

# 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, April 10, 2018, Minutes, *Draft pending Board Approval May 8, 2018.*

Attendance: Thirteen (13)

Meeting called to order at 6:37pm, 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 March 13, 2018. Motion Approved Unanimously by the Board Members in Attendance.*

## Public Comments:

1. Mr. English inquired as to the process utilized in bidding for the electrical work at the Park. Discussion ensued. The requests for bids was placed by Supervisor Fischer unbeknownst to the Clerk or the Township Board. Questions followed related to legal language required for posting for bids and who legally is authorized to post for bids in a Township.
2. Jean Beaudoin inquired as to when the money would be released for the purchase of grass seed for the BallPark. Clerk English responded that this was on the agenda for the meeting tonight. Clerk English stated that she received the invoice dated March 29, 2018, on April 2, 2018. She further stated that the invoice was for \$1,699.00, not the \$2,000.00 requested at the March meeting. In addition, she called the vendor in Newberry to confirm the costs and the process for obtaining the grass seed, which were not as complex as stated. The vendor was requesting confirmation that they would actually be paid for the grass seed, fertilizer, etc.

## Clerk Report: Kathy English, Clerk

1. Spring Clean-up Clarification: Spring Clean-up will be on Saturday, May 19, 2018, 0900 – 1300.
2. Communication from the Michigan Township Participating Plan PAR Plan Board of Directors for Zone 2 which encompasses Trout Lake Township, related to candidates for the Board. Clerk English inquired as to whether anyone was interested in being nominated for this position. Four (4) Board Members declined. Clerk English stated she would be interested if the Board would support her. Supervisor Fischer stated she would support Clerk English submitting an application. Resolution passed unanimously by a roll call vote of the Board Members.
3. There are two (2) educational offerings through MTA:
  - A. "Cemetery Management" in June & July: The Board member supported someone attending. Clerk English will contact Jerry Ball.
  - B. "Fundamentals of Assessment & Taxation: Creating a Vision for your Township & Linking with the Community" Discussion ensued with Clerk English recommending that the Board send some people to this meeting for fresh ideas related to engaging the community. Much negativity expressed from some of the Public in attendance. Four (4) Board Members did not support attendance at this education. Clerk English was in support.
4. The Township Financial Audit has been completed. There are several areas that required a corrective action plan in order to be compliant with State laws: A. A plan for auditing & handling the money received at the Park. Treasurer Barrett suggested random, unannounced audits to be rotated among the Board Members. Supervisor Fischer made a motion to develop this plan, seconded by Clerk English. Motion Approved Unanimously by the Board Members in Attendance. Treasurer Barrett & Clerk English will develop the plan. B. Budget overages processes. (See Budget Meeting Minutes.)

**Treasurer's Report:** Pam Barrett, Treasurer. Financial Report received. No additional report required.

## Ambulance Service Report: John Clark, Ambulance Corp Captain

1. One (1) run for the Month of March, 2018.
2. PSRO meeting April 9, 2018, was cancelled.
3. The new protocol for the EPI draw process took effect April 1, 2018. New drug packs are stocked in the Ambulance along with the new protocol book. Agencies will not be charged for the drug packs if they transport to WMH. There will be a charge if they transport to MSH or HJNH.
4. EMT classes are going well and end in April. Abby DuRussell is the only person taking the class. She is now doing clinical, riding in the Ambulance if she is available, nonpaid, until she is certified.
5. Expiration dates on the inventory in the Ambulance have been checked and an order submitted to the Clerk.
6. Mr. Clark had to purchase a new deadbolt lock for the Ambulance Garage door related to an accident with a snowmobile.
7. 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 for the months of March & April to date, 2018, for mutual aid with Hulbert.
2. At the Fire meeting, all trucks were started and in good working order. The Tanker will need an oil change.
3. Caution & Do Not Enter tape needs to be ordered. Details submitted to the Clerk.
4. Mary Fischer Sharp has been contacted by Johnny B's for the auction & smelt fry fundraiser, which will be held April 28, 2018.
5. 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.
6. Mr. Clark still encourages everyone who is looking to burn debris to log onto [WWW.DNR.STATE.MI.US/BURNPERMITS](http://WWW.DNR.STATE.MI.US/BURNPERMITS) The website has color coded maps designating if burning is permitted.

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**Tax Assessor Report:** Carol McLean, Assessor, Absent.

1. Supervisor Fischer reported that Ms. McLean requested permission to attend Board Meetings only when she has something to report. Treasurer Barrett expressed concern related to issues that the Board Members have on a routine basis. Clerk English also expressed concern that there are reports and mail she receives that need to be delivered to Ms. McLean, as well as issues she receives on a routine basis from Taxpayers. Consensus of the Board was that Ms. McLean needs to attend the Board Meetings.

**Park Report:** Helen Fischer, Supervisor.

1. Supervisor Fischer made a motion, seconded by Treasurer Barrett to hire Cindy Faulkner & Ray Lozon for the 2018 season. Motion passed unanimously by the Board Members in Attendance.

**Unfinished Business:**

1. One (1) Bid for the Electrical upgrade at the Park was received from Fischer Electric Services. Supervisor Fischer made a motion, seconded by Trustee Clark to accept the bid. Discussion ensued related to receiving a written guarantee that the work will be completed. Discussion related to the incorrect lights being installed on the outside of the Fire Hall resulting in the Township having to pay \$500.00 to get them replaced with designated outside lights so that they would work appropriately. In addition, there was a verbal promise to replace a light pole at the west end of the campground, which still has not been completed from two (2) years ago. Motion Approved by the Board Members in Attendance, pending written confirmation guaranteeing the work will be completed in its entirety. The bid also contained a requirement to pay Mr. Fischer 50% of the bid prior to the work starting, which is \$6,910.00. Motion made by Supervisor Fischer, seconded by Trustee Simpson to pay \$6,910.00, prior to the work starting to order supplies. Motion Approved Unanimously by the Board Members in Attendance. Deputy Clerk English recommended placing an enclosure over the distribution box to protect it utilizing the balance of the grant funds. Discussion ensued. Motion made by Supervisor Fischer, seconded by Treasurer Barrett to build an enclosure over the distribution box. Motion Approved Unanimously by the Board Members in Attendance.

**New Business:**

1. Supervisor Fischer requested approval to order all signs needed for the Park: RailRoad signs (6), & a new Park sign at the corner of the Park road. General consensus was to order the signs as presented.

*Motion made by Supervisor Fischer, seconded by Trustee Clark, 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 1940.*

Respectfully submitted,

Kathleen A. English  
Trout Lake Township Clerk