

October 3, 2022 @ 7:00pm

Regular Township Meeting

Present – Chair Bob Steele; Supervisors Jim Roach, Jon Auge; Treasurer Mary Zabilla; Fire Dept. Staff – Chief Eric Makowski, Eric Anderley; clerk A. Anderson. There were 2 residents and 1 property owner that signed the roster.

Zoom – Ryan Miles with Ehlers Public Finance Advisors

Called to Order – Chair B. Steele called the October 3rd Regular Township Meeting to order at 7:00pm.

Presentation – Ryan Miles w/Ehlers – Presentation can be found in its entirety on the township website (missiontownship.org). Investment Strategy – We partner with you to tailor an effective strategy that seeks to maximize interest income based on risk parameters. All investments are as allowed within Minn. Statutes 118.04a. **Action** – J. Auge made a **motion (1)** to approve the contract with Ehlers Investment Advisory Service and authorize Treasurer M. Zabilla and Supervisor J. Auge to sign on behalf of the Township; and further to authorize the Treasurer to work with Ehlers in establishing the appropriate accounts, seconded by B. Steele. Motion carried; all were in favor.

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

- **Minutes** – September 12, 2022 (Regular Township Meeting)
- **Treasurers Report** – Receipts \$3,829.78; Disbursements \$182,889.72; Cash Balance \$962,394.16
- **Claims for Approval** - #9942 (\$1,438.12) deferred from Sept.; #9962 - #9988 (\$112,545.39) checks 9986-9988 are void as they are paid electronically thru Paper Plan-it
- **Park Expenditures** – No major expenses
- **Crosslake Police Report** – 71 calls – year-to-date 657 calls

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

Fire Dept. Report – Chief Makowski reported 12 calls; 155 calls year-to-date

- **Upcoming Events** – 10/4 Officer Meeting; 10/11 Regular Meeting; 10/18 Training; 10/25 Training
- **Budget Concerns/Updates** – Pre-Approved Expenses Request: AT&T \$79.95 (budgeted); Adjustment of prior approved expense – Life Jackets from \$700 to \$2,400 (relief funded), will adjust other planned items to stay within donated amounts; Portable Pump Thermostat \$500; Recertification Fees \$275 (5-6 fire fighters). J. Auge made a **motion (3)** to approve fire expenses as requested, seconded by B. Steele. Motion carried; all were in favor.
- **Turnout Gear RFP** – Chief sent the RFP out to 7 vendors and received 2 quotes for Firefighter Structural Turnout Gear. Dinges Fire Company - \$107,460; Fire Safety USA - \$96,777.45. Chief reviewed both quotes and both meet or exceed the bid specifications that were approved. Based on this, Chief would recommend awarding the contract for the Turnout Gear to Fire Safety USA in the amount of \$96,777.45. **Note** – This purchase will effectively replace all the outdated structural firefighting gear and will bring us into compliance with OSHA regulations and NFPA standards. B. Steele made a **motion (4)** to approve the purchase of Firefighter Structural Turnout Gear (27 sets) from Fire Safety USA in the amount of \$96,777.45, seconded by J. Roach. Motion carried; all were in favor.
- **Paper Submittals** – MTFD SOP and Emergency Plan – Section 1 of SOP was accepted as presented; Chief is moving forward for reviewing sections monthly.

Fire Relief Report – E. Anderley stated BINGO with Brainerd Legion was on Hold. They are continuing to look for other fundraising events.

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

Highlights are:

- **Road Standards** – Road Committee continues working on developing an ordinance for road standards in new plat developments.
- **Mission Park Dr/E Horseshoe Lake Rd** – Grant application has been submitted to CWC for submission to the DNR.
- **Fall Road Inspection** – J. Auge made a **motion (5)** to schedule the Fall Road Inspection for October 19, 2022 @ 10:00am, starting at Mission Town Hall, seconded by B. Steele. Motion carried; all were in favor.

Capital Planning Update

- **Truck Storage Building Update** – J. Auge made a **motion (6)** to approve Change Order #2 for the ‘substantial completion’ date of November 7, 2022, seconded by J. Roach. Motion carried; all were in favor. B. Steele made a **motion (7)** to approve Change Order #3 for the electrical service approach with an increase of \$7,965, seconded by J. Roach. Motion carried; all were in favor.
- **Resolution No. 2022-06** – B. Steele made a **motion (7)** to adopt Resolution No. 2022-06 ‘Declaring the Official Intent of Mission Township, MN to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the Township’, seconded by J. Auge. Motion carried; all were in favor.

Planning & Zoning Update – There have been no changes from September.

Park Committee Report

- Jim Peterson (Chair) continuing work on DNR Grant reimbursements
- Annual Parade – future thoughts of expanding the Annual Parade

Cemetery – There was nothing to report

Transfer Station

- J. Auge stated we should have a contract with Norwood & Son listing out the services they provide for the township. J. Roach will contact Norwood & Son regarding a contract.

Discussion/Action Items

- **Schedule Fire Contract Partners Annual Reviews** – Clerk will contact Center and Pelican Township to schedule an annual meeting for the first week of December.
- **Discuss Process for Renewing Pelican Township Fire Contract** – Board members will bring any changes to the November meeting. Fire Liaison B. Steele will work with Fire Chief on revising the contract following discussion at the November meeting.
- **Finalize Oil Recycle Relocation** – J. Roach stated Eastside Oil will relocate the container to a more suitable location.
- **Painting Update** – B. Steele had contacted two painters with no response and will continue to research for other proposals.
- **Planning & Zoning Review of Proposal** – B. Steele had received a Memorandum for Services from SAEHR Consulting for Planning & Zoning services. B. Steele requested that supervisors make a list of what they are looking for in a Planning & Zoning Ordinance and bring suggestions to the November meeting.
- **Lighting Update** – B. Steele stated everything is still moving forward.
- **Budget Discussion** – M. Zabilla reviewed the Budget, Revenue, Disbursements, Variance and Percentage changes for all funds (General-Road & Bridge-Fire-Park) and listed projections for the end of the year.
- **Digital Horizons** – B. Steele had received a Proposal for Audio Video Conferencing – Updates & Fixes from Digital Horizons. B. Steele will look further into details of the proposal.
- **Insurance** – Clerk will contact M.A.T.I.T. to add the Storage Building to the current Insurance Policy.

Adjourn – J. Auge made a **motion (8)** to adjourn the October 3rd Regular Township Meeting at 9:00pm, seconded by J. Roach. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson
Clerk

Bob Steele
Chair

*****Minutes are unapproved until the November 7th Regular Township Meeting *****