

April 4, 2022 @ 7:00pm

Regular Township Meeting

Present – Chair Bob Steele; Supervisors Jim Roach, Jon Auge; Treasurer Mary Zabilla; Fire Chief Eric Makowski, Asst. Chief Eric Anderley and clerk A. Anderson. There were 5 residents and 2 property owners that signed the roster.

Zoom – No one present.

Called to Order – Chair B. Steele called the April 4th Regular Township Meeting to order at 7:00pm.

Presentations – Jeff McCulloch with Mission Tavern - Annual Liquor License. J. Auge made a **motion (1)** to approve the Liquor License for Mission Tavern, seconded by J. Roach. Motion carried; all were in favor.

Reiner CUP Amendment – J. Roach made a **motion (2)** to support the CUP Amendment application and directs our Planning & Zoning liaison to send a letter to Crow Wing County with our recommendation, seconded by J. Auge. Motion carried; all were in favor.

Consent Agenda – J. Auge made a **motion (3)** to approve the Consent Agenda as follows:

- **Minutes** – March 7, 2022 (Regular Township Meeting), *Clarification – under Motion #3 ‘all were in favor’.*
- **Treasurers Report** – Receipts \$63,732.09; Disbursements \$25,120.29; Cash Balance \$1,147,240.46
- **Claims Approval** (9772-9801; \$56,105.51)
- **Park Expenditures** (April - \$495)
- **Crosslake Police Report** (68 calls)

Motion seconded by J. Roach. Motion carried; all were in favor.

Fire Dept. Report – Fire Chief Eric Makowski reported 10 calls for March – 40 calls year-to-date.

- Discussion regarding spending limits. Policy states \$2,000 monthly limit; Chief did not interpret the policy as a monthly limit, but as a single purchase. There was further discussion. J. Auge made a **motion (4)** to increase the Fire Dept. monthly spending limit to \$3,000, seconded by B. Steele. Discussion – Motion carried; all were in favor. Chief will contact liaison for approval when nearing \$3,000 limit.

Fire Relief – Eric Anderley stated they were in the process of finding a new accountant. April 12th – Quarterly meeting.

Road & Bridge Report/Road Committee Update – Report can be found in its entirety on the township website.

Highlights are:

- Contract was received from Crow Wing County for seal coating of Mission Cut-off, estimated cost of \$22,800. J. Auge made a **motion (5)** to approve the agreement with CWC for seal coating of Mission Cut-off at a quoted cost of \$22,800, seconded by B. Steele. Motion carried; all were in favor.
- Pelican Township Plowing – J. Auge made a **motion (6)** to approve the Proposal and have J. Auge draft a letter of understanding for both townships boards to approve in May, seconded by J. Roach. Motion carried; all were in favor.
- Committee Appointment – J. Auge made a **motion (7)** to appoint Merle Roberts to the Roads Committee for a 2-year term, seconded by B. Steele. Motion carried; all were in favor.
- RFPs were sent out for road sweeping in January. Received responses from Pequot Sand & Gravel (\$2,495); LandWerX (\$7,300). J. Auge made a **motion (8)** to accept the RFP from Pequot Sand & Gravel for sweeping/blowing of township roads not to exceed \$2,495, seconded by J. Roach. Motion carried; all were in favor.

Capital Planning Update – J. Auge stated it’s now ‘one step at a time.’

Planning & Zoning – J. Auge stated Sportsman Storage has not submitted their application yet, so earliest consideration for approval would now be May.

Cemetery – Signatures were needed for the sale of 9 plots to Donnie Berg Jr.

Park Report – There was a request to put the physical address of the park on the website. D. Hauser questioned if horses were allowed on the park trails.

Park Attendant – C. Anderson was approached about placing bee pollinators in the park. Liaison B. Steele talked with individual and approved.

Transfer Station - Signs are needed with current pricing. D. Anderson questioned if the transfer station had been cleaned up. J. Auge questioned if the dumpsters had been repaired. J. Roach will do some research.

Discussion/Action Item:

- **Adoption of Operating Policy Updates** – J. Auge made a **motion (9)** to adopt New Policy 14 on Mailbox Supports as recommended by the Road Committee, revisions to Policy 7 on calling special board meetings, revisions on Policies 2 & 4 on timely reporting of timesheets and invoices and add to Operating Policies Version 2.0; seconded by B. Steele. Discussion regarding Policy 14 – B. Steele stated there should be specs on Swing Away Mailbox supports. Township will pay to replace a Swing Away Mailbox support if conforming to Policy 14, if residents do not conform to Policy 14 – township will not pay to replace if damaged. With the clarification J. Auge so moved to adopt; **motion (9) carried**. All were in favor.
- **Adoption of Capital Plan** – J. Auge made a **motion (10)** to adopt the 2022 – 2026 Capital Plan; seconded by B. Steele. Motion carried; all were in favor.
- **Maintenance Building** - Final design was reviewed. There was discussion regarding foam insulation under the concrete floor. J. Auge made a **motion (11)** to approve the Final Design and verify there is foam insulation under the concrete; also approve the Site Plan; Bid Timeline and advertisement for bids as presented by TWM for the proposed Maintenance Building (Truck Storage Building) and direct the clerk to publish the advertisement for bids in our official newspaper for two consecutive weeks; seconded by B. Steele. J. Roach opposed (bid should include in-floor heat). Motion carried. J. Auge made a **motion (12)** to schedule a ‘Special Meeting’ on April 27, 2022 at 2:00pm for the purpose of receiving and opening bids for the Maintenance Building; once opened the bids will be tabled until presentation by TWM at the May 4th Regular Township Meeting; seconded by B. Steele. Motion carried; all were in favor.
- **Planning & Zoning Workshop** – J. Auge made a **motion (13)** to schedule a ‘Special Meeting’ on April 26th at 6:00pm with the Town Board and representatives from Crow Wing County Land Services for the purpose of discussing Land Use Planning within Mission Township; seconded by B. Steele. Motion carried; all were in favor.
- **Contract Approval** – Two contracts for Services were reviewed. J. Auge made a **motion (14)** to grant the Contract to Van Horn Services; seconded by J. Roach. Discussion. Motion carried; all were in favor.
- **Updating Sound System** – J. Roach met with a company and waiting for final bid for updating the sound system.
- **Planning & Zoning Ordinance (Plats Only)** – B. Steele made a **motion (15)** to adopt the interim ordinance placing a moratorium on subdivisions within the Town; seconded by J. Auge. Motion carried; all were in favor. B. Steele made a **motion (16)** to adopt the resolution approving the summary language for publication of the interim ordinance; J. Auge seconded. Motion carried; all were in favor.
- **ARPA Reports** – B. Steele stated he is working with the State Office on reporting the use of ARPA funds in a timely manner.
- **Fire Relief Audit** – B. Steele had been in contact with Ascensus regarding an actuarial audit on the Fire Relief funds. They stated it would cost \$8,000 - \$10,000. Board agreed that was too costly.

Adjourn – J. Auge made a **motion (17)** to adjourn the April 4th Regular Township meeting at 9:02pm; seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson
Clerk

Bob Steele
Chair

*****Minutes are unapproved until the May 2nd Regular Township Meeting *****