

September 12, 2022 @ 7:00pm

**Regular Township Meeting**

**Present** – Chair Bob Steele; Supervisors Jon Auge, Jim Roach; Treasurer Mary Zabilla; Fire Dept Staff – Chief Eric Makowski, Eric Anderley; clerk A. Anderson. There were 3 residents and 1 non-resident that signed the roster.

**Zoom** – No one was in attendance.

**Called to Order** – Chair B. Steele called the September 12<sup>th</sup> Regular Township Meeting to order at 7:00pm.

**Consent Agenda** – J. Auge made a **motion (1)** to approve the Consent Agenda as follows:

- **Minutes** – August 1, 2022 (Regular Township Meeting) & August 23, 2022 (Planning & Zoning Meeting)
- **Treasurers Report** – Receipts \$27,337.98; Disbursements \$64,039.32; Cash Balance \$1,141,454.10
- **Claims for Approval** – 9921 – 9961 (\$182,889.72) Claim #9942 – **was deferred as invoiced prematurely**; checks 9959 – 9961 are void as they are paid electronically thru Paper Plan-it
- **Park Expenditures** – No major expenses
- **Crosslake Police Report** – 84 calls (majority Traffic Stops – 53)

Motion (1) seconded by J. Roach. Motion carried; all were in favor.

**Fire Dept. Report** – Chief Makowski reported 13 calls; 149 calls year-to-date (96-Mission; 39- Center; 8-Pelican; 6-Mutual Aid). Donation of \$300 was received from Brainerd Jaycees.

- **Upcoming Events** – 9/6 Officer Meeting; 9/13 Regular Meeting; 9/20 Training; 9/27 Training
- **Budget Concerns/Updates** – Preapproved Expense Request: AT&T \$79.95 (budgeted); Dinges Fire \$1,760.22 (Repair/Replace Backpack Pumps, Wildland); \$1,510.08 Dinges Fire (Demo Gear)
- **Bid Spec & RFP** - Chief requested approval to move forward with the ‘Request for Proposals’ for Firefighter Turnout Gear Replacement. B. Steele made a **motion (2)** to move forward and solicit for ‘Request for Proposals’ for Firefighter Turnout Gear Replacement, proposals will be sent to clerk and documented until Sept. 23<sup>rd</sup> at which time Chief will review and give recommendations to the board at the Oct. 3<sup>rd</sup> meeting, seconded by J. Auge. Motion carried; all were in favor.
- **H/R Admin Update** – New Applicant – Gunnar Johnson and Jennifer Stracka (ODC). J. Roach made a **motion (3)** to approve Gunnar Johnson and Jennifer Stracka (ODC) as a new hire pending a background check, seconded by B. Steele. Motion carried; all were in favor.
- **Submittals for later review & discussion** – 4<sup>th</sup> Quarter Budget Projections; MTFD Standard Operating Guidelines (Chief will clean-up); MTFD Emergency Plan Framework.

**Tender 2 – Bid Award** – Having advertised for bids for two consecutive weeks per MN Stat.365.27, subd. 3; having received and opened 7 bids at the August 1<sup>st</sup> Regular Township meeting; having received an assessment from our Fire Chief on bid conformance with our published requirements; J. Auge made a **motion (4)** to accept the bid from **Heiman** in the amount of \$287,947.00, including the 4 alternates totaling \$5,400, with a revised grand total of \$293,347.00 as they are the lowest responsible bidder per MN Stat. 365.37, subd. 2; further we direct the Supervisor – Fire Liaison to act on behalf of the Board with change approval authority involving operational issues not to exceed \$5,000/month, with the understanding any change orders will be presented and approved at the next regular Board meeting per our delegated spending resolution; motion seconded by B. Steele. Discussion – Chief Makowski commented on receiving emails from several vendors regarding the ‘appearance of favoritism’ towards one vendor at our August 1<sup>st</sup> meeting; J. Auge stated it came out of opening the floor (unintentionally) to vendor comments when we published; bids would be received and tabled. The suggestion of favoritism, while not true is troubling and can become a bad reflection on Mission Township. It’s a good reminder to follow the process set out by our attorney as we move forward with future projects. **Motion (4)** carried; all were in favor.

**Fire Relief** – E. Anderley reported \$578,541 in the Relief fund. ‘Summer Send Off’ event was a good turn out – raised \$5,000. Mission Tavern’s Golf Event raised \$2,400 for Relief. Bingo – Brainerd Legion will start on Sundays as a fund-raising event.

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

Highlights are:

- **2022 Road Maintenance** – All Committed projects have been completed as of July 26<sup>th</sup>; Fall mowing will occur in early October; Road Inspection will be scheduled for October
- **Traffic Signs** – All ‘Stop’ signs have been replaced by CWC with regulatory compliant signs. Remaining signs will be replaced in 2023/2024 per the Sign Management Plan
- **Road Standards** – As the ‘Road Authority’ the Town Board has the authority to develop such standards to be followed by the County. Currently the Committee is reviewing standards from other townships. Once initially developed, the committee plans to review the proposed standards with Bolton & Menk before proposing to the Town Board.

#### Capital Planning Update

- **Change Order** for the Truck Storage Building. J. Auge made a **motion (5)** to approve the Change Order Doc. G701 (Owner credit for reduction in material costs - \$3,750), seconded by B. Steele. Motion carried; all were in favor.

#### Planning & Zoning Update

- An updated tracking report can be found on the township website (missiontownship.org)
- B. Steele will follow up with Jerry at Breezy Point regarding potentially contracting for administrative services for Planning & Zoning

#### Park Committee Report

- Jim Peterson (Chair) continuing work on DNR Grant reimbursements.
- Benches from the Buttweiler Fund will be installed next week
- \$2,000 Grant was awarded to Mission Park from Knife River for Trail improvements

#### Cemetery

- J. Roach questioned looking into quotes to lift sinking headstones. J. Roach will get quotes for October meeting.

#### Transfer Station

- J. Roach stated he had spoke with Attendant John South; containers should hold them thru the end of October.

#### Discussion/Action Items

- **Mission Park Drive DNR Grant Application** – J. Auge made a **motion (6)** to adopt Resolution 2022-05; Resolution Approving Application for DNR State Park Road Account Grant for Mission Park Drive from CSAH 3 to East Horseshoe Lake Road, seconded by B. Steele. Motion carried; all were in favor.
- **Pressure Washer for Storage Building – Direction** – Road Committee Chair Dave Hauser did research and received a quote for a KARCHER Power Washer for the Storage Building. After review, B. Steele made a **motion (7)** to approve and authorize Dave Hauser to purchase the KARCHER Pressure Washer from Diamond Industrial Cleaning Equipment in the amount of \$5,687.44; seconded by J. Auge. Motion carried; all were in favor.
- **Oil Recycle Station – Relocate/Discontinue** – There was discussion regarding removing/moving/discontinuing the Oil Recycle Station. J. Roach stated this was a service to the community and will do further research.
- **Greenday Contract** – J. Roach made a **motion (8)** to approve the signed contract with Greenday Landscaping & Hauling to provide Cemetery Services stated within said contract; seconded by J. Auge. Motion carried; all were in favor.
- **Town Hall Maintenance** – J. Auge stated there should be procedures in place to follow for general maintenance at the Town Hall/Storage Building. The Roads committee will take the lead in developing.
- **Painting & Lighting Estimates – Lighting at Mission Park Pavilion** – Jim Peterson (Park Chair) stated ‘No Response’ from Northern Lakes Electric. B. Steele received estimate to replace the lighting in the park pavilion. After review; J. Auge made a **motion (9)** to accept the estimate #1567 (\$2,725) from Timber Ridge Electric with the understanding that ‘new’ lights will be used and not retro out lights; seconded by J. Roach. Motion carried; all were in favor.

**Lighting at Mission Town Hall** – B. Steele received an estimate to replace 72 strip lights with LED and install 3-LED Parking Lot Lights. After review of estimates; J. Auge made a **motion (10)** to accept estimates #1578 (\$1,754) & #1579 (\$8,048) from Timber Ridge Electric to replace 72 strip lights to LED and place 3-LED Parking Lot Lights at Mission Town Hall using ARPA Funds for said projects; seconded by J. Roach. Motion carried; all were in favor.

- **Painting** – B. Steele stated he had contacted Excel Painting – they were 1 year out. Quote was received from Dennis Johnson for painting and installing closets. Action – This item was **deferred** as J. Roach would like another quote.
- **Fixing Ceiling in Fire Hall** – B. Steele will work on getting quotes for repairs.
- **Deed Restriction – Approval for DNR Grant** – J. Roach made a **motion (11)** to adopt the ‘Declaration of Restrictive Covenant’ (The Town hereby declares that the Mission Park parcel shall be permanently managed and maintained for outdoor recreation use unless the State of Minnesota, acting through its Commissioner of Natural Resources, grants approval to the contrary.); seconded by B. Steele. Motion carried; all were in favor.

**Adjourn** – J. Auge made a **motion (12)** to adjourn the September 12<sup>th</sup> Regular Township Meeting at 8:35pm; seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson  
Clerk

Bob Steele  
Chair

\*\*\*\*\*Minutes are unapproved until the October 3<sup>rd</sup> Regular Township Meeting \*\*\*\*\*