

January 13, 2025 @ 7:00pm

Regular Township Meeting Minutes

Present – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Treasurer Mary Zabilla; Assistant Fire Chief Tim Yeager; Clerk Naomi Scott. There were 5 residents and 2 fire members that signed the roster. There were 2 DNR personnel: Christine Reisz and AJ Temple; and 2 USDA personnel there for the DNR presentation and discussion.

Zoom – Present via Zoom: Road Committee Chair Dave Hauser, Park Committee Chair Jim Peterson, and DNR representative Patrick Hagen.

Administer Oath of Office to Supervisor-Elect Erik Lee – J. Auge administered oath to Supervisor Lee @ 7:04pm.

Call to Order & Pledge of Allegiance – J. Auge called the January Regular Township Meeting to order @ 7:08pm. All stood for the Pledge of Allegiance.

Open Forum – Merrifield resident Matt Kelly expressed concerns regarding a potential administrative subdivision at the end of Polaris Lane, and the ongoing maintenance of Polaris Lane, a private road. Discussion followed. J Auge will follow-up with Crow Wing County and respond to Matt Kelly.

Approval of Agenda – Board approved as presented.

DNR – Patrick Hagen presented on Zoom regarding Chronic Wasting Disease (CWD). The DNR “are requesting access permission to two Mission Township properties (Park & Transfer Station) to remove deer from them for CWD management efforts.” The board agreed no access will be granted for the park & adjacent land. B. Steele made a **motion (1)** to grant access to using transfer station property for purpose of this program. Discussion followed. All members of the board voted no; motion failed.

Consent Agenda – E. Lee made a **motion (2)** to approve the Consent Agenda with requested approvals as follows:

- **Minutes** – December 9, 2024 Regular Township Meeting; December 2, 2024 - 2025 Reorganization Meeting Minutes; and December 10, 2025 Center Township Fire Contract Review
- **Treasurer Report** – M. Zabilla reported beginning balance was \$2,292,091.10; receipts \$1,099,829.15; disbursements \$1,145,670.68; ending balance \$2,243,697.56.
 - The new IRS mileage reimbursement rate for 2025 is .70.
 - The State Sales Tax report has been filed and will be paid this month.
 - M. Zabilla noted that the Clerk’s copy of the financials and the Treasurer’s copy of the financials have not been in sync. That issue was resolved as of 1/4/2025. The Treasurer’s copy of the financials have been in sync with our third party provider, Paper Plan-It.
 - Treasurer requested approval to make the intra fund transfers for the end of the year. All of the receipts get assigned to the General Fund. We normally transfer money out of the General Fund to the Fire, Roads and Parks funds at the end of the year.
 - Treasurer requested approval to transfer \$40,631.91 from the General Fund to the Debt Service Fund. This dollar amount is from the 2nd half tax payment that we received in December.
- **Claims for Approval** - #10840 - #10872 (\$634,986.83); checks #10869, #10870, and #10872 are voided as they are paid electronically via Paper Plan-it; and check #10871 voided due to printing error and replaced by check #10872.
- **Park Maintenance Expenditures for Approval** – none.
- **Crosslake Police Report** – 65 Calls for December 2024, total of 920 calls in 2024 compared to 944 calls in 2023.

Motion seconded by B Steele. Motion carried; all were in favor.

Regular Town Operation Reports – All reports can be found in their entirety on the town website – missiontownship.org

Fire Dept. – Assistant Fire Chief reported 11 calls in December; 3 in Center (total 42 calls total in 2024), 5 in Mission (total 90 calls total in 2024), 1 in Pelican (13 calls total in 2024), and 2 mutual aid (5 calls total in 2024). Equipment: All training/fit testing done January 7th, all equipment serviced. No updates on Tender/Pumper. B. Steele to contact the

manufacturer for an update. Training schedule for the next month was reviewed. Staff Updates: Andrew Semo successfully completed Fire 1-2 and Hazmat. Equipment Issues: Rescue truck has steering issues and they're obtaining quote for repairs and inspection.

Roads & Roads Committee Report – No report.

Planning & Zoning Update – 44 permits issued in 2024 compared to 39 permits issued in 2023.

Park/Park Committee Report – Blacktop and ski trail are being maintained for winter use and garbage is being disposed of.

Cemetery – No report.

Transfer Station Report – No report.

Discussion/Action Items

- **Clerk Position and Office Construction** – Office electrical work will be done by the beginning of February. **Motion (3)** to accept Clerk Memorandum of Understanding (MOU) by J. Auge, seconded by E. Lee. Motion carried; all were in favor.
- **Contract Renewal: Optimal Landscaping for Cemetery Burials/Maintenance** – Reviewed. **Motion (4)** to approve by B. Steele, seconded by E. Lee. Motion carried; all were in favor.
- **Contract Renewal: Optimal Landscaping for Cemetery Burials/Maintenance** – Reviewed. **Motion (5)** to approve by B. Steele, seconded by E. Lee. Motion carried; all were in favor.
- **Contract Renewal: Van Horn Services** – Reviewed. **Motion (5)** to approve by J. Auge, seconded by E. Lee. Motion carried; all were in favor.
- **Town Board 2025 Key Initiatives** – Reviewed. B. Steele requested the addition of a 9th item regarding required policy language related to the FEMA grant. Adopted with this addition.
- **Budget Preparation – 2025 /Revisions, 2026 Proposed & Proposed Levy** – Discussion.
- **Town Board Master Planning Calendar** – Review and updates requested for the February meeting. This document helps guide the work of the board and staff.

Future Agenda Items & Schedule

- **Internal Audit** – January 15 @ 6:00pm
- **Budget/Levy** – February 3 @ 6:00pm
- **February Regular** – February 10 @ 7:00pm

Adjourn - J. Auge made a **motion (6)** to adjourn the January 13th, 2025 Regular Township meeting at 8:32pm, seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Naomi Scott
Clerk

Jon Auge
Chair

*****January minutes are unapproved until the February 10th Regular Township Meeting *****