

September 9, 2024 @ 7:00pm

Regular Township Meeting

Present – Chair Jon Auge; Supervisors Bob Steele, Jim Roach; Treasurer Mary Zabilla; Asst. Fire Chief Tim Yeager; Park Attendant Scott Lenzmeier. There were 3 residents that signed the roster; one non-resident.

Zoom – No attendance

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

Presentation – Crosby-Ironton School Superintendent Jamie Skjeveland and Community Member Mike Aulie - Brought for board review and discussion Resolution 2024 ‘Supporting the Crosby-Ironton I.S.D. #182 Operating Levy Referendum’. (This information can be reviewed on the township website – missiontownship.org)

Approval of Agenda – Add update S.A.M. account & Crosby-Ironton School Referendum. Approved with additions.

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

- **Minutes** – August 12, 2024 Regular Township Meeting
- **Treasurers Report** – M. Zabilla reported – Beginning balance of \$2,292,091.10; Receipts \$559,791.24 (YTD); Disbursements \$877,802.88 (YTD); Ending balance \$1,971,722.59. M. Zabilla is requesting board approval to transfer bond fund proceeds to the General Fund (\$83,816.87) for the fire radios payment to Motorola Solutions. Remaining bond fund \$1,041,542.37 (breakdown of allocation is on the website under financials)
- **Claims for Approval** - #10701 - #10743 (\$28,486.66) Checks #10741 - #10743 are voided as they are paid electronically via Paper Plan-it.
- **Park Maintenance Expenditures** – Attendant Scott Lenzmeier stated the door on the shed needed to be replaced; B. Steele will get quotes.
- **Crosslake Police Report** – August there were 77 calls – 616 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

Fire Dept. – Asst. Fire Chief Tim Yeager reported

- 8 calls (7 – Mission; 1 – Center; 3 – Mutual Aid) 110 calls year-to-date
- **Personnel** – New applicants: Casey Duval and Jennifer Strack. After review of applications; J. Roach made a **motion (2)** to approve Casey Duval and Jennifer Strack as new hires pending a background check, seconded by B. Steele. Motion carried; all were in favor. **Leave of Absence** – Cassandra Wolkenhauer requested a leave of absence due to medical. J. Roach made a **motion (3)** to accept the request for a ‘Leave of Absence’ from C. Wolkenhauer; seconded by B. Steele. Motion carried; all were in favor.
- **Budget/Purchasing** – Dinges Fire quote #64922 was reviewed (\$21,494.50) for equipment for the new T-2. J. Roach made a **motion (4)** to approve the purchase from Dinges Fire quote #64922; seconded by J. Auge. Motion carried; all were in favor.
- **Demo** – Scheduled for Sept. 17th for MSA SCBA
- **Training** – Dept. will be going back to 2 trainings a month.
- **Fire Relief** – Received \$5,000 check from Brainerd Legion for doing bingo last year. They will be purchasing gas meters and thermal imaging cameras to donate to the Fire Department.

Roads/Road Committee Update - J. Auge reported

- Speed signs should be installed this month on EHLR (50-mph) & EBLR (45-mph).
- Landscape around the Maintenance Bldg. should be completed in Sept.
- Annual Road Inspection – J. Auge made a **motion (5)** to reschedule the Annual Road Inspection to Oct. 1st @ 10:00am; seconded by B. Steele. Motion carried; all were in favor.

Planning & Zoning Update – Board reviewed – There have been 33 permits issued by CWC year-to-date.

Park/Park Committee Report – Park continues to be heavily used.

Cemetery – Nothing to report.

Transfer Station – J. Roach stated the signage is still a work in progress. Last day the Transfer Station will be open is October 26th.

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

- **Town Maintenance Position** – There were 2 applicants; 1 of which withdrew as he had taken another full-time position. J. Auge made a **motion (6)** to schedule an Interview for September 23, 2024 @ 5:30pm; seconded by B. Steele. Motion carried; all were in favor.
- **Town Officer Job Descriptions** – J. Auge made a **motion (7)** to adopt the Supervisor Job Descriptions as presented; seconded by B. Steele. Motion carried; all were in favor. Board members were requested to review the Clerk & Treasurer descriptions and bring any final additions/changes to the October meeting.
- **CIP Finance Plan Update** - Brief discussion regarding Capital Improvements.
- **Board of Canvass** – J. Auge made a **motion (8)** to schedule the Board of Canvass Meeting for November 12, 2024 @ 6:30pm; seconded by B. Steele. Motion carried; all were in favor.
- **Clerk Office Quotes** – B. Steele had received two quotes to construct an office in the town hall (Parker Const. \$5,650; Lakes & Prairies Const. \$3,850). Board reviewed the quotes and after discussion – B. Steele will research more options.
- **Cemetery Revised Policy Letter** – J. Auge had prepared a letter to Mission Township Cemetery Deed owners for board review. B. Steele made a **motion (9)** to approve the revised policy letter to be sent to Township Cemetery Deed owners; seconded by J. Auge. Motion carried; all were in favor.
- **S.A.M. Account** – System for Award Management – B. Steele has updated the account.
- **Crosby-Ironton School Dist. Referendum** – B. Steele made a **motion (10)** that the Town Board supports the 10 year 1.5 million operating levy for the Crosby-Ironton school district and B. Steele will write a brief statement of support to be posted on the website and shared with the school district; seconded by J. Roach. Motion carried; all were in favor.

Adjourn – B. Steele made a **motion (11)** to adjourn the September 9th Regular Township Meeting at 8:40pm; seconded by J. Auge. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson
Clerk

Jon Auge
Chair

*****September 9th meeting minutes are unapproved until the October 14th Regular Township Meeting*****