

August 1, 2022 @ 7:00pm

Regular Township Meeting

Present – Chair Bob Steele; Supervisors Jim Roach, Jon Auge; Treasurer Mary Zabilla; Fire Dept. Staff – Jill Allord, Eric Anderley; clerk A. Anderson. There were three non-residents that signed the roster.

Zoom – Technical Difficulties.

Called to Order – Chair B. Steele called the August 1st Regular Township Meeting to order at 7:03pm.

Bid Opening – Having advertised for bids in the Brainerd Dispatch for the Replacement of Tender 2; seven bids were received. Clerk opened each bid and stated the company and price as follows to the board:

- MidWest Fire \$332,282
- E One \$340,762
- MacQueen \$389,300
- Great Plains \$239,256
- Custom Fire \$429,600
- Custom Fire \$414,037
- Heiman \$287,947

J. Auge made a **motion (1)** to accept the above bids and tabled discussion until the September 12th Regular Township Meeting at which time Fire Chief Makowski will have reviewed all bids and prepare a recommendation based on pricing and how the bid meets the bid specifications, seconded by B. Steele. Motion carried; all were in favor. There was brief discussion regarding 2 bids from Custom Fire. With topic being tabled – discussion ended.

Presentation – Jordan Larson from Crow Wing County Highway Dept. reviewed the upcoming 4-Leg Round About at the intersection of Cty. Rd. 11 & Cty. Rd. 3.

Consent Agenda – J. Auge made a **motion (2)** to approve the Consent Agenda as follows:

- **Minutes** – July 11, 2022 (Regular Township Meeting)
- **Treasurers Report** – Receipts \$160,075.17; Disbursements \$119,377.33; Cash Balance \$1,178,155.44
- **Claims for Approval** – 9898 – 9920 (\$64,039.32) checks 9918 – 9920 are void as they are paid electronically
- **Park Expenditures** – Picnic table frames \$1,200
- **Crosslake Police Report** – 79 calls

Motion (2) seconded by J. Roach. Motion carried; all were in favor.

Fire Dept. Report – Chief III Eric Enderley reported 18 calls – 130 calls year-to-date

- **Upcoming Events** – 8/2 Officer Meeting; 8/6 Summer Sendoff Event; 8/9 Fire Dept. Regular Meeting; 8/16 Training; 8/23 Training
- **Budget Concerns/Updates** – Preapproved Expense Request: AT&T \$79.95 (budgeted)
E. Anderley requested approval to purchased: Inflatable Water Rescue Boat \$4,900; Thermal Imaging Camera \$4,900; Rescue Life Jackets \$700. Funds for these purchases were donated last month from Fire Relief of \$10,500. J. Auge made a **motion (3)** to approve the purchases of the above items, seconded by J. Roach. Motion carried; all were in favor.
- **HR/Admin Update** – New Applicant – Marshall Thomas. J. Roach made a **motion (4)** to approve Marshall Thomas as a new hire pending a background check, seconded by J. Auge. Motion carried; all were in favor.
- **MTFD Auxiliary** – Captain J. Allord stated the Mission Township Fire Dept. Women’s Auxiliary is active.

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

Highlights are:

- **Mission Heights Road** – Major sinkhole has been identified at marker 14640. Repairs will be made and will continue to be monitored.
- **Traffic Signs** – CWC advised that ‘STOP’ signs that intersect with a county road are the responsibility of CWC. Resulting in a savings of \$4,075 when replacing signs.

- **Road Standards** – Committee is beginning work on developing an ordinance for Road standards in new plat developments. As the ‘Road Authority’ the Town Board has the authority to develop such standards to be followed by the County.
- **Surveyor Pins** – One survey pin has been located within our road surface on E. Horseshoe near Birchwood Trl. When we reclaim this section, we will need to work with a surveyor to preserve or replace the pin at our expense.

Capital Planning Update

- **Designate a Township Engineer** – As road reclamation projects begin as part of our Capital Plan, engineering services will be needed. Having worked with Bolton & Menk in the past, it would be prudent to continue working with them on future projects. B. Steele made a **motion (5)** to designate Bolton & Menk as our township engineer, seconded by J. Auge. Motion carried; all were in favor.

Planning & Zoning Update

- Hupf: After the Fact variance – on site visit August 18th. J. Auge made a **motion (6)** to defer to the judgement of the PCBOA and directed that a letter be sent advising of the township’s recommendation, seconded by B. Steele. Motion carried; all were in favor.
- Ikola: Issues with the Property Title and working with an attorney to resolve the issue, but still moving forward.

Park Committee Report

- Jim Peterson (Chair) has started the reimbursement process for the DNR Grant
- Park attendant Carl Anderson will continue to maintain park facilities to the expected standards
- B. Steele made a **motion (7)** to Reappoint all Park Committee members for a 2-year term, seconded by J. Roach. Motion carried; all were in favor.

Cemetery

- J. Roach stated headstones have been moved in new section to conformity.

Transfer Station

- John South turned in timesheet and funds collected.

Discussion/Action Items

- **Mission Township Snow & Ice Control Policy** – Having been reviewed from the July meeting, J. Auge made a **motion (8)** to adopt the Mission Township Snow & Ice Control Policy, seconded by B. Steele. Motion carried; all were in favor. (Policy can be found in its entirety on the township website)
- **Designation of Roads as 35 MPH Speed Limit** (Resolution 2022-04) – J. Auge made a **motion (9)** to adopt Resolution 2022-04 to Erect Regulatory Speed Signs in Rural Residential Districts, seconded by B. Steele. Motion carried; all were in favor. (Resolution 2022-04 can be found in its entirety on the township website)
- **Mission Park Drive DNR Grant Application** – J. Auge made a **motion (10)** to authorize Bolton & Menk to revise the Mission Park Drive SPRA grant at a cost not to exceed \$300, seconded by B. Steele. Motion carried; all were in favor. Grant application will come back to the board for authorization no later than October 3rd Regular Township Meeting.
- **Crow Wing County Fuel Sales Agreement** – J. Auge made a **motion (11)** to accept the Fuel Sales Agreement with Crow Wing County in effect from September 1, 2022 to December 31, 2025, seconded by B. Steele. Motion carried; all were in favor.
- **Greenday Contract Approval** - J. Roach discussed the rates with Donnie Berg - Greenday Landscaping Services; it was noted that everything is charged at township rates. J. Auge requested D. Berg list out his rates for services provided at the cemetery (open-close graves/road maintenance/mowing/tree cutting etc.). J. Auge stated the contract could be perceived as ‘open ended’. M.A.T.’s version of a standard contract would have everything listed out.

- **Fire Office Floor – Water softener Replacement** – Water softener has been overflowing causing floor damage in the Fire Office. E. Anderley also stated that the Fire Office ceiling has started to sag/dropping in places. J. Auge question if this would be an area for APRA Funds. B. Steele will add it to the list of ARPA funds projects.
- **Planning & Zoning Ordinance** – B. Steele has been in contact with a former Crosslake Planning & Zoning personnel Jon Kolstad regarding possibly attending the September meeting to discuss the ‘Process of Planning & Zoning’ or the possibility of a ‘Special Meeting’.

Adjourn – J. Auge made a **motion (12)** to adjourn the August 1st Regular Township Meeting at 8:45pm, seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson
Clerk

Bob Steele
Chair

*****Minutes are unapproved until the September 12th Regular Township Meeting*****