



TROUT LAKE TOWNSHIP

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May 18, 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): N/A

Non-Resident(s): NA

Absent: Supervisor Pam Perry (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 Partlow, to approve the agenda with the addition of Warba Legion Post 432 under New Business; motion carried.

MINUTES – REGULAR

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

MINUTES – SPECIAL – BOARD OF APPEAL AND EQUALIZATION

Motion was made by Kessler, seconded by Partlow, to approve the April 26, 2023 special board minutes (Annual Board of Appeal and Equalization); motion carried.

CLAIMS

Clerk Rutherford read the claims as follows:

DATE	VENDOR NAME	DESCRIPTION	CHECK#	TOTAL
5/18/2023	AMAZON CAPITAL SERVICES	ACCT #A1YQMXIK2OTZAA	14016	359.29
5/18/2023	CHRISTINE PARTLOW	PAYROLL PERIOD ENDING 05/18/2023	14012	800.00
5/18/2023	DWIGHT KESSLER	PAYROLL PERIOD ENDING 05/18/2023	14010	500.00
5/18/2023	GWEN RUTHERFORD	PAYROLL PERIOD ENDING 05/18/2023	14015	1,055.00
5/30/2023	LAKE COUNTRY POWER	ELECTRIC BILL 05/10/2023	JE05302023	332.44
5/18/2023	MIKE KOLLAR	PAYROLL PERIOD ENDING 05/18/2023	14011	876.00
5/18/2023	MIKE PARTLOW	PAYROLL PERIOD ENDING 05/18/2023	14013	575.00
5/18/2023	PAM PERRY	PAYROLL PERIOD ENDING 05/18/2023	14014	500.00
5/1/2023	PARK STATE BANK	CREDIT CARD PAYMENT	JE05012023	681.64
5/18/2023	SCENIC RANGE NEWS FORUM	INV#5033 SUBSCRIPTION #4948	14017	151.00
5/18/2023	WM J SCHWARTZ & SONS INC.	INV #43498 OAK DRIVE - CULVERT	14018	7,033.25
5/24/2023	XEROX FINANCIAL SERVICES	INV 4223198 CONTRACT 020-0084442-001 02/24/23-05/24/23	JE05242024	98.40
TOTAL				\$12,962.02

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 April 1 to April 30, 2023 as: beginning balance of \$455,066.51; receipts of \$1,876.33; disbursements of \$25,533.02; ending balance of \$431,409.82; less deposit in transit of \$1,658.88; outstanding checks of \$802.74 to match the bank statement of \$430,553.68.

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

CLERK'S REPORT

Clerk Rutherford reported she received from Itasca County a building permit; opened the Community Center on 04/26 & 05/10 from 6 to 8 p.m. and checked phone messages, etc. from 04/27 to 05/02; posted a quorum of supervisors for the 2023 Spring Road Tour on 05/16 @ 5 p.m. and then reposted to 05/23; attended the Board of Appeal and Equalization meeting on Wednesday, 04/26 @ 1 p.m.; received the SLFRF Compliance Report from Treasurer Partlow; received a job application; and contacted/received a mowing bid from Wm. J. Schwartz & Sons, Inc.

Clerk Rutherford received the following mail: Northland Reliability Project meeting info; Itasca County Township Association agenda & minutes; Lake County Power brochure/info; Greenway Joint Rec Board agenda and minutes; and Paul Bunyan brochure/info.

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

STAFF REPORT

No staff reports.

COMMUNITY CENTER
No Community Center report.

WEBSITE UPDATES
No Website Update report.

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 on the June agenda under Unfinished Business.

AUTHORIZE PROCUREMENT (CREDIT) CARDS AND AMOUNTS
Per consensus of the board, Clerk Rutherford was asked to add on the June agenda under Unfinished Business.

REPLACE TRUCK
Per consensus of the board, Clerk Rutherford was asked to add on the June agenda under Unfinished Business.

OFFICE/COMMUNITY CENTER FURNITURE
Per consensus of the board, Clerk Rutherford was asked to add on the June agenda under Unfinished Business.

SECURITY CAMERAS
Per consensus of the board, Clerk Rutherford was asked to add on the June agenda under Unfinished Business.

MOSQUITO SPRAY
Per consensus of the board, Clerk Rutherford was asked to add on the June agenda under Unfinished Business.

SPRING ROAD TOUR 2023—RESULTS
Per consensus of the board, Clerk Rutherford was asked to add “Spring Road Tour 2023—Results” on the June agenda under Unfinished Business.

NATIONAL NIGHT OUT MEETING — UPDATE
Per consensus of the Board, “National Night Out Meeting—Update” to be placed on the June agenda under Unfinished Business.

NEW BUSINESS

MOWING/BRUSHING

Motion was made by Kessler, seconded by Partlow, to approve the mowing quote supplied by Wm. J. Schwartz & Sons, Inc. in the amount of \$3,400.00; motion carried.

WARBA LEGION POST 432

Per consensus of the Board, "Warba Legion Post 432" to be placed on the June agenda under Unfinished Business.

SUPERVISOR'S REPORTS

Clerk Rutherford reported for Perry (absent with notice) that she worked at the Center from 6-8 p.m. on 05/17, checked phone messages from 05/18 to 05/23, attended the Board of Appeal & Equalization meeting on 04/26, brought some more prizes in for National Night Out, and assisted a few residents with community center info.

Supervisor Kessler reported he attended the Monthly Board Meeting on 04/20, attended the Board of Appeal & Equalization meeting on 04/26, worked at the Center on 05/03 and checked phone messages et cetera at the Center from 05/04 to 05/09, attended the Greenway Joint Rec Association meeting on 05/15, and took a call from a resident regarding Oak Drive washout.

Partlow reported he took several calls from residents regarding road issues, attended the Board of Appeal & Equalization meeting on 04/26, attended another zoom meeting with FEMA for reimbursement on the damaged roads from 2022, and met with Braden Bothma regarding employment.

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

ADJOURNMENT

Motion was made by Kessler, seconded by Partlow, to adjourn the meeting at 6:33 p.m.; motion carried.

Submitted by: _____
Clerk Rutherford

Approved by: _____
Supervisor

Date: _____