



TROUT LAKE TOWNSHIP

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Visit us at: www.troutlaketwp.com

March 16, 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): N/A

Non-Resident(s): N/A

CALL TO ORDER

Chair Supervisor 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 Perry, to approve the February 16, 2023 regular board minutes; motion carried. Perry abstained.

CLAIMS

Clerk Rutherford read the claims as follows:

| DATE | VENDOR NAME | DESCRIPTION | CHECK# | TOTAL |
|--------------|------------------------------------|--------------------------------------|------------|--------------------|
| 3/16/2023 | AMAZON CAPITAL SERVICES | ACCT #A1YQMXIK2OTZAA | 13992 | 7,282.32 |
| 3/16/2023 | CHRISTINE PARTLOW | PAYROLL PERIOD ENDING 03/16/2023 | 13988 | 850.00 |
| 3/16/2023 | DWIGHT KESSLER | PAYROLL PERIOD ENDING 03/16/2023 | 13986 | 550.00 |
| 3/16/2023 | GWEN RUTHERFORD | PAYROLL PERIOD ENDING 03/16/2023 | 13991 | 970.00 |
| 3/1/2023 | LAKE COUNTRY POWER | ELECTRIC BILL 02/10/2023 | JE03012023 | 396.82 |
| 3/16/2023 | MIKE KOLLAR | PAYROLL PERIOD ENDING 03/16/2023 | 13987 | 804.00 |
| 3/16/2023 | MIKE PARTLOW | PAYROLL PERIOD ENDING 03/16/2023 | 13989 | 575.00 |
| 3/16/2023 | PAM PERRY | PAYROLL PERIOD ENDING 03/16/2023 | 13990 | 500.00 |
| 3/1/2023 | PARK STATE BANK | CREDIT CARD #2323 | JE03022023 | 282.64 |
| 3/16/2023 | SCENIC RANGE NEWS FORUM | INV#4570 ELECTION FILING | 13993 | 56.00 |
| 3/16/2023 | TROUT LAKE HEATING AND COOLING LLC | INV0890 TROUBLE SHOOT BOILER/NO HEAT | 13994 | 568.37 |
| TOTAL | | | | \$12,835.15 |

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 February 1 to February 28, 2023 as: beginning balance of \$457,366.58; receipts of \$19,974.76; disbursements of \$10,772.78; ending balance of \$466,568.56; less deposit in transit of \$16,892.95; outstanding checks of \$462.33 to match the bank statement of \$450,137.94.

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 the Five-Year Plan and received the info for the Annual Board of Appeal & Equalization which will be held Wednesday, April 26 @ 1 p.m. (will post and publish); will open the Community Center on 03/22 from 6 to 8 p.m. and check phone messages, etc. from 03/23 to 03/28; posted, published and attended the Annual Town Meeting on Tuesday, March 14 @ 7 p.m.; received the information from ICTA for the Annual Dinner Registration of \$25, Balsam Town Hall, on April 10, 2023 @ 6 p.m.; and have been working on cemetery info and assisting residents on cemetery material.

Clerk Rutherford received the following mail: Greenway Joint Rec Board agenda and minutes; Itasca County Township Association agenda & minutes; and Lake County Power brochure/info;

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

STAFF REPORT

No staff reports.

COMMUNITY CENTER

Informational only.

WEBSITE UPDATES

Informational only.

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 "Trout Lake Community Center Sign" on the April agenda under Old Business.

Partlow said that he submitted all the info needed to MATIT for insurance purposes (police report and estimate and that they will pay the invoice minus the deductible (\$250). MATIT also added the Trout Lake Community Center sign to the insurance coverage for \$8,500.00.

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 April agenda under Old Business.

REPLACE TRUCK

Per consensus of the board, Clerk Rutherford was asked to add "Replace Truck" on the April agenda under Old Business as Treasurer Partlow is gathering information.

OFFICE/COMMUNITY CENTER FURNITURE

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

Treasurer Partlow ordered 147 chairs (144 -1 damaged + 4 = 147) and 6 dollies for the chairs to stack on from Amazon Business Prime.

Per consensus of the board, maintenance employee Kollar to dispose of one rack of folding chairs from the entryway and the existing 2 stacks of orange chairs; as the closet will hold one rack of folding chairs and 6 dollies of 147 stacked chairs.

MAINTENANCE EMPLOYEE APPLICATION

Per consensus of the board, Partlow to set up an interview with Braden Bothma (as he submitted an employment application) and Mike Kollar.

NEW BUSINESS

ROAD MAINTENANCE SERVICE AGREEMENT (2 YRS; 2023-2025); WM J. SCHWARTZ & SONS, INC.

Motion was made by Perry, seconded by Kessler, to approve the Road Maintenance Service Agreement (2 yrs; 2023-2025) with Wm J. Schwartz & Sons, Inc (minus the snow plowing) with grading rate of \$120/mile/per pass/per month and gravel at a cost of \$11.85/cubic yard; motion carried.

ITASCA COUNTY ANNUAL GRADING, SNOWPLOWING AND DUST CONTROL CONTRACT

DUST CONTROL CONTRACT WITH ITASCA COUNTY

Motion was made by Partlow, seconded by Kessler, to approve dust control with Itasca County at a rate of \$2,200.00/mile on the same roads and descriptions as last year (Baich Road (1.5 mi), Oak Drive (1.15 mi), end of Bluebill Bay Road (.5 mi to start @ Trout Lake Twp sign to dead-end), Birch Drive (1.5 mi off Co Rd 70 South to North to first corner), Oak Shore Dr (.25 mi), and Country Wood Dr (.15 mi)) for total mileage of 5.55 miles; motion carried.

SNOW PLOWING CONTRACT WITH ITASCA COUNTY

Motion was made by Partlow, seconded by Perry, to approve snow plowing with Itasca County at a rate of \$700/mile on all road—same as 2022 for a total of 20.17 miles (no plowing the Town Hall Parking Lot) with the agreement to try and get Schwartz back for snow plowing; motion carried.

MAT SPRING SHORT COURSE — (\$75 PER PERSON/BIG SANDY RESORT/MCGREGOR, APRIL 06, 2023)

Motion was made by Partlow, seconded by Perry, for any elected official or deputy to attend the MAT Spring Short Course and bring back a receipt for reimbursement; motion carried.

ITASCA COUNTY TOWNSHIP ASSOCIATION (ICTA) ANNUAL MEETING — (\$25 PER PERSON/BALSAM TOWN HALL, APRIL 11, 2023 @ 6 P.M.)

Motion was made by Partlow, seconded by Perry, for any elected official or deputy to attend the Itasca County Township Association (ICTA) Annual Meeting and bring back a receipt for reimbursement; motion carried.

NATIONAL NIGHT OUT — SUPERVISORS

Motion was made by Partlow, seconded by Kessler, to hold the Annual National Night Out and Town Picnic at the Trout Lake Community Center on Tuesday, August 01, 2023, and spend a maximum amount of \$750.00 with more information to follow; motion carried.

Per consensus of the Board, Clerk Rutherford to post a quorum for National Night Out meeting to be held on Thursday, 04/20/2023 after the monthly board meeting @ 6 p.m.

SUPERVISOR’S REPORTS

Supervisor Kessler reported he attended the Monthly Board Meeting on 02/16, worked at the Center on 02/22 and checked phone messages et cetera at the Center from 02/23 to 02/28, attended the Greenway Joint Rec Association meeting on 02/20, and attended the Annual Township Meeting on 03/14.

Supervisor Perry reported she worked at the Center on 03/08 and checked phone messages et cetera at the Center from 03/09 to 03/14 and attended the Annual Township Meeting on 03/14.

Partlow reported working at the Center on 03/15 and checked phone messages et cetera at the Center from 03/16 to 03/21, attended the Annual Township Meeting on 03/14, attended a zoom meeting with FEMA for reimbursement on the damaged roads from 2022, and completed submitting the paperwork (police report and estimate) to MATIT for reimbursement of the damaged Community Center Sign.

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

ADJOURNMENT

Motion was made by Perry, seconded by Partlow, to adjourn the meeting at 6:56 p.m.; motion carried.

Submitted by: _____
Clerk Rutherford

Approved by: _____
Supervisor

Date: _____