

Mission Township Special Meeting Minutes
July 30, 2026, Meeting - 3:00pm - Mission Town Hall



Present – Chair Jon Auge; Supervisor Bob Steele, Supervisor Erik Lee, Clerk Naomi Scott, Attorney Troy Gilchrist, Zoning Administrator Scott Saehr and Firefighter Bret Mattheisen. Zoom participants included Supervisor Erik Lee, Firefighter Damon Ekland, and two unidentified parties.

1.0 Call to Order & Roll Call – J. Auge called the Mission Township Special Board Meeting to order at 3:00 pm. Roll Call - all board members were present.

2.0 Consideration of Ordinance 2026-01 - Amending Ordinance 2025-04-An Interim Ordinance authorizing a study and imposing a moratorium on administrative subdivisions and certain exempt divisions of land within the town. Motion by J. Auge to adopt Ordinance No 2026-01, second by E. Lee. Roll call vote with all Supervisors voting aye. Motion passed.

3.0 Consideration of Resolution 2026-10-Approving summary language for publication of Ordinance 2026-01. Motion by B. Steele to adopt Resolution 2026-10, second by J. Auge. Roll call vote with all Supervisors voting aye. Motion passed.

4.0 Review first draft of Ordinance 2026-02-Amending the Mission Township Subdivision Ordinance. Attorney Troy Gilchrist reviewed the first draft of Ordinance 2026-02-An Ordinance amending the Mission Township Subdivision Ordinance regarding Administrative Subdivisions, Minor Subdivisions, and Major Subdivisions. The board expressed support for the approach and substance of the amendment. In response to questions/discussion by the board, Troy clarified that town's have 120 days to process applications under the applicable statute; the county does not have to honor our ordinance in which case the town would need to enforce it with the applicant; and preliminary and final plat approval will usually occur at the same time, but Troy will revise to state "may" versus "shall" in the event there is a need to separate the approvals. Items to be addressed in a revision of the draft ordinance are: Adding language regarding administration of the ordinance; Specifying that Riparian lots, which are always platted, are covered under the county's process with the town controlling preliminary plat approval; adding clarifying language to Section 6.5 to make it clear the town does not allow exempt recording of 10 acre parcels; expanding the requirements under Section 8.5(c) to be more inclusive; adding a requirement under Section 8.5(g) that the town receive a copy of the recorded plat; revising Section 9(c) to state "may", not "shall"; revising language where needed, such as Section 8.5(c), stating the town will control the process, including mailing of agency and public hearing notices. Troy suggested we review our plans with MATIT to ensure we have adequate insurance coverage which the chair will handle. The board agreed that the chair will work with Scott and Troy to create a second draft of the amended ordinance; create and/or revise our P&Z forms and fees; review our second draft with CWC for their input; and work with CWC to revise their April 17, 2026 Memorandum of Understanding to cover our new process.

5.0 Receive and discuss legal advice on potential civil action. At the request of Supervisor Lee, discussion occurred on potential civil litigation in the matter of Mr. Makowski Budrow, former fire chief, to recover substantial costs incurred by the town to resolve the matter. On the advice of counsel, the town will not pursue any litigation.

6.0 Consider awarding a contract for the redesign of the township website. The board discussed the merits of the five proposals received as well as the Treasurer's summary. Motion by E. Lee to approve the agreement with Rosedahl Public Affairs, second by B. Steele. Roll call vote with all Supervisors voting aye. Motion passed. The clerk raised the need for a confidentiality agreement which the chair will address.

7.0 Consider appointment of a new fire chief to replace Jill Allord who is retiring. Motion by B. Steele to appoint Bret Mattheisen as the new Fire Chief effective 8/1/26, second by E. Lee. Roll call vote with all supervisors voting aye. Motion Passed.

8.0 – Adjournment. J. Auge made a motion to adjourn the July 30th, 2026, Special Township meeting, second by B. Steele. Roll call vote with all supervisors voting aye. Motion passed and the meeting was adjourned at 4:19 pm.

Respectfully Submitted,



Naomi Scott, Clerk



Attest: Jon Auge, Chair