



TROUT LAKE TOWNSHIP

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Visit us at: www.troutlaketwp.com

April 20, 2023

Regular Monthly Board Meeting

Trout Lake Community Center

ATTENDANCE

Board and Staff: Chair Supervisor Mike Partlow, Vice-Chair Supervisor Dwight Kessler, Treasurer Christine Partlow and Clerk Gwen Rutherford

Resident(s): NA

Non-Resident(s): NA

Absent: Supervisor Pam Perry

CALL TO ORDER

Chair Supervisor Partlow called the meeting to order at 6:10 p.m. with the flag pledge and welcoming everyone in attendance.

AGENDA

Motion was made by Kessler, seconded by Partlow, to approve the agenda; motion carried.

MINUTES – REGULAR

Motion was made by Kessler, seconded by Partlow, to approve the March 16, 2023 regular board minutes; motion carried.

CLAIMS

Clerk Rutherford read the claims as follows:

DATE	VENDOR NAME	DESCRIPTION	CHECK#	TOTAL
4/20/2023	CHRISTINE PARTLOW	PAYROLL PERIOD ENDING 04/20/2023	13998	800.00
4/20/2023	CHRISTINE PARTLOW	REIMB ICTA ANNUAL MEETING FEE	14006	50.00
4/20/2023	DWIGHT KESSLER	PAYROLL PERIOD ENDING 04/20/2023	13995	500.00
4/20/2023	DWIGHT KESSLER	REIMB ICTA ANNUAL MEETING FEE	14005	25.00
4/20/2023	GWEN RUTHERFORD	PAYROLL PERIOD ENDING 04/20/2023	14001	920.00
4/20/2023	GWEN RUTHERFORD	REIMB ICTA ANNUAL MEETING FEE	14007	25.00
4/20/2023	ITASCA COUNTY AUDITOR/TREASURER	PARCEL 40-022-2103 SOLID WASTE ASSESSMENT	14003	45.00
4/20/2023	ITASCA COUNTY TRANSPORTATION DEPT	SNOWPLOW WIDENING - PENNALA CARTWAY - 3/22/23	14004	240.00
4/20/2023	KEN KRITTA	PAYROLL PERIOD ENDING 04/20/2023	13997	178.50
4/30/2023	LAKE COUNTRY POWER	ELECTRIC BILL 04/11/2023	JE04302023	372.90
4/20/2023	MIDWAY REPAIR	INV#7255	14009	10,231.20
4/20/2023	MIKE KOLLAR	PAYROLL PERIOD ENDING 04/20/2023	13996	684.00
4/20/2023	MIKE PARTLOW	PAYROLL PERIOD ENDING 04/20/2023	13999	575.00
4/20/2023	PAM PERRY	PAYROLL PERIOD ENDING 04/20/2023	14000	500.00
4/1/2023	PARK STATE BANK	CREDIT CARD #2323	JE04012023	9,065.10
4/3/2023	PERA	PAYROLL CONTRIBUTIONS 03/16/2023	JE04032023	402.06
4/20/2023	WANDA HAVERKOST	REIMB ICTA ANNUAL MEETING FEE	14002	25.00
TOTAL				\$24,638.76

Motion was made by Partlow, seconded by Kessler, to approve the claims; motion carried.

REPORTS

TREASURER'S REPORT

Treasurer Partlow reviewed the written cash statement for March 1 to March 31, 2023 as: beginning balance of \$466,568.56; receipts of \$1,729.35; disbursements of \$13,231.40; ending balance of \$455,066.51; less deposit in transit of \$125.00; outstanding checks of \$36.94 to match the bank statement of \$454,978.45.

Motion was made by Kessler, seconded by Partlow, to approve treasurer's report; motion carried.

CLERK'S REPORT

Clerk Rutherford reported she opened the Community Center on 03/22 from 6 to 8 p.m. and checked phone messages, etc. from 03/23 to 03/28; received an invite to Sandstrom's 45th Annual Spring Buying Show for 04/05 from 9 a.m. to 3 p.m. @ the Timber Lake Lodge Event Center; received a completed Culvert/Approach Permit Application from Derek & Angela Vekich; posted a quorum of various supervisors may be present regarding the communication with residents for Township Cemeteries; attended the Itasca County Township Association Annual Dinner which was held Monday, 04/10 at Balsam Township Hall; received the signed Road Maintenance Service Agreement Trout Lake Township back from Schwartz; and MAT Spring Short Course canceled and changed new date to 04/25, Big Sandy Lodge & Resort, McGregor MN.

Clerk Rutherford received the following email from ARDC Letter of Support for changes to the Intrastate Funding Formula and the following mail: Greenway Joint Rec Board agenda and minutes; Lake County Power brochure/info; Couri & Ruppe P.L.L.P. Township Legal Seminar info; Sandstrom's Spring Fling info 04/05; and the Northland Reliability Project info.

Motion was made by Kessler, seconded by Partlow, to approve clerk's report; motion carried.

STAFF REPORT

No staff reports.

COMMUNITY CENTER

No Community Center report.

WEBSITE UPDATES

No Website Update report.

CONCERNS FROM THE FLOOR

No concerns from the floor.

UNFINISHED BUSINESS

MALLUM DRIVE

Per consensus of the board, Mallum Drive will be discussed in the Spring 2023; Clerk Rutherford to leave on the agenda.

TROUT LAKE COMMUNITY CENTER SIGN

Per consensus of the board, Clerk Rutherford was asked to add on the May agenda under Unfinished Business.

AUTHORIZE PROCUREMENT (CREDIT) CARDS AND AMOUNTS

Per consensus of the board, Clerk Rutherford was asked to add on the May agenda under Unfinished Business.

REPLACE TRUCK

Per consensus of the board, Clerk Rutherford was asked to add on the May agenda under Unfinished Business.

OFFICE/COMMUNITY CENTER FURNITURE

Per consensus of the board, Clerk Rutherford was asked to add on the May agenda under Unfinished Business.

MAINTENANCE EMPLOYEE APPLICATION

Motion was made by Partlow, seconded by Kessler, to hire Braden Bothma as maintenance helper to Kollar.

NEW BUSINESS

SPRING ROAD TOUR 2023

Per consensus of the Board, the Spring Road Tour to be set for Tuesday, May 16th at 5 p.m. and Clerk Rutherford to post the meeting.

BASEBALL FIELD SCHEDULE

Per consensus of the Board, Kessler will get a Baseball game schedule from Pat Guyer when available.

SECURITY CAMERAS

Per consensus of the Board, Partlow will contact Paul Bunyan Communications to set up a meeting for a walk-around and to answer questions and concerns and bring back to the May monthly board meeting.

MOSQUITO SPRAY

Per consensus of the board, Clerk Rutherford was asked to add on the May agenda under Unfinished Business.

LAWN MOWER

Motion was made by Partlow, seconded by Kessler, to purchase the Bobcat Power ZT6100 61" Lawn Mower from Midway Repair in the amount of \$10,231.20.

SUPERVISOR'S REPORTS

Kessler reported he attended the Monthly Board Meeting on 03/16, worked at the Center on 03/29 and checked phone messages et cetera at the Center from 03/30 to 04/04, attended the Greenway Joint Rec Association meeting on 03/20 and 04/17, attended a GJRA meeting with John Johnson on 03/23, assisted a resident with a reservation, and attended the ITCA Annual Meeting on 04/10.

Clerk Rutherford reported for Perry (absent with notice) that she worked at the Center from 6-8 p.m. on 04/12, checked phone messages from 04/13 to 04/18, assisted a resident with a reservation, and forgot to change the door code.

Partlow reported working at the Center on 04/19 and will check phone messages et cetera at the Center from 04/20 to 04/25, attended another zoom meeting with FEMA for reimbursement on the damaged roads from 2022, attended the ITCA Annual Meeting on 04/10; contacted Paul Bunyan Communications on the Security Cameras; contacted Midway Repair for information on the Lawn Mower, addressed Pennala Cartway snowplowing; and took several resident calls on grading.

Motion was made by Kessler, seconded by Partlow, to approve the Supervisor reports; motion carried.

ADJOURNMENT

Motion was made by Kessler, seconded by Partlow, to adjourn the meeting at 7:13 p.m.; motion carried.

Submitted by: _____
Clerk Rutherford

Approved by: _____
Supervisor

Date: _____

DRAFT