

TROUT LAKE TOWNSHIP

PO Box 215
Trout Lake, MI 49793
906-569-3291(P)
906-569-3772 (F)

Supervisor: Helen Fischer
Clerk: Kathleen A. English
Treasurer: Pam Barrett
Trustee: Laurey Simpson
Trustee: John Clark

Township Board Meeting, February 13, 2018, Minutes, *Draft pending Board Approval March 13, 2018.*

Attendance: Seven (7)

Meeting called to order at 6:28pm, by Supervisor Fischer, with the Pledge of Allegiance to the Flag. Board Members present: Helen Fischer, Kathy English, Pam Barrett, John Clark, Laurey Simpson. A quorum of the Township Board was in Attendance.

Supervisor Fischer made a motion, seconded by Trustee Clark, to approve the Trout Lake Township Board Meeting Minutes of January 9, 2018, with clarification related to Carol McLean, the Township Assessor's role related to reporting her assessment of 20% of the Township properties annually as stated in the December 2015, Township Board Meeting minutes. Supervisor Fischer stated that she spoke with Sharon Kennedy, the County Treasurer, who reportedly stated that that information is submitted to the County who oversees the compliance of the Township Assessors, as does the State. Clerk English questioned related to Ms. McLean being a paid contractor of the Township, therefore, the Township Board has a right and a fiduciary responsibility to review the reports and information to assure the Township is collecting the optimal taxes and accurate assessments. Clerk English will pursue this issue with the County and the State. Motion Approved Unanimously by the Board Members in Attendance.

Public Comments:

1. Jean Beaudoin requested deer crossing signs on M123 & H-40. Supervisor Fischer stated she will call the County Road Commission.

Clerk Report:

 Kathy English, Clerk

1. Election/Voting Equipment:

- A. Clerk English stated the current voting equipment is now obsolete and will no longer be supported. A resolution of the Trout Lake Township Board needs to be approved by the Board supporting the Grant for the new equipment. Roll Call Vote called as follows:

Supervisor Fischer	Aye
Clerk English	Aye
Treasurer Barrett	Aye
Trustee Clark	Aye
Trustee Simpson	Aye

Nay votes: None

Resolution Passed Unanimously by the Board Members Present

The Grant approval needs to be signed and returned to the Bureau of Election (BOE). The Grant covers a period of ten (10) years, of which years 1-5 support & maintenance are covered, years 6-10 support & maintenance will need to be covered by the Townships at an approximate cost of \$615.00/year. Clerk English inquired of Supervisor Fischer as to whether she wants to be listed as the Township Grant Manager for this project, to which she replied no. Clerk English stated that as she is responsible for overseeing elections in the Township, she will accept the Grant Manager role. Clerk English submitted the Grant paperwork for Supervisor Fischer to sign. Clerk English signed the Grant paperwork and will submit it to the BOE on February 14, 2018.

- B. Mandatory Classes will be forthcoming in the spring related to changes in the QVF/EMP system, new voting equipment, election cycle preparation, & election inspectors training (which will occur when the equipment is received to facilitate hands-on training. The Clerk & Deputy Clerk will need to attend these classes to assure appropriate coverage of the election processes.
2. Meeting reimbursement for Trustees follow-up: Clerk English contacted the Michigan Townships Association (MTA):
 - A. Should the Trustees be required to attend a meeting, they would need to be reimbursed.
 - B. The Election Commission consists of the Clerk, Supervisor, & Treasurer, who are the only members who can vote on Election Commission actions. Therefore, as Trustees Simpson & Clark are not voting members of the Election Commission, they are not required to attend the meeting. However, they may attend if they would like, at their own expense.
 3. State Tax Commission issues/resolution followup: Clerk English contacted the MTA: The issue of the Property Transfer Affidavits is not the responsibility of the Township, but of the Assessor. Some Townships/Counties/etc. have opted in to this requirement as they want the money associated with it. The Property Transfer Affidavits must be filed, however, fining the individuals who do not complete the forms can be opted out of.
 4. 2018 Federal mileage rate will be \$0.545.
 5. The Biannual Audit was conducted on February 12, 2018. Report will be distributed when received.

Treasurer's Report: Pam Barrett, Treasurer. Financial Report received. Treasurer Barrett will be at the Township Hall on February 28, 2018, from 0900 – 1600 to collect property tax payments.

Ambulance Service Report: John Clark, Ambulance Corp Captain

1. One (1) run during the month of January & February to date, 2018.
2. Mr. Clark attended the PSRO meeting February 12, 2018.
3. No Training occurred for the month of January & February to date, 2018.

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4. There will be training for the EPI draw process for all persons before the go live date of this process, which replaces the EPI auto injector which will be a significant cost savings for the agencies.
5. EMT classes are going great! Abby DuRussell is attending the classes & is carry a pager to facilitate obtaining clinical hours & hands on experienced. As she is not yet a licensed provider, she has been placed on the roster so that she can be listed as a student in Miemsis, therefore, she will need to be placed on the insurance to cover the Township if there was to be an accident. She will not be able to drive the Ambulance, nor is she eligible to be paid for runs she attends as a student.
6. Mr. Clark also reported that Whitefish in exploring hosting a Medical First Responder (MFR) class, which is the lowest license level, but will be a second license on a truck to make it legal to run with one (1) EMT & one (1) MFR, however, two (2) MFRs would not be able to take the truck and transport. Anyone interested in taking an MFR or EMT Class can contact John Clark on his cell phone 906.203.0621.
7. Expiration dates on the inventory in the Ambulance will be checked in the near future.
8. Mr. Clark met with Tom Lindeman of Risk Management, with no issues being found.
9. The Ambulance service is still in desperate need of people! Please contact John Clark on his cell phone 906.203.0621.

Fire Department Report: John Clark, Fire Chief.

1. One (1) run in January & February to date, 2018, for mutual aid with Hulbert.
2. The Firemen's fishing derby is planned for February 17, 2018.
3. Mr. Clark met with Tom Lindeman of Risk Management, with no issues being found.
4. The fire meeting was cancelled due to illnesses, & will be rescheduled.
5. Mr. Clark met with the AT&T people for their annual walk through. Mr. Clark will be rescheduling this meeting to coincide with the regular fire meeting to have all fire personnel do the walk through, learning how to do a proper shut down if needed.
6. Caution & Do Not Enter tape will need to be ordered.
7. Mr. Clark made a plea for anyone willing and wanting to join the Fire Department. Must be 18 years of age and older, and any gender. Please contact Chief Clark at 906 203 0621.
8. Mr. Clark still encourages everyone who is looking to burn debris to log onto WWW.DNR.STATE.MI.US/BURNPERMITS The website has color coded maps designating if burning is permitted.

Tax Assessor Report: Carol McLean, Assessor, Absent.

1. Supervisor Fischer reported that the Board of Review (BOR) Members attended the training in St. Ignace, January 16, 2018.
2. There will be an Informational BOR meeting on March 6, 2018, 1500, at the Township Hall.

Park Report: Helen Fischer, Supervisor, No Report given.

Unfinished Business:

1. Supervisor Fischer state that she & John Clark met with the Insurance Adjuster, with no issues being identified. He did suggest, however, that the Township have a rider on the Great Lakes Insurance policy, although his insurance covers everything first.

New Business: No New Business presented for this meeting.

Motion made by Supervisor Fischer, seconded by Treasurer Barrett, to pay the bills as submitted by Clerk English. Motion Approved Unanimously by the Board Members in Attendance.

Motion made by Supervisor Fischer, seconded by Trustee Clark, to adjourn. Meeting adjourned at 1850.

Kathleen A. English
Trout Lake Township Clerk