

March 11, 2024 @ 7:00pm

## Regular Township Meeting

**Present** – Chair Jon Auge; Supervisors Bob Steele, Jim Roach; Treasurer Mary Zabilla; Fire Chief Chad Allord, Asst. Chief Tim Yeager; clerk A. Anderson. There were 2 residents that signed the roster. All stood for the pledge of allegiance.

**Zoom** – Park Committee Chair Jim Peterson

**Called to Order** – J. Auge called the March Regular Township Meeting to order at 7:00pm.

**Public Comments** – None presented

**Approval of Agenda** – Approved as presented

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

- **Minutes** – February 1, 2024 Fire Dept. Workshop; February 5, 2024 2025 Budget/Levy Meeting; February 12, 2024 Regular Township Meeting; March 4, 2024 Special Mtg. Asst. Fire Chief Interviews
- **Treasurers Report** – Beginning balance \$2,292,091.10; Receipts \$36,603.18; Disbursements \$418,825.74; Ending Balance \$1,909,868.54. Payroll should now be current – all payroll should be turned into M. Zabilla by the last day of each month.
- **Claims for Approval** - #10520 - #10542 (\$21,316.33) Checks 10540 – 10542 are voided as they are paid electronically via Paper Plan-it.
- **Park Expenditures** – None anticipated.
- **Crosslake Police Report** – February 2024 there had been 71 calls; 167 calls year-to-date.

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

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

**Fire Dept.** – Chief Chad Allord reported

- 8 calls (1 – Pelican; 7 – Mission) 15 calls year-to-date
- **Personnel** – J. Roach made a **motion (2)** to approve Cassandra Wolkenhauer and Jeff Hanson as new hires pending a background check, seconded by B. Steele. Motion carried; all were in favor.
- **Budget/Purchasing** - Working on cancelling the AT&T WIFI hotspot.
- **Training** – Chief received quotes from NorthPoint Emergency Training and from FIRE, Inc for quarterly training. The Board approved using these companies with the understanding approval and reimbursement for actual training will follow our normal approval & claims processes as specified in our Operating Policies.
- **Misc.** – Chief requested permission to participate in the Crosslake St. Patrick’s Day Parade – Board approved. Chief requested a township credit card; J. Roach made a **motion (3)** to approve the request for a township credit card for the Fire Chief, seconded by B. Steele. Motion carried; all were in favor. Fire Designated Supervisor approved clerk submitting Form FA-1 to the State as it was due March 15, 2024.
- **Reimbursement Forms** – Fire Chief will submit reimbursement for training from the MBFTE using the standard form and following our claims process. All submissions require board approval.
- **Fire Relief** – Eric Anderley reported a balance of \$77,998.21 as of March 8, 2024. J. Auge recommended Eric email the quarterly Relief Association minutes to the board, which contains updates on financials and activities, in lieu of monthly in-person reports. Should issues or key updates arise, Eric is always welcome to be added to any agenda. Board agreed and the standard agenda will be revised accordingly.

**Roads/Road Committee Report** – There was nothing new to report.

**Planning & Zoning Update** – Tracts LLC – After-the-Fact Variance for OHW setback on Horseshoe Lake lot. DRT meeting held on Feb. 26<sup>th</sup>. This will likely be on our April agenda.

**Park/Park Committee Report** – Discussion regarding park clean-up occurring earlier in the season. B. Steele and Martha did some clearing of branches.

- Pickleball Court Reservations – The Board affirmed using the rates in our Fee Schedule which are Mission property owners \$25 (season); Non-Mission property owners \$50 (season).

Cemetery – Nothing to Report

Transfer Station – J. Roach will contact Pequot Sand & Gravel regarding payment for fill that was taken out.

**Discussion/Action Items** – All documents can be found on the township website ([missiontownship.org](http://missiontownship.org))

- **Mission Township Contribution to Fire Relief Fund** – Mission taxpayers contribute through their taxes. After much discussion it was agreed that J. Roach would review the OSA Relief Reports, gather any other information needed and bring his recommendation to the board. J. Auge will re-send Troy Gilchrist’s 12-3-2009 ‘Memorandum on relief associations funding and municipal obligation’ as background for the board. – **Tabled** to the May meeting.
- **Capital Improvement Plan Overview** – Completed Projects (Est. cost \$899,320; Actual cost \$1,032,311) Town had received a DNR matching grant. Committed Projects (Est. cost \$1,079,084; Actual cost \$463,698 to- date, projected remaining cost \$683,084) Remaining projects to complete 2022-2026 CIP Plan (Est. cost \$705,836). Reserves are healthy – access again in the fall. Further details can be found on the website under ‘meeting materials’.
- **2024 Road Project Plan** – J. Auge made a **motion (4)** to schedule an Open House for April 17, 2024 @ 6pm open to residents/public regarding the resurfacing of East Horseshoe Lake Road and Huxtable Point Road, seconded by B. Steele. Motion carried; all were in favor. The Open House will share project plans, construction timing and key communication contacts with the opportunity for questions.
- **Town Maintenance Position** – After discussion, the board agreed it would be best to hire a park attendant for this summer while the board works on a longer-term approach. B. Steele will contact park attendant Chuck Anderson, put together a maintenance schedule of duties for Mission Park and post a hiring notice. The board would like to recognize and thank Chuck for his many years as the ‘Park Attendant’. B. Steele will explore options and bring a proposal back to the board.
- **2024 Transfer Station Fees** – J. Auge made a **motion (5)** to revise/update Resolution 2023-21 to increase the Transfer Station fee for garbage to \$6.00 per bag, seconded by B. Steele. Motion carried; all were in favor.
- **Resolution 2024-02 Revising Compensation** – B. Steele made a **motion (6)** to adopt Resolution 2024-02 Revising Compensation, seconded by J. Auge. This revision removes hourly compensation for fire fighters. Motion carried; all were in favor.
- **2024 (Revised) Budget and 2025 Budget** – B. Steele made a **motion (7)** to adopt the revised 2024 budget and 2025 budget as previously reviewed by the board and presented by the treasurer, seconded by J. Auge. Motion carried; all were in favor.
- **Law Enforcement Contract with the City of Crosslake** – J. Auge made a **motion (8)** to approve the 3-year Contract for Law Enforcement with the City of Crosslake, seconded by B. Steele. Motion carried; all were in favor.

**Future Agenda Items** – Mission Tavern Liquor License Renewal; After the Fact Variance Tracts LLC; Award Roads Bids; ROW Ordinance Adoption

**Adjourn** – B. Steele made a **motion (9)** to adjourn the March 11<sup>th</sup> Regular Township meeting at 8.37pm, seconded by J. Auge. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson  
Clerk

Jon Auge  
Chair

\*\*\*\*\*March minutes are considered unapproved until the April 8<sup>th</sup> Regular Township Meeting\*\*\*\*\*