

Approved Minutes

CROOKED LAKE TOWN BOARD MONTHLY MEETING MINUTES – January 13, 2022

The meeting was called to order at 6PM and The Pledge of Allegiance was given.

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

Citizens present: Kurt Soldner, Perry May, David Thompson

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 DONNAY, 2ND THIELEN TO ACCEPT 12/09/21 MINUTES. ALL IN FAVOR. MOTION CARRIED.

Treasurer Report: December 2021 beginning balance \$239,887.46 + receipts \$239,437.25 – disbursements \$145,051.20 (outstanding checks \$ 14,059.31) = ending balance \$348,332.82, balances to bank. MOTION DONNAY, 2ND THIELEN TO CASH IN CD #3002764 FIRE DEPT. MATURES ON 1/20/2022 FOR \$1,067.03 AND DEPOSIT INTO CHECKING ACCOUNT AND INTO CLVFD MAJOR EQUIPMENT FUND. ALL IN FAVOR. MOTION CARRIED. This is the last CD we have. Currently working on W2's and 1099's that I plan to get in the mail this week. Bill Dalluhn inadvertently destroyed phone reimbursement check #19889 from December, check was voided and reissued today.

CLVFD Report: Fire/Accident 1, Medical 4, Hazmat 0. Equipment - 10 new 2.5" hoses were received to replace failed hoses and aging hoses. Training - no Training. Misc. - Annual Fire Department Meeting was held. We have changed our officer positions from a 1-year position to a 2-year position. The Fire Department officers are: Chief: Nick Usherwood, Battalion Chief: Brian Olds, Captain 1: Mark Werner, Captain 2: Shawn Hite, Captain 3: Bob Nagle, there is a rotation in elections that 2 will get voted on each year.

OQR Report: December calls: medical -1, difficulty breathing -2, motor vehicle accident -1, total 4. Began meeting monthly with training in odd months w/ short business meeting, and business meeting even months.

Road and Equipment Report: New tires on the pick-up to pass MN DOT inspection, general maintenance and a lot of snow removal. Postmaster has difficulty getting to some mailboxes, homeowner's responsibility to clear snow.

Perry May and Kirk Soldner spoke on proposed ATV trail closure on Hwy. 6 from Papoose Rd. to Mill Rd. and effort to move trail away from Little Emily Lake due to run-off from current trail into the lake. This is a joint effort of Pine River Watershed District, MN DOT and supported by RALALA and City of Emily. CLT is grateful for the information and is not opposed to this effort. Also, in an effort to decrease ATV traffic on Sunset Hill Rd., homeowner of proposed corridor change is open to discussion of trail crossing his property.

2022 Crooked Lake Town Board Reorganization:

1. MOTION DONNAY TO ELECT CHAIR: MARK SKJOLSVIK AND VICE CHAIR: CONNIE GLASS. ALL IN FAVOR. MOTION CARRIED.

2. Designate Supervisor positions/responsibilities:

a. Jim – Website/Zoom Mtg. Organizer, Canister Station including bag issue/receipt and deposits, Weed Inspector

b. Tim- Buildings and grounds, Townhall scheduling, Community Recognition Board Nominees.

c. Connie- backup Road Supervisor, Cleanup Day (maintenance employees asked to work), and calcium chloride road treatment (employees to stake roads and ride truck IF applied, given 2 weeks' notice).

d. Mark- back-up Townhall schedule, Lakes and Shores Liaison, OQR Liaison and County Variance Request Monitor.

e. Pat- Road Supervisor, Cleanup Day and calcium chloride road treatment.

3. Schedule regular Board meetings: Monthly on 2nd Thursday @ 6PM at Town Hall for all 12 months of 2022.

4. Designate official Town newspapers: The Northland Press and Pine-Cone Press Citizen.

5. Set compensation and allowances for Town Board members and employees NOTING THAT EVERY EMPLOYEE DOES AN EXCELLENT JOB:

a. Supervisors- discussion as to last hourly increase 2018 and attracting new people by giving a raise vs. people that run to get involved, not for the money. Decided to keep \$100 monthly salary, \$100 per Board meeting, and all other Town business \$20 per hour.

b. Clerk- MOTION SKJOLSVIK, 2ND GLASS TO INCREASE CLERK MONTHLY SALARY BY \$100 TO \$757.76. ALL IN FAVOR. MOTION CARRIED. Keep \$100 per Board meeting, and other than regular duties town business \$20.60 per hour, and \$50 monthly reimbursement for internet connection.

c. Treasurer- MOTION SKJOLSVIK, 2ND GLASS TO INCREASE TREASURER MONTHLY SALARY BY \$100 TO \$736.54. ALL IN FAVOR. MOTION CARRIED. Keep \$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, MOTION SKJOLSVIK, 2ND GLASS TO INCREASE DEPUTY CLERK AND DEPUTY TRREASURER TOWN BUSINESS WORK TO \$21.00 PER HOUR. ALL IN FAVOR. MOTION CARRIED.

MOTION GLASS, 2ND BENNINGTON TO GIVE 4% COST OF LIVING HOURLY INCREASE TO ALL MAINTENANCE WORKERS. ALL IN FAVOR. MOTION CARRIED. MOTION SKJOLSVIK, 2ND DONNAY TO PAY \$25 MONTHLY CELL PHONE REIMBURSEMENT TO CRAIG BALVIN, BILL DALLUHN, AND TERRY USHERWOOD. ALL IN FAVOR. MOTION CARRIED.

MOTION SKJOLSVIK, 2ND DONNAY TO REIMBURSE TERRY USHERWOOD \$180.00 FOR CELL PHONE USE FOR 2021 DUE TO MISCOMMUNICATION. ALL IN FAVOR. MOTION CARRIED.

e. Full time employee- Nick Usherwood, to \$29.24 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, to \$23.17 per hour, plus \$25 monthly reimbursement in lieu of cellphone.

Bill Dalluhn, to \$19.31 per hour plus \$25 monthly reimbursement in lieu of cellphone.

Terry Usherwood, to \$21.42 per hour, plus \$25 monthly reimbursement in lieu of cellphone.

Larry Barnes, to \$17.64 per hour.

Bob Nagle to \$26.00 per hour.

g. Mileage rate for use of personal vehicle for town business as set by the IRS, for travel performed in 2022 at the federal rate, which is currently \$.585 per mile.

6. Resolutions 2022-1 through 5 for Conflict-of-Interest Forms:

MOTION SKJOLSVIK, 2ND GLASS TO ADOPT RESOLUTION 2022-1 AUTHORIZING CONTRACT WITH INTERESTED OFFICER, JIM THIELEN. THIELEN ABSTAINS DUE TO FINANCIAL INTEREST. ALL IN FAVOR. MOTION CARRIED.

MOTION GLASS, 2ND DONNAY TO ADOPT RESOLUTION 2022-2 AUTHORIZING CONTRACT WITH INTERESTED OFFICER, MARK SKJOLSVIK. SKJOLSVIK ABSTAINS DUE TO FINANCIAL INTEREST. ALL IN FAVOR. MOTION CARRIED.

MOTION GLASS, 2ND SKJOLSVIK TO ADOPT RESOLUTION 2022-3 AUTHORIZING CONTRACT WITH INTERESTED OFFICER, PAT BENNINGTON. BENNINGTON ABSTAINS DUE TO FINANCIAL INTEREST. ALL IN FAVOR. MOTION CARRIED.

MOTION BENNINGTON, 2ND THIELEN TO ADOPT RESOLUTION 2022-4 AUTHORIZING CONTRACT WITH INTERESTED OFFICER, TIM DONNAY. DONNAY ABSTAINS DUE TO FINANCIAL INTEREST. ALL IN FAVOR. MOTION CARRIED.

MOTION SKJOLSVIK, 2ND DONNAY TO ADOPT RESOLUTION 2022-5 AUTHORIZING CONTRACT WITH INTERESTED OFFICER, CONNIE GLASS. GLASS ABSTAINS DUE TO FINANCIAL INTEREST. ALL IN FAVOR. MOTION CARRIED.

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, Clerk and Treasurer to check Township email.
14. Clerk and Treasurer to get mail from Post Office.

MOTION SKJOLSVIK, 2ND GLASS TO TABLE PROPOSED EMPLOYEE POLICY UPDATES UNTIL MARCH 2022 MEETING. ALL IN FAVOR. MOTION CARRIED.

MOTION SKJOLSVIK, 2ND DONNAY TO AUTHORIZE TREASURER TO MOVE FUNDS FROM GENERAL FUND \$15000 TO LAKES N SHORES. ALL IN FAVOR. MOTION CARRIED. Consider \$2500 to Park, \$12,000 Emergency Operations Fund at a later date.

MOTION DONNAY, 2ND BENNINGTON TO ADOPT RESOLUTION 2022-6 ACCEPTING DONATION FROM CHAMBER OF \$1596.25 TO REIMBURSE LARSON'S SALOON (OCCURRED AT PICKLED LOON SALOON) FOR KIDS CHRISTMAS PARTY AND CLVFD BENEFIT DINNER. ALL IN FAVOR. MOTION CARRIED.

MOTION THIELEN, 2ND DONNAY TO ADOPT RESOLUTION 2022-7 TO SPEND ARPA FUNDS ON TECHNOLOGICAL IMPROVEMENTS. ALL IN FAVOR. MOTION CARRIED.

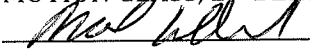
MOTION SKJOLSVIK, 2ND BENNINGTON TO ADOPT RESOLUTION 2022-8 TO SPEND ARPA FUNDS ON IMPROVEMENTS TO TOWN FACILITIES (MEDICAL EQUIPMENT CABINET). ALL IN FAVOR. MOTION CARRIED.

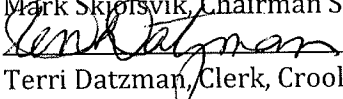
Supervisor Reports: **DONNAY**- Individual questioned if CLT was interested in selling the ballfield, CLT has no interest in doing so. Joe Johnson contract expired 2021, call to Tom Schneider who thanked CLT for opportunity, but is unable to service biffy at this time, Joe Johnson will service biffy, no apparent need for a contract. Need someone to unlock 9AM/lock 3:30PM townhall 1/22/22 for Chandler firearm safety class, Thielen to assist. **SKJOLSVIK**-Chamber is interested in purchasing updated Christmas decorations with CLT acting as agent, upon checking into, it is OK with resolution to accept donation. **THIELEN**-Presented prices to contract for upgrade to CLT website. MOTION THIELEN TO APPROVE \$6000 TO UPGRADE WEBSITE. FAILED FOR LACK OF A SECOND.

Clerk Report: Cass Cty. land sale, 2 parcels on So. Lawrence Lk. Rd. CLT not interested, and 1 small parcel on Lake Washburn no access to, hopefully homeowners will want. Cass Cty. Environmental Services application for minor subdivision: Urness Family Campground on Lk. Washburn Birch Bay Dr. CLT is not opposed to. Precinct boundaries unchanged, will vote on in March after Cass Cty. Votes.

MOTION BENNINGTON, 2ND GLASS TO AUTHORIZE JANUARY 2022 PAYROLL: CHECK #19918-19931, TOTAL \$8,755.47. LARSON'S SALOON (PICKLED LOON) CLAIM 12/16/21 APPROVED AT DECEMBER MEETING CLAIM #18892, CHECK #19917 FOR \$1,596.25. CLAIMS 18893-18913, CHECK #19932-19952, TOTAL \$13,194.30. ACH370 IRS PAYMENT \$2,139.80, ACH371 PERA PAYMENT \$1,436.77, ACH372 MN STATE TAX QUARTERLY PAYMENT \$898.47.

MOTION GLASS, 2ND BENNINGTON TO ADJOURN AT 8:38PM. ALL IN FAVOR. MOTION CARRIED.



 Mark Skjolsvik, Chairman Supervisor, Crooked Lake Township


 Terri Datzman, Clerk, Crooked Lake Township

2-10-2022
 Date
2-11-2022
 Date