

## Approved Minutes

### CROOKED LAKE TOWN BOARD MONTHLY MEETING MINUTES –March 13, 2025

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

Members present: David Thompson, Jim Thielen, Brian Palkovich, Jerry Shields, LeAnn Werner, and Terri Julkowski with Tim Donnay via web camera.

Citizens present: Connie Pollock, Jack Pollock, Glen Goodwin, Vicki Lipstreuer

Note: Meeting is being recorded and retained by the Clerk for preparation of minutes and will be deleted. Note: The Treasurer, CLFD, OQR, OVL and Road Reports are on the agenda and are reviewed during meeting.

MOTION THIELEN, 2<sup>ND</sup> SHIELDS TO ACCEPT 02/13/25 BOARD MINUTES. BY ROLL CALL, ALL IN FAVOR. MOTION CARRIED.

Treasurer Report: February 2025 - beginning balance \$549,435.57 + receipts \$178,546.98 – disbursements \$225,899.75 (outstanding checks \$3,809.40) = ending balance \$505,892.20 (balances to bank). Now included in the treasurer packet is a monthly statement of Indebtedness. The report includes the current 3 leases (SCBA, grader, Helie truck) and Maint. Bldg. loan the township holds. I need board approval to void check number 21568 for \$688.52 to North Star Compressor as I accidentally made a double payment to them. After talking with them, they sent the check back and I gave it to Terri. MOTION DONNAY, 2<sup>ND</sup> SHIELDS TO VOID CHECK #21568. BY ROLL CALL, ALL IN FAVOR. MOTION CARRIED. We need to know who is going to the Spring Short course. Thompson, Werner, Julkowski attending with Palkovich a maybe. We can either have them bill the township, or I brought along a blank check to sign, and I can process it to bring along that day.

CLVFD Report: Incidents: Medical 8. Equipment: 637 will be at the Crosslake St Patrick's Day parade to help with any medical incidents that may occur, 635 is in the shop for some mechanical issues, should be done with it Tuesday March 4th and we can get it back in service, radios have all been serviced and updated on their tuning. Training: Radio Training. State Fire Aid money deposited.

OQR Report: 10 calls for the month, SOP changes will be finalized this month.

OVL Report: steps into library need repair, open house/book sale Memorial wknd, requested a donation for purchase of library supplies, maintenance supplies, utilities, a wireless printer, new shelving, insurance and to provide services beyond books, puzzles and movies. 2024 approved Library financials, signed Mn Commercial lease with CLT. MOTION SHIELDS, 2<sup>ND</sup> PALKOVICH TO SIGN A LEASE WITH THE OUTING VOLUNTEER LIBRARY. BY ROLL CALL, ALL IN FAVOR. MOTION CARRIED. Board mentioned asking Crooked Lake Fire Gambling for funds and will review if their funds run lower.

Road and Equipment Report: Started the month with a Saturday snowstorm that left 5.5 inches of snow to remove from our roads on Sunday. Needed to check roads for drifts and down branches and trees. Got 3 more inches of snow on Wednesday evening. Plowed roads as needed. Fire Trucks moved to various shops for needed maintenance. There were several light snows that needed to be plowed off around the township complex. The employees worked on listing mailboxes that may no longer be in use so we can remove them from the right-of-way. With the warm weather we started checking the roads for water issues that would affect the roads. One culvert on West Leavitt got jetted open. Ended the month removing trees and branches that were blown down from 30 plus MPH winds. Received a grant from Sourcewell to purchase up to \$2000 of tools and materials.

Review of 2025 Annual Meeting. It went well. Citizens mentioned presenting a budget report next year and explaining the levy process. Consider how to pass ballots to residents, possibly at the front door when signing in, having only 1 person collect them, have CLT Supervisors, Firefighters and Responders identified by name. MOTION THOMPSON, 2<sup>ND</sup> SHIELDS TO LEVY GENERAL REVENUE FUND \$303,537.00, ROAD AND BRIDGE FUND \$261,250.00 AND FIRE FUND \$136,562.00, FOR A TOTAL OF \$701,350.00. BY ROLL CALL, ALL IN FAVOR. MOTION CARRIED.

Created a Mission Statement: Crooked Lake Township's mission is to provide a great place to live for its residents and seasonal visitors. To do this, the Township will work with these goals in mind. (1.) Be financially responsible with the tax levy funds and all other township revenues. (a.) establish and adhere to an annual budget, (b.) invest in an "Operating Reserve Fund" that equals one year's township spending, (c.) save for long-term investments in property, buildings and equipment. (2.) Maintain and repair township roads; and the equipment and workforce needed to achieve this goal. (3.) Maintain an all-volunteer Fire Department and First Responder Medical Service for the community. (4.) Manage the Crooked Lake Townhall as a community meeting place and emergency services shelter. (5.) Be a community partner in the stewardship of our natural resources.

Passed out current Employee Policy and MAT ESST information, Supervisors to come back in April with policy on use of ESST, pay out of unused ESST, accumulation of ESST limit? And Clerk/Treasurer accumulation hours for ESST.

For Supervisor duties, Clean Up Day (Donnay and Shields) and Dust Mitigation (Thompson and Donnay) are both Co-chaired, with the Supervisors to share responsibilities. Thompson got pricing at \$1.41/gallon with Donnay (763-607-0062) being the Supervisor to contact by May 1, 2025 if interested in having dust control applied to the road at homeowner's expense.

MOTION DONNAY, 2<sup>ND</sup> SHIELDS TO ADOPT RESOLUTION 2025-09 ACCEPTING \$2000.00 DONATION FROM CHAMBER TO REIMBURSE FOR TENT RENTAL ST. PATRICK'S DAY EVENT AND \$13,000.00 DONATIONS FROM CHAMBER TO REIMBURSE FOR FLASHING THUNDER 7/5/25 FIREWORKS. BY ROLL CALL, ALL IN FAVOR (THOMPSON ABSTAINS). MOTION CARRIED.

MOTION THIELEN, 2<sup>ND</sup> SHIELDS TO CONTRACT WITH EACH OF THE FOLLOWING SERVICE ORGANIZATIONS IF CONTRACT FOR SERVICES IS SIGNED AND CERTIFICATE OF LIABILITY INSURANCE IS SUBMITTED: (1)COMMUNITY CARE N SHARE CAFE, (2)CRISIS LINE AND REFERRAL SERVICE, (3)SUPPORT WITHIN REACH, (4)FAITH IN ACTION FOR CASS COUNTY, (5)NORTHLAND FAMILY CENTER, (6) FAMILY SAFETY NETWORK, (7)FIRST CALL 211, (8)BI-CAP, (9)LAKES AREA DIVE TEAM, IN THE AMOUNT OF \$300.00 EA. BY ROLL CALL, ALL IN FAVOR. MOTION CARRIED.

Overview of Minnesota Open Meeting Law Training 4/3/25 Thielen and Thompson to attend.

Supervisor Reports: **THOMPSON**-Got notice of a State of Minnesota investigation of an OQR call. **THIELEN**-regarding use of alcohol during Townhall rental, Brian has a form renter will sign if serving alcohol at no charge, must provide proof of insurance. Townhall printer issues are related to a router, which will be replaced by CTC. Roof at firehall will have electric current attached, turn off power before accessing the roof, CLFD to be shown how. **PALKOVICH**-MOTION THIELEN, 2<sup>ND</sup> PALKOVICH TO SIGN CASS COUNTY RAFFLE GAMBLING PERMIT FOR OUTING GUN CLUB. BY ROLL CALL, ALL IN FAVOR. MOTION CARRIED. Thielen to take responsibility for Community Contributions Board.

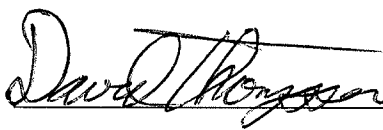
Citizen Report: inquired as to "open" sign at Townhall in case of Emergency, Thielen to order. Recommended a Wi-Fi thermostat be installed, Shields to investigate.

Glen Goodwin was moderator at Annual Mtg. Can he take his check now? MOTION THOMPSON, 2<sup>ND</sup> SHIELDS TO SIGN CHECK FOR GLEN GOODWIN NOW. BY ROLL CALL, ALL IN FAVOR. MOTION CARRIED.

Donnay exited the meeting at this point.

MOTION THOMPSON, 2<sup>ND</sup> SHIELDS TO AUTHORIZE MARCH 2025 PAYROLL CHECK #21616-21626 TOTAL \$10,191.72, CLAIMS #19935-19956 CHECK #21627-21648 TOTAL \$26,645.63, ACH502 IRS MONTHLY DEPOSIT \$2,745.81, ACH503 PERA MONTHLY DEPOSIT \$1,638.99, ACH504 MN DEPT OF REVENUE MONTHLY DEPOSIT \$411.46, ACH505 VISA MONTHLY PAYMENT \$1,570.02 WILL PROCESS 3/14/25, ACH506 BEST OIL PAYMENT \$2,268.68 WILL BE PROCESSED ON 3/15/25. ALL IN FAVOR. MOTION CARRIED.

MOTION THIELEN, 2<sup>ND</sup> THOMPSON TO ADJOURN AT 7:35PM. ALL IN FAVOR. MOTION CARRIED.

 4/10/25  
Date

David Thompson, Chairperson

 4/10/25  
Date

Terri Julkowski, Clerk