



TROUT LAKE TOWNSHIP

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Visit us at: www.troutlaketwp.com

August 17, 2023
Regular Monthly Board Meeting
Trout Lake Community Center

ATTENDANCE

Board and Staff: Chair Supervisor Mike Partlow, Vice-Chair Supervisor Dwight Kessler, Supervisor Pam Perry, Treasurer Christine Partlow, and Deputy Clerk Wanda Haverkost

Resident(s): N/A

Non-Resident(s): NA

Absent: Clerk Gwen Rutherford (with notice)

CALL TO ORDER

Vice-Chair Supervisor Kessler called the meeting to order at 6:00 p.m. with the flag pledge.

AGENDA

Motion was made by Kessler, seconded by Perry, to approve the agenda with the addition of "Maintenance Truck" added under Old Business; motion carried.

MINUTES – REGULAR

Motion was made by Perry, seconded by Kessler, to approve the July 20, 2023 regular board minutes; motion carried.

CLAIMS

Deputy Clerk Haverkost read claims as follows:

DATE	VENDOR NAME	DESCRIPTION	CHECK#	TOTAL
8/17/2023	BRADEN BOTHMA	PAYROLL PERIOD ENDING 08/17/2023	14048	178.50
8/17/2023	CHRISTINE PARTLOW	PAYROLL PERIOD ENDING 08/17/2023	14053	800.00
8/17/2023	DWIGHT KESSLER	PAYROLL PERIOD ENDING 08/17/2023	14050	500.00
8/17/2023	GWEN RUTHERFORD	PAYROLL PERIOD ENDING 08/17/2023	14056	900.00
8/17/2023	ITASCA COUNTY TRANSPORTATION DEPT	INV 1534 DUST CONTROL AND INV 1523 2022 SALT/SAND	14057	12,472.43
8/17/2023	KEN KRITTA	PAYROLL PERIOD ENDING 08/17/2023	14052	126.00
8/30/2023	LAKE COUNTRY POWER	ELECTRIC BILL 08/10/2023	JE08302023	226.11
8/17/2023	MIKE KOLLAR	PAYROLL PERIOD ENDING 08/17/2023	14051	1,032.00
8/17/2023	MIKE PARTLOW	PAYROLL PERIOD ENDING 08/17/2023	14054	575.00
8/17/2023	PAM PERRY	PAYROLL PERIOD ENDING 08/17/2023	14055	500.00
8/1/2023	PARK STATE BANK	CREDIT CARD PAYMENT	JE08012023	359.15
8/17/2023	PAUL BUNYAN COMMUNICATIONS	INV 7550 SECURITY CAMERA EQUIPMENT AND INSTALL	14058	6,210.60
8/2/2023	PERA	PAYROLL CONTRIBUTIONS 06/15/2023 AND 07/20/2023	JE08022023	950.92
8/28/2023	PERA	PAYROLL CONTRIBUTIONS 08/17/2023	JE08282023	421.98
8/17/2023	SCOOTER'S SEPTIC SERVICE	INV 61809 PUMPED SEPTIC	14059	375.00
8/17/2023	WANDA HAVERKOST	PAYROLL PERIOD ENDING 08/17/2023	14049	50.00
8/17/2023	WM J SCHWARTZ & SONS INC.	INV #44410, 44414, 44420	14060	7,065.70
8/24/2023	XEROX FINANCIAL SERVICES	INV 4618436 CONTRACT 020-0084442-001 02/24/23-05/24/23	JE08242023	98.40
TOTAL				\$32,841.79

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

Motion made by Partlow, seconded by Kessler, to approved claims on Bothma's timesheet; motion carried.

REPORTS

TREASURER'S REPORT

Treasurer Partlow reviewed the written cash statement for July 1 to July 31, 2023 as: beginning balance of \$510,997.91; receipts of \$1,627.55; disbursements of \$63,086.47; ending balance of \$449,538.99; less deposit in transit of \$75.00; outstanding checks of \$15,970.52 to match the bank statement of \$465,434.51.

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

CLERK'S REPORT

Deputy Clerk Haverkost read Clerk Rutherford's "Clerk Report" as follows: she received from Itasca County building permits, 2023 election laws and PILT check for \$824.21 (\$567.25 & \$256.96); opened the Community Center on 8/09 from 6 to 8 p.m. and checked phone messages, etc. from 8/10 to 8/15; she and Pam picked up groceries from Walmart for National Night Out, helped with set-up and clean-up for the event and have updated the National Night Out excel spreadsheet on items purchased and expenses for the event; completed an ST3 for Super One Foods; sent a thank you letter to John Linder/Emergency Manager, Itasca County Sheriff's Department; and received notice for MAT "4-Corners" training for clerks and treasurers on 10/5/2023 for \$50 (need approval to go).

Motion was by Partlow, seconded by Kessler, to approve attendance by clerk and treasurer to attend the “4-Corners” training at \$50 each; motion carried.

Clerk Report continued: Received MATIT Property Appraisal Report; contacted Mitch Meyers (218)259-1777), Warba Legion Post 432, to get a form to provide for services; received the Wawina contract for services from Meyers, for use with Warba Legion Post 432 (signed off on by Clerk Rutherford but needs to be completed by supervisors); and received from Minnesota Power information referenced as: In the Matter of the Application of Minnesota Power and Great River Energy for a Certificate of Need and Route Permit for Northland Reliability Project 345 kV Transmission Line.

Deputy Clerk Haverkost read Clerk Rutherford’s Correspondence Received report as follows: received the following mail: MAT District 11 meeting notice; Floodwood Gas & Electric Co. Inc. pre-buy info; Itasca County Township Association agenda and minutes; Lake Country Power brochure and info; Paul Bunyan brochure and info; Grand Rapids Area Community Foundation Annual Impact Report 2022; and Trout Lake Association info.

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

STAFF REPORT

Partlow said he hired Frank Finken and that he will start next week and will get the necessary keys from Clerk Rutherford and fill out the required paperwork with Treasurer Partlow; had Bothma do more work at the boat landing; Kollar power washed the exterior of the Center building; and had maintenance seal the Center parking lot.

COMMUNITY CENTER

Partlow said that he will contact Paul Bunyan Communications on acquiring a “WIFI code” for guest use when using the Center and that he had given the door code to a floral company that had flowers they needed to deliver for a funeral service.

WEBSITE UPDATES

No Website Update report.

CONCERNS FROM THE FLOOR

No concerns from the floor.

UNFINISHED BUSINESS

MALLUM DRIVE

Partlow said he had talked with Mike Mallum and Schwartz and that Schwartz stated that it would cost approximately \$14,000 to the residents of Mallum Drive to get Mallum Drive up to township requirements, but that he would email Clerk Rutherford the estimated cost. Schwartz also recommended that Mallum Drive be graveled before accepting the road.

Per consensus of the board, Clerk Rutherford to add “Mallum Drive” on the September agenda under Unfinished Business.

TROUT LAKE TOWNSHIP ANNUAL PICNIC/NATIONAL NIGHT OUT MEETING – UPDATE

It was reported that there were 83 plus people that attended, that the chicken and subs were a hit, the fire department and sheriff's department received more visibility than past years, and it was suggested that the event be shortened by half hour, serve food from 5 p.m.-6 p.m. and start drawings at 6 p.m.

WARBA LEGION POST 432

Per consensus of the board, Clerk Rutherford to add "Warba Legion" on the 2024 annual town meeting agenda.

MAINTENANCE TRUCK

Per consensus of the Board, "Maintenance Truck" to be placed on the September agenda under Unfinished Business.

NEW BUSINESS

FALL ROAD TOUR – SET DATE

Motion was made by Kessler, seconded by Partlow, that there not be a fall road tour in 2023; motion carried.

SUPERVISOR'S REPORTS

Supervisor Kessler reported he attended the monthly board meeting on July 20; attended the Trout Lake Township Annual Picnic/National Night Out event on August 1; worked at the Center on August 16 from 6-8 p.m.; and checked phone messages/mail August 17 and will continue to do so through August 22.

Kessler suggested that when a supervisor, clerk or treasurer scheduled to check phone message/mail will not be available to do so, that said person should contact the clerk or proper other party to have them do so.

Supervisor Perry reported she worked at the Center on July 26 from 6-8 p.m., checked phone messages et cetera at the Center July 27 to August 1, attended the Trout Lake Township Annual Picnic/National Night Out event on August 1, and picked up a certified package at the Bovey Post Office.

Partlow reported he worked at the Center on August 2 from 6-8 p.m., checked phone messages et cetera at the Center August 3 to August 8; interviewed and hired Frank Finken as a maintenance person; attended the Trout Lake Township Annual Picnic/National Night Out event on August 1; received multiple calls on the Cener and how to get in; received numerous calls from residence wanting to be included in the application for dust control and stated that this might be something the board may want to look at (Kolp, Maple Drive West, one area on Lake Drive, etc.); received a call about a washout at the boat landing; and received a call on activity and items being placed in the yard of a burnt out house (Casey Hines property) and said he will get a hold of Itasca County's Environmental Services and see what they will do/suggest be done and that Clerk Rutherford to add "blight" to the September agenda under New Business.

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

ADJOURNMENT

Motion was made by Kessler, seconded by Partlow, to adjourn the meeting at 6:58 p.m.; motion carried.

Submitted by: _____
Deputy Clerk Haverkost

Approved by: _____
Supervisor

Date: _____

DRAFT