

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, September 11, 2018, Minutes, *Draft pending Board Approval October 09, 2018.*

Attendance: Seven (7) and two (2) Guests

Meeting called to order at 1829, by Supervisor Fischer, with the Pledge of Allegiance to the Flag and in recognition of 9/11. Board Members present: Helen Fischer, Kathy English, John Clark, Laurey Simpson. Pam Barrett. A quorum of the Township Board was in Attendance.

Two (2) Guests, Sylvia Muir and Suzanne Lock presented their proposal to place a Library Box in the Trout Lake Community. They provided pictures of the proposed box with possible sites delineated. The Library box is a place where books can be accessed for free and/or books placed in the box for anyone who would like to take a book to read. There is a onetime membership fee of \$ 40.00, which Ms. Muir stated she would pay. The purpose of the box is to promote a sense of community. Lengthy discussion ensued related to potential sites, maintenance, process, and access. It was decided that the Fire Hall would be a good, centrally located site. Supervisor Fischer made a motion, seconded by Trustee Clark to allow a box to be placed at the Fire Hall. Motion passed unanimously by the Board Members in Attendance.

Supervisor Fischer made a motion, seconded by Treasurer Barrett, to approve the Trout Lake Township Board Meeting Minutes of August 14, 2018. Motion Approved Unanimously by the Board Members in Attendance.

Public Comments:

1. Gary Mitchell requested an update on the ball field, wondering why it has been left unmaintained since the ball tournament. Supervisor Fischer explained that she had told the Park employees not to mow it in hopes that the grass would grow/fill in, however, she stated that it has been mowed recently. Gary Loomis inquired as to why the project does not appear to have been completed adequately. Supervisor Fischer stated that it could not be completed last fall and was completed in the late spring/early summer, although no explanation was given as to why it was not completed adequately.

Clerk Report: Kathy English, Clerk

1. The semiannual payment on the Hall debt was received on September 4, 2018. The amount is an interest payment of \$2,826.72. Lengthy discussion ensued, with Supervisor Fischer bringing up the subject of the annual tax rate request. Discussion related to the amounts to be paid, the budget, etc., continued. Supervisor Fischer stated that the budget has not been amended as there has not been a follow-up budget meeting. Clerk English brought to the Supervisor's, and Board Members', attention that the budget process was assigned to the Clerk and Treasurer by Supervisor Fischer, which is not actually their responsibility. It is the Supervisor's responsibility, however, she has refused to manage the process going forward. Clerk English stated that she has the budget completed, however, has not set a meeting date, related to absences/work schedules/extenuating circumstances/FOIA requests/etc. A date will be set at the conclusion of the Board meeting and posted. In response to the tax rate request, Trustee Simpson stated that the Board could not vote on the resolution for the tax rate as we do not have appropriate figures. This will be discussed at the Budget Meeting.
2. Shute Oil Prebuy: The letter for the prebuy season of 2018/2019 has been received. The price is set at \$1.74/gallon. 1,900 gallons were used this past year and 1,200 gallons the preceding year, with the Township exhausting last year's prebuy, resulting in additional payments of approximately \$442.00 in April, May, & June, 2018. Lengthy discussion ensued. Clerk English recommended purchasing 2,500 gallons to provide a cushion, at a cost of \$4,350.00. A member of the Public inquired as to whether we had to use Shute Oil as he utilizes AmeriGas which has a significantly lower rate and the tank rental is waived. As the prebuy contract has to be in by September 30, 2018, the Board elected to proceed with Shute Oil this year and explore switching to AmeriGas for next year. Supervisor Fischer made a motion, seconded by Trustee Simpson to proceed with purchasing 2,500 gallons at a cost of \$4,350.00. Motion approved unanimously by the Board Members present. In addition, Clerk English requested that Trustee Clark assess the Fire and Ambulance halls to identify opportunities for cost savings, such as installing insulation to reduce heat loss.
3. GBS (Governmental Business Systems): An invoice has been received for \$320.00 for programming and coding for the August primary election. Clerk English made a motion, seconded by Treasurer Barrett to pay the invoice. Motion approved by the Board Members in attendance.
4. Smith Sanitation has been purchased by GFL (Green for Life) Environmental USA. A member of the Public stated that Mr. Smith is still managing the business and that they state nothing will change. FYI.
5. Clerk English stated that the Fire Hose requested by Trustee Clark at the August meeting, is no longer available. Therefore, a longer length hose needed to be purchased increasing the cost to \$1,317.31 versus \$1,050.69, a difference of \$266.64. Clerk English made a motion, seconded by Trustee Simpson, to pay the additional amount. Motion approved by the Board Members in attendance. In retrospect, this was advantageous, as a minimum of 400 feet is required on the Fire Trucks, with which the original quote did not comply.
6. An invoice was received by Clerk English for the purchase of a chain for a chainsaw at the Park, signed by Ray Lozon. Supervisor Fischer stated that she had placed the invoice in Clerk English's mailbox to be paid. Clerk English pointed out that she had spoken with Mr. Lozon, who at that conversation stated he would purchase the chain at Walmart, asking if he would be reimbursed, which Clerk English stated he would. Therefore, Clerk English asked Supervisor Fischer who the payment should go to, which she stated Cut River Small Engine. Supervisor Fischer made a motion, seconded by Trustee Clark, to pay the invoice for \$20.00. Motion approved by the Board Members in attendance.

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7. Clerk English requested to attend an MTA Educational seminar in November in Mt. Pleasant. The cost for the seminar is \$125.00 plus expenses. Discussion ensued. Supervisor Fischer made a motion, seconded by Treasurer Barrett to approve Clerk English's attendance at the seminar. Motion approved unanimously by the Board Members in attendance.
8. Clerk English inquired as to when the Park would be closing. She stated that if the water is turned off after the morning of October 1, 2018, a quarterly water sample would need to be submitted. Lengthy discussion ensued, with a member of the Public stating that Clerk English should not even let the Health Department know. Clerk English stated that the Health Department is already aware of the date and should the Township not comply with that date, additional water sample would be required, which would incur additional costs. Supervisor Fischer conceded that she will have the water turned off as of the morning of October 1, 2018. It was then discussed as to when the employees will be ending their work. No definitive answer was given by Supervisor Fischer, stating that Ms. Faulkner said they would need several days to ready the Park for winter. Clerk English asked why the majority of this work could not be done prior to October 1, 2018, as there are minimal campers utilizing the park at that time, and the costs associated with keeping it open far exceed any money that would be taken in. No answers were received from Supervisor Fischer. Further discussed ensued related to the cost of running the Park. Supervisor Fischer stated that the receipts from the park have been somewhat higher than last year. Clerk English stated that the costs of running and maintaining the Park exceed the fees brought in. Discussion again ensued related to allocating the unemployment costs to the Park. Clerk English stated that this is a cost the Township is obligated to pay in its entirety, as we are a reimbursing entity and do not subscribe to unemployment insurance. The only way the Township has of not having to pay unemployment is to be designated as a seasonal entity. No resolution to the issue resulted.

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

1. Treasurer Barrett will be in attendance at the Township Hall on September 14, 2018, 0900 – 1600, to collect taxes from people who wish to pay in person.
2. Treasurer Barrett stated that Manatron will no longer be providing services for the Tax process. BS&A is the system the County has elected to proceed with. Initial costs will be \$3,310 to set up the program, with a \$660.00 annual maintenance fee, which does not include paper. Discussion ensued. Trustee Simpson made a motion, seconded by Supervisor Fischer to proceed with the purchase. Motion approved by the Board Members in attendance.

Ambulance Service Report: John Clark, Ambulance Corp Captain

1. Zero (0) runs for the Month of September, 2018, to date.
2. The PSRO meeting scheduled for September 10, 2018, was cancelled. A concern was brought forth which was reportedly handled outside of the PSRO group.
3. EUP EMS Conference in Marquette is scheduled for October 11 – 14, 2018. One (1) person, Stefani Clark, will be attending at a cost of \$340.00 registration for the three and one half days. Discussion ensued. A member of the Public asked if Ms. Clark will be available to go on runs in the future. Mr. Clark said hopefully. Lengthy discussion ensued related to the costs associated with the Ambulance services and the benefits derived by the Community. Supervisor Fischer made a motion, seconded by Treasurer Barrett to sent Ms. Clark to the training. Motion approved unanimously by the Board Members in attendance.
4. Mr. Clark stated he has not heard from Abby DuRussel related to her taking the exam.
5. Pickford is hosting another EMT class October 16, 2018. The instructor is Bryan Huntley. Anyone interested should contact Mr. Clark on his cell phone 906.203.0621 or email troutlake01@yahoo.com. Student cost is \$275.00 which includes books and one (1) voucher to test NREMT. The voucher is with course completion.
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 for the month of September, 2018, to date.
2. As the one inch hoses were blowing apart on idle, new hoses were ordered. (See item # 5 of the Clerk's report).
3. Mr. Clark stated that as winter is just around the corner, please make sure your 911 addresses are visible.
4. As of today, 9/11/2018, there is a NO BURN BAN in Chippewa County.
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 The website has color coded maps designating if burning is permitted. As of 6/12/2018, some permits are being issued, with restrictions after 6:00pm.

Tax Assessor Report: Carol McLean, Assessor, Absent. No Report.

Park Report: Helen Fischer, Supervisor.

1. Supervisor Fischer stated that she authorized lights being replaced in the small pavilion, lights placed by the dock, two (2) breakers replaced on stations, and a new beam plus LED lights placed at the entrance. Ms. Faulkner wants a light at the office and playground. No action resulted.

Unfinished Business:

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An Equal Opportunity Employer

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1. Mr. Thomas inquired as to grant requests going forward. Consensus was that he could continue with the same type of grants as in the past. He will be working with Mr. Clark related to acquiring back-up cameras through the PAR plan grant process, however, it is his understanding that the Township would need to pay half of these costs.
2. Supervisor Fischer brought up the issue of moving forward with repairs/maintenance at the Park. She stated that it is talked about at the Board Meeting, however, no action is taken. Clerk English pointed out that as Supervisor Fischer manages the Park, she needs to bring proposals, with accurate costs and details, for the Board to review and possibly approve/take action. A member of the public stated that there needs to be a plan that can be followed. Issues related to upgrading the electric were discussed. Clerk English stated that upgrading the electric is important, however, it cannot result in the upgrades that occurred within the last grant, which was specifically intended to upgrade sites for large motorhomes to use. The work was done on sites which large motorhomes cannot access according to Ms. Faulkner.

New Business:

1. Tax rate request: (See item # 1 under the Clerk's report)

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 1947.

Respectfully submitted,

Kathleen A. English
Trout Lake Township Clerk