

December 9, 2024 @ 7:00pm

Regular Township Meeting

Present – Chair Jon Auge; Supervisors Jim Roach, Bob Steele; Treasurer Mary Zabilla; Fire Chief Chad Allord; clerk A. Anderson; new appointed clerk Naomi Scott. There was 1 resident and cemetery attendant that signed the roster.

Zoom – Road Committee Chair Dave Hauser; Park Committee Chair Jim Peterson

Called to Order – J. Auge called the December Regular Township Meeting to order at 7:04pm and all stood for the Pledge of Allegiance.

Approval of Agenda – Board approved as presented.

Presentation – J. Auge presented Supervisor J. Roach and Clerk A. Anderson a plaque ‘In Recognition of their Dedicated Service to the Citizens of Mission Township’.

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

- **Minutes** – November 12, 2024 Regular Township Meeting; November 12, 2024 Board of Canvass; December 2, 2024 Special Meeting to Interview for Town Clerk
- **Treasurers Report** – M. Zabilla reported – Beginning Balance \$2,292,091.10; Receipts \$611,778.58 (YTD); Disbursements \$1,113,563.03 (YTD); Ending Balance \$1,787,954.64. M. Zabilla attended a M.A.T. training meeting for Treasurers and Clerks in November where they reviewed year-end reporting of financials, Workers Comp. Payroll information, W-2 and 1099s and reporting information to the State Auditor.
- **Claims for Approval** - #10805 - #10839 (\$31,956.66) Checks #10837 - #10839 are voided as they are paid electronically via Paper Plan-it.
- **Park Maintenance Expenditures** – None anticipated at this time.
- **Crosslake Police Report** – November there were 65 calls – 855 calls 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

Fire Dept. – Fire Chief Chad Allord reported the following:

- 7 calls (4-Mission; 3-Center)
- **Equipment** – All SCBA packs & bottles have been received and have been added to the inventory list. 4-gas meters & thermal imaging camera; along with 4-gas meters that the township purchased are all in service. Hoses have been received. New truck should arrive by the end of the year.
- **Training** – Dec 10th Dept. meeting and Nisswa bus extrication. Dec. 17th Gas Meter & Carbon Monoxide training. Jan. 7th SCBA training with MacQueen.
- **Member Certifications** – Brandon Cluever and Jill Allord – EMT refresher with North Point. Casey Duval – EMR training with North Point.
- **Purchases/Mechanical** – Chief requested approval to purchase an electric air pump for T-2 and two quick connects. J. Roach made a **motion (2)** to approve the purchase of an electric air pump for T-2 and two quick connects for the MSA Tanks; seconded by B. Steele. Motion carried; all were in favor.
- **Old Hand-held Radio's** – Chief will retain 9 radios for back-up. Lakes Area Rescue asked about donating the rest. J. Roach made a **motion (3)** to approve donating the remaining old hand-held radios to the Lakes Area Rescue; seconded by B. Steele. Motion carried; all were in favor.
- **Resignation** – Jeff Hanson turned in a letter of resignation. B. Steele made a **motion (4)** to accept the letter of resignation from Jeff Hanson; seconded by J. Roach. Motion carried; all were in favor.

Roads/Roads Committee Update – There was nothing to report.

Planning & Zoning Update – J. Auge stated permits are down for 2024. (43-YTD)

Park/Park Committee Report – Chair J. Peterson questioned with there being no park attendant – who would be keeping the trails plowed. B. Steele stated he would possibly keep them clear.

Cemetery – Cemetery Maintenance – Quinn Mathison stated he would like to review the contract and make some rate changes by the activity. Board will review changes and discuss further at the January meeting.

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

- **Clerk Position/Office Update** – Appointed Town Clerk Chronology was reviewed; noting ‘Authority of Clerk Office’; ‘Optional Forms of Town Government’; Ballot Initiative & Appointment Process’. Following the elections the board posted for the clerk position. There were two applications received; one withdrew at the last minute. Naomi Scott (Mission Township resident) was appointed unanimously following the interview and will start the first Monday of January. Final bids for the clerk office were reviewed – No Action was needed as they had already been approved at the November meeting.
- **Cuyuna Range Fire Service Mutual Aid Agreement** – After further review and discussion with Fire Chief; J. Auge **moved approval (5)** to sign the agreement; seconded by B. Steele. Motion carried; all were in favor.
- **Budget Process** – Board and Committee Chairs will put together requests for the 2026 budget based on the Budget template prepared using financial data for review at the February meeting.

Future Agenda Items – Fire Contract review with Center Township – Dec. 10th @ 6:00pm

Adjourn – J. Roach made a **motion (6)** to adjourn the December 9th Regular Township Meeting at 8:10pm; seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Anna Anderson
Clerk

Jon Auge
Chair