received from the Minnesota Department of Revenue thanking the township for the use of the town hall as a volunteer tax preparation site.

Received a State Form 134 for ERDMANN & ERDMANN.

Discussed the use of the town hall for Yoga classes. Amount to charge was tabled until next month.

Recognition of the fantastic job being done by Nick and Ben was given.

The hill on Eastburn Road was discussed.

The amount owed on the town hall addition and fire truck was discussed.

MOTION SKJOLSVIK 2ND GLASS TO PAY WARRANTS # 16619-16661. All in favor. Motion carried.

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

Kim Hughes Deputy Clerk

