

January 3, 2022 @ 7:00pm

Regular Township Meeting

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

Zoom – Dave Hauser – Road Committee Chair

Called to Order – Chair B. Steele called the January meeting to order at 7:00pm.

Approval of Minutes – Nov 3, 2021 (Contract Law & Planning Commission Training); Dec 1, 2021 (Pelican Township Fire Contract); Dec 2, 2021 (Center Township Fire Contract); Dec 6, 2021 (Regular Township Meeting); Dec 8, 2021 (Fire Dept. Interviews); Dec 13, 2021 (Reorganization Meeting)

- **Addition** – Fire Dept. Interview (J. Swenson as an assistant training officer with no formal title *or additional compensation*)
- **Addition** – Reorganization Meeting (Add J. Auge as Liaison for Planning & Zoning)

With the additions to the Fire Dept. Interviews and Reorganization Meeting, J. Auge made a **motion (1)** to approve the above stated minutes, seconded by J. Roach. Motion carried; all were in favor.

2022 Meeting Dates – J. Auge **moved (2)** to adopt the 2022 Scheduled Meeting dates, seconded by J. Roach. Motion carried; all were in favor. Scheduled Meeting Dates are listed on the township website (missiontownship.org).

Presentation – Bruce Kimmel with Ehlers Public Finance Advisors gave a presentation regarding ‘Capital Project Funding Plan’. This presentation can be found in its entirety on the website. A few highlights:

- Bruce Kimmel is a Lead Advisor that gives advice to Minnesota townships, cities and counties on capital finance planning, debt issuance and management, economic and housing development and special topics (ARPA strategy)
- Ehlers scope of services is to help evaluate its full range of viable options for funding the park, maintenance facility, roads, vehicle and equipment projects that have been prioritized for 2022-2026.
- Capital Funding options – Cash, Debt (bond or certificate).

J. Auge stated the board will continue to look at the total capital plans to present to the residents at the Annual Meeting. B. Kimmel will draft a revised plan for the February 7th meeting.

Treasurers Report – M. Zabilla reported receipts were \$200,318.64; approved December disbursements were \$32,435.67; leaving an ending balance of \$1,153,769.00. J. Auge was concerned about the 10% over budget on Fire spending. There was discussion. J. Auge **moved (3)** to approve the treasurers report, seconded by J. Roach. Motion carried; all were in favor.

Fire Department Report – Fire Chief Makowski stated Tim Yeager was promoted to Lieutenant III. There had been 12 calls for Dec. and 177 year-to-date. Fire Dept. Call Percentage Annual Review & Certification will be available for board review at the Feb. meeting.

Fire Relief Report – Annual Relief Dinner will be held on February 13th at Be Merri/The Woods. J. Auge question when and how the town is liable to make up any difference in the Relief Retirement funds. Eric Anderley will get figures for the board to review next month.

Road & Bridge Report & Road Committee Report – Liaison J. Auge had prepared a Roads Report that can be found on the website, highlights are:

- 2022 Road Maintenance Projects – seal coat Mission Cutoff & Pelican Way; RFP to solicit quote for remaining road work as identified at the Fall Road Inspection.
- Traffic Sign Maintenance & Management Plan – Inventory of all signs was created; 3-year replacement plan and a Sign Policy is being drafted for board approval.
- Proposed Maintenance Building Design – continue to refine the design specifications and cost estimates to present to the board on January 20th @ 6:00pm.

Road & Bridge Action Item – Plow driver had turned in a timesheet that was for work Jan. 2019 thru Nov. 2021 stating it was an oversite. J. Auge made a **motion (4)** to approve and pay plow drivers timesheet, seconded by B. Steele. Motion carried; all were in favor.

Cemetery – J. Roach stated he had been in contact with Donnie Berg Jr. (Cemetery Caretaker) regarding the ‘Thaw Dawg’ ground thawer. A motion was made at the December 6th meeting to purchase one ‘Thaw Dawg’; D. Berg stated it was not large enough and needed to look at purchasing 2 units. J. Roach made a **motion (5)** to purchase 2 ‘Thaw Dawgs’, seconded by J. Auge. Motion carried; all were in favor.

Park Report – Attendant Carl Andersons report included:

- Dec. activities: Maintain restrooms; cleared snow from asphalt trails and trail entrance.
- Jan./Feb./March: Maintain restrooms and keep snow cleared.

Transfer Station – Norwood & Son will be burning the brush pile this week.

Capital Planning Update - January 3rd update and Proposed Maintenance Building Overview can be found on the website. January 20th @ 6:00pm board will meet to review specifications of the Maintenance Building.

Planning & Zoning – Crow Wing County had approved the rezoning on Fawn Lake Road from residential to commercial.

Old Business

- B. Steele stated he is continuing to work with Troy Gilchrist regarding planning and zoning. There was discussion regarding ‘conservation development’.
- J. Auge stated supervisors should not publicly approve or disapprove regarding ongoing plat development projects in the area.
- J. Roach stated he had been in contact with the contractor that plows the town hall. There was additional discussion regarding snow clearing away from the overhead doors. Liaison will work with Fire Chief further regarding snow removal.

New Business

- 2023 Budget Preparation – J. Auge requested departments to prepare a budget request in advance of the budget meeting scheduled for February 1st at 6:30pm.
- Revised Agenda Format – J. Auge suggested changing the Old and New Business part of the agenda to ‘Discussion/Action Items’ and will prepare a sample agenda for approval at the February meeting.
- Township Policy Update – J. Auge will review the Credit Card Policy for review at the February meeting.

Claims – J. Auge made a **motion (6)** to approve and pay claims 9679 – 9705 in the amount of \$47,064.96 (checks 9703-9705 are void as they are paid electronically via Paper Plan-it) seconded by J. Roach. Motion carried; all were in favor.

J. Auge made a **motion (7)** to recess the Regular Township meeting and enter a closed Fire Personnel Meeting, seconded by B. Steele.

Fire Chief recommended termination of Z.W. Chief stated reasons for termination. J. Auge stated board should contact attorney Troy Gilchrist before termination. As liaison B. Steele will contact Gilchrist. J. Auge made a **motion (8)** to approve the termination of Z.W. pending discussion with attorney T. Gilchrist’s approval, seconded by J. Roach. Motion carried; all were in favor.

J. Auge made a **motion (9)** to resume the Regular Township meeting, seconded by J. Roach. Motion carried; all were in favor.

J. Auge made a **motion (10)** to adjourn the January 3rd Regular Township meeting, seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted – Anna Anderson, clerk

Bob Steele, Chair