

Approved Minutes

CROOKED LAKE TOWN BOARD MONTHLY MEETING MINUTES –May 9, 2024

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

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

Citizens present: Connie Pollock, 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.

MOTION PALKOVICH, 2ND THOMPSON TO ACCEPT 04/11/24 BOARD MINUTES. ALL IN FAVOR. MOTION CARRIED.

MOTION THOMPSON, 2ND THIELEN TO ACCEPT 04/16/24 LOCAL BOARD OF APPEAL AND EQUALIZATION MINUTES. ALL IN FAVOR. MOTION CARRIED.

Treasurer Report: April 2024 - beginning balance \$269,834.92 + receipts \$108,664.08 - disbursements \$43,142.63 (outstanding checks \$206.04) = ending balance \$335,562.41 (balances to bank). CTAS update completed and with that I had to add all employee PERA id numbers to their employee records in CTAS. I had to enable the ESST (Sick and safe time) into the employee page for all employees that are required to receive it. Part time regular employees are updated so that their accumulated ESST hours earned, any used, and a total available will show up on their payroll check stubs. I had to add the time accumulated since January 1, 2024 into each, and what is earned will carry forward automatically. It is now a part of the payroll process to add or subtract that time. After speaking with MN Association of Townships attorney Maddie Cash, she agreed that our one full-time employee earns more than enough PTO to cover the MN state statute requirement for sick and safe time, so he is not required to earn the ESST also. His accumulated, and or used comp time and vacation (PTO) hours will also now show up on his payroll check stub. We do however need to add the state ESST guidelines to our employee policy for all employees, and how it can be used. Our employee policy needs to be updated with that. I also spoke with a representative of the MN Dept of Labor and Industry in regards to appointed officers, volunteer firefighters and medical first responders, all three are required to earn ESST, if they work a minimum of 80 hours a year, as they are considered employees of the township. Elected officials do not earn ESST, but appointed officers do, as hired employees. The board members need to choose which of the three options available for ESST for the appointed clerk, treasurer, and deputies. I will provide a copy of the options available. After possible revisions are made and glitches fixed, Board will look at updating Employee Policy in regards to ESST.

CLVFD Report: Incidents- fire/accident 1, medical 1. Equipment - Emily Engine has been received. We are moving gear and updating equipment to get it into service. 218 Signs will be lettering the truck. Contract for municipal lease will be brought to the meeting and signed. Helie Truck is just about done. They need to letter it and it should be ready for delivery. Training - Cold Water Rescue Training. Will sign documents on a \$75,000 10 yr. lease agreement with payments of approx. \$9571.00 due by Aug. 1 each year. MOTION THOMPSON, 2ND THIELEN TO CUT A CHECK FOR \$66,835.00 FOLLOWING THE MEETING. ALL IN FAVOR. MOTION CARRIED. Usherwood to work

with Thielen on value of trucks CLFD will sell and advertising them. Usherwood to get insurance value on new trucks Helie Rescue #635 and purchase from Emily #632.

OQR Report: medical -1. Bi-monthly training with Emily Responders given by CRMC, focused on documentation and CPR as a team.

Road and Equipment Report: Roads were checked for frozen culverts and frost boils. Several culverts needed to be jetted to get the water to flow. With all the wind the roads needed to be checked several times for downed trees and branches on the road. Most of the township's roads were bladed. We bladed Beulah's roads. Employees took off the plow equipment and got the summer equipment checked over. Shop pickup got serviced. Deadline to order dust control chemical spread is May 15. We are refunding 7 dust control checks as ATV club is paying for Sunset Hill Rd. Thanks to Thompson and Maintenance crew for hard work on FEMA reimbursement.

February minutes read: Discussed the fact that Crooked Lake Township now has a budget and have balanced 2024 expenses to 2024 levy. After a discussion as to high costs and Township needs, MOTION PALKOVICH, 2ND THOMPSON TO RECOMMEND THE FOLLOWING LEVY FOR 2024 TO BE COLLECTED IN 2025 WOULD BE: GENERAL REVENUE \$303,537.50, ROAD AND BRIDGE \$261,250.00 AND FIRE FUND \$135,562.50, FOR A TOTAL OF \$701,350.00. ALL IN FAVOR. MOTION CARRIED. Fire was a \$1000.00 low typo and can't have cents. MOTION PALKOVICH, 2ND THIELEN TO AMEND THE 02/08/24 MINUTES TO READ: TO RECOMMEND THE FOLLOWING LEVY FOR 2024 TO BE COLLECTED IN 2025 WOULD BE: GENERAL REVENUE FUND \$303,537.00, ROAD AND BRIDGE FUND \$261,250.00 AND FIRE FUND \$136,563.00, FOR A TOTAL OF \$701,350.00. ALL IN FAVOR. MOTION CARRIED.

March minutes read: MOTION THIELEN, 2ND PALKOVICH TO LEVY GENERAL REVENUE FUND \$303,537.50, ROAD AND BRIDGE FUND \$261,250.00 AND FIRE FUND \$135,562.50, FOR A TOTAL OF \$701,350.00. ALL IN FAVOR. MOTION CARRIED. Fire was a \$1000.00 low typo and can't have cents. MOTION GLASS, 2ND THIELEN TO AMEND THE 03/14/24 MINUTES TO READ: TO LEVY GENERAL REVENUE FUND \$303,537.00, THE ROAD AND BRIDGE FUND \$261,250.00 AND \$136,563.00 FOR FIRE FUND, FOR A TOTAL OF \$701,350.00. ALL IN FAVOR. MOTION CARRIED. Annual meeting had the same incorrect fire fund, and that was changed with Moderator Glen Goodwin.

Minutes from 02/08/24 meeting stated "Fulltime employee Jake Marty received 29 hours PTO." Should have read 29 days. MOTION THOMPSON, 2ND GLASS TO AMEND THE MINUTES TO READ: FULLTIME EMPLOYEE JAKE MARTY RECEIVED 29 DAYS PTO, AND THAT BOARD UNDERSTANDS THAT FULLTIME EMPLOYEE JAKE MARTY RECEIVED 29 DAYS PTO (WHICH INCLUDES 9 HOLIDAYS AND THE REST EITHER SICK TIME OR VACATION TIME) STARTING JANUARY 2024, THAT THIS MEETS THE REQUIREMENTS UNDER THE SAFE AND SICK LAW. ALL IN FAVOR. MOTION CARRIED.

Thompson has checked the field where brush is dropped. Due to all the ash from burning and the recent rains, he feels the area is too slippery and cars driving on it could cause ruts. CLT Clean Up Day is June 8, and opening it for brush drop off may cause damage. The field conditions will be monitored and update of when the field is open for dropping brush will be posted on website at crookedlaketownship.com

MOTION GLASS, 2ND THOMPSON TO ADOPT RESOLUTION 2024-15 ACCEPTING A DONATION FROM BEULAH OF \$600.00 TO CLFD AND \$600.00 TO OQR, AND FROM CROOKED LAKE FIRE GAMBLING FUND OF \$10,000 TO CLT, AND FROM CROOKED LAKE GAMBLING FUND \$3814 RAISED AT FUND RAISERS AND DESIGNATED TO PURCHASE OF A TRUCK. ALL IN FAVOR. MOTION CARRIED.

MOTION GLASS, 2ND THIELEN TO ADOPT RESOLUTION 2024-16, APPROVING THE LIQUOR LICENSE APPLICATIONS OF: VILLAGE INN, SHADBERRY, CHANNEL AND LAKE COUNTRY GROCERY/LIQUOR. PALKOVICH ABSTAINS. ALL IN FAVOR. MOTION CARRIED.

MOTION PALKOVICH, 2ND GLASS TO ADOPT RESOLUTION 2024-17, APPROVING THE LIQUOR LICENSE APPLICATION FOR CLVFD FOR TEMPORARY ON SALE FOR FIREMAN'S DANCE. ALL IN FAVOR. MOTION CARRIED.

Supervisor Reports: **SKJOLSVIK**- June 12, 2024 HSEM and FEMA Reimbursement Forms Training and Exercise. from 9 am to 1 pm. At Walker Area Community Center 105 Tower Ave. Thompson, Jake and Dan to attend. Thielen will try or Skjolsvik will be alternate. Resident emailed concerning "road parcel ending in lake" that is township property and neighbor is putting items on it. Supervisor and employee to look into and if needed, Datzman to write letter to individual asking for items to be moved. **THIELEN**-MAT training had good information on roads, do's and don'ts for supervisors and CTAS **PALKOVICH**-Road Ambassadors to have informational meeting 05/22/24 at 4PM. Supervisors are RA's, Thielen and Thompson to try to attend. Some orange bags are left when employee not working, some bags end up in woods or animals destroy. Will look into WIFI camera. **THOMPSON**-wants to consider putting some of the gravel down we are storing at Moritz, possibly as a PermaZyme test area. MOTION GLASS, 2ND PALKOVICH TO APPROVE UP TO 3 MILES OF GRAVEL/PERMAZYME APPLICATION AT A COST NOT TO EXCEED \$50,000, GETTING A BID FOR CLASS 5 TRUCKING. ALL IN FAVOR. MOTION CARRIED.

Usherwood asked about the Hotsy that was CLT property and it being donated to Cass County. It was donated as part of an agreement when they donated a larger unit to CLT.

MOTION THOMPSON, 2ND PALKOVICH TO AUTHORIZE CLAIMS ADDED AFTER APRIL MEETING: 19686-19687 CHECK #21177-21178 TOTAL \$2,225.00. MAY 2024 PAYROLL CHECKS #21179-21189 TOTAL \$9,902.01, CLAIMS #19688-19720 CHECK #21190-21222 TOTAL \$7,778.09, ACH457 VISA BILL \$1,025.61, ACH458 IRS FEDERAL TAX DEPOSIT \$2,555.64, ACH459 PERA DEPOSIT \$1,540.47, ACH460 MN DEPT OF REVENUE DEPOSIT \$378.28. ALL IN FAVOR. MOTION CARRIED.

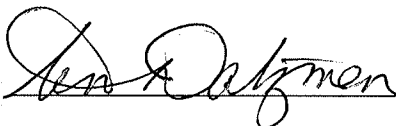
MOTION GLASS, 2ND THIELEN TO ADJOURN AT 8:10PM. ALL IN FAVOR. MOTION CARRIED.



Mark Skjolsvik, Chairman Supervisor, Crooked Lake Township

6-13-2024

Date



Terri Datzman, Clerk, Crooked Lake Township

6-13-24

Date