



## TROUT LAKE TOWNSHIP

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Visit us at: [www.troutlaketwp.com](http://www.troutlaketwp.com)

July 20, 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, Deputy Clerk Wanda Haverkost, and Maintenance Mike Kollar

Resident(s): N/A

Non-Resident(s): NA

Absent: Clerk Gwen Rutherford (with notice)

### **CALL TO ORDER**

Chair Supervisor Partlow 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 "Storm Ready" added under New Business per Chair Supervisor Partlow; motion carried.

### **MINUTES – REGULAR**

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

## CLAIMS

Deputy Clerk Haverkost read the claims as follows:

DATE	VENDOR NAME	DESCRIPTION	CHECK#	TOTAL
7/1/2023	AMERICAN BANK	CREDIT CARD	JE07012023	373.97
7/20/2023	AMAZON CAPITAL SERVICES	ACCT #A1YQMXIK2OTZAA	14039	233.50
7/20/2023	BRADEN BOTHMA	PAYROLL PERIOD ENDING 07/20/2023	14031	372.50
7/20/2023	CHRISTINE PARTLOW	PAYROLL PERIOD ENDING 07/20/2023	14035	842.00
7/20/2023	CITY OF GRAND RAPIDS	2023 FIRE CONTRACT 1ST HALF	14040	8,179.00
7/20/2023	COUNTRY CREATIONS	ENGRAVING - INGLEBRET DOORS	14041	296.00
7/20/2023	DWIGHT KESSLER	PAYROLL PERIOD ENDING 07/20/2023	14033	500.00
7/20/2023	FLOODWOOD GAS & ELECTRIC	TICKET #89178 240 GALS @ \$1.599	14042	383.76
7/20/2023	GWEN RUTHERFORD	PAYROLL PERIOD ENDING 07/20/2023	14038	900.00
7/30/2023	LAKE COUNTRY POWER	ELECTRIC BILL 07/10/2023	JE07302023	266.10
7/20/2023	MIDWAY REPAIR	INV#897050 KNOB FOR MOWER	14043	6.00
7/20/2023	MIKE KOLLAR	PAYROLL PERIOD ENDING 07/20/2023	14034	1,344.00
7/20/2023	MIKE PARTLOW	PAYROLL PERIOD ENDING 07/20/2023	14036	575.00
7/20/2023	PAM PERRY	PAYROLL PERIOD ENDING 07/20/2023	14037	500.00
7/20/2023	PRACTICE SPORTS, INC.	INV# 214966 PITCHING MACHINE, FEEDER, SCREEN	14044	3,113.80
7/20/2023	TROUT LAKE ASSOCIATION	2023 MEMBERSHIP RENEWAL	14046	25.00
7/20/2023	TROUT LAKE FIRE & RESCUE	2022 FIRE CONTRACT PAYABLE IN 2023-ESTIMATE, NO CURRENT CONTRACT	14045	14,713.99
7/20/2023	WANDA HAVERKOST	PAYROLL PERIOD ENDING 07/20/2023	14032	50.00
7/20/2023	WM J SCHWARTZ & SONS INC.	INV #44211, 44210, 44105, 44164, 44165, 44166, 44167,& 44168	14047	30,859.35
<b>TOTAL</b>				<b>\$63,533.97</b>

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

## REPORTS

### TREASURER'S REPORT

Treasurer Partlow reviewed the written cash statement for June 1 to June 30, 2023 as: beginning balance of \$419,030.34; receipts of \$118,396.96; disbursements of \$26,429.39; ending balance of \$510,997.91; less deposit in transit of \$225.00; outstanding checks of \$0.00 to match the bank statement of \$510,772.91.

Treasurer Partlow stated that the "yellow" copy of receipts, from the receipt book, is to be given to her; that if more than one check is received for the same event that a separate receipt for each be issued and that we need to provide the issuer the white copy; and that the ARPA funding and the FEMA road funding received by the township now needs a "Unique Entity Identifier".

Motion was made by Kessler, seconded by Perry, 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 and 2023 Tax Apportionment in the amount of \$117,750.42; opened the Community Center on 7/5 from 6 to 8 p.m. and checked phone messages, etc. from 7/6 to 7/11; received a job application from Frank Finken; ordered the pitching machine from Practice Sports (received a very good review from Pat Guyer as this is the pitching machine the high school kids use) and got an okay from chair supervisor Partlow as it was over the price per initial motion of "up to \$2,000" (final cost \$3,113.80); purchased a new 8 quart crock pot for \$69.99 from Amazon (someone took the original one in the kitchen); purchased a 2024 calendar to enter reservations on from Amazon; and received an

application for Utility Permit on a township road right-a-way as Lake Country Power will be installing a new underground electric service on Birch Drive and will be boring under the road (chair supervisor Partlow to sign permit).

Deputy Clerk Haverkost read Clerk Rutherford's Correspondence Received report as follows: received the following mail: U of M MN LTAP brochure; Greenway Joint Rec Board agenda and minutes; Trout Lake Association info; Itasca County Township Association agenda and minutes; Lake Country Power brochure and info; and Paul Bunyan Communications brochure and info.

Chair Supervisor Partlow signed the Lake Country Power "Utility Permit" as previously mentioned in Clerk Rutherford's report and mentioned that he added a "comment" to that stated "if they damage Birch Drive in any way that they are responsible to repair said damage".

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

### **STAFF REPORT**

Kollar said that Scooter came and pumped the septic and that the roof on the gazebo is leaking.

Motion was made by Perry, seconded by Kessler, to have Partlow interview Frank Finken and to hire Finken if satisfied with the interview results; motion carried.

### **COMMUNITY CENTER**

No Community Center update other than baseball field's "first base not totally in-bounds.

### **WEBSITE UPDATES**

No Website Update report.

### **CONCERNS FROM THE FLOOR**

No concerns from the floor.

### **UNFINISHED BUSINESS**

#### **MALLUM DRIVE**

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

#### **REPLACE TRUCK**

Per consensus of the board, it was suggested that we should consider ordering the truck now knowing that it could take up to one year before delivery could be expected.

#### **OFFICE/COMMUNITY CENTER FURNITURE**

Per consensus of the board, it was agreed to remove Office/Community Center Furniture from the agenda.

#### **SPRING ROAD TOUR**

All roads have been completed except for Hardwood that needs a load of gravel and the cul-de-sac on Loons Landing that needs a partial load of gravel.

## NATIONAL NIGHT OUT MEETING – UPDATE

Perry stated that the chicken has been ordered from Super One (received a 10% discount) and that she and Clerk Rutherford would be picking up the remaining supplies on Monday. Kessler stated that he was going to contact Pepsi and ask if they would donate some water and pop.

## WARBA LEGION POST 432

Per consensus of the board, Deputy Clerk Haverkost was asked to have Clerk Rutherford check into the letter or form that was used in the past on giving of monies to the Warba Legion Post 432.

## BUDGET REVIEW – STRATEGIES AND GOALS FOR FUNDS – GOALS FOR 2023

Board reviewed and kept those items that were listed and add nothing.

## NEW BUSINESS

### CREDIT CARD LIMITS

Motion was made by Partlow, seconded by Kessler, to set “Credit Card Limits” as follows: Clerk Rutherford-\$5,000, Maintenance Kollar-\$2,000, and Treasurer Partlow-\$5,000; motion carried.

### STORM READY

Partlow stated that John Linder/Emergency Manager with the Itasca County Sheriff’s Department gave him a Storm Ready poster to place somewhere within the Center, a weather alert radio (board agreed to place in the kitchen) and requested that we submit to him a picture of the supervisors with the poster and a thank you note (Deputy Clerk Haverkost to inform Clerk Rutherford to send the thank you note).

## SUPERVISOR’S REPORTS

Supervisor Kessler reported he attended the Monthly Board Meeting on June 16, the Greenway Joint Rec. Meeting June 19 and July 17, missed the National Night Out meeting June 28, worked at the Center on July 12 from 6-8 p.m., and checked phone messages et cetera at the Center from July 13-18.

Supervisor Perry reported she worked at the Center on June 21 from 6-8 p.m., checked phone messages et cetera at the Center June 22-27 and attended the National Night Out Meeting June 28.

Partlow reported he worked at the Center on June 28 from 6-8 p.m., received calls on gravel and roads, attended the National Night Out Meeting June 28, met with maintenance worker Bothma to clean out the beach area off the Crooked Road, met with John Linder and picked up the Storm Ready alert supplies from, and met with Paul Bunyan Communications to set up getting the security cameras installed at the Center.

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

**ADJOURNMENT**

Motion was made by Kessler, seconded by Perry, to adjourn the meeting at 7:20 p.m.; motion carried.

Submitted by: \_\_\_\_\_  
Deputy Clerk Haverkost

Approved by: \_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_

DRAFT