

February 7, 2022 @ 7:00pm

**Regular Township Meeting**

**Present** – Chair Bob Steele, Supervisors Jon Auge, Jim Roach; Fire Chief Eric Makowski; clerk A. Anderson. Also present was Road Committee Chair Dave Hauser and Travis Miller AIA with TWM Architecture.

**Zoom** – Treasurer Mary Zabilla; Park Committee Chair Jim Peterson.

**Called to Order** – Chair B. Steele called the February 7<sup>th</sup> Regular Township Meeting to order at 7:00pm.

**Approval of Minutes** – Jan. 3, 2022 (Regular Township Meeting Minutes); Jan. 18, 2022 (Internal Audit); Jan. 20, 2022 (Proposed Maintenance Building Review)

- **Correction** – Jan. 3, 2022 Regular Township Meeting (Old Business: *J. Auge suggested supervisors refrain from publicly discussing any Planning & Zoning item that is the subject of litigation.*)
- **Addition**– Jan. 3, 2022 Closed Meeting (*The meeting was to consider a personnel issue regarding Z.W. that has since been resolved through resignation.*)
- **Addition** – Jan. 20, 2022 Maintenance Bldg. (Adjournment – *seconded by J. Roach. Motion carried; all were in favor.*)

With the Correction and Additions to the Regular Township Meeting Minutes, Closed Meeting and the Maintenance Bldg. Minutes, J. Auge made a **motion (1)** to approve the above minutes as corrected, seconded by J. Roach. Motion carried; all were in favor.

Travis Miller AIA with TWM Architecture reviewed the Certificate of Survey of the township property for the proposed Maintenance Building.

- Doors – East or West facing?
- In-floor heat – prep or not.

J. Roach made a **motion (2)** to add in-floor heating into the bid for the Maintenance Building. Motion failed due to a lack of a second.

J. Roach made a **motion (3)** to include the prepping of in-floor heat in the Maintenance Building bid. Motion failed due to a lack of a second.

J. Auge made a **motion (4)** to authorize TWM Architecture to prepare Preliminary Design Drawing/Design Bid documents for board review/approval, seconded by J. Roach. Motion carried; all were in favor.

**Treasurers Report** – M. Zabilla reported Receipts of \$31,825.16; Disbursement of \$47,064.96; leaving an ending Cash Balance as of Feb. 2<sup>nd</sup> of \$1,138,529.20. J. Auge made a **motion (5)** to accept the Treasurers report, seconded by J. Roach. Motion carried; all were in favor.

**Crosslake Police Report** – 69 calls reported for Jan. Police Chief Lee requested the township replace one battery for the Radar Sign in the amount of \$292. J. Auge made a **motion (6)** to approve the purchase of a new Radar Sign battery from the City of Crosslake P.D., seconded by J. Roach. Motion carried; all were in favor.

**Fire Dept. Report** – Fire Chief Eric Makowski reported 20 calls for January.

- Chief requested approval to purchase 25 New Pagers for Fire/EMS personnel. Chief had two bids; recommending the lower bid of \$8,994. Purchase will be covered by a donation from the Mission Fire Relief in the amount of \$9,100. J. Auge made a **motion (7)** to approve the purchase of 25 New Pagers from DSC Communications, seconded by B. Steele. Motion carried; all were in favor.
- Chief stated board should consider updating the online meeting equipment and will get more information for next month to review.
- Resignation Letter – J. Roach made a **motion (8)** to accept the resignation letter from Z. Weber as of Jan. 18, 2022, seconded by J. Auge. Motion carried; all were in favor.
- Chief had for review – Mission Fire Dept. Calls, Training & Event Sign-IN and Mission Fire Dept. – CY2021 Service Credit Certification of Personnel.

- New Applicant – Overnight Duty Crew FF/EMR V. Pantelis. After board reviewed application, J. Auge made a **motion (9)** to accept V. Pantelis for the ODC FF/EMR pending a background check, seconded by J. Roach. Motion carried; all were in favor.
- Chief requested approval to reimburse Emmily Woodward for EMT Training expenses. J. Auge made a **motion (10)** to reimburse Emmily Woodward for EMT Training expenses in the amount of \$727.33, seconded by J. Roach. Motion carried; all were in favor.
- Chief requested approval to send 2 Firefighters to a Free Class: ‘Become a Youth Firesetting Prevention and Intervention Specialist’. J. Auge made a **motion (11)** to approve sending 2 Firefighters to the ‘Free Class’ offered by the MN State Fire Marshall Division, seconded by J. Roach. Motion carried; all were in favor.
- J. Auge questioned the claim for additional snow removal outside of the current contract; stating it could be a possible breach of contract.

**Fire Relief** – Next quarter Fire Relief meeting is scheduled for April 12, 2022 @ 7:00pm.

**Road & Bridge Report/Road Committee Update** – Report can be found in its entirety at [missiontownship.org](http://missiontownship.org)

- 2022 Road Maintenance Projects
- Traffic Sign Maintenance & Management Plan
- Plowing agreement with Pelican Township for Canthook, N Pelican Lane, Pelican Beach Rd and Pelican Way
- 2023 Maintenance Budget
- Proposed Maintenance Building Design

**Action Items:**

- 2022 Road Maintenance – Crack Sealing of Pelican Way. J. Auge made a **motion (12)** to adopt the ‘Construction Cost Share Agreement’ resolution presented by Crow Wing County for the proposed crack sealing work and authorize the clerk to sign and submit to Crow Wing County, seconded by B. Steele. Motion carried; all were in favor.
- J. Auge made a **motion (13)** to adopt the Mission Township Sign Policy as presented in the Mission Township Operating Policies – Version 2.0 Adopted – Policy #13, seconded by B. Steele. Motion carried; all were in favor.
- Pelican Township Plowing Agreement – Pelican Township stated it would be an annual cost of \$5,000 to plow Canthook, N. Pelican Ln., Pelican Beach Rd., and Pelican Way. J. Auge questioned how they arrived at that figure. J. Auge is waiting for further information from Pelican Township. **Deferred** until the March 7, 2022 Regular Township Meeting.

**Park Report/Committee Report** – Committee Chair Jim Peterson stated there was nothing to report.

**Cemetery** – Thaw Dawg Ground thawing units have been delivered to Cemetery Maintenance Attendant Donnie Berg, Jr.

**Transfer Station** – Nothing to report.

**Capital Planning** – Entire report can be found on the website ([missiontownship.org](http://missiontownship.org)) Next key steps:

- Review and approve Final Building Design & Site Plan for proposed Maintenance Bldg. (Feb/March 2022)
- Develop/Draft Capital Plan for 2021-2026 (Feb/March 2022)
- Present Draft Capital Plan to electors at Annual Meeting (March 8, 2022)
- Approve Capital Plan, including financing (April/May 2022)
- Initiate Phase 1 projects (May/June 2022)

J. Auge made a **motion (14)** to schedule a ‘Special Meeting’ to discuss ‘Capital Plans’ for February 28, 2022 @ 6:00pm, seconded by B. Steele. Motion carried; all were in favor.

**Planning & Zoning** - J. Auge stated Crow Wing County is in the process of reviewing a Preliminary plat for Sportsman’s Storage consisting of 14 commercial storage buildings to be sold, 1 residential dwelling and 1 common space. Board will review again in April after the county’s DRT meeting.

**Old Business** – B. Steele made a **motion (15)** to adopt a moratorium to work with Troy Gilchrist to bring an ordinance to the board for review/approval, seconded by J. Auge. Motion carried; all were in favor.

**New Business**

- Proposed new Board meeting agenda format: J. Auge made a **motion (16)** to adopt the new meeting Agenda format for the Regular Township Meetings as presented, seconded by B. Steele. Motion carried; all were in favor.
- Annual Meeting Agenda & Requests: J. Auge made a **motion (17)** to adopt the new meeting Agenda format for the Annual Township Meetings as presented, seconded by B. Steele. Motion carried; all were in favor.
- Township Policies review and update: J. Auge will make changes as discussed. J. Auge made a **motion (18)** to adopt the corrected Version 2.0 Township Operating Policies, seconded by B. Steele. Motion carried; all were in favor.
- Van Horn Services & Greenday Landscaping contracts: Liaisons will review current contracts with these contractors. Optimal Yardscapes LLC presented a Property Maintenance Estimate for board review. J. Auge will acquirer current costs for these services for further discussion at the March Regular meeting.
- Enhanced IT for Zoom: With moving forward with Zoom and issues with volume etc., Fire Chief will put together figures for updating the electronics to better enhance sound/quality of the Zoom meetings.
- Fire Contract Summaries & Letters to Center and Pelican Townships: B. Steele will put figures together for Fire Services. J. Auge made a **motion (19)** to send an invoice to Center Township with a 3 percent increase from 2021 and send the formula to Pelican Township as requested, seconded by B. Steele. Motion carried; all were in favor.
- Fire Relief: B. Steele will contact an actuarial to do a ‘stress test’ which is an evaluation of the Fire Relief funding. This will help determine if the funding is underfunded or at funding.
- J. Auge questioned if there was going to be a ‘Spring Newsletter’ before the Annual Meeting. B. Steele stated that he will be putting one together.

**Claims** – J. Auge made a **motion (20)** to approve and pay claims 9706 – 9743 in the amount of \$60,937.06 (checks 9740 – 9742 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 (21)** to adjourn the February 7<sup>th</sup> Regular Township Meeting at 9:30pm, seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson  
Clerk

Bob Steele  
Chair

\*\*\*\*\* February 7<sup>th</sup> meeting minutes are unapproved until the March 7<sup>th</sup> Regular Township Meeting \*\*\*\*\*

Upcoming Dates:	Feb. 28	6:00pm	Capital Plan Meeting
	March 7	<b>6:00pm</b>	Regular Township Meeting
	<b>8</b>	<b>7:00pm</b>	<b>ANNUAL TOWNSHIP MEETING</b>
	10	5:30pm	Road Committee Meeting