

July 8, 2024 @ 7:00pm

Regular Township Meeting

Present – Chair Jon Auge; Supervisors Bob Steele, Jim Roach; Treasurer Mary Zabilla; Fire Chief Chad Allord; 2 – fire fighters; clerk A. Anderson.

Zoom – There was 1 resident (as a note - technical issues with volume)

Called to Order – J. Auge called the July Regular Township Meeting to order at 7:00pm and all stood for the Pledge of Allegiance.

Approval of Agenda – Supervisor B. Steele requested adding item #4 under Discussion/Action Items – Job Descriptions for clerk and treasurer. Approved with addition.

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

- **Minutes** – June 10, 2024 Regular Township Meeting; June 27, 2024 Special Meeting on Town Maintenance Position and Crow Wing County Comprehensive Plan Input.
- **Treasurers Report** – M. Zabilla reported - Beginning Balance \$2,292,091.10; Receipts \$388,429.16; Disbursements \$731,207.65; Ending Balance \$1,949,312.61. Part of the first half taxes have been received. The Parks Court Reserve generated \$175 last month. Reports have been filed with Ehlers in June to satisfy the requirements of the bond and SEC.
- **Claims for Approval** - #10633 - #10665 (\$62,399.13) Checks #10663 - #10665 are voided as they are paid electronically via Paper Plan-it.
- **Park Expenditures** – Nothing new anticipated.
- **Crosslake Police Report** – June there were 75 calls – 492 year-to-date

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

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

Fire Dept. – Fire Chief Chad Allord reported

- 20 calls (13 – Mission; 6 – Center one of which was a fire; 1 – Pelican) 80 calls year-to-date
- **Equipment** – Delay in squad repairs as parts were hacked at dealer.
- **Personnel** – Fire 1 & 2 skills training schedule for August 17th for Jeff, Andrew and Cassie
- **Budget/Purchases** – MBFTE Reimbursement – B. Steele made a **motion (2)** to approve submitting the F.I.R.E. invoice for Live Burn Simulator training in the amount of \$1,400.00 to MBFTE for reimbursement; seconded by J. Roach. Motion carried; all were in favor.
- **PR/Events** – There was about 130 residents that attended the 50th Anniversary Fire Dept. Open House. \$1,225.50 was received in donations. **Fire Relief** – Sponsoring a Street Dance at Mission Tavern on July 20th.
- **Upcoming Training** – July 9th Med Compass; July 16th Water Rescue & Medical; August 20th Search & Rescue/Medical.
- **Programming of Radios** – Chief questioned if there was an update as to when the programming of the new radios would occur. B. Steele will research progress.

Roads/Road Committee Update – J. Auge reported

- **Maintenance Schedule for Truck Storage Bldg.** – Draft schedule has been finalized. Road Committee will review in August.
- **Driveway Access Ordinance** – In progress: Committee is reviewing existing ordinances in other communities.
- **Landscaping Proposal/Truck Storage Bldg.** – In progress: Committee is reviewing requirements and obtaining quotes.
- **Huxtable Point Repair** – Worked with CWC, B. Drown and Anderson Bros. to reshape the shoulder and install a 125 LF bituminous gutter to re-direct heavy rain falls. J. Auge made a **motion (3)** to approve the Change Order to contract CP 18-300-25 for the quoted cost of \$2,409.66; seconded by B. Steele. Motion carried; all were in favor.

- **Maintenance Bldg. & Landscaping** – Committee identified the need to install a road on the north side of the building for septic service and landscape the ground cover to stabilize the top soil. Quote was received from Norwood & Son Excavating for the work. J. Auge made a **motion (4)** to accept the estimate from Norwood & Son Excavating to Build a road around the truck garage to access hazmat tank (\$1,200); seconded by B. Steele. Motion carried; all were in favor. J. Auge made a **motion (5)** to accept the estimate from Norwood & Son Excavating to Spread topsoil, grade and seed around truck garage (\$1,600); seconded by B. Steele. Motion carried; all were in favor.

Planning & Zoning Update – Board reviewed.

- Williamson – Variance for Deck Replacement. B. Steele made a **motion (6)** to ‘Recommend Approval’ to CWC for the variance of an OHW setback of 74 feet to proposed deck, where 100 feet is required; seconded by J. Roach. Motion carried; all were in favor. The Board’s recommendation will be transmitted to Crow Wing County.
- Toner/Teeters – Variance Lot Split. B. Steele made a **motion (7)** to ‘Recommend Approval’ to CWC for the variance of a lot width of 75 feet, where 150 feet is required; seconded by J. Auge. Motion carried; all were in favor. The Board’s recommendation will be transmitted to Crow Wing County.

Park/Park Committee Report – B. Steele reported

- Committee meeting was held on July 8th
- Maintenance is continuing. Looking at staining the buildings at the park.
- Tennis courts are in need of maintenance
- Discussion regarding the purchase of a pressure washer for park use. B. Steele made a **motion (8)** to approve up to \$400 to purchase a pressure washer for park use; seconded by J. Auge. Motion carried; all were in favor.
- Discussion regarding the purchase of a rough-cut mower attachment for mowing the trails deferred until spring.

Cemetery – Nothing to report.

Transfer Station – Discussion regarding safety issues at the sand pit area and if signs of hazard should be placed in the area. J. Roach will work with M & R Sign Co. to purchase ‘Hazard’ signs and install.

Discussion/Action Items – All documents can be found on the township website (missiontownship.org)

- **Town Maintenance Position** – J. Auge had prepared a list of ‘Background’ information; ‘Required Implementation Actions’; and ‘Immediate Actions’ pertaining to a maintenance worker. Board reviewed with the knowledge that this process could take 60 – 90 days to fill such a position. J. Auge prepared an estimated cost analysis and a draft Job Description for the proposed maintenance worker position. The Board accepted both the Job Description and Cost Analysis and agreed to move forward with more discussion at the August meeting.
- **Town Asset Inventory** – M. Zabilla has created a template/spreadsheet regarding the town’s assets so each department can add inventory. J. Auge proposed the following ownership for each department: **General Ops** – M. Zabilla; **Cemetery** – J. Roach; **Fire** – Chief Allord; **Park** – B. Steele; **Roads** – J. Auge; **Town Hall Site** – J. Auge; **Transfer Station** – J. Roach. The goal is to complete the inventory by October 1st if possible. After review, all were in agreement.
- **Ditch Mowing Contract with M&R Services** – J. Auge made a **motion (9)** to approve the 4-year Services Agreement Contract with M & R Services for Ditch Mowing; seconded by B. Steele. Motion carried; all were in favor.
- **Job Description – Clerk & Treasurer** – B. Steele requested the clerk and treasurer clarify their duties (add or delete) based on the 2023 Minnesota Statutes of duties for clerks (367.11) and treasurers (367.16).

Adjourn – B. Steele made a **motion (10)** to adjourn the July 8th Regular Township Meeting at 8:35p.m.; seconded by J. Roach. Motion carried; all were in favor.

Respectfully Submitted,
Anna Anderson, clerk

Jon Auge, Chair