

## Approved Minutes

### CROOKED LAKE TOWN BOARD MONTHLY MEETING MINUTES – January 14, 2021

The meeting was called to order at 7PM and The Pledge of Allegiance was given.

Members present: Jim Thielen, Pat Bennington, Mark Skjolsvik, Tim Donnay, LeAnn Werner, and Terri Datzman, Mindi Genz. Member absent: Connie Glass

Citizens present: Pat Moga, Ryan Huettl, Lloyd Thyen, Mark Werner. Present on conference call: Keith Alquist, Sue Townsend

Note: Meeting is being recorded and retained by the Clerk for preparation of minutes and will be deleted.

Note: The Treasurer, CLVFD, OQR and Road Reports are now on agenda and are reviewed during meeting.

MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO ACCEPT 12/10/20 MINUTES. ALL IN FAVOR. MOTION CARRIED.

Treasurer Report: December 2020 beginning balance \$274,781.17 + receipts \$155,816.03 - disbursements \$83,704.75 (outstanding checks \$4,011.35) = ending balance \$350,903.80, balances to the bank. (1)I removed Lloyd's name from the Crow Wing Power township bill. I put mine in its place as treasurer, but it can be changed after a new Chairperson is elected. The board needs to decide whose name will be the account representative. (2)I need to have a copy of licenses for those who will be the new signers for checks, which on Friday I'll bring to Unity Bank to create a new signature card, and then bring them back to get the signatures instead of having everybody drive to Crosby. I will notify new signers so we can meet and will return them to the bank. Lloyd Thyen is to be removed as a signer on Unity Bank, and the new chair and new vice chair to be added. (3) The board needs to decide about the VISA cards. The one we have been using has Lloyds name and personal information attached to it. I need board approval to have that one closed. We received new cards in the mail and I activated the one with my name attached to it, the credit limit on that one is only \$5,000.00, I need board approval to increase that limit to the \$10,000.00 as we had for the old card, and will attach minutes from the meeting to the form I send into VISA to increase the limit. This month we have statements from both cards, as some purchases were made with the old card before it expired Dec. 20th, and then new purchases with the new card. (4)I have processed claims for unemployment sent to the township for firefighters who were laid off from other jobs. As their FD wages are reported when they apply for unemployment, all businesses they receive wages from can be charged. Because they are "volunteer firefighters" for the township, those wages are exempt, I have to do a "Raise an Issue" filing for each claim. And then we get notified they are exempt. I have had two for one person, and one each for the other two. (5)I had our Deputy Treasurer, Mary Eppen train and process the township payroll, had her process the claims and put together the board packets and had her do the monthly tax and PERA filing. My plan is to have her do the quarterly to make sure she is able to do them if needed. I am in the process now of doing the W-2's and 1099's to be mailed out as soon as completed. MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO CLOSE THE VISA ACCOUNT WITH THYEN'S NAME ON IT. ALL IN FAVOR. MOTION CARRIED. Question as to having an account with cash back. MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO RAISE THE VISA CARD LIMIT FROM \$5000 TO \$10,000. ALL IN FAVOR. MOTION CARRIED. Board feels CWP bill can be in Werner's name.

CLVFD Report: Fire Chief, Nick Usherwood: medical-2, Firefighters and OQR helped the chamber with the Christmas Gifts at the Emergency Services Building, 631 was serviced at Reichert Bus.

OQR Report: Chief Terri Datzman: December calls: motor vehicle-1, chest pain-1, medical-2, for a total of 4.

2021 CLT Reorganization: (see separate document)

BENNINGTON NOMINATED SKJOLSVIK AS CHAIRPERSON, HE ACCEPTED. DONNAY NOMINATED GLASS AS VICE-CHAIR.

MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO KEEP SUPERVISOR PAY THE SAME. ALL IN FAVOR. MOTION CARRIED.

MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO INCREASE CLERK SALARY AND HOURLY RATE BY 3% (SAME AS COUNTY EMPLOYEES). ALL IN FAVOR. MOTION CARRIED.

MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO INCREASE TREASURER SALARY AND HOURLY RATE BY 3% AND INTERNET TO \$50/MONTH. ALL IN FAVOR. MOTION CARRIED.

MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO INCREASE DEPUTY CLERK AND DEPUTY TREASURER HOURLY RATE BY 3%. ALL IN FAVOR. MOTION CARRIED.

MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO INCREASE N. USHERWOOD, BALVIN, DALLUHN, T. USHERWOOD AND BARNES HOURLY RATE BY 3%. ALL IN FAVOR. MOTION CARRIED.

Will keep Nagle at same wage, as County pay for similar work tops out at \$20/HR. Nagle does an excellent job of cleaning.

MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO ADOPT RESOLUTION 2021-1 AUTHORIZING CONTRACT WITH INTERESTED OFFICER, JIM THIELEN. THIELEN ABSTAINED DUE TO FINANCIAL INTEREST. MOTION CARRIED UNANIMOUSLY.

MOTION BENNINGTON, 2<sup>ND</sup> DONNAY TO ADOPT RESOLUTION 2021-2 AUTHORIZING CONTRACT WITH INTERESTED OFFICER, MARK SKJOLSVIK. SKJOLSVIK ABSTAINED DUE TO FINANCIAL INTEREST. MOTION CARRIED UNANIMOUSLY.

MOTION DONNAY, 2<sup>ND</sup> SKJOLSVIK TO ADOPT RESOLUTION 2021-3 AUTHORIZING CONTRACT WITH INTERESTED OFFICER, PAT BENNINGTON. BENNINGTON ABSTAINED DUE TO FINANCIAL INTEREST. MOTION CARRIED UNANIMOUSLY.

MOTION SKJOLSVIK, 2<sup>ND</sup> THIELEN TO ADOPT RESOLUTION 2021-4 AUTHORIZING CONTRACT WITH INTERESTED OFFICER, TIM DONNAY. DONNAY ABSTAINED DUE TO FINANCIAL INTEREST. MOTION CARRIED UNANIMOUSLY.

MOTION SKJOLSVIK, 2<sup>ND</sup> BENNINGTON TO ADOPT RESOLUTION 2021-5 AUTHORIZING CONTRACT WITH INTERESTED OFFICER, CONNIE GLASS. MOTION CARRIED UNANIMOUSLY.

MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO AUTHORIZE SUPERVISORS, CLERK AND TREASURER TO OBLIGATE THE TOWN UP TO \$1000 UNTIL THE NEXT BOARD MEETING. ALL IN FAVOR. MOTION CARRIED.

Board unanimously agrees that Nick Usherwood has done an excellent job as Full-time Shop Foreman.

MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO AUTHORIZE TREASURER TO MOVE FUNDS FROM GENERAL FUND \$15000 TO AIS. ALL IN FAVOR. MOTION CARRIED. Discussion on need for separate account any longer for Park Fund and Emergency Operations Fund. Decided to continue to be able to set funds aside for big projects and track amounts spent. MOTION DONNAY, 2<sup>ND</sup> BENNINGTON TO AUTHORIZE TREASURER TO MOVE FUNDS FROM GENERAL FUND \$2500 TO PARK. ALL IN FAVOR. MOTION CARRIED. MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO AUTHORIZE TREASURER TO MOVE FUNDS FROM GENERAL FUND \$12,000 TO EMERGENCY OPERATIONS FUND. ALL IN FAVOR. MOTION CARRIED.

Discussion on AIS Committee request to change the name from Crooked Lake Township (CLT) AIS Committee to Crooked Lake Township (CLT) Lakes and Shores Committee. Questions on AIS keeping AIS focus, what is water quality testing numbers, what is RALALA opinion of this. MOTION DONNAY, 2<sup>ND</sup> BENNINGTON TO LOOK INTO AND DISCUSS FEBRUARY MEETING. ALL IN FAVOR. MOTION CARRIED.

MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO ADOPT RESOLUTION 2021-6 ACCEPTING DONATION FROM RALALA AND ITS MEMBERS TO OQR. ALL IN FAVOR. MOTION CARRIED.

MOTION SKJOLSVIK, 2<sup>ND</sup> BENNINGTON TO RECESS MEETING AT 8:15PM TO CELEBRATE AND THANK LLOYD THYEN FOR HIS YEARS OF SERVICE TO CLT, THINKING OF OUR TOWN HALL ADDITION, COMMUNITY CONTRIBUTION BOARD, AND AIS ENDEAVORS. ALL IN FAVOR. MOTION CARRIED.

MOTION SKJOLSVIK, 2<sup>ND</sup> BENNINGTON TO RECONVENE MEETING AT 8:30PM. ALL IN FAVOR. MOTION CARRIED.

Road and Equipment Report: Nick and Pat investigated and documented the Mike Spurgin (Fehrs Rd) complaint - Board recommends a letter be written to resident and sent with diagrams. Everyone should have received the update on the Longwood Point Road bridge, a resident showed concern of debris on Longwood Point Road from the logging, it has been looked into. Another resident questioned the cutting and Datzman will reply to email that it was a County Timber sale.

Purchased current road grader 2005, expected to last 15 years. Low hours last year, so delayed purchase of another. N. Usherwood looked into a John Deere 672G with 6 WD with preventative maintenance and extended warranty, as they have 44% off state bid. Price \$546,000 less discount, less \$37,000 trade-in (if we don't sell outright) equals approx. \$280,000. They offer 3% 5-year lease at \$60,000 per year. Board showed interest, asked about looking into other type financing. Would have to get sealed bids. Bennington to ask MAT, Thielen to explore funding. Will discuss February meeting.

CLVFD has looked into FEMA grants for 3 years to replace Self Contained Breathing Apparatus which is expired. They have been turned down. Must replace NOW. Chief Usherwood got prices for bare minimum of 8 sets. Board recommended purchasing 10 sets. MOTION SKJOLSVIK, 2<sup>ND</sup> BENNINGTON TO PURCHASE 10 SETS OF SCBA AT A COST NOT TO EXCEED \$80,000. ALL IN FAVOR. MOTION CARRIED.

Trying to establish an Emergency Services/Fire contract with Beulah. Attorney drafted one with different calculation than we used in 2020 regarding taxable property. Numbers range from \$6400 to \$15,000 for their share of the cost. Beulah agreed with CLT on \$6400 payable 2021. Board feels \$6400 is sufficient and will use that formula in the future. Based on Fire levy, will move \$26,000 when tax money comes to Major Fire Equipment Fund.

Supervisor Reports: BENNINGTON- asked if Board ok with using ballfield for clean-up day, will look into. DONNAY- Dock will be put in/taken out by Olds, may look into 3-year contract, Land 'O Lakes Marina to repair docks. SKJOLSVIK-asked Board to keep him informed in new role as Chairperson.

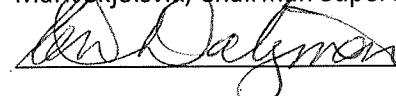
Clerk Report: Set Board of Audit after February Board Meeting, Exp Donnay 7/1/22, Glass 7/1/23, Skjolsvik 7/1/24, shared Google Calendar for Townhall, shared RALALA thanks for support letter, Otter Tail Notice of power rate changes doesn't affect CLT, return "letter of indebtedness" to Cass Cty. at \$0, McPherson sale of some property on Woods Bay - may need to contact new owner regarding beaver dam, Local Board of Appeal and Equalization location to Cass Cty. Board prefers in-person with conference call option to residents, US Census Bureau Contact information.

MOTION SKJOLSVIK, 2<sup>ND</sup> BENNINGTON TO AUTHORIZE JANUARY PAYROLL CHECK NUMBERS 19371-19383 TOTAL \$7,734.93, JANUARY CLAIM NUMBERS 18551-18574, CHECK NUMBERS 19384-19407 TOTAL \$22,709.02, ACH341 TO IRS \$1,989.06, ACH342 TO PERA \$1,317.71, ACH343 TO MN STATE TAX PAYMENT \$866.14.

MOTION BENNINGTON, 2<sup>ND</sup> THIELEN TO ADJOURN AT 10:15PM. ALL IN FAVOR. MOTION CARRIED.

  
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Mark Skjolsvik, Chairman Supervisor, Crooked Lake Township

2-11-2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Terri Datzman, Clerk, Crooked Lake Township

2-11-2021  
\_\_\_\_\_  
Date

## 2021 Crooked Lake Town Board Reorganization:

1. Elect Chair: Mark Skjolsvik and Vice Chair: Connie Glass
2. Designate Supervisor positions/responsibilities:
  - a. Jim - Canister Station including bag issue/receipt and deposits, Weed Inspector
  - b. Tim- Buildings and grounds, Town Hall scheduling, Community Recognition Board Nominees.
  - c. Connie- backup Road Supervisor, Cleanup Day, and calcium chloride road treatment.
  - d. Mark- Website, back-up Town Hall scheduling, AIS liason and County Variance Request Monitor.
  - d. Pat- Road Supervisor, Cleanup Day and calcium chloride road treatment.
3. Schedule regular Board meetings: Monthly on 2nd Thursday, 7 PM, at Town Hall for all 12 months of 2021.
4. Designate official Town newspapers: The Northland Press and Pine-Cone Press Citizen.
5. Set compensation and allowances for Town Board members and employees:
  - a. Supervisors- \$100 monthly salary, \$100 per Board meeting, and all other Town business \$20 per hour.
  - b. Clerk- monthly salary currently \$657.76, \$100 per Board meeting, and other than regular duties Town business \$20.60 per hour, and \$50 monthly reimbursement for internet connection.
  - c. Treasurer- monthly salary currently \$636.54, \$100 per Board meeting, and other than regular duties Town business \$20.60 per hour, and \$50 monthly reimbursement for internet connection.
  - d. Deputy Clerk and Deputy Treasurer \$100 meeting pay, Town business \$20.60 per hour.
  - e. Full time employee- Nick Usherwood, \$28.12 per hour, plus \$40 monthly reimbursement in lieu of cell phone, 1 ½ compensatory time over 40 hours per week and 24 days paid time off per year.

f. Part time employees:

Craig Balvin, \$22.28 per hour, plus \$40 monthly reimbursement in lieu of cellphone.

Bill Dalluhn, \$18.57 per hour plus \$25 monthly reimbursement in lieu of cellphone.

Terry Usherwood, \$20.60 per hour, plus \$25 monthly reimbursement in lieu of cellphone.

Larry Barnes, \$16.97 per hour.

Bob Nagle \$25.00 per hour.

g. Mileage rate for use of personal vehicle for Town business as set by the IRS, for travel performed in 2021, \$.56 per mile (federal rate).

6. Resolutions 2021-1 through 5 for Conflict of Interest Forms

7. Designate Town official posting locations: Town Hall entrance

8. Designate Town depository: Unity Bank.

9. Between Board meetings, two supervisors are authorized to sign liquor license renewal applications for establishments located in CLT. New applicants must appear before the Board at a meeting.

10. Supervisors, Clerk and Treasurer are authorized to obligate the Town up to \$1000.00 until the next Board meeting.

11. Following are designated signing authorities for Crooked Lake Township accounts and Certificates of Deposit at Unity Bank, N.A., Crosby, MN: Chairman Mark Skjolsvik, Vice Chairman Connie Glass, Clerk Terri Datzman, Deputy Clerk Mindi Genz, Treasurer LeAnn Werner, and Deputy Treasurer Mary Eppen.

12. Treasurer is authorized to use ACH procedures for bill paying and depositing.

13. Chair to check Township email (see clerk for password).