

June 3, 2019 @ 7:00pm Regular Township Meeting

Present – Chairman Jeff Schommer; Supervisors Jim Roach, Dave Hauser; Treasurer Dominic Henderson, clerk A. Anderson. There were four residences that signed the roster.

May minutes were reviewed by all. D. Hauser wanted to add under Fire Relief ‘There was no Fire Relief report’. With the changes J. Schommer made a **motion (1)** to accept the May minutes with the changes, D. Hauser seconded. All were in favor. J. Roach stated that any changes to the minutes should only be done at the next month’s meeting.

Rob Hall Assistant County Engineer with Crow Wing County discussed future county highway projects within Mission Township. In 2020 there will be road work done on CR 116 from CR 3 to the public landing. In 2021 resurfacing from CSAH 3 to CSAH 19 including other improvements as needed will be completed. Hall stated that speed limit ‘Advisory’ signs can be placed without a road study.

Crosslake Police Report – Chief Eric Lee reported on 66 calls for May, there have been 254 calls year-to-date.

Treasurer’s Report – Henderson stated receipts for May were \$20,190.08. Disbursements of \$25,759.98 were approved at the May meeting, leaving a May 8th balance of \$852,665.29. J. Schommer requested financial reports before the meetings. Clerk will forward financial reports to the supervisors. J. Schommer made a **motion (2)** to accept the treasurer’s report. D. Hauser seconded and all were in favor.

Mission Fire Dept. Report – Chief Eric Makowski reported on 13 calls. There had been 7 in Mission, 1 in Pelican and 5 mutual aid calls. Year-to-date there has been 56 calls. Chief distributed to the supervisors; Personnel Roster, an Activity/Training Report per attendee. Chief stated he would email an Annual Review form for the supervisors to review. There was discussion regarding a process for exiting employees who are on the roster but not active. Chief questions what he would need for termination. There was discussion. Chief reported they are working on establishing direct billing with most vendors.

Fire Dept. Officers Promotions: Assistant Chief 3 – Chad Allord; Captain 2 – Eric Anderley; Lieutenant 2 – Jill Allord; Training Officer – Zach Weberg; Safety/Accountability Officer Jon Bachman.

Chief requested permission to have the Mission Fire trucks attend other local 4th of July parades, stating it was good public relations. There was discussion. J. Schommer made a **motion (3)** to permit Mission Fire trucks to attend 4th of July parades in Brainerd, Crosby, Nisswa and Mission Township events. J. Roach seconded. Discussion, D. Hauser opposed stating resources should be kept in the area. Motion carried. D. Hauser questioned the ‘Vial of Life Program’ and asked chief to do research. Michael Blassey ‘Thanked’ the chief for the ‘Prairie Burn’.

Cemetery – Clerk received the cemetery plat from Westwood to be filed with Crow Wing County for the newest portion of Mission Cemetery.

Transfer Station – Dale Van Horn stated Saturdays have been very busy.

Road & Bridge – D. Hauser stated that Mission Park Drive has been marked properly for the 35MPH signs to be placed.

Park & Recreation – Michael Blassey stated that the Tennis program is in full swing, Mon-Wed-Fri. Greg Junker is now heading up this program. The Independence Day Parade will be Saturday June 29 starting at 11:00pm. Van Horn Services has finished the spring clean-up.

Fire Relief Report – J. Roach stated the Quarter Meeting will be on June 24 at 7:00pm. J. Schommer requested financial reports. J. Roach stated financial reports will be available after this meeting for the July Regular Township meeting.

Recycle – J. Roach meet with Doug Morris with Crow Wing County, they are working at getting funding for recycle in the amount of \$25,000 to 30,000.

Old Business – Regarding ‘Land Swap’ with Chad Harting – Chad stated he would be attending the D.I.R.T.’s next meeting in June. There was more survey information that had to be finished. Harding requested a board member to attend the county meeting on July 18th. J. Roach stated we should review the survey then move forward from there. D. Hauser stated he would attend the July 18th meeting with Harding. Board would review after that meeting.

Snow Removal Bid form; J. Schommer revised for board review. This will be tabled until the July meeting.

Website – Chief Eric Makowski discussed using ‘Go Daddy’ as a company to start-up a new website for the township. There was discussion. J. Roach made a **motion (4)** to move forward with Sytek Marketing’s bid for website development, D. Hauser seconded. J. Schommer opposed, stating we should go with the one that costs less. Motion carried.

Policy Update – J. Schommer had sent the draft of the ‘Mission Township Operating Policies’ to Couri & Ruppe for their review. J. Schommer stated they would review the draft and develop policies that would be pertinent to Mission Township. This would cost approximately \$600. J. Schommer made a **motion (5)** to have Couri & Ruppe draft ‘Policies for Mission Township’, D. Hauser seconded. J. Roach opposed stating there are too many policies. Motion carried.

June 10th Policy Meeting – Part 2 will be cancelled.

J. Schommer requested board permission to attend a seminar that Couri & Ruppe were holding on June 13th. Any board member should have the right to attend.

J. Schommer made a **motion (6)** to pay those who can attend the seminar at Couri & Ruppe at a regular meeting rate, plus mileage. J. Roach seconded and all were in favor.

New Business – Treasurer had Paper Plan-it prepare an estimate for services to reconcile Mission Bank statements. After review, J. Schommer made a **motion (7)** to accept the estimate for bank reconciliation from Paper Plan-it. D. Hauser seconded, J. Roach opposed stating redundancy. Motion carried.

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There was discussion regarding Fire Relief By-Laws. Quarterly meeting is set for June 24th @ 7:00pm.

There was discussion regarding the Tax I.D. number. Clerk will make sure all who are doing ordering will have the Tax I.D. number.

Clerk will check with Center and Pelican Townships to see if June 17th will work for a Fire Contract Meeting.

There was discussion regarding Contractor Forms. M.A.T. website has samples. Board will review at the July Regular Meeting.

There was discussion regarding the use of the township credit card. J. Schommer made a **motion (8)** to formalize a moratorium on the use of the township credit card. D. Hauser seconded discussion. J. Schommer made a **motion (9)** to rescind the previous motion. J. Roach made a **motion (10)** to table the moratorium on the use of the township credit card, J. Schommer seconded. D. Hauser opposed believing the moratorium should be in effect now. Motion carried.

J. Schommer made a **motion (11)** to pay claims 8796 – 8821 in the amount of \$93,115.85. D. Hauser seconded and all were in favor. Check numbers 8819, 8820 and 8821 are voided because they are paid electronically.

J. Schommer made a **motion (12)** to adjourn the June meeting at 9:15pm, seconded by J. Roach. All were in favor.

Respectfully Submitted,

Anna Anderson
Clerk

Jeff Schommer
Chairman

******June minutes are unapproved until the July 1st Regular Meeting @ 7:00pm******

Upcoming Dates:	June 24	7pm	Fire Relief Quarterly Meeting
	June 29	11am	Independence Day Parade
	July 1	7pm	Regular Township Meeting
	July 9	7pm	Fire Meeting