



TROUT LAKE TOWNSHIP

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Visit us at: www.troutlaketwp.com

January 19, 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 Clerk Gwen Rutherford

Resident(s): NA

Non-Resident(s): NA

CALL TO ORDER

Supervisor Partlow called the meeting to order at 6:00 p.m. with the flag pledge.

AGENDA

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

MINUTES – REGULAR

Motion was made by Kessler, seconded by Partlow, to approve the December 15, 2022 regular board minutes; motion carried.

CLAIMS

Clerk Rutherford read the claims as follows:

DATE	VENDOR NAME	DESCRIPTION	CHECK#	TOTAL
1/19/2023	AMAZON CAPITAL SERVICES	ACCT #A1YQMXIK2OTZAA	13965	220.92
1/19/2023	BURGGRAFS ACE HARDWARE	INV #372740	13966	43.95
1/19/2023	CHRISTINE PARTLOW	PAYROLL PERIOD ENDING 01/19/2023	13961	675.00
1/19/2023	COUNTRY CREATIONS	ENGRAVING - MCLYNN, MOLL DOORS	13967	276.00
1/19/2023	DWIGHT KESSLER	PAYROLL PERIOD ENDING 01/19/2023	13958	450.00
1/19/2023	FLOODWOOD GAS & ELECTRIC	TICKET #87189 115.5 GALS @ \$2.199	13968	253.98
1/19/2023	GWEN RUTHERFORD	PAYROLL PERIOD ENDING 01/19/2023	13964	915.00
1/18/2023	INTERNAL REVENUE SERVICE	EIN#41-1553451 4TH QTR 2023 FEDERAL TAXES	JE01182023	796.14
1/19/2023	ITASCA COUNTY ASSN OF TOWNSHIPS	2023 ASSOCIATION DUES	13972	1,095.60
1/19/2023	ITASCA COUNTY AUDITOR/TREASURER	PROPOSED TAX NOTICES	13969	339.53
1/19/2023	ITASCA COUNTY SHERIFF'S OFFICE	ANNUAL ALARM RENEWAL	13970	10.00
1/19/2023	ITASCA COUNTY TRANSPORTATION DEPT	SNOWPLOW WIDENING - PENNALA CARTWAY	13971	120.00
1/19/2023	KEN KRITTA	PAYROLL PERIOD ENDING 01/19/2023	13960	40.00
1/30/2023	LAKE COUNTRY POWER	ELECTRIC BILL 01/30/2023	JE01302023	401.72
1/19/2023	LVC COMPANIES	FIRE EXTG MAINTENANCE 12/12/22 INV#104487	13973	137.05
1/19/2023	MIKE KOLLAR	PAYROLL PERIOD ENDING 01/19/2023	13959	1,000.50
1/19/2023	MIKE PARTLOW	PAYROLL PERIOD ENDING 01/19/2023	13962	755.00
1/19/2023	PAM PERRY	PAYROLL PERIOD ENDING 01/19/2023	13963	450.00
1/1/2023	PARK STATE BANK	CREDIT CARD #2323	JE01012023	481.13
1/27/2023	PERA	PAYROLL CONTRIBUTIONS 01/19/2023	JE01272023	419.56
1/19/2023	WM J SCHWARTZ & SONS INC.	INV #43343	13974	1,000.00
TOTAL				\$9,881.08

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

REPORTS

TREASURER'S REPORT

Treasurer Partlow reviewed the written cash statement for December 1 to December 31, 2022 as: beginning balance of \$423,423.43; receipts of \$66,851.20; disbursements of \$25,770.54; ending balance of \$464,504.09; less deposit in transit of \$75.00; outstanding checks of \$14,713.99 to match the bank statement of \$479,143.08.

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

CLERK'S REPORT

Clerk Rutherford reported she received from Itasca County Building Permits and emailed Elections Administrator, Carolyn Randall, the completed Elected Officials Form & the Resolution Designating the Annual Polling Place; opened the Community Center on 01/11 from 6 to 8 p.m. and checked phone messages, etc. from 01/12 to 01/17; posted the Special Board of Audit meeting; emailed/called Carmen Griggs regarding a cemetery plot at the Community Cemetery (Block 15, Lot 72, Site 8); ordered replacement lithium 9-volt batteries for the metal detector, a set of headphones and printed the Instruction Manual for; IRS released the new mileage rate for 2023 @ \$.655 cents per mile; received an email that the request for public assistance on the storm damage from May 29th & May 30th, 2022 has been granted

per Brian Olson, Director of Preparedness and Recovery Homeland Security and Emergency Management; been in touch with Country Creations regarding engraving several doors for the columbarium this Spring; sent a letter to Brenda Kessler regarding Affidavit—Community Cemetery Family Lot 9 Jokinen Family’s Right to Burial Agreement that communication needs to go through email and sent my email address also; and completed the online account for FEMA Grants Portal.

Clerk Rutherford received the following email: Trout Lake Association Protecting Trout Lake-A Community Effort-Cavour Johnson; and received the following mail: MAT Notice on New Clerk & Treasurer Training; MN Department of Health (MDH) Drinking Water Protection Report; Trout Lake Association info; U Of M MN LTAP brochure; Itasca County Township Association agenda & minutes; and Northland Reliability Project open house info.

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

STAFF REPORT

Supervisor Partlow reported Kollar has been out on medical leave, is now coming back to work, and that Krittia filled in during his absence.

COMMUNITY CENTER

Treasurer Partlow will go into the rotation work at the Community Center on Wednesdays from 6 - 8 p.m. as it will now be a five-week rotation; Treasurer Partlow 01/25/2023, Supervisor Perry to follow, then Supervisor Partlow, Clerk Rutherford, lastly Supervisor Kessler.

WEBSITE UPDATES

Opened the maintenance employment position on the website until filled.

ANNUAL BOARD OF REORGANIZATION

Changes/approval as follows:

Motion was made by Kessler, seconded by Perry, under line 1 to appoint Partlow as Chair Supervisor and Kessler as Vice-Chair Supervisor (keep as is/previous year); motion carried.

Motion was made by Perry, seconded by Kessler, under line 2 to accept “Adopt Regular Meeting Schedule” as is; motion carried.

Motion was made by Partlow, seconded by Kessler, under line 3 to adjust “Set compensations for officers” to Supervisors @ \$500/mo.; Chair + \$75/mo.; \$50.00 per ARPA mtg; Treasurer \$700 (+\$100)/mo.+ \$50 special mtgs; Clerk \$800 (+\$100)/mo. + \$50 special mtgs; Deputy Treasurer \$50 per mtg; Deputy Clerk \$50 per mtg; \$30/hr for non-meeting work for all elected officials; motion carried.

Motion was made by Kessler, seconded by Perry, under line 4 “Delegate Supervisory Responsibilities” as is with the change to “cemeteries, Supervisors & Clerk” and remove “WMMPB, Kessler”; motion carried.

Motion was made by Kessler, seconded by Perry, under line 5 to accept “Designate township lawyer” as is with the removal of & John Dimich; motion carried.

Motion was made by Partlow, seconded by Kessler, under line 6 to increase “Confirm staff and compensation” Maintenance Superintendent to \$24/hr; Maintenance/Information Technology to \$21/hr; motion carried.

Motion was made by Partlow, seconded by Kessler, under line 7 – 9 to accept all as is; motion carried.

Motion was made by Partlow, seconded by Perry, under line 10 – 12 to accept all as is; motion carried.

Motion was made by Partlow, seconded by Kessler, under line 13 – 14 to accept all as is with the removal of WMMPB under 13K; motion carried.

CONCERNS FROM THE FLOOR

No concerns from the floor.

UNFINISHED BUSINESS

SIGNAGE FOR BASEBALL FIELD

Motion was made by Kessler, seconded by Partlow, to approve the 4’ x 8’ aluminum sign to read Norgard/Manginen Field (leave color as submitted) proposed by Eck Designs, Marble, at a price of \$675.00; 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, Supervisor Partlow will work with Eck Design for preliminary signage and bring final pricing back to the February monthly board meeting.

NEW BUSINESS

RESOLUTION OF DONATIONS ACCEPTANCE

Per consensus of the board, Clerk Rutherford to make changes and bring back to the February monthly board meeting.

RESOLUTION OF TROUT LAKE TOWNSHIP SIGNATURES ON TOWNSHIP CHECKS

Motion was made by Kessler, seconded by Partlow, to accept the Resolution of Trout Lake Township Signatures on Township Checks (01B-2023); motion carried.

RESOLUTION AUTHORIZING CONTRACT WITH INTERESTED OFFICER: SUPERVISORS (2); TREASURER/DEPUTY TREASURER (2)

Motion was made by Perry, seconded by Kessler, to accept Resolution Authorizing Contract With Interested Officer for M. Partlow (01C-2023); motion carried/Partlow abstained.

Motion was made by Kessler, seconded by Partlow, to accept Resolution Authorizing Contract With Interested Officer for Perry (01D-2023); motion carried/Perry abstained.

Motion was made by Kessler, seconded by Perry, to accept Resolution Authorizing Contract With Interested Officer for C. Partlow (01E-2023); motion carried.

Motion was made by Partlow, seconded by Kessler, to accept Resolution Authorizing Contract With Interested Officer for Tanner (01F-2023); motion carried.

EMPLOYEE EVALUATION REVIEWS – DATE AND TIME

Per consensus of the Board, the annual employee evaluation reviews will be scheduled and conducted by Supervisor Partlow.

BUDGET/LEVY MEETING – DATE AND TIME

Per consensus of the board, Budget/Levy Meeting to be set for February 1, 2023 @ 6 p.m.; Clerk Rutherford to post the meeting.

SUPERVISOR’S REPORTS

Supervisor Perry reported she worked at the Center 12/28, 6-8 p.m. and checked phone messages et cetera at the Center from 12/29 to 01/03; was a very quiet month.

Supervisor Kessler reported he attended the Monthly Board Meeting on 12/15; attended the Greenway Joint Rec Association meeting on 12/19 and 01/16; worked at the Center on 12/21 & 01/18 and checked phone messages et cetera at the Center from 12/22 to 12/27 & 01/19 to 01/24.

Supervisor Partlow reported he worked at the Center on 01/04 and checked phone messages et cetera at the Center from 01/05 to 01/10; worked several hours on cemetery info, locates and a full burial; working with FEMA on reimbursement on storm damage from 05/29/2022 & 05/30/2022 (a lot of paperwork and phone calls); working with Eck Designs regarding baseball field and Trout Lake Community Center signage; and reported that the DNR is pumping from Holman Pit into Hill Lake (can only pump in the Winter due to Zebra Mussel found).

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

ADJOURNMENT

Motion was made by Kessler, seconded by Partlow, to adjourn the meeting at 7:27 p.m.; motion carried.

Submitted by: _____
Clerk Rutherford

Approved by: _____
Supervisor

Date: _____