

## Approved Minutes

### CROOKED LAKE TOWN BOARD MONTHLY MEETING MINUTES –December 12, 2024

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

Members present: Mark Skjolsvik, Jim Thielen, David Thompson, Brian Palkovich, Tim Donnay, LeAnn Werner, and Terri Datzman.

Citizens present: Vicki Lipstreuer, Glen Goodwin, Nick Usherwood

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 on the agenda and are reviewed during meeting.

Supervisor Tim Donnay took the Oath of Office and signed.

MOTION DONNAY, 2<sup>ND</sup> PALKOVICH TO ACCEPT 11/14/24 BOARD MINUTES. ALL IN FAVOR. MOTION CARRIED.

Treasurer Report: November: beginning balance \$425,843.24 + receipts \$5,770.73- disbursements \$ 53,768.72 (outstanding checks \$ 2,894.14) = ending balance \$380,739.39 (balances to bank). December: void check number 21475 due to printer error. Jim and I decided to wait until after tonight's meeting to add him as a check signer, and if we can, have the board choose who will be the second signer. We were hoping to only have to do this once. I need a copy of the minutes that states we are removing Mark and Connie, and then adding new signers for the bank accounts. I also need photocopies of all signer's driver's licenses for the bank they will then complete the paperwork, and I can bring back and get all required signatures and return it to the bank. I created three new Reserve funds; Fund 260 General Fund Reserve, Fund 261 Roads & Bridges Reserve, and Fund 262 Fire Dept Reserve. Terri needs to add to her CTAS, and board will decide how much to transfer. These new funds will show up on the cash controls in the future.  
MOTION DONNAY, 2<sup>ND</sup> PALKOVICH TO REMOVE GLASS AS A SIGNER ON THE BANK ACCOUNTS, EFFECTIVE 11/30/24, AND REMOVE SKJOLSVIK EFFECTIVE 12/31/24. ALL IN FAVOR. MOTION CARRIED. MOTION DONNAY, 2<sup>ND</sup> PALKOVICH TO ADD JIM THIELEN AND DAVID THOMPSON AS SIGNERS ON ALL BANK ACCOUNT INFORMATION EFFECTIVE IMMEDIATELY WHEN THE PAPERWORK IS COMPLETED. ALL IN FAVOR. MOTION CARRIED. The December 2<sup>nd</sup> half levy was received.

CLVFD Report: Incidents: medical 7, Training: Highway Safety and Traffic Control. Misc: Rod Schloesser passed away, he was on the Fire Dept for 16 Years. Chris Smith passed away, he was on the Fire Dept for 37 Years. The Department has a firefighter on new member probation, Artie Hicks, and CLFD voted to remove him from the department. MOTION SKJOLSVIK, 2<sup>ND</sup> DONNAY TO ACCEPT ARTIE HICKS TERMINATION BASED ON CLFD RECOMMENDATION. ALL IN FAVOR. MOTION CARRIED. MOTION SKJOLSVIK, 2<sup>ND</sup> PALKOVICH TO PAY ARTIE HICKS HIS CALL AND MEETING PAY FOR 2024. ALL IN FAVOR. MOTION CARRIED.

OQR Report: OQR had 7 calls for November ending our fiscal year at 80 which is up from 66 in 2023. Voted and approved to order CPR dummies for in house practice and training. Nominations and voting for chief and supply officer- Connie Pollock- Chief, Terri Datzman- Supply Officer.

Road and Equipment Report: Started the month cleaning up and sweeping the town hall complex and parking lot. Finished blowing all of the leaves and pine needles off the roads. Bladed roads as conditions allowed. Repaired a bad spot on Sunset Hill Road. Had to check the roads several times through the month as there were several strong windy days. Roads were sanded as needed as we had several light snow falls. Repaired the ditch bank on Lake Lawrence Rd where a culvert is starting to fail. Culvert will need to be replaced next spring. Went over the work report for FEMA. Had Swenson trucking haul 284 tons of Class-5 to our maintenance building site. Rental tractor was returned on time. Did minor work on Fire Department vehicle 635. Illuminated Speed advisory sign was taken down needs to be sent in for repairs.

Supervisor Reports: **SKJOLSVIK**-Cass County has initiated a Cannabis policy and reinforcement procedures. CLT would fall under all Cass County Cannabis procedures. MOTION SKJOLSVIK, 2<sup>ND</sup> PALKOVICH TO ADOPT RESOLUTION 2024-26 DELEGATING CANNIBIS RETAIL REGISTRATION TO CASS COUNTY. ALL IN FAVOR. MOTION CARRIED. There is an invoice to pay Cass County Soil and Water involving LWA in the amount of \$427.50. MOTION SKJOLSVIK, 2<sup>ND</sup> THIELEN TO PAY CASS COUNTY SOIL AND WATER \$427.50. ALL IN FAVOR. MOTION CARRIED. Skjolsvik will turn in key, computer and other materials by January meeting. **DONNAY**-The Microsoft 365 program is difficulty to navigate. Clerk and Treasurer struggling with record keeping as well under that program on new laptops. MOTION THIELEN, 2<sup>ND</sup> DONNAY TO UPGRADE 365 SOFTWARE TO BUSINESS VERSION AT A COST OF \$1200.00 ANNUALLY. ALL IN FAVOR. MOTION CARRIED. **PALKOVICH**-residents have voiced interest in joining CLT meeting through internet. MOTION PALKOVICH, 2<sup>ND</sup> THIELEN TO PURCHASE MICROPHONE AND CAMERA SYSTEM AT A COST NOT TO EXCEED \$350.00. ALL IN FAVOR. MOTION CARRIED. Will be able to run it over Teams included in the Microsoft 365 upgrade. My Store was short money in the canister tag transaction. My Store would like an invoice to process a payment. Datzman to bill My Store. **THOMPSON**-would like a concise Mission Statement written for CLT, supplied a few thoughts. Board to consider and bring to January meeting.

Clerk Report: Nancy Toth from OVL is covering the library contract with OVL Board. Received Nick Usherwood written resignation effective 01/1/25.

Discussion as to 2024 budget numbers and 2025 better fiscal position, showing General Fund, Road and Bridge Fund and CLFD Fund. Theilen stated the need to have maintenance funds for General and Road and Bridge. Fire already has a fund for maintenance. MOTION THIELEN, 2<sup>ND</sup> SKJOLSVIK TO CREATE A GENERAL FUND MAINTENANCE FUND AND A ROAD AND BRIDGE MAINTENANCE FUND AND TRANSFER \$10,000 FROM THEIR CURRENT FUND TO THEIR MAINTENANCE FUND. ALL IN FAVOR. MOTION CARRIED.

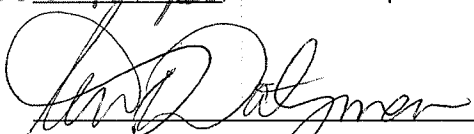
Maintenance workers didn't apply for cell phone reimbursement for Jan - Dec. 2024. MOTION PALKOVICH, 2<sup>ND</sup> THOMPSON TO ADD CLAIM #19884-19886, CHECK #21540-21542 TO PAY CELL PHONE REIMBURSEMENT TO MARTY, MARQUARDT AND DALLUHN. ALL IN FAVOR. MOTION CARRIED.

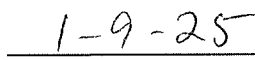
MOTION THOMPSON, 2<sup>ND</sup> PALKOVICH TO AUTHORIZE NOVEMBER REGULAR MONTHLY PAYROLL- CHECK #21476-21486 TOTAL \$9,376.95, OUTING QUICK RESPONSE YEAR END PAYROLL - CHECK #21487-21499 TOTAL \$13,617.78, FIRE DEPT. SECOND HALF PAYROLL - CHECK #21500-21517 TOTAL \$11,109.94, CLAIMS #19861-19883, CHECK #21518-21540 TOTAL \$17,997.51. ACH489 IRS MONTHLY DEPOSIT \$6,570.48, ACH490 PERA MONTHLY DEPOSIT \$1,479.35, ACH491 MN DEPT OF REVENUE MONTHLY DEPOSIT \$354.25, ACH492 MONTHLY VISA PAYMENT \$2,095.54. ALL IN FAVOR. MOTION CARRIED.

MOTION SKJOLSVIK, 2<sup>ND</sup> THOMPSON TO ADJOURN AT 8:25PM. ALL IN FAVOR. MOTION CARRIED.

  
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David Thompson, Chairman Supervisor, Crooked Lake Township

  
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Date

  
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Terri Datzman, Clerk, Crooked Lake Township

  
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Date