

February 10, 2025 @ 7:00pm

Regular Township Meeting Minutes

Present – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Treasurer Mary Zabilla; Fire Chief Chad Allord; Clerk Naomi Scott. There was 1 resident that signed the roster.

Zoom – Supervisor Erik Lee attended from Sunchase IV, 1000 Padre Blvd, Suite 1001, South Padre Island, TX 78597. Also attending were Park Committee Chair Jim Peterson and Road Committee Chair Dave Hauser.

Call to Order, Pledge of Allegiance & Roll Call – J. Auge called the January Regular Township Meeting to order @ 7:01pm. All stood for the Pledge of Allegiance. Roll Call - all supervisors were present.

Open Forum – No one requested to speak under open forum.

Approval of Agenda – Board approved as presented.

Consent Agenda – B Steele made a motion(1) to approve the Consent Agenda, seconded by E Lee, as follows:

- **Minutes** – January 13, 2025 Township Meeting; January 15, 2025 Audit Meeting and February 3, 2025 Budget/Levy Meeting.
- **Treasurer Report** – M. Zabilla reported:
 - Beginning balance was \$2,243,697.56;
 - Receipts: \$32,663.78;
 - Disbursements: \$636,519.64;
 - Ending balance: \$1,639,968.80.
 - The Worker Comp information has been filed with MATIT.
 - The Statement of Indebtedness has been filed with Crow Wing County.
 - All interfund transfers have been completed.
 - The budget for FY2025 has been updated and the proposed budget for FY2026 presented to the Board and the Annual Township Meeting.
- **Claims for Approval** - #10873 - #10899 totaling \$275,101.17; checks #10897, #10898, and #10899 are voided as they are paid electronically via Paper Plan-it. Five January claims were missing. Claims were transferred from locked furnace room to locked fireproof filing cabinets. Claims missing include: #10842, #10844, #10851, #10861 #10868.
- **Park Maintenance Expenditures for Approval**– no expenditures for approval.
- **Crosslake Police Report** – 63 Calls for January 2025.

Roll call with all supervisors voting aye. Motion carried.

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

Fire Dept. – Fire Chief Chad Allord reported 14 calls; 1 in Center, 9 in Mission, 3 in Pelican, and 1 mutual aid. Training: February meetings noted. Firefighter Accomplishments: Casey Duval passed Emergency Medical Responder(EMR) training. Building/Trucks: Continued cleaning and reorganization of Trucks and Hall. Repairs: Air leak was addressed on E1. Oil filter changes will be completed by the end of March or sooner. Truck Additions: Onboard power for E1 and E2. Repairs: Portable Pump options for engine repair. Quotes in Meeting Materials.

B Steele made a motion(2) to approve two - \$947.84 quotes to install shorepower outlet in Engine 1 and Engine 2. J Auge second. Roll call with all supervisors voting aye. Motion carried.

B Steele made a motion(3) to approve truck maintenance quotes. J Auge second. Roll call with all supervisors voting aye. Motion carried.

Discussion of portable pump quote will be deferred to 2026 budget.

Roads & Roads Committee Report - No report.

Planning & Zoning Update - 6 permits issued year to date.

Park/Park Committee Report – No report.

Cemetery – No report.

Transfer Station Report – No activity.

Discussion/Action Items

- **Clerk Position and Office Construction** – Progress update provided. Motion(4) by J Auge, seconded by B Steele, to authorize office supplies purchases not to exceed \$3,000. Roll call with all supervisors voting aye. Motion carried.
- **Pelican Fire Contract.** B. Steele presented a new one-year contract for approval. Motion(5) to approve Fire contract by B Steele second by J Auge. Roll call with all supervisors voting aye. Motion carried.
- **Records Retention Schedule** – J. Auge overviewed the required records retention policy. Motion(6) to adopt Resolution 2025-01 Adopting the Minnesota Townships Records Retention Schedule by J Auge, second by B Steele. Roll call with all supervisors voting aye. Motion carried.
- **Town Board 2025 Key Initiatives** – Reviewed with no additions or changes offered by the board. Progress will be reviewed quarterly.
- **Annual Meeting Agenda & Materials** – J. Auge reviewed the draft agenda which was accepted as presented.
- **Town Board Master Planning Calendar** – Reviewed. No updates.
- **Town Maintenance Position** – Discussion on 2025 plan for Park maintenance and plowing. Identified need to hire seasonal park maintenance position for 10 – 15 hours/week, with higher hours in peak season. Advertise for seasonal position at \$20/hour, with plan to hire someone in the next 60 days. Motion by J Auge, seconded by E Lee, to authorize B Steele to proceed with defining a job description and seeking applicants. Roll call with all supervisors voting aye. Motion carried.

Future Agenda Items & Schedule

- **Fire Department Meeting** – February 11
- **March Town Meeting** – March 10 @ 7:00pm
- **Annual Township Meeting** – March 11 @ 7:00pm

Adjourn - B Steele made a **motion (7)** to adjourn the February 10th, 2025 Regular Township meeting at 8:16pm, seconded by E Lee. Roll call with all supervisors voting aye. Motion carried.

Respectfully Submitted,

Naomi Scott
Clerk

Jon Auge
Chair

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