

November 13, 2023 @ 7:00pm

Regular Township Meeting Minutes

Present – Chair Jon Auge; Supervisors Bob Steele, Jim Roach; Treasurer Mary Zabilla; Interim Fire Chief Tim Yeager; Fire Chief II Eric Anderley. There were 3 residents and 2 fire members that signed the roster.

Zoom – No one was present via Zoom.

Called to Order – J. Auge called the November Regular Township Meeting to order @ 7:00pm. All stood for the Pledge of Allegiance.

Approval of Agenda – Accepted as presented.

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

- **Minutes** – October 9, 2023 Regular Township Meeting
- **Treasurer Report** – M. Zabilla reported beginning balance was \$929,120.05; receipts \$2,031,360.72 (year-to-date); disbursements \$912,301.98 (year-to-date); ending balance \$2,047,842.31.
 - Treasurer meet with Ehlers regarding arbitrage on the Township Bond. There are requirements on the debt obligation due to tax-exempt status. Ehlers will continue monitoring until the spend down is complete. Ehlers can fulfill required arbitrage reporting at the Township’s request. Mary proposed the Township engage Ehlers to do this reporting. B. Steele made a **motion (2)** to retain Ehlers for arbitrage consulting services, seconded by J. Roach. Motion carried; all were in favor.
 - MN Unemployment claim regarding Sharon Chisholm (town hall cleaner). Mary filed a ‘Raise an Issue’ report with the State and added Paper Plan-it as an agent of the Town to help avoid any further penalties regarding this claim. There should not be a claim against Mission as Sharon is still employed by Mission Township. Mary will continue to work with the state to resolve this claim and keep the Board informed.
 - Contaminated currency (from the recycle oil container) required being sent to the Bureau of Engraving as directed by the bank. By the time the Bureau of Engraving received the package it was empty with a loss of \$590 for the town. The oil recycling money should be collected on a regular basis to avoid this contamination of funds.
 - M. Zabilla requested approval to attend the Ehlers Government Financial Seminar; board approved.
 - Mary highlighted for the Board the increased responsibilities since she assumed the Treasurer role.
- **Claims for Approval** - #10388 - #10429 (\$89,292.29) checks #10427 - #10429 are voided as they are paid electronically via Paper Plan-it.
- **Park Expenditures** – No major expenses through the remainder of the year.
- **Crosslake Police Report** – 95 Calls for October; 786 calls year-to-date. J. Auge has been in contact with Crosslake Police Dept./Public Safety Commission regarding possible increases in service costs with our next contract renewal in 2024. The Board understood inflation impacts and noted it for budgeting.

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

Regular Town Operation Reports – All reports can be found in their entirety on the town website – missiontownship.org

Fire Dept. – Interim Fire Chief Tim Yeager reported 10 calls; 7 in Center, 2 in Mission and 1 mutual aid in Ideal Township (111 calls year-to-date). Background check was received for Jill Allord; all was clear. Resignation was turned in by Jennifer Strack. Chief requested approval to service Snow Blower; should be approximately \$200; board approved. Chief II E. Anderley requested approval to participate and submit a claim for a ‘What If Disaster’ training seminar; board approved. **Fire Relief** – E. Anderley stated they are working on timely reporting.

Roads Report/Roads Committee Update

- Signs have been installed and the 3-year Sign Plan has been finalized.
- Plow truck passed DOT inspection and received required maintenance. New cutting blades and rubber shield are needed.
- Final storm clean-up invoices have been received and can now be filed with the State as a disaster reimbursement.

- Mutual aid/back-up plan has been researched – Matt Borden has agreed to contract plowing services as the Emergency Back-up in the event our plow truck goes out of service.

Action – Board approved the purchase of replacing the cutting blades and rubber shield for the plow truck at a cost of \$4,232. B. Steele made a **motion (3)** to approve the Service Agreement with Borden Excavating (Matt Borden) to plow Mission town roads in the event of equipment failure or in the event of an emergency, seconded by J. Roach. Motion carried; all were in favor.

Planning & Zoning Update

- Devries – Conditional Use Permit for a commercial storage yard for storing outside materials for a landscaping business and office/professional building use on East Horseshoe Lake Road. Approved by CWC Planning Commission.

Park/Park Committee Report – As winter approaches the asphalt walkways will be kept clear of snow and the restrooms cleaned and stocked. Picnic tables will be completed over the winter months as previously approved.

Cemetery – No report.

Transfer Station – J. Roach had received a quote to insulate the 8x8 office in the Transfer Station building at a cost of \$2,200. There was discussion on costs and options. Following discussion, B. Steele suggested using a self-sufficient heater which will be tried next season.

Discussion/Action Items

- **Fire Chief Replacement Process** – Six applicant turned in resumes before the deadline. B. Steele contacted one applicant from S.D. who was looking for full-time employment; he withdrew his application. Dates and time were discussed to conduct interviews. J. Auge made a **motion (4)** to conduct Fire Chief interviews on November 20th and 21st starting at 5:00pm, seconded by B. Steele. Motion carried; all were in favor. J. Auge will contact the five applicants to schedule times for their interview.
- **Replacement of Fire Radios** – Specifications for the radios were reviewed. J. Auge questioned the need for 30 radios when there are not 30 firefighters. After review, J. Auge made a **motion (5)** to accept the Communication Equipment Specifications with a change to 27 units/radios which will include installation and programming and publish the Advertisement for Bids for 2 consecutive weeks; adding B. Steele as the contact person, motion seconded by J. Roach. Motion carried; all were in favor. All bids should be received before 7:00pm on December 11, 2023 at which time they will be opened and reviewed.
- **2024 Road Projects** – Board reviewed the Proposal for Engineering Services from Bolton & Menk. After review, J. Auge made a **motion (6)** to approve the Proposal for Engineering Services for the 2024 Town Road Improvements – Huxtable Point Road and East Horseshoe Lake Road from Bolton & Menk, seconded by B. Steele. Motion carried; all were in favor.
- **Resolution 2023-19** – B. Steele made a **motion (7)** to approve Resolution 2023-19 Supporting the Efforts of Ideal Township, Crow Wing County, MN, to obtain a Sourcewell grant for Improvements of their Transfer Station, seconded by J. Roach. Motion carried; all were in favor.
- **Sick & Safe Time Leave Policy** – B. Steele made a **motion (8)** to adopt the Earned Sick & Safe Time Policy and add to the Mission Township Operating Policies & Procedures as amended to include ‘Employees can carryover and accrue a maximum of 50% of earned ESST (maximum of 24 hours) in a calendar year. No payout of accrued ESST will be made when an employee separates from the Town’, seconded by J. Roach. Motion carried; all were in favor.
- **CTC Service Agreement** – J. Auge made a **motion (9)** to accept the 5-year Service Agreement with Consolidated Telephone Company for phone & internet services, seconded by B. Steele. Motion carried; all were in favor.
- **County Roads 11/109 Broadband Update** – J. Auge stated progress is continuing and are looking for grants.
- **HR Hiring Process & Forms** – After review, board approved the ‘Hiring Checklist’, ‘Interview Checklist’ and ‘Employment Interview Panel Rating Form’. All employees will have a background check done via Crosslake P.D.

- **MTFD Amazon Business Acct.** – There was discussion regarding the outstanding balance on the account. The account cannot be closed until payment is made. J. Auge proposed paying and seek restitution later. J. Auge made a **motion (10)** to direct Eric Anderley to settle the outstanding Amazon account balance of \$1,440.75 and closeout said account, seconded by B. Steele. Motion carried; all were in favor.
- **Township Email Account** – It is recommended by M.A.T., Kennedy & Graven and Couri & Ruppe, that townships establish a township email protocol. There was discussion and the board approved proceeding.
- **2025 Budget Process Update** – Departments & Committees should start working on requests for the 2025 Budget input as they will be due by the end of January.
- **Re-Organizational Meeting** – Scheduled for December 4th at 6:00pm. Will include review of Policies re-write.
- **Center Township Fire Contract Review** – Proposed meeting date of December 12th at 6:30pm. Clerk will contact Center Township to confirm. J. Auge made a **motion (11)** to schedule the Center Township Fire Contract review meeting for December 12th at 6:30pm at the Center Township Hall, seconded by J. Roach. Motion carried; all were in favor.

Future Agenda Items and Updates- Clerk will prepare the 2024 Regular Scheduled Meeting calendar. B. Steele will address MBFTE reimbursements and invoices at the December meeting.

Adjourn - B. Steele made a **motion (12)** to adjourn the November 13th Regular Township meeting at 8:35pm, seconded by J. Roach. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson
Clerk

Jon Auge
Chair

*****November minutes are unapproved until the December 11th Regular Township Meeting *****