

Present – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Clerk Naomi Scott; Treasurer Mary Zabilla and Fire Chief Jill Allord. Ray Zabilla, Park Worker Michael Blassey, Firefighter Bret Mattheisen, Assistant Fire Chief Tim Yeager and Maintenance Worker Tim Moody were also in attendance. Zoom participants included Mission Township Zoning Administrator Scott Saehr, Mission Firefighter Damon Eklund, and Park Committee Chair Jim Peterson.

1.0 Call to Order, Pledge of Allegiance & Roll Call – J. Auge called the December Regular Township Meeting to order at 7:00pm. All stood for the Pledge of Allegiance. Roll Call - all board members were present.

2.0 Open Forum – No one spoke under Open Forum.

3.0 Approval of Agenda – Board approved the agenda as presented.

4.0 Presentations - None.

5.0 Consent Agenda

5.1 Minutes

- November 10th Regular Meeting.
- December 1st Reorganizational Meeting.

5.2 Claims for Approval. There is an error on Claim 11236 for Saehr Consulting in the amount of \$275 for which a credit will be issued on the next billing. There was an overpayment on Claim 11253 for Optimal Landscapes for a Winter burial for which a \$200 credit is owed on the next billing.

5.3 Crosslake Police Report – Received.

5.4 Correspondence – Received.

Motion **(1)** by E. Lee to approval the consent agenda, second by B. Steele. Voice vote with all supervisors voting aye. Motion passed.

6.0 Town Operations Reports

All prepared reports can be found in their entirety on the town website – missiontownship.org, under Board Meeting Materials.

6.1 Clerk – Claims #11235 to #11262 totaling \$47,797.55.

6.2 Treasurer – M. Zabilla reviewed the Treasurer's Report.

Beginning Balance: \$2,246,215.13

Receipts: \$575,773.45

Disbursements: \$1,591,900.71

Ending Balance: \$1,226,196.62

M. Zabilla requested subscribing to the Paper Plan-it Core Plan and paying monthly using the Township credit card. E. Lee made a motion **(2)** to approve the requested changes, second by B. Steele. Voice vote with all supervisors voting aye. Motion passed.

6.3 Cemetery – No report.

6.4 Fire Department – Chief Allord reviewed her report. B. Steele made a motion **(3)** to accept Brandon Cluever's resignation, second by E. Lee. Voice vote with all supervisors voting aye. Motion passed. B. Steele made a motion **(4)** to accept Konnor Dik's application subject to a background check, second by J. Auge. Voice vote with all supervisors voting aye. Motion by B. Steele **(5)** to approve Fire Chief Allord attending MBFTE Leadership Development Training in St Cloud Jan-April, second by J. Auge. Voice vote with all supervisors voting aye. Motion by B. Steele **(6)** to approve training and one night's stay in Esko for Brett Mathieson and Cassandra Wolkenhauser, second by E. Lee. Voice vote with all supervisors voting aye. Motion passed. B. Mattheisen and J. Allord presented on proposed new software First Due, replacing Active 911 and Image Trend. Software includes map and preplanning, responder app, reporting software, personal management, events management, assets and inventory management and CAD integration. Cost would be \$1,200 to set up, then \$6,900 annually. B. Steele

(5) made a motion that the board approve the purchase of First Due, second by E. Lee. Voice vote with all supervisors voting aye. Motion passed.

6.5 Park/Park Committee – Verbal report on full winter mode activities.

6.6 Planning & Zoning – The Board reviewed the written report. Turtle Bay Preliminary Plat to be discussed later in the meeting. J. Auge made a motion **(6)** to accept the revised agreement between Mission Township and Saehr Consulting for Planning & Zoning services, second by B. Steele. Voice vote with all supervisors voting aye. Motion passed.

6.7 Roads/Committee – The Board reviewed the written report.

6.8 Transfer Station – Closed for the year. Continued discussion on services and rates from 12/1/25 Organizational Meeting. To complete the 2026 Fee Schedule, the Board agreed to discontinue accepting appliances and tires and reinforced no commercial use. The Board requested the Transfer Attendant record usage next summer noting address/residency, usage and fee paid. J. Auge made a motion **(6)** to require recording usage, eliminate tire and appliance disposal and charge a \$25 min to \$60 max for 4' x 8' trailer for construction debris, second by B. Steele. Voice vote with all supervisors voting aye. Motion passed. The 2026 Fee Schedule will be updated to reflect the revised fees.

7.0 Discussion/Action Items

7.1 Consider Preliminary Plat for “Turtle Bay” as recommended by the Planning Commission – Upon recommendation by the Planning Commission, J. Auge made a motion **(7)** to adopt Resolution 2025-19, second by B. Steele. Voice vote with all supervisors voting aye. Motion passed.

7.2 Consider Ordinance 2025-03 Amending the Mission Township Subdivision Ordinance Regarding Administrative Subdivisions as recommended by the Planning Commission – Following discussion and upon recommendation by the Planning Commission, B. Steele made a motion **(8)** to adopt Ordinance 2025-03, second by E. Lee. Voice vote with all supervisors voting aye. Motion passed. J. Auge made a motion **(9)** to adopt Resolution 2025-18 approving summary publication language for Ordinance 2025-03, second by E. Lee. Voice vote with all supervisors voting aye. Motion passed.

7.3 Crosslake PSA Ambulance Initiative – J. Auge provided an update on the Committee’s current activities.

7.4 Roads Committee Appointment – J. Auge made a motion **(10)** to appoint Don Gabrielson to the Roads Committee, second by E. Lee. Voice vote with all supervisors voting aye. Motion passed.

7.5 Policy revisions - J. Auge presented policy updates on personnel file access, hires and resignations, references, facility use, and mailbox supports in the winter. J. Auge made a motion **(11)** to accept the Policy Manual updates, second by B. Steele. Voice vote with all supervisors voting aye. Motion passed.

8.0 Adjournment – J. Auge made a motion **(12)** to adjourn the December 8th, 2025, Regular Township meeting at 8:35 pm, seconded by E. Lee. Voice vote with all supervisors voting aye. Motion carried and the meeting was adjourned.

Respectfully Submitted,

Naomi Scott, Clerk

Attest: Jon Auge, Chair

*****December minutes are unapproved until the January 12th Regular Township Meeting *****