

November 12, 2024 @ 7:00pm

Regular Township Meeting

Present – Chair Jon Auge; Supervisors Bob Steele, Jim Roach; Treasurer Mary Zabilla; Fire Chief Chad Allord and clerk A. Anderson. There were 2 residents that signed the roster.

Zoom – Road Committee Chair Dave Hauser; Park Committee Chair Jim Peterson; 1 – resident.

Called to Order – J. Auge called the November Regular Township Meeting to order at 7:00pm 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** – October 14, 2024 Regular Township Meeting
- **Treasurers Report** – M. Zabilla reported – Beginning Balance \$2,292,091.10; Receipts \$600,411.13 (YTD); Disbursements \$934,821.53 (YTD); Ending Balance \$1,955,346.69 (YTD). M. Zabilla reported the receipt of \$31,488.21 from the State Fire Relief that is included in the claims to Mission Fire Relief. The next bond is due Dec. 1st (\$87,250.00), these funds will be deducted from the debt service account by Ehlers and paid to Northland Securities. M. Zabilla requested approval to attend a ‘End of Year’ training at M.A.T. on Nov. 18th.
- **Claims for Approval** - #10774 - #10804 (\$91,125.96) Checks #10802 - #10804 are voided as they are paid electronically via Paper Plan-it.
- **Park Maintenance Expenditures** – Pre-approved tractor repairs completed; No further expenses anticipated.
- **Crosslake Police Report** – October there were 43 calls – 754 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

Fire Dept. – Fire Chief Chad Allord reported the following

- 11 calls (7-Mission; 3-Center; 1-Pelican) 132 calls year-to-date
- **Training** – Nov. 12th Relief Mtg; Nov. 26th First Due Interior Attack; Dec. 17th Gas/Tic along with C/O alarms; SCBA training will be scheduled when new packs arrive
- **PR Events** – Donation of \$1,000 was received from Xcel Energy/Paradigm Liaison Servies (member attended a conference and entered a drawing); Trunk or Treat events were well attended; Dec. 3rd Volunteer Food packing with Nisswa F.D.
- **Purchases** – With the \$1,000 donation Chief requested approval to purchase 4 – gas meters at \$999 plus shipping. B. Steele made a **motion (2)** to approve the purchase of 4 – gas meters using the donated funds; seconded by J. Roach. Motion carried; all were in favor. Equipment continues to arrive; some items are still pending.
- **Mutual Aid Agreement** – Chief had received a ‘Cuyuna Range Fire Service Mutual Aid Agreement’ and brought it to the board for discussion. After review and board not recalling this type of agreement; Chief will acquire further information.
- **Fire Relief** – Chief had for board review, revisor of Statutes from the State of Minnesota regarding ‘424.A.04 Volunteer Relief Associations; Board of Trustees’. (for further information visit revisor.mn.gov/statutes and enter the statute number). Board requested section (f) be noted: ‘A municipal trustee under paragraph (a), (b), (c), or (d) has all the rights and duties accorded to any other trustee, except the right to be an officer of the relief association board of trustees.’ J. Roach requested that deferred relief members be notified of relief meetings.

Roads/Roads Committee Update – J. Auge stated road projects have been completed for the year. Grant from DNR for East Bass Lake Road is still a work in progress.

Planning & Zoning Update – Variance request from Granite Lake LLC (parcel #77290554) for a guest cottage exceeding 700 square feet & exceeding height requirements was reviewed. After reviewing; B. Steele made a **motion (3)** to

'Recommend Denial' of the variance to Crow Wing County; seconded by J. Auge. Discussion; Motion carried; all were in favor. J. Auge will submit a letter to Crow Wing County Land Services of Mission Town Board decision.

Park/Park Committee Report – Chair J. Peterson stated the door on the garage will soon be replaced (pre-approved). Blower is now on the tractor and the water has been turned 'off'. J. Peterson wanted to give a 'Thank You' to Michael Blassey, Jim Schramm for assisting him with the shutting down process of the park.

Cemetery – J. Auge stated that Minnesota Statutes states that after 40 years of plots not being used the plot can be forfeited back to the Township if owner does not claim. J. Auge will continue to research.

Transfer Station – Closed for the winter; will open the 1st Saturday of April 2025, weather permitting.

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

- **Clerk Position & Office** – J. Auge stated with the ballot question passing to change the clerk's position from elected to appointed; they will now seek applicants. J. Auge had sent an email out to the Crow Wing County clerks list to seek any interest; there have been 2 interested individuals within the township. There was discussion regarding benefits, pay, voting issues, office hours, etc. It was stated that if the position would return to an elected position, it would need to be on the next election ballot. Applications for the clerk position will be accepted until November 29th. J. Auge made a **motion (4)** to hold interviews on December 2nd at 5:00pm; with an alternate date of December 4th at 5:00pm; seconded by B. Steele. Motion carried; all were in favor. **Office** – B. Steele had received a draft from Hytec Construction and an estimate from Parker Construction to construct an office. There was discussion regarding the location. After review; B. Steele made a **motion (5)** to accept the estimate from Parker Construction and include electrical costs not to exceed \$12,000 to complete the office; seconded by J. Auge. Discussion. Motion carried; all were in favor.
- **Town Maintenance Position** – There have been no applicants at this time. J. Auge stated the board should look at simplifying the position to snow plowing and park maintenance. J. Roach has agreed to snow plow for the 2024/2025 season.
- **F.E.M.A. Grant** – B. Steele stated there was a Civil Rights Evaluation that was required to be completed for the recent grant and has applied for an extension. The Evaluation is now due before December 31st. There was further discussion. B. Steele made a **motion (6)** to adopt and add to Mission Townships policies the '4.1 Discrimination and Harassment Prevention Policy' to comply with Federal civil rights laws; seconded by J. Roach. Motion carried; all were in favor. J. Auge will update the policy and forward to all.

Future Agenda Items – Dec. 2nd – Clerk interviews; Dec 2nd Reorganization Mtg.; Dec. 9th Regular Twp. Mtg.; Dec. 10th Fire Contract Mtg. at Center Twp.

Adjourn – J. Auge made a **motion (7)** to adjourn the November 12th Regular Township Meeting at 8:30pm; seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson
Clerk

Jon Auge
Chair