

October 4, 2021 @ 7:00pm

## Mission Township Regular Meeting

**Present** – Chair Jim Roach, Supervisors Jon Auge, Bob Steele; Treasurer Mary Zabilla; Fire Chief Eric Makowski; 4 residents signed the roster; clerk A. Anderson.

**Zoom** – Phil Martin with Bolton & Menk.

**Called to Order** – J. Roach called the October Regular Township meeting to order at 7:00pm.

**Approval of Minutes** – Minutes from the September 13, 2021 meeting were reviewed. J. Auge stated **Clarification** was needed under Old Business (*Law Firm selected is Kennedy & Graven*); (J. Auge stated *MAT cautions that Planning & Zoning is an area of increased litigation risk for townships so proceed carefully with input by our attorney*). **Correction** under New Business – (*There was discussion about potentially charging road fees which B. Steele will research and report back to the Board*). B. Steele made a **motion (1)** to approve the September 13, 2021 Regular Meeting Minutes as corrected, seconded by J. Auge. Motion carried; all were in favor.

**Treasurer Report** – M. Zabilla reviewed the financials. Receipts for September were \$1,843.10; approved September disbursement were \$55,654.79; leaving an ending balance of \$1,055,977.00. J. Auge made a **motion (2)** to accept the treasurers report, seconded by B. Steele. Motion carried; all were in favor.

**Crosslake Police Report** – Chief Erik Lee introduced new officer Cody Haines. Chief Lee reported on 39 calls for September, 492 calls year-to-date.

**Fire Department Report** - ‘Fire Danger’ – **Low**. Fire Chief Eric Makowski’s packet included the following:

- Calls for September were 20; 119 year-to-date.
- Budget – Continuing to purchase new fire gear for new staff, spending should be back to normal standards.
- Pest Control – Plunketts Pest Control has started with their process for pest control.
- December a ‘Special Meeting’ is needed to interview for open officer positions. J. Auge made a **motion (3)** to schedule a ‘Special Meeting – Interview for Officers’ on December 8<sup>th</sup> at 6:30pm, seconded by B. Steele. Motion carried; all were in favor.

**Road & Bridge Report – Roads Committee Report (Combined)** – Liaison J. Auge had prepared a Roads Report that can be found in its entirety on the website – [missiontownship.org](http://missiontownship.org). Highlights are as follows:

- Disposition of Old Plow Truck – Clerk will publish notice to accept bids until 11-1-21.
- Solution for sand washout on E Horseshoe Lk Rd by Transfer Station – Norwood & Son has pushed the sand erosion up the hill and it is holding for now. Board will review in the Spring.
- Plowing Plan for 2021-2022 Season – Larry Roberts is the primary driver with Merle Roberts as back-up. Sand/sand-salt mix is in place at Crosslake Maintenance. Annual DOT inspection will be completed as will minor repairs. Park will be kept clear on a regular basis.
- Road Maintenance – Anderson Bros. has completed all quoted work except shouldering. J. Roach questioned work that was need on Fools Lake Rd. – J. Auge will check with Anderson Bros.
- Traffic Sign Maintenance & Management Plan – May 2012, MN regulations were changed requiring all agencies that maintain roads open to the public adopt a sign maintenance program. Dave Hauser and J. Auge will attend a ‘Best Practices for Traffic Sign Maintenance & Management’ seminar at CWC Gov. Center.
- Annual Road Inspection – The plan is for the Road Liaison and Roads Committee Chair to conduct the Annual Road Inspection in October. Supervisors will be invited to participate as desired. In addition to road maintenance needs, a sign inventory will also be done. Liaison J. Auge will notify clerk of Road Inspection date for proper posting.

**Park Report** – Park Maintenance Attendant Carl Anderson prepared a Recap that can be found in its entirety on the website – [missiontownship.org](http://missiontownship.org). Highlights are as follows:

- Started tree removal for upcoming improvements.
- Started removal of old playground equipment.

**Park Report Cont.** – Planned activities for October

- Pump restrooms
- Turn water off and put equipment away as weather dictates.
- Work on renovations as possible.
- No major expenditures anticipated for October.

**Park Committee Report** – Committee Chair Jim Peterson stated Van Horn Services has removed trees for the new Pickle Ball courts. The old playground equipment has been removed and brought to the Transfer Station (Free to anyone who would like). Hoping to have Pickle Ball courts in yet this fall. B. Steele had contacted three other companies regarding the Pickle Ball courts – none were available. B. Steele stated that after research Anderson Bros. was an acceptable bid for the Pickle Ball courts at \$15,976. Committee is looking for input from families with children regarding the new playground equipment. The first bid received for playground equipment was for \$65,000. J. Auge wanted to say ‘Thank You’ to all the volunteers that assisted in disassembling the old playground equipment.

**Cemetery** – There was nothing to report.

**Transfer Station** – J. Roach had spoke with Attendant John South regarding repairing the dumpsters and also the removal of scrap metal that is piling up.

**Old Business**

**Mission Park Dr. Grant Proposal** - Phil Martin with Bolton & Menk was available via Zoom for any questions regarding the DNR State Park Road Account Grant. Grant application will be submitted to DNR Management Resources – This project consists of improving Mission Park Drive from the intersection of Crow Wing County CSAH 3 to East Horseshoe Lake Road, the distance from CSAH 3 to the public water access is about 6,730 lineal feet. Preliminary estimated costs for the improvements are \$558,300; Mission Township is requesting SPRA funding for \$425,800 to reconstruct Mission Park Drive from CSAH 3 to the public water access to Horseshoe Lake. The township would pay for the remaining estimated construction cost of \$132,500 to complete Mission Park Drive to East Horseshoe Lake Road. Bolton & Menk conducted traffic counts on Mission Park Drive in September 2021; daily traffic counts for two days were approximately 144 vehicles per day. There was further discussion.

B. Steele made a **motion (4)** to adopt the ‘Resolution Approving Application for DNR State Park Road Account Grant for Mission Park Drive from CSAH 3 to East Horseshoe Lake Road - #2021-4, seconded by J. Roach. Motion carried; all were in favor.

**Capital Planning Update** – J. Auge reported actions: Applied for DNR Grant to reclaim Mission Park Dr, Rank submitted Capital Projects scheduled for Oct. 13<sup>th</sup>. Oct. – Dec. 2021 Refine specifications and costs for a Maintenance Bldg. and develop site plan. Next steps; Explore financings options, hold ‘Open House’, Conduct Contract Law Workshop.

**ARPA Funds** – B. Steele stated Mission Township has been awarded ARPA funds of \$45,396 which is a 1<sup>st</sup> half payment. B. Steele will continue to track funds.

**Planning Commission** – B. Steele stated this would be strictly for Plat Development. When talking with Troy Gilchrist; he stated if the plan is well written there isn’t a great liability. The 3 supervisors could act as the ‘Planning Commission’. J. Auge questioned ‘How to proceed’. There was discussion regarding contracting with an outside source. B. Steele will contact Troy Gilchrist to draft a plan as a starting point. Terry Havir questioned fees that are collected for Plat Development. There was additional discussion.

**Road Use Fees** – B. Steele stated he had discussed this issue with Troy Gilchrist and he stated others have tried to collect fees with no success.

**New Business**

**Breezy Point Fire Contract** – J. Auge questioned if Mission Township should or want to entertain conversations regarding providing Fire Service to Breezy Point. It was stated that Breezy Point has reached out to surrounding areas. Chief Makowski recommended ‘Not’ moving forward. There was further discussion. J. Roach made a **motion (5)** to ‘Not’ move forward with Contract Services for Fire with Breezy Point, seconded by B. Steele. Motion carried; all were in favor.

**Planning & Zoning Liaison Role** – J. Auge state he would like to volunteer for the Liaison Role between CWC and Mission Township. B. Steele made a **motion (6)** to appoint Jon Auge as Planning & Zoning Liaison, seconded by J. Auge. Motion carried; all were in favor.

**Contract Law Workshop with Troy Gilchrist** – There was discussion regarding holding a workshop with T. Gilchrist regarding ‘Contract Law and Establishing a Planning Commission’. J. Auge made a **motion (7)** to hold a ‘Special Meeting’ on November 3<sup>rd</sup> at 6:30pm to discuss Contract Law and Establish a Planning Commission with Troy Gilchrist as a Workshop, seconded by B. Steele. Motion carried; all were in favor.

**Claims** – J. Auge questioned the level of authority on spending. There was discussion regarding who can spend what. Treasurer stated board should be very aware of spending. There was additional discussion. Claims for October were reviewed. J. Auge made a **motion (8)** to approve and pay claims 9584 – 9605 in the amount of \$28,251.28 (checks 9603 – 9605 are voided as they are paid electronically by Paper Plan-it), seconded by B. Steele. Motion carried; all were in favor.

J. Roach stated a meeting should be scheduled with Center Township and Pelican Township to review the current Fire Contracts. Clerk will contact Center and Pelican Townships to schedule.

**Adjourn** – J. Auge made a **motion (9)** to adjourn the October 4<sup>th</sup> Regular Township Meeting at 9:18pm, seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson  
Clerk

Jim Roach  
Chair

\*\*\*\*\* **October minutes are unapproved until the November 1<sup>st</sup> Regular Township Meeting** \*\*\*\*\*

Upcoming Dates:	Nov.	1	7pm	Regular Township Meeting
		3	6:30pm	Workshop w/Troy Gilchrist on Contract Law & Establishing a Planning Commission
		8	7pm	Quarterly Fire Relief Meeting
		9	7pm	Fire Dept. Meeting
		11	5:30pm	Road Committee Meeting
		15	6-7pm	‘Capital Planning’ Open House
	Dec.	2	6:30pm	Fire Contract Meeting with Center Township
		6	7pm	Regular Township Meeting