



TROUT LAKE TOWNSHIP

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Visit us at: www.troutlaketwp.com

February 16, 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): Jane Chamberlain

Absent: Supervisor Pam Perry

CALL TO ORDER

Supervisor Chair Partlow called the meeting to order at 6:00 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 January 19, 2023 regular board minutes; motion carried.

MINUTES – SPECIAL – BOARD OF AUDIT

Motion was made by Kessler, seconded by Partlow, to approve the January 19, 2023 special board minutes (Board of Audit); motion carried.

MINUTES – SPECIAL – ANNUAL BUDGET/LEVY

Motion was made by Kessler, seconded by Partlow, to approve the February 1, 2023 special board minutes (Budget/Levy); motion carried.

CLAIMS

Clerk Rutherford read the claims as follows:

DATE	VENDOR NAME	DESCRIPTION	CHECK#	TOTAL
2/16/2023	ADVANTAGE SYSTEMS GROUP	ACCT 9248 ALARM SYSTEM 02/01/23-01/31/24	13981	299.40
2/16/2023	AMAZON CAPITAL SERVICES	ACCT #A1YQMXIK2OTZAA	13982	425.39
2/16/2023	CHRISTINE PARTLOW	PAYROLL PERIOD ENDING 02/16/2023	13977	880.00
2/16/2023	DWIGHT KESSLER	PAYROLL PERIOD ENDING 02/16/2023	13975	500.00
2/16/2023	ECK DESIGNS, LLC	4X8 BALL FIELD SIGN	13983	675.00
2/16/2023	GWEN RUTHERFORD	PAYROLL PERIOD ENDING 02/16/2023	13980	950.00
2/16/2023	ITASCA COUNTY AUDITOR/TREASURER	ELECTIONS	13984	297.28
2/16/2023	MATIT	INV#3442 COMMERCIAL PACKAGE 03/01/2023-02/29/2024	13985	4,658.00
2/16/2023	MIKE KOLLAR	PAYROLL PERIOD ENDING 02/16/2023	13976	516.00
2/16/2023	MIKE PARTLOW	PAYROLL PERIOD ENDING 02/16/2023	13978	715.00
2/16/2023	PAM PERRY	PAYROLL PERIOD ENDING 02/16/2023	13979	500.00
2/1/2023	PARK STATE BANK	CREDIT CARD #2323	JE02012023	378.33
TOTAL				\$10,794.40

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

REPORTS

TREASURER'S REPORT

Treasurer Partlow reviewed the written cash statement for January 1 to January 31, 2023 as: beginning balance of \$464,504.09; receipts of \$2,432.38; disbursements of \$9,569.89; ending balance of \$457,366.58; less deposit in transit of \$2,388.88; outstanding checks of \$1,538.54 to match the bank statement of \$456,516.24.

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

CLERK'S REPORT

Clerk Rutherford reported she received from Itasca County 2023 Tax apportionment (\$3,043.16), Annual Township & City Weed Report that needs to be completed (gave it to Kollar to complete), the 2023 Tax Forfeiture parcels list; and Attorney Mati Adam RE: State of MN v. Dudley Kemo Alvarez (Trout Lake Community Center Sign destruction); opened the Community Center on 02/15 from 6 to 8 p.m. and checked phone messages, etc. from 02/16 to 02/21; posted and attended the Special Budget & Levy meeting on 02/01; contacted Grand Rapids Fire Department and Trout Lake Fire Department regarding fire contracts for the Budget/Levy meeting; emailed the ST3 to Eck Design and received proofs for the Manginen/Norgard Baseball Field and the Community Center signs (2); emailed Schwartz the 2-year contract for Road Maintenance Service Agreement 2023-2025; and received from MATIT the Consolidated Coverage policy.

Clerk Rutherford received the following mail: Itasca County Township Association agenda & minutes; MATIT info; Itasca County Recreation Resources Plan; Lake County Power brochure/info; and Paul Bunyan brochure/info.

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

STAFF REPORT

No Staff report.

COMMUNITY CENTER

Informational only.

WEBSITE UPDATES

Informational only.

CONCERNS FROM THE FLOOR

Jane Chamberlain, Trout Lake Township resident and board member for the Greenway Area Community Fund came to talk to the board regarding applying for a grant and which must be submitted by 03/31/2022 for consideration.

UNFINISHED BUSINESS

SPECIAL – ANNUAL REORGANIZATION 2023 – APPROVAL

Motion was made by Partlow, seconded by Kessler, to approve the Special Annual Reorganization 2023; motion carried.

RESOLUTION OF DONATIONS ACCEPTANCE

Motion was made by Kessler, seconded by Partlow, to approve the Resolution of Donations Acceptance (01A-2023); motion carried.

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 “Trout Lake Community Center Sign” on the March agenda under Old Business.

NEW BUSINESS

ANNUAL TOWN MEEETING AGENDA

MODERATOR WAGE

Motion was made by Partlow, seconded by Kessler, to keep the Moderator wage at \$50; motion carried.

ITEMS FOR AGENDA

No items added.

ANNUAL AUDIT CERTFICATION

Motion was made by Kessler, seconded by Partlow, to approve the Annual Audit Certification; motion carried.

AUTHORIZE PROCUREMENT (CREDIT) CARDS AND AMOUNTS

Per consensus of the board, Clerk Rutherford was asked to add “Authorize Procurement (Credit) Cards and Amounts” on the March agenda under Old Business.

REPLACE TRUCK

Per consensus of the board, Clerk Rutherford was asked to add “Replace Truck” on the March agenda under Old Business.

OFFICE/COMMUNITY CENTER FURNITURE

Per consensus of the board, Clerk Rutherford was asked to add “Office/Community Center Furniture” on the March agenda under Old Business.

BANQUET ROOM CHAIRS

Motion was made by Kessler, seconded by Partlow, to approve the purchase of OEF Furnishings Premium Sled Base Plastic Stack Chair, Dark Grey (Amazon), 144 chairs @ \$400.44 per 4 chairs, 6 dollies @ \$221.54 per dolly, “Chairs \$14,420.00, Dollies \$1,330.00 for a total of \$15,750.00”; motion carried.

SUPERVISOR’S REPORTS

Supervisor Kessler reported he attended the Monthly Board Meeting on 01/19, attended the special, “Board of Audit”, worked at the Center on 01/18, checked phone messages et cetera at the Center from 01/19 to 01/24, and attended the special, “Budget/Levy” meeting on 02/01.

Supervisor Perry; absent with notice.

Supervisor Partlow reported he attended the Monthly Board Meeting on 01/19, attended the special, “Board of Audit”, worked at the Center on 02/08, checked phone messages et cetera at the Center from 02/09 to 02/14, attended the special, “Budget/Levy” meeting on 02/01, working with FEMA management to get the storm damage covered, was a quiet month as only a couple resident phone calls.

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

Motion was made by Partlow, seconded by Kessler, to adjourn the meeting at 6:41 p.m.; motion carried.

Submitted by: _____
Clerk Rutherford

Approved by: _____
Supervisor

Date: _____