

October 14, 2024 @ 7:00pm

Regular Township Meeting

Present – Chair Jon Auge; Supervisor Bob Steele; Treasurer Mary Zabilla; Fire Chief Chad Allord; Roads Committee Chair Dave Hauser and clerk A. Anderson.

Zoom – Supervisor Jim Roach; Park Committee Chair Jim Peterson.

Called to Order – J. Auge called the October Regular Meeting to order at 7:01pm and all stood for the Pledge of Allegiance.

Approval of Agenda – Approved as presented.

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

- **Minutes** – September 9, 2024 Regular Township Meeting; September 23, 2024 Special Meeting on Maintenance Worker Interview & Next Steps
- **Treasurers Report** – M. Zabilla reported – Beginning balance \$2,292,091.10; Receipts \$564,701.85 (YTD); Disbursements \$906,644.62 (YTD); Ending Balance \$1,947,796.32. M. Zabilla stated that the bond transfer for the Fire Radios has been completed. Treasurer had a meeting with Ehlers regarding the debt service – payment is due on 12/1/2024. Ehlers will replenish the account from 2024 tax payments. They also discussed upcoming road expenses along with the delivery of the fire truck. General Funds are invested in laddered treasury bills with maturities in 2025 – 2028. There will be \$170,000 allocated to short-term investments that are more liquid.
- **Claims for Approval** - #10744 - #10773 (\$23,644.70) Checks #10771 - #10773 are voided as they are paid electronically via Paper Plan-it.
- **Park Maintenance Expenditures** – Nothing new anticipated.
- **Crosslake Police Report** – September there were 84 calls – 711 calls year-to-date.

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

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

- 11 calls (5-Mission; 6-Center) 121 calls year-to-date
- **Equipment** – T-2 equipment has started coming in; still waiting on hoses and nozzles.
- **Personnel** – Background checks and physicals have been completed on new firefighters C. Duval and J. Strack.
- **Budget/Purchases** – Nothing major at this time; just a few EMS supplies.
- **PR/Events** – Halloween trunk or treat at Gather on 3 and also at Mission Tavern.
- **Training** – 10/8 – Monthly department meeting; 10/15 – Medical training; 10/22 – HazMat Refresh.
- **MacQueen Quote/Estimate** – Board reviewed the parts estimate from MacQueen for SCBA equipment (Sourcewell Contract). After review B. Steele made a **motion (2)** to approve the estimate minus \$968.00 for the Charging Station, seconded by J. Auge. There was discussion regarding the F.E.M.A. grant and their regulations. Board agreed the Charging Station is still a need and will be covered by township funds. Roll call unanimous all were in favor; **motion carried.**

Roads/Road Committee Update – J. Auge reported

- **Speed Limit Signs** – Signs have been installed on E. Bass Lake Road (45-mph) and E. Horseshoe Lake Road (50-mph).
- **Maintenance Bldg.** – Landscaping has been completed by Gary Norwood
- **Street Lights** – CWC has agreed to assume the cost of two street lights per a new county policy. A new street light will be installed at the corner of Cty. 3 & Cty. 109 by CWC.
- **Plow Truck** – When preparing for the annual DOT inspection; plow truck did not start and was towed to Momentum for service/repairs. All repairs and the DOT inspection are expected to be completed in the next two weeks.

Planning & Zoning Update – Board reviewed – There have been 41 permits issued by CWC year-to-date. There is nothing new pending.

Park/Park Committee Report – Routine Park closing will begin this month. Pressure washer has been stored in the Maintenance Building.

Cemetery – J. Roach will contact Quinn M. regarding staking/marking the cemetery for the winter.

Transfer Station – Last day the Transfer Station will be open is October 26th and will reopen on April 5, 2025 (weather permitting).

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

- **Town Maintenance Position** – J. Auge had received a couple more applicants. J. Auge made a **motion (3)** to schedule interviews for October 21st @ 5:00pm; seconded by B. Steele. Roll call unanimous all were in favor; **motion carried.**
- **Town Officer Position Description** – Board reviewed job descriptions for the clerk and treasurer. B. Steele made a **motion (4)** to approve the Job Descriptions for the clerk and treasurer with an addition of ‘other assigned duties’ to the description; seconded by J. Auge. Roll call unanimous all were in favor; **motion carried.**
- **Clerk Office Quotes** – B. Steele stated it has been difficult acquiring quotes and will continue to acquire estimates/quotes to create a clerk office in the town hall.
- **Cemetery Policy Letter** – After reviewing the policy letter that was approved to be sent to cemetery plot owners it was discovered that cemetery records are incomplete making it difficult to identify some owners. J. Auge proposed not sending the letter and researching more with our attorney and CWC, and bringing it back at a later date. The board agreed with this approach.
- **Road Inspection Report** - Annual Roads inspection was held on October 10th. J. Auge will request quotes for required 2025 road maintenance as listed on ‘2024 Road Inspection Summary Report’. Board will review as quotes are received.
- **Asset Inventory** – Fire Chief C. Allord had prepared a detailed ‘Physical Inventory List’ of the fire department for board review to ensure assets are insured properly. Board thanked the Chief for a thorough list. Remaining departments must complete their inventory.
- **DNR SPRA Grant Submission for E. Bass Lake Road** – Board reviewed the Grant information regarding the State Park Road Account Project Submittal of E. Bass Lake Road. After review – B. Steele made a **motion (5)** to Adopt Resolution 2024-08 Authorizing Submission of DNR State Park Road Account (SPRA) Grant Application for the Reclamation & Improvement of East Bass Lake Road; seconded by J. Auge. Discussion. Roll call unanimous all were in favor; **motion carried.**
- **Conflict of Interest Resolution – Plowing** – B. Steele made a **motion (6)** to Adopt Resolution 2024-09 Authorizing Contract with Interested Officer Under Minnesota Statutes, Section 471.88, Subdivision 5 for J. Roach to plow our town roads; seconded by J. Auge. Roll call unanimous with J. Roach abstaining from voting. **Motion carried.**
- **Clerk Position Planning** – J. Auge proposed advertising for the clerk position immediately after the Nov.5th election to expedite the process. The goal is to have a new clerk in place to train with Anna before the end of her term. J. Auge agreed to prepare an advertisement, and the board supported this approach.

Future Agenda Items – Fire contract meeting with Center Township – clerk will contact Center Twp. for dates.
2025 Roads maintenance

Adjourn – J. Auge made a **motion (7)** to adjourn the October 14th Regular Township Meeting at 8:05pm; seconded by B. Steele. Roll call unanimous all were in favor; **motion carried.**

Respectfully Submitted,

Anna Anderson
Clerk

Jon Auge
Chair

******October 14th meeting minutes are unapproved until the November 12th Regular Township Meeting ******