

September 11, 2023 @ 7:00pm

**Regular Township Meeting Minutes**

**Present** – Chair Jon Auge; Supervisors Jim Roach, Bob Steele; Treasurer Mary Zabilla; Interim Fire Chief Tim Yeager, Fire Chief II Eric Anderley; clerk A. Anderson. There were --- residents and --- fire members that signed the roster.

**Zoom** – 4 residents/property owners.

**Called to Order** – J. Auge called the September Regular Township Meeting to order @ 7:00pm. All stood for the Pledge of Allegiance and respected a moment of silence for those lost on September 11<sup>th</sup>.

**Statement** Of the Mission Town Board Regarding the Termination of Fire Chief Eric Makowski-Budrow was read and is attached. Can be found on the township website.

**Approval of Agenda** – Addition of Resolution 2023-15 Amending the Fee Schedule. Revised agenda was Approved.

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

- **Minutes** – August 14, 2023 Regular Township Meeting
- **Treasurer Report** – M. Zabilla reported beginning balance was \$929,120.05; receipts \$492,604.55 (year-to-date); disbursements \$743,630.44 (year-to-date); ending balance \$680,974.35. Sale of the General Obligation Bond was completed on 9-6-2023. M. Zabilla requested Board approval to setup a Debt Service Account with Ehlers. This will allow the Township to purchase investments at a discounted rate, Board approved. Moving forward M. Zabilla would like to know the priority for the upcoming capital projects to notify the Ehlers Team so they can advise on the best investments of remaining funds.
- **Claims for Approval** - #10323 - #10352 (\$54,304.26) checks #10350 - #10352 are voided as they are paid electronically via Paper Plan-it.
- **Park Expenditures** – No major expenses

**Motion (1)** seconded by B. Steele. Motion carried; all were in favor.

**Regular Reports** – All reports can be found in their entirety on the township website – [missiontownship.org](http://missiontownship.org)

**Fire Dept.** – Interim Fire Chief Tim Yeager reported 15 calls; 3 in Center, 1 in Pelican and 11 in Mission. (92 calls year-to-date) Yeager requested approval to purchase new computers. J. Roach made a **motion (2)** to approve the purchase of computers not to exceed \$2,300, seconded by J. Auge. Motion carried; all were in favor.

**Roads Report/Roads Committee Update**

- Develop ROW Maintenance Plan – Roads Committee is identifying initial components of Plan
- Awaiting signs from CWC. Installation planned for completion by year end as schedules permit.
- Pressure washer in TSB is fully installed and operational.
- All summer maintenance work is completed.
- Winter storm clean-up continues with key roads completed.

**Action** – J. Auge made a **motion (3)** to schedule the Annual Roads Inspection for Wednesday, September 27, 2023, leaving at 9:00am from the Town Hall, with the back-up date being Monday, October 2, 2023, at 9:00am, seconded by B. Steele. Motion carried; all were in favor.

**Planning & Zoning Update** – Still pending: Justison, Devries and Luedtke.

**Park/Park Committee Report** – Upcoming projects

- Restroom holding tanks scheduled for pumping – Oct. 5<sup>th</sup>
- Water will be turned off around Oct. 6<sup>th</sup> (weather permitting)
- Sports equipment will start to be stored the week of Sept. 18<sup>th</sup> and continue as weather permits
- New trails have been finished

**Cemetery** – J. Roach requested one headstone be leveled and will notify clerk as to which stone. Clerk will replace flag at entrance of cemetery.

**Transfer Station** – J. Roach stated the building’s office should be insulated and will get quotes.

**Discussion/Action Items**

- **Capital Plan Status** – A Finance Summary was reviewed detailing project costs vs. available funds resulting in a gap to fund the entire CIP list. J. Auge stated considering our gap in financing to cover all projects, we will need to re-evaluated our CIP list. This will be a board decision in October.
- **2024 Road Reclamation Projects** – Upcoming Road projects should be spec’d out with Crow Wing County Highway for their large bid process which yields significant cost savings. Discussion as to which roads needed reclamation next. The board agreed to request Bolton & Menk prepare specs for the remainder of East Horseshoe Lake Road and Huxtable Point Road and to present an engineering services proposal for approval.
- **Broadband Expansion on CR 11** – A letter was sent out by CTC stating they are currently working with Mission Township to gauge interest in bringing fiber optic broadband internet to the area. The first step in the process is determining the level of demand.
- **Revised Operating Policies 1<sup>st</sup> Draft** – J. Auge distributed a draft for the board to review for discussion at the October Regular Township Meeting.
- **Town Hall Projects** – B. Steele stated still waiting on lighting in the parking lot. Roof Status – J. Roach received 2 estimates for insulating the Fireman’s Locker Room Access, Over the Town Hall & 2<sup>nd</sup> Garage and Garage. After review, J. Auge made a **motion (4)** to accept the estimate from Anchor Attic & Retro Insulation in the amount of \$16,300, seconded by B. Steele. Motion carried; all were in favor.
- **Planning & Zoning Process – Public Hearing** - J. Auge **moved (5)** to **Open** the Public Hearing at 7:55pm seconded by B. Steele. Motion carried; all were in favor. The Board reviewed: Rules of Business, Plat Checklist, Plat Pre-approval Process, Application for Plat and Resolution Approving the Preliminary Plat documents. There were no comments from the public. J. Auge **moved (6)** to **Close** the Public Hearing at 8:00pm, seconded by B. Steele. Motion carried; all were in favor. B. Steele made a **motion (7)** to approve the planning and zoning documents as presented, seconded by J. Roach. Motion carried; all were in favor.
- **CWC Cannabis Ordinance** – Discussion – No need for action as the town board supports the CWC ordinance.
- **Master Planning Calendar** – J. Auge presented the calendar for the board’s use in ensuring key action items are completed as required.
- **Cemetery Gravestone Maintenance Plan** – The board discussed the town’s responsibility for maintaining grave markers. There was agreement it is the responsibility of the lot owners, unless the town’s actions have created an issue. J. Roach stated due to the removal of a tree by the town, there is one headstone that needs to be leveled. J. Roach made a **motion (8)** to re-level a headstone due to a tree removal and will notify clerk of said headstone, seconded by J. Auge. Motion carried; all were in favor.
- **Resolution 2023-15 Amending the Fee Schedule for Mission Township** – Adoption of the new Zoning Process requires establishment of application and processing fees. J. Auge made a **motion (9)** to adopt Resolution 2023-15 Amending the Fee Schedule for Mission Township, seconded by B. Steele. J. Roach opposed; Motion carried 2-1.

**Adjourn** – B. Steele made a **motion (10)** to adjourn the September 11<sup>th</sup> Regular Township meeting at 8:29pm, seconded by J. Auge. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson  
Clerk

Jon Auge  
Chair

\*\*\*\*\* September minutes are unapproved until the October 9<sup>th</sup> Regular Township Meeting \*\*\*\*\*