

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: Laura Simpson
Trustee: John Clark

Township Board Meeting, May 14, 2019, Minutes, *Draft pending Board Approval June 11, 2019.*

Attendance: Twelve (12)

Meeting called to order at 1827, by Supervisor Fischer, with the Pledge of Allegiance to the Flag. Board Members present: Helen Fischer, Kathy English, John Clark, Laura Simpson and Pam Barrett. A quorum of the Township Board was in Attendance.

Supervisor Fischer made a motion, seconded by Treasurer Barrett, to approve the Trout Lake Township Board Meeting Minutes of April 9, 2019, April 24, 2019 Budget Meeting Minutes, April 24, 2019 Assessor Interview Minutes, and May 8, 2019 Budget Meeting Minutes. Motion approved unanimously by the Board Members in attendance.

Jessica McLean introduced herself as the new Assessor. She presented several resolutions for Board action that are required prior to the AMAR audit, all of which were approved unanimously by the Board members. She also spoke to the development of new email accounts for the Township as well as a new website address which is very outdated and cumbersome to use and manage. Ms. McLean requested contact information for the Board Members to facilitate communication between her and the Board members.

Adam Gandolfi, Municipal Underwriters agent, updated the summary of coverage for the Township. The Township has been a member of the PAR plan since 1984. He recommended increasing the Township's liability coverage as it has not been updated since 1984. Trustee Clark made a motion, seconded by Trustee Simpson to approve the recommended increase in the Township's liability coverage. Motion approved unanimously by the Board members in attendance. Mr. Gandolfi reviewed the dividend and grant programs.

Public Comments:

1. Mr. Mitchell requested clarification related to the PRE and veterans' exemption designations from the Assessor.
2. Mr. Mitchell provided an update of the fish stocking initiative he has been working on. The DNR has a comprehensive study of Carp Lake scheduled for May 2019. They will let the Township know how many, and what species of fish we could purchase. However, dates and costs of stocking the lake are yet to be determined.
3. Ms. Beaudoin stated that the OJ Miller road sign was missing/damaged, and asked who was going to fix it. Another member of the public stated the sign was in place when they drove by it.
4. Ms. Sharp stated there will be a Pig Roast at the Park on May 26, 2019, 1:00pm – 3:00pm.
5. Ms. Sharp inquired for Kaitlin Ball as to whether they could hold a dance for the kids at the small pavilion on July 6, 2019, from 7:00pm, ending before the fireworks. Discussion ensued as to chaperones, space, etc. Ms. Sharp assured the Board there would be several chaperones/parents in attendance. Consensus of the Board was to allow this activity.

Clerk Report: Kathy English, Clerk

1. An educational/training session was held for Board Members at 5:30pm prior to the Board meeting with the Michigan Townships Participating Plan Insurance Company. The focus was risk management and reduction.
2. Letter received from Bay Mills Health Center requesting a letter of support for continuation of their programs. This was not supported by Supervisor Fischer. No action taken.
3. Educational offering from MTA entitled "How to Hang on to Your Township's Assessing" at Little Bear East Arena on June 10, 2019, was received. Supervisor Fischer stated this was not needed as the Board of Review would be having training this year. Clerk English attempted to explain that this was education important for Township Board Members to gain a better understanding of the Assessing processes, Board responsibilities, etc. Supervisor Fischer stated this education was not needed. No Action.
4. Risk management issues were discussed related to the July 6th events. Lengthy discussion ensued. Additional liability insurance is required for events such as the Fireworks, Parade, Craft Fair, Ball Tournaments, as well as any events in the Township where there are large numbers of people in attendance, which creates increased risk of injury/damage. Mr. Gandolfi explained and clarified the issues of risk and the ramifications to the Township and tax payers. The end result is that applications need to be submitted for special events identified as high risk, including proof of liability insurance coverage, licenses/certifications, etc.
5. Clerk English inquired of Supervisor Fischer about the payroll 'invoice' received two (2) days prior to the end of the payperiod for the park workers. Ms. Fischer stated she asked for it early as she would not be available to pick it up and sign it on the day it is due. Clerk English asked about the accuracy of the 'invoice' related to the possibility of the park workers not actually working those hours. Supervisor Fischer stated they would change the 'invoice' should they not work the stated hours. Clerk English voiced concerns related to this kind of practice and stated that there are other options for managing the situation. No action taken by Supervisor Fischer.
6. Clerk English reminded the Board Members that there are draft policies/procedures (hall rental agreement & bids/quotes) pending for which she has received no feedback to date. In addition, the draft Park Ordinance, received at the education/training session, needs to be reviewed.

Treasurer's Report: Pam Barrett, Treasurer. Financial Report received.

1. Treasurer spoke to the PILT money received annually. Going forward, she will set up a separate account for this money.

Ambulance Service Report: John Clark, Ambulance Corp Captain

1. Zero (0) runs for the Month of April and May 2019, to date.
2. Mr. Clark attended the PSRO meeting 5/13/2019. New and updated protocols were approved.

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3. The back-up cameras have been installed on the Ambulance and are working well.
4. The Ambulance inspection will be in June 2019.
5. The Ambulance license has been completed and submitted to the Clerk for payment.
6. New supplies will need to be ordered to comply with state guidelines for the Ambulance inspection.
7. Chippewa EMS has closed the doors and is not running again. Central Dispatch is redoing the coverage map for Chippewa Townships' coverage to the agencies surrounding them.
8. Mr. Clark has received a quote from Kinross EMS for ambulance coverage, which totals \$65,000/year, plus additional coverage for special events. Lengthy discussion ensued as to options for coverage, etc. Discussion related to seeking a millage in Trout Lake Township to provide full time coverage in our Township, as any outside agency response time would be a minimum of 45 minutes. Mr. Clark is researching requesting a millage.
9. Mr. Clark is looking for persons interested in an MFR class. Interested persons may contact Mr. Clark at (906) 203-0621 or email troutlake01@yahoo.com. He needs to give the instructor a count of people who would be taking the course.

Fire Department Report: John Clark, Fire Chief

1. Zero (0) runs for the month of April & May, 2019, to date.
2. The new back up cameras have been installed on the Fire Trucks at the monthly Fire Meeting.
3. OES will be on site on Thursday to inspect the Polaris Ranger and the Rescue boggan due to needing proof that the equipment still exists per the grant of homeland security.
4. The tracks still need to be removed from the Polaris and the tank in the brush truck for the fire season. It was scheduled to be done at the last fire department meeting, however, Mr. Clark was the only person to attend the meeting.
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 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: Jessica McLean, Assessor. (See report at beginning of minutes)

Park Report: Helen Fischer, Supervisor.

1. Repairing of Park Road update: Supervisor Fischer stated that Great Lakes Excavation has reviewed the situation and states it will be approximately \$5,000 to repair the road, however there are no guarantees that it will repair the road preventing washouts. Supervisor Fischer made a motion to approve the repairs, seconded by Treasurer Barrett. Motion approve by the majority of the Board Members.
2. Supervisor Fischer stated that the balance of the grant moneys should go to fixing the electric at the park as several sites have been run over and are in disrepair.
3. Ms. Fischer stated that the bushes along the side of the Township Hall have been trimmed.
4. Ms. Fischer stated she has received a request from Dave Sharp for a payment increase for mowing the mini park from \$24.50/cut to \$30.00/cut. Clerk English inquired as to how many cuts this will encompass and was told not more than three (3). Clerk English asked if Mr. Sharp would be cutting the grass at the Fire Hall and was told no. Apparently, Mr. Clark has been cutting the grass at the Fire Hall. It was recommended that Mr. Clark be paid \$20.00/cut up to three (3) cuts/month. Supervisor Fischer made a motion, seconded by Clerk English to pay Mr. Clark \$20.00/month up to three (3) cuts/month to cut the grass at the Fire Hall. Motion approved unanimously by the Board Members in attendance.

Unfinished Business:

1. Mr. Thomas requested approval to seek a grant from the PAR plan to replace the fencing around the Ballpark. Motion made by Supervisor Fischer, seconded by Trustee Simpson, to seek a grant from the PAR plan to replace the fencing around the ballpark. Motion approved unanimously by the Board members in attendance.

New Business:

1. Supervisor Fischer presented a letter from the USDA requesting the annual year-end report of insurance verification. This was submitted to Clerk English to complete this documentation.
2. Supervisor Fischer requested the ordering of Porta Jons for the July 6th events at the ballpark and minipark. Discussion ensued. The cost of the Porta Jons last year was in excess of \$700.00. It is noted that there is only one (1) company that has consented to provide the Porta Jons as in previous years, they were left in very poor shape. The company recommended that three (3) Porta Jons be placed at the ball park and one (1) at the minipark for the craft sale and that the company will need to come out on July 6th to clean the Porta Jons on the 6th. Trustee Simpson will arrange the purchase of the Porta Jons.
3. Supervisor Fischer stated she has received a request from Rudy Johnson for a donation for the Forest Cleanup in the Trout Lake area. Discussion ensued. This request was not approved by the Board.
4. C. Faulkner, park worker, requested a raise in wages for the park workers. Discussion ensued. Supervisor Fischer stated that there would be no increase in the wages. Clerk English that Mr. Lozon should receive a raise to equal Ms. Faulkner's wages, which is higher than Mr.

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Lozon's. She pointed out that Mr. Lozon deserves an increase as the park workers are considered equal and perform the same job & duties. To do otherwise, would be discrimination. Clerk English recommended that Mr. Lozon's wages be increase to equal Ms. Faulkner's wages. Discussion ensued. Clerk English conceded and made a motion, seconded by Supervisor Fischer, to increase Mr. Lozon's wages \$1.00/hour. The resulting action results in Mr. Lozon still making over \$2.00/hour less than Ms. Faulkner.

Roll call vote:	Trustee Simpson	No
	Trustee Clark	Yes
	Treasurer Barrett	Yes
	Clerk English	Yes
	Supervisor Fischer	Yes

Motion declared approved.

5. Clerk English requested that the Park close as of September 30, 2019 related to October being the start of another quarter which impacts water sampling, unemployment insurance, liability insurance, etc. Clerk English made a motion, seconded by Trustee Clark, to close the park on September 30, 2019. Motion approved unanimously by the Board Members in attendance.

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 2035.

Respectfully submitted,

Kathleen A. English
Trout Lake Township Clerk