

November 1, 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 – None present.

Called to Order – J. Roach called the November Regular Township Meeting to order at 7:00pm.

Approval of Minutes – Minutes from the October 4, 2021 meeting were reviewed. J. Auge stated Clarification was needed under Park Committee Report: *B. Steele stated after research Anderson Bros. was an acceptable bid for the Pickle Ball courts at \$23,976 (\$15,976 was for partial work).* Revised wording under Old Business – Mission Park Drive Grant Proposal: *The township would pay for the remaining estimated construction cost of \$132,500 to complete Mission Park Drive to East Horseshoe Lake Road, plus Engineering, Administration, Legal and Financing costs of \$83,745, for a total cost of \$216,245.* Clarification under Claims: *J. Auge asked for Board clarity on the spending approval and authority between Board meetings. After discussion, the Board agreed to discuss further at the Reorganization Meeting when Township Policies are updated.* J. Auge made a **motion (1)** to approve the October 4, 2021 Regular Township Meeting Minutes as corrected, seconded by J. Roach. Motion carried; all were in favor.

Treasurer Report – M. Zabilla reviewed the financials. Receipts for October were \$29,439.03; approved October disbursements were \$28,251.28; leaving an ending balance of \$1,057,182.48. B. Steele made a **motion (2)** to accept the treasurers report, seconded by J. Roach. Motion carried; all were in favor.

Fire Department Report – Fire Chief Eric Makowski’s packet included the following:

- Calls for October were 12; 130 year-to-date.
- Upcoming Training: 11/16 Chimney Fires & Fire Behavior, 11/23 Food Packing Event with Nisswa Fire, 11/30 Burns – Dr. Paul Allegra
- Effective November 1, 2021 TJ Graves has turned in his resignation.
- December 8th @ 6:30 a Fire Interview meeting has been scheduled.
- One bid was received for the Old EMS vehicle from Quinn Mathisen in the amount of \$400. B. Steele made a **motion (3)** to accept the bid from Quinn Mathisen in the amount of \$400 for the sale of the Old EMS vehicle, seconded by J. Roach. Motion carried all were in favor.

Fire Relief Report – December 14 @ 7:00pm will be the Quarterly meeting.

Road & Bridge Report – Roads Committee Report – Liaison J. Auge had prepared a Roads Report that can be found in its entirety on the website – missiontownship.org. Highlights are as follows:

- Anderson Bros. has completed the road work for the season.
- Mission Park Drive DNR Grant proposal was accepted by the DNR. Now we await their decision in 2022.
- The Committee adopted a Work Plan for 2022 to focus on: Annual Maintenance, Chip Sealing program, Maintenance Building, Policies for signs & snow plowing.
- J. Auge and Dave Hauser had attended a seminar dealing with street sign.
- Road Committee will draft a ‘Sign Policy’ for board approval.
- The Annual Road Inspection was completed on October 25th. The report will be summarized and presented to the Board at the December 6th Regular Township Meeting.

Action Items

- Sale of the 2003 Sterling plow truck. Clerk had received 4 sealed bids for board to review. After review of all bids J. Auge made a **motion (4)** to accept the bid from Raymond Schrupp in the amount of \$7,500, seconded by B. Steele. Motion carried; all were in favor.

- Plowing Agreement with Pelican Township for Canthook, North Pelican Lane, Pelican Beach Road and Pelican Way roads. J. Auge made a **motion (5)** to amend the December 1, 2021 Fire Contract meeting with Pelican Township to include discussion regarding the expired 2017 'Agreement for the Division of Maintenance Responsibilities for a Town Line Road', seconded by B. Steele. Motion carried; all were in favor.
- Seal coating/chip sealing of Mission Cutoff – J. Roach made a **motion (6)** to submit Mission Cutoff for seal coating/chip sealing in 2022 under Crow Wing County's contract, seconded by J. Auge. Motion carried; all were in favor.

Park Report – Park Maintenance Attendant Carl Anderson had prepared a Recap that can be found in its entirety on the township website. Highlights are as follows:

- Maintain weekly maintenance as needed.
- Remove and secure recreational equipment

Planned Activities for November:

- Prep tractor and snow removal equipment
- Maintain walking trails as needed.

There was discussion regarding 'No Hunting' signs to be placed along Mission Park Drive. B. Steele made a **motion (7)** to purchase 5 'No Hunting' signs, seconded by J. Auge. Motion carried; all were in favor.

Park Committee Report – Committee member Dave Baker reviewed two bids for playground equipment.

- St. Croix Rec. - \$85,400
- Playtime MN-Wis - \$88,969

Park Committee is recommending St. Croix Rec. Here are a few of the reasons why:

- Made a site visit.
- Lowest bid.
- Better surface covering – blown in, not carried with a bobcat.
- Has done recent playgrounds in the area.

B. Steele made a **motion (8)** to accept the bid from St. Croix Rec. for \$85,400 and place the order for the playground equipment, seconded by J. Auge. Motion carried; all were in favor.

B. Steele had received a bid from Norwood & Son to clear and grade the designated playground area for \$1,600. There was discussion. B. Steele made a **motion (9)** to accept the bid from Norwood & Son to clear and grade the designated playground area not to exceed \$1,600, seconded by J. Auge. Motion carried; all were in favor.

There was discussion regarding expanding the trails on township land. B. Steele stated there are possible grants and will continue to research options. It was agreed to defer this topic until spring.

Cemetery – Attendant Donnie Berg Jr. has gotten everything staked out for the season.

Transfer Station – J. Roach has been in contact with Attendant John South regarding hauling the scrap metal to recycle. There was a question regarding the disposition of tires, J. Roach will research.

Capital Planning Update – J. Auge had prepared Requests for Board Approval, this can be found in its entirety on the township website. Highlights with actions are as follows:

- Final Project Ranking list was reviewed and no changes were needed. J. Auge made a **motion (10)** to adopt the 'Final Project Ranking List' as prepared at the October 13, 2021 Capital Plan meeting, seconded by B. Steele. Motion carried; all were in favor.

Capital Planning Cont.

- Board reviewed quotes from TWM Architecture and Widseth for the preliminary design/specifications for the proposed storage building. After discussion, B. Steele made a **motion (11)** to move forward with TWM Architecture for the Preliminary Design, Design Development Drawings, Construction Documents & Specifications, Code Data Sheets, Mechanical Engineering & Specifications and Electrical Engineering for the proposed Maintenance Building not to exceed \$9,500, seconded by J. Roach. Motion carried; all were in favor.
- Board reviewed a quote from Stonemark for surveying of the proposed building site. J. Roach made a **motion (12)** to move forward with Stonemark Land Surveying to provide a Certificate of Survey drawing for the proposed building site not to exceed \$1,700, seconded by B. Steele. Motion carried; all were in favor.
- Board discussed financing options for the Capital Projects. Attorney Troy Gilchrist recommended working with Bruce Kimmel of Ehlers. Ehlers would also provide advice on ARPA funding. J. Auge made a **motion (13)** to enter into an agreement with Ehlers, Inc. for financial advisory services on ARPA funding and Capital Plan financing at an amount not to exceed \$5,000, seconded by J. Roach. Motion carried; all were in favor.

Planning & Zoning – Board reviewed a request for a possible re-zoning of land on the corner of Cty. Road 3 and Fawn Lake Rd. from residential to commercial. J. Auge made a **motion (14)** to support the re-zoning from residential to commercial land and will draft a letter to Crow Wing County showing board approval, seconded by B. Steele. Motion carried.

Old Business – There was discussion regarding Planning Commission Ordinance. B. Steele stated this would be for plat development only. J. Auge suggested working with Source Well to help set up a proposal.

B. Steele stated there have been 3 checks that the township has not received from the state. They were mailed to a different P.O. Box that the previous treasurer had used. B. Steele has made address changes and will continue to follow-up on getting checks reissued.

New Business – J. Auge had reviewed the Transfer Station rates. Rules and Regulations regarding the Transfer Station need to be updated.

Annual Reorganization meeting was discussed. J. Auge made a **motion (15)** to hold the Annual Reorganization meeting on December 13, 2021 @ 6:30pm, seconded by B. Steele. Motion carried; all were in favor.

B. Steele had prepared a fall Township Newsletter. Board reviewed and was approved for mailing out to residents.

Board reviewed the 2020 Census issued by Minnesota State Demographic Center. As of April 1, 2020 total population was 796.

Claims – Claims for November were reviewed. J. Auge made a **motion (16)** to approve and pay claims 9606 – 9646 in the amount of \$73,394.62 (checks 9644 – 9646 are void as they are paid electronically via Paper Plan-it) seconded by J. Roach. Motion carried; all were in favor.

Adjourn – J. Auge made a **motion (17)** to adjourn the November 1st Regular Township Meeting, seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson

Jim Roach

Clerk

Chair

*****November minutes are unapproved until the December 6th Regular Township Meeting*****