

August 12, 2024 @ 7:00pm

Regular Township Meeting

**Present** – Chair Jon Auge; Supervisors Bob Steele, Jim Roach; Treasurer Mary Zabilla; Fire Chief Chad Allord; 3-firefighters (2-residents); Park Committee Chair Jim Peterson; clerk A. Anderson.

**Zoom** – Technical issues – no Zoom

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

**Approval of Agenda** – Approved as presented.

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

- **Minutes** – July 8, 2024 Regular Township Meeting; July 25, 2024 Special Meeting on determining to submit the Option B question to make the town clerk position appointive to the town electors and to discuss remodeling of the town hall.
- **Treasurers Report** – M. Zabilla reported – Beginning balance of \$2,292,091.10; Receipts \$539,189.38; Disbursements \$790,729.11; Ending balance \$2,031,282.39. Township has received the final first half of taxes from CWC in the amount of \$131,377.50. M. Zabilla requested approval to transfer the capital levy funds received from the tax payment from out of Bremer Money Market account to the Ehlers General Fund account (\$71,200.94).
- **Claims for Approval** - #10666 - #10698 (\$88,351.47) Checks #10696 - #10698 are voided as they are paid electronically via Paper Plan-it. **Claims changes/corrections** - #10677 – Anderson Brothers voided and reissue due to change order – Anderson’s invoice #34850 deducted \$2,409.66 – this was paid Oct/Nov 2023; #10690 – M.A.T.I.T voided and reissue due to increases with the insurance policy. Clerk will reissue – Board approved claims #10699 – Anderson Brothers \$5,971.89 and #10700 – M.A.T.I.T. \$13,433.00.
- **Park Expenditures** – Grind tree stumps (\$380.00 – Legacy Lawn Care) Repair mower deck - \$170 per hour with a total of \$1,266.
- **Crosslake Police Report** – July there were 58 calls – 550 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](http://missiontownship.org)

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

- 22 calls (Mission – 13; Center – 6; Pelican – 2; Mutual Aid – 1) 102 calls year-to-date
- **Personnel** – Jay Lokken turned in a letter of resignation; J. Roach made a **motion (2)** to accept Jay Lokken’s letter of resignation; seconded by B. Steele. Motion carried; all were in favor. Chief has completed the Organization Chart (Fire Chief/Asst. Fire Chief/Fire Capt./EMS Capt. Etc.) and shared it with the board.
- **Budget/Purchasing** – Working on getting another bid for equipping the new truck.
- **Training** – Aug. 20th search & rescue medical scenario w/Northpointe Training. Sept. will resume normal twice a month training.
- **Equipment** – There were 4 bad hoses when testing was completed in July – replacements have been ordered. Squad has been repaired.
- **PR Events** – August 24<sup>th</sup> Pancake Breakfast
- **F.E.M.A. Grant** – B. Steele signed an acceptance letter for a F.E.M.A Grant for S.C.B.A gear for the Fire Dept. in the amount of \$235,238.09.

**Roads/Road Committee Update** – J. Auge reported

- **EHLR & EBLR Speed Signage** – Still awaiting the installation of the speed limit signs on E. Bass Lake Rd. & E. Horseshoe Lake Rd. when it works into CWC’s schedule.
- **DNR State Park Roads Grant** – J. Auge made a **motion (3)** to approve Bolton & Menk to develop a DNR SPRA grant application for East Bass Lake Road, including a traffic count study if necessary; at a cost of \$2,232; seconded by B. Steele. Motion carried; all were in favor.

**Planning & Zoning Update** – Board reviewed – no changes. There have been 24 permits issued by CWC year-to-date.

**Park/Park Committee Report** – Park Chair stated they are in maintenance mode for the summer. The pavilion has been reserved heavily this year.

**Cemetery** – J. Roach stated that a bench had been pushed/moved. There was discussion – no action needed. There was discussion regarding notifying cemetery owners of the changes in selling/gifting plots. J. Auge will work with clerk to assist in the notification.

**Transfer Station** – There was discussion regarding what is going into the dumpsters and the increased costs. J. Roach will look into getting the dumpsters removed at the end of the season to help save on rental costs. J. Roach stated the hazard signs are a work in progress.

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

- **Town Maintenance Position** – J. Auge had prepared for board review **a)**-Estimated cost analysis; **b)**-Maintenance worker job description; **c)**-Requirements/Background; **d)**-Advertisement for Maintenance Position. B. Steele made a **motion (4)** to approve the 'Mission Township Maintenance Worker Position Advertisement for Applicants' to be published and posted; seconded by J. Roach. Motion carried; all were in favor. There was discussion regarding salary with the consensus to stay with a split salary of \$19/hr. except plowing which will be \$25/hr. subject to change depending on applicants.
- **M.A.T.I.T. Insurance Coverage** – J. Auge had worked with all departments to assess everything that is insured. There were areas that were under insured (AV equipment, handheld radios, building). After review; J. Auge made a **motion (5)** to approve the increase in coverage as proposed; seconded by J. Roach. Motion carried; all were in favor.
- **Cannabis Law Registration Role** – Board reviewed Resolution 2024-07 Delegating Authority regarding Cannabis registration. B. Steele made a **motion (6)** to Adopt Resolution 2024-07 Delegating Authority to Crow Wing County to Register Cannabis Businesses; seconded by J. Roach. Motion carried; all were in favor.
- **Town Officers Job Descriptions** – B. Steele worked with elected officers putting together a 'draft' of their job descriptions/duties. Board reviewed and was asked to bring additions/changes to the September meeting for finalization.

**Future Agenda Items and Updates** – B. Steele will work on getting bids to construct an office in the town hall.

**Adjourn** – J. Auge made a **motion (7)** to adjourn the August 12<sup>th</sup> Regular Township Meeting at 8:25p.m.; seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson  
Clerk

Jon Auge  
Chair

\*\*\*\*\*August 12<sup>th</sup> meeting minutes are unapproved until the September 9<sup>th</sup> Regular Township Meeting\*\*\*\*\*