

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, May 8, 2018, Minutes, *Draft pending Board Approval June 12, 2018.*

Attendance: Thirteen (13)

Meeting called to order at 6:29pm, 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 April 10, 2018. Motion Approved Unanimously by the Board Members in Attendance.

Public Comments:

1. Mary Fischer Sharp stated the Pride Committee Pig Roast will be on May 27, 2018, 1-3pm, at the Park.
2. Mary Fischer Sharp inquired as to the wording on the signs for the Park, which will be \$20-30/each for the "No Parking/No Trespassing/Railroad Private Property". They will need twelve (12). The Park sign at the road is estimated to be \$600.00, x2, 4'x8' each. Wording on the sign needs to include "Campers must check in at the Office." The signs will be made by McGinnis. Supervisor Fischer made a motion, seconded by Trustee Simpson, to approve the purchase of the signs. Motion Approved Unanimously by the Board Members present.
3. Jean Beaudoin inquired about Deer Crossing signs. Supervisor Fischer will call Leyton.
4. The Deputy Clerk complimented Treasurer Barrett on her financial reports. He inquired as to the bank account overages for insurance coverage. Treasurer Barrett will review.

Clerk Report: Kathy English, Clerk

1. Clerk English asked for approval to attend FOIA education in Sault Ste. Marie on June 6, 2018. The education is free. Mileage would be \$57.01 to attend. Supervisor Fischer made a motion, seconded by Treasurer Barrett, for Clerk English to attend the FOIA education. Motion Approved Unanimously by the Board Members in Attendance.
2. Shute Oil Prebuy update: Prebuy funds have been exhausted related to the cold weather over the winter. The last fill was in April, with the next scheduled for June, and then not until October in which the new Prebuy year will have started. The overage bill was \$83.97.
3. Cloverland Electric District representative candidates/voting were discussed. No recommendations from the Board Members were made. The Clerk will research and select a candidate for whom to vote.
4. AED Purchase update: Clerk English asked Trustee Clark to present the information related to the purchase of an AED for the Township Hall. The cost will be approximately \$1,600.00. Clerk English stated that the Trout Lake Township Women's Club has approved to pay 50% of the cost. Discussion ensued. Supervisor Fischer made a motion, seconded by Clerk English, to proceed with the purchase. Motion Approved Unanimously by the Board Members in Attendance.
5. The Township Financial Audit has been completed. The State Treasury Department has sent a letter requiring a Corrective Action Plan (CAP) for all budgetary management issues/variances. The 2017/2018 Budget has nine (9) areas of overage which need to be amended as well prior to the end of the year. In addition, the 2018/2019 Fiscal Year (FY) Budget demonstrates a deficit, which cannot be submitted as such according to State Laws. Financial Management Policies & Procedures need to be developed, as well as a plan for managing the Park money/receipts. A plan, encompassing random unannounced audits is forthcoming. There will be a budget meeting to address the Budgets on Thursday, May 10, 2018, at 10:00am. The CAP was distributed to the Board Members. Clerk English requested approval of the CAP, as written by Clerk English and Treasurer Barrett, and which needs to be submitted by May 13, 2018. Supervisor Fischer made a motion, seconded by Trustee Clark, to approve the CAP, as written. Motion Approved Unanimously by the Board Members in Attendance.
6. Clerk English stated that the QuickBooks program utilized by the Township will no longer supported at the end of May. The update will cost approximately \$600.00. Supervisor Fischer made a motion, seconded by Treasurer Barrett, to purchase the update. Motion Approved Unanimously by the Board Members present.

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

Ambulance Service Report: John Clark, Ambulance Corp Captain

1. Zero (0) runs for the Month of April, 2018.
2. PSRO meeting is scheduled for May 14, 2018, which John Clark will attend.
3. The Ambulance Inspection by the State passed for renewal of the license.
4. Mr. Clark reviewed the purchase of an AED for the Township Hall (see discussion in the Clerk report).
5. Abby DuRussell has successfully completed the EMT class. She needs to take the National exams, which when she passes, she will need reimbursement for the class, books, and mileage, which is the process set up through the Township.
6. Whitefish is looking to put on an MFR class this fall which is only 80 hours of class time. Anyone interested should call John on his cell phone (906)230-0621 or email him at troutlake01@yahoo.com. He will let Whitefish know a head count.
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. Zero (0) runs month of April, 2018.
2. The Tanker was taken in for an oil change.

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3. All equipment is ready for the Wildfire Season.
4. The Fire Department will need to order 2 1/2" replacement hoses. The cost will be approximately \$1,925.00/10pack.
5. The Fire Department would like to extend a section of the back wall on the old fire hall by six (6) feet so they can leave the trailer hooked to the brush truck. Mr. Clark stated they will do the work with the leftover materials from the new hall. Discussion ensued related to whether they need a building permit. Mr. Clark will research.
6. As of this date, 5/8/2018, there are "no open burning" restrictions in Chippewa County
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

1. Ms. McLean stated she will be attending continuing education on April 20th and May 14th, in St. Ignace.
2. Ms. McLean presented information related to a proposal in the Legislature that will require Assessors to be Level 3. She stated, if passed, the education will be intensive and that there will be implications for Townships. Discussion ensued. She provided a copy of the information. Clerk English will copy and distribute to the Board Members.

Park Report: Helen Fischer, Supervisor.

1. Cloverland Electric was called related to security lights at the park. The cost would be \$12.00/light/month. Discussion ensued. C. Faulkner stated the Park should have at least three (3).
2. Supervisor Fischer reported that the road is washed out again and in need of gravel. Discussion ensued. Clerk English stated this occurs every year and several times last year. She made a recommendation that we invest in getting the road fixed correctly. Deputy Clerk English stated that there are a couple of residents who are familiar with this type of issue. He will explore.
3. The tractor needed a new battery, which Supervisor Fischer purchased.
4. C. Faulkner stated that the tractor needs a new hose. Deputy Clerk English stated he is going to the Soo in the next few days and will get the hose.
5. C. Faulkner presented a list of cleaning supplies needed. It appears she is ordering enough for the entire season. She asked for permission to order from Sysco. The list was given to Shelly McGowan to order.
6. C. Faulkner stated that the lawn mowers need new blades. Discussion ensued. Supervisor Fischer will handle this issue.
7. C. Faulkner stated that the Boat ramp needs the sand dredge out. Discussion ensued. Clerk English stated that any dredging, dumping of sand/gravel must be approved by the DNR/DEQ.
8. Water samples are pending. The system was turned on, however, it was not disinfected, and some of the inspections were not completed. Discussion ensued as to the fact a registered well driller is the only person who can disinfect/chlorinate the well at this time. Clerk English stated she is waiting for the first sample results. If it is clear, a second sample will be taken in. Nitrate samples cannot be submitted until the Park is officially open.
9. C. Faulkner requested a raise in pay, as well as permission to park her camper in the Park for the season. Clerk English presented facts related to Ms. Falkner's current wages, which includes wages, unemployment payments, and the fees associated with camping at the Park, equating to \$23.91/hour. Supervisor Fischer asked Ms. Faulkner if she accepts the numbers and accepts that as her wages, to which she stated yes.
10. Clerk English stated that given Ms. Faulkner's wages, R. Lozon's wages need to be increased. This will need to be discussed at the Budget meeting.

Unfinished Business: No unfinished business was presented.

New Business:

1. Supervisor Fischer presented a request from MTA for a contribution to their PAC. Consensus of the Board Members was to not send a contribution.
2. Mary Fischer Sharp presented a form for insurance for the Fireworks. There were several areas that require completion prior to submission. Discussion ensued. Trustee Clark reviewed the form and was unsure whether we needed to send it in. He stated we had not submitted this form in the past. Deputy Clerk English reviewed the form which is from the PAR plan, our insurance agency, and had not been submitted in the past. Further discussion ensued related to the company who puts on the fireworks carries the insurance. Further investigation will need to occur.

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 Treasurer Barrett, to adjourn. Meeting adjourned at 2003.

Respectfully submitted,

Kathleen A. English
Trout Lake Township Clerk