

Mission Township Annual Meeting
March 11, 2025 - 7:00 PM - Mission Town Hall



Agenda

Call to Order & Pledge of Allegiance – Naomi Scott, Clerk

Roll Call of Electors

Election of Moderator – Naomi Scott, Clerk

Announce Agenda – Moderator

Review of Minutes of March 12, 2024, Annual Meeting (*No Motion*)

Reports: (Brief summary for each area of the key accomplishments for 2022. Reports can be found on the Mission Township website: missiontownship.org.)

- 1. Treasurer’s Report – Annual Audited Financial Report** – Mary Zabilla, Treasurer
- 2. Annual Police Report** – Jake Meier, Crosslake Police Chief or designee
- 3. Annual Fire Department Report** – Chad Allord, MTFD Chief
- 4. Road & Bridge Report** – Jon Auge, Supervisor/Dave Hauser, Roads Committee Chair
- 5. Park & Recreation Report** – Bob Steele, Supervisor/Jim Peterson, Park Committee Chair
- 6. 2024 Town Board Accomplishments/CIP Plan Update**– Jon Auge, Town Board Chair

New Business – Any items electors may bring before the meeting for discussion.

Business Items:

- 1. Approval of proposed 2026 Levy** – *Motion & Vote*

General Fund Operating Levy: **\$475,104** (same as 2022-2025)

 General Fund - \$210,100

 Fire Operations - \$129,000

 Roads - \$ 99,354

 Park - \$ 36,650

Capital Improvements Levy: **\$115,000**

Total Levy: **\$590,104**

- 2. Set the Date for the 2026 Annual Meeting** – *Motion & Vote*

Primary Date: **March 10, 2026, at 7:00 PM**

Alternate Date: **March 17, 2026, at 7:00 PM** (per MN Statute 365.51, Subd. 1)

Adjournment or Recess of Meeting – *Motion & Vote*

March 12, 2024 @ 7:00pm

ANNUAL TOWNSHIP MEETING

Called to Order – Clerk A. Anderson called the Annual Township Meeting to order.

Roster – Thirteen (13) residents signed the roster and will become part of the minutes.

Zoom – There was one (1) property owner.

Election of Moderator – Clerk asked for nominations from the floor. Kris Havir made a **motion (1)** to nominate Dave Hauser as Moderator, seconded by Mary Zabilla. Clerk called for a vote. With no ‘Nays’, **motion carried unanimously.**

Announce Agenda – D. Hauser reviewed the agenda – residents accepted as presented.

Approval of Minutes from the March 14, 2023 Annual Meeting – After review D. Hauser asked for a motion to approve. Ray Zabilla made a **motion (2)** to approve the March 14, 2023 Annual Meeting Minutes as written, seconded by Bob Steele. Moderator called for a vote. With no ‘Nays’ **motion carried unanimously.**

Reports – *(Brief summary for each area with key accomplishments for 2023. Reports can be found in their entirety on the township website: missiontownship.org)*

- 1) **Annual Audited Financial Report** – Treasurer Mary Zabilla reviewed the audited 2023 financials. Receipts were \$5,022,227.12; Disbursements were \$5,021,867.56.
- 2) **Crosslake Police Report** – Police Chief Jake Maier reported 944 calls (2022 – 862 calls); 3-year contract was approved by the board at the March 11th Regular Township meeting.
- 3) **Fire Dept. Report** – Fire Chief Chad Allord reported 140 calls for 2023 – Center Twp. 39; Pelican Twp. 13; Mission 83; Mutual Aid 5 (2022 – 202 calls). Looking ahead for 2024 Community Outreach – Celebrating 50 years of MTFD; Pancake Breakfast; Raffles Sales. The Fire Dept. is dedicated to providing outstanding service to our community, through training and timely response to our community. Average response time is 6-8 minutes. MTFD currently has 23 firefighters.
- 4) **Roads Report** – 2023 Key Highlights – Completed 3-year signage update; Reclaimed Mission Park Dr & a portion of EHLR; Developed Road standards to guide future development; Developed Draft for Right-of-Way Ordinance; Initiated speed studies for E. Horseshoe Lk. Rd. & E. Bass Lake Rd. (new speed limits for these roads will be posted EHLR – 50mph & E. Bass – 45mph); Mission plowed 22 times during the 2022/2023 season.
- 5) **Park & Recreation Report** – MN DNR grant was completed before the July 2023 deadline; misc. grants allowed for additional trails; ‘Summer Starter’ is scheduled for June 22, 2024; a pickleball reservation system is in place.
- 6) **2023 Town Board Key Accomplishments** – (few highlights) Board maintained a flat Operational Levy for 3 years; Established Town Planning Commission; Ordered Tender 2 Fire Truck & new Fire Radios; Bonded for CIP of \$1,430,000; revised town operating policies & procedures.
- 7) **Capital Improvement Plan Highlights** – Town board developed our Capital Plan (CIP) 2022-2026 that was approved in April of 2022; Board continues to work through the CIP priority project list; Reserves are being maintained at approximately \$600K (one year’s budget) for unexpected items

New Business (electors) – Candi Fuller commented on the Crosby school referendum not passing – any input/ideas for fund raising would be appreciated. You can contact Candi @ candifuller@gmail.com.

Business Items

- 1) **Consideration and approval of Elector Resolution 2024-01** – Authorizing the town board to adopt Right-Of-Way Regulations. Ray Zabilla made a **motion (3)** to adopt the Town Elector Resolution No. 2024-01 Authorizing the Town Board to Adopt Right-Of-Way Regulations, seconded by Kris Havir. **Motion carried unanimously.**
- 2) **Consideration of the following motion** – Pursuant to MN Statute 365.10, Subd. 12, we authorize the town board to spend up to \$1,000 annually to commemorate an event of historical significance to the town, to recognize volunteers, service efforts and retiring town officers and employees, or to host or support a community celebration. **Motion (4)** so moved by Ray Zabilla; seconded by Bob Steele. **Motion carried unanimously.**

3) **Approval of Proposed 2025 Levy** – Kris Havir made a **Motion (5)** to approve the 2025 Levy as follows:

General Fund Operating Levy: \$475,104 (Same as 2022-2024)	
General Fund	\$210,100
Fire Operations	\$129,000
Roads	\$ 99,354
Park	\$ 36,650
Capital Improvements Levy	\$115,000

Total 2025 Levy \$590,104

Motion (5) seconded by Candi Fuller. Moderator called for a vote. **Motion carried unanimously** with no ‘Nays’.

4) **Set the Date and location for the 2025 Annual Meeting** – Candi Fuller made a **Motion (6)** to set the date for the **2025 Annual Township Meeting** for March 11, 2025 @ 7:00pm at the Mission Town Hall; with an alternate date in case of inclement weather of March 18, 2025 @ 7:00pm (per MN Statue 365.51, Subd. 1); seconded by Ray Zabilla. **Motion carried unanimously.**

Adjourn – Ray Zabilla made a **Motion (7)** to **adjourn** the March 12, 2024 Annual Township Meeting at 8:00pm; seconded by Merle Roberts. **Motion carried unanimously.**

Respectfully Submitted,

Anna Anderson
Clerk

Dave Hauser
Moderator



Crosslake Police Department
Mission Township
Year End Report: 2024

Abandoned Vehicle	2
Agency Assist	55
Alarm	2
Animal Complaint	2
Background	11
Driving Complaint	9
EMS	11
Extra Patrol	1
Fire	2
Found Property	1
Hazard In Road	2
Housewatch	3
Information	1
Motorist Assist	10
Open Door	1
Other	1
Property Damage Accident	4
Suspicious Vehicle	5
Traffic Arrest	8
Traffic Citation	144
Traffic Warning	638
Trespass	1
Warrant Other County	1
Welfare Check	2
TOTAL	920

MISSION TOWNSHIP FIRE DEPARTMENT ANNUAL UPDATE

2025 Annual Meeting – March 11, 2025



It is my honor to present the 2024 Mission Township Fire Department Annual Report to the town board and the citizens of Mission Township.

In the past year the Mission Township Fire Department has answered a total of 150 calls for service. We continue to ensure the safety and well-being of our community.

Here is a breakdown of the calls for service for 2024:

2024 MTFD Call for Service

2024 MTFD Call For Service		2024 Calls by Township	
Incident Type Category	Grand Total	Township	Grand Total
1 - Fire	12	Center	42
3 - Rescue & Emergency Medical Service	122	Mission	90
4 - Hazardous Condition (No Fire)	3	Pelican	13
5 - Service Call	1	Mutual Aid	5
6 - Good Intent Call	10		
9 - Special Type of Incident, Other	2	Total Calls for 2024:	150
Total Calls for 2024:	150		

Our dedicated members have invested over 2,000 hours of training and redefining skills, while staying up to date on firefighting and emergency medical skills and techniques while enhancing department readiness.

We restructured the leadership team to allow for more stable leadership. We now have 2 Chiefs, 2 Captains (1 Fire and 1 EMS), and 3 (1 Fire, 1 EMS and 1 Driver/Engineer) Lieutenants. We currently have 21 members on the department.

We held the following community events in 2024 that were definitely a success: 50th Anniversary, Street Dance, Pancake Breakfast and Raffle sales. In 2025 we are again looking at hosting the Pancake Breakfast with raffles. We are continually looking for events that will promote community outreach. Please watch the website and board outside of the fire department for upcoming events.

We are anxiously anticipating the arrival of our new T2 apparatus in March or April. We are very excited for this new truck to arrive. Upon arrival we will be training and equipping the new apparatus.

We purchased in 2024 new radios for the members, new SCBA packs and bottles, 2 new four gas meters as well as a thermal imaging camera.

In closing, the fire department is dedicated to providing outstanding service to our community through training and timely response. We reflect on the accomplishments of the previous years and look forward to the coming years. I would like to thank the community members and the town board for the continued support they provide to the fire department.

Respectfully,
Chief Chad Allord

MISSION TOWNSHIP ANNUAL ROADS REPORT

2025 Annual Meeting – March 11, 2025



2024 Key Accomplishments

✓ Reclaimed EHLR (MPD to Cty. Road 11) and Huxtable Point roads	✓ Updated 10-year Capital Improvement + Operational Maintenance Plan
✓ Completed speed studies for EHLR & E. Bass Lake roads and posted signage	✓ Landscaped around the Maintenance Building
✓ Initiated review and consideration of a Driveway Access ordinance	✓ Prepared & submitted grant application to the DNR for E. Bass Lake Road reclamation project
✓ Revised Mailbox Support policy	✓ Transferred cost of 2 street lights to CWC under new cost sharing program

Road Facts of Interest:

- Maintain 32 roads – 20.8 miles
- Rank 18th most roads of 30 townships in Crow Wing County
- Current oldest paved road is East Bass Lake Road paved in 1998
- Spent \$96K on annual road maintenance/plowing in 2024
- Plowed 7 times during 2023-2024 season

2024 Summer Maintenance Projects Spend:

Mission Township		
2024 Summer Maintenance Summary		
Work Description	Actual Cost	Notes
General Pothole Patching	\$3,213	
Poly Patching	\$7,487	Deerwood Trail
Paver Patch Overlay	\$10,992	Ridgewood Drive
Shouldering	\$8,362	
Crack Sealing	\$3,223	Mission Way
Additional Work	\$2,800	Landscaping @ Maintenance Bldg.
Totals:	\$36,077	

2024 CIP Plan Road Reclamation Spend:

Cost Category	Estimated Cost 12-06-2023	Estimated Cost 02-02-2024	Estimated Cost 02-29-2024	Actual Cost	Huxtable Point Road Actual	East Horseshoe Lake Road Actual (CR11 to MPD)
Mileage					0.92	2.27
Percent Allocation of Costs (Approx.)					29%	71%
Construction Costs	\$488,564	\$559,591	\$578,885	\$575,192	\$151,811	\$423,381
CWC Engineering Fees (3%)	\$14,657	\$16,788	\$17,367	\$17,255	\$4,554	\$12,701
Bolton & Menk Design Fees	\$39,085	\$44,767	\$46,311	\$18,701	\$5,423	\$13,278
Bolton & Menk Construction Services	\$34,199	\$39,171	\$40,522	\$24,350	\$7,062	\$17,289
Totals:	\$576,506	\$660,317	\$683,084	\$635,498	\$168,850	\$466,649



Mission Park is maintained by one part-time employee, the Park Committee, and other volunteers. Over the last few years, we have seen increased use likely due to the improvements made from the DNR Grant that was matched by the township and other grants and commitments that increased the trail system. And the increased use is not limited to three seasons. There is significant use of the ski trails in the winter when there is sufficient snow.

- **Maintained park & trails in excellent condition for enjoyment of the community; much of this is completed with volunteer labor**
 - *Mowed park, ballfield grass, & trails; trimmed trees; dragged ballfield infield and restriped*
 - *Turned water on and drained pipes in fall for shutdown*
 - *Installed court nets and removed for winter to prolong life*
 - *Installed disc golf receptacles in spring and removed in fall*
 - *Ensured trash was removed weekly*
 - *Managed spring cleanup of park*
 - *Cleaned pavilion, restrooms, & courts of leaves and dirt*
 - *Maintained ballfield, playground mulch, disc golf, flowers, cable/posts-boundary*
 - *Cleared trail areas of branches, leaves, etc.*
 - *Prepped park for various rentals of pavilion*
 - *Ensured parking lot and paved trails were cleared of snow*
 - *Groomed ski trails*
 - *Coordinated misc. repairs*
- **Installed new pump for well**
- **Completed significant staining on pavilion and equipment shed; expected completion in 2025 including other out-buildings**
- **Repainted Mission Park sign and refreshed landscaping**
- **Managed service on park tractor**
- **Supported adult tennis league/program**
- **Managed pickleball reservation system**
- **Removed dead trees and stumps**

MISSION TOWN BOARD UPDATE

2025 Annual Meeting – March 11, 2025



2024 Key Accomplishments

CIP PROJECTS	FINANCE & OPERATIONS
✓ Replaced Fire radios	✓ Ongoing investment of Reserves – Interest of \$24K
✓ Reclaimed EHLR (MPD to 11) & Huxtable Point	✓ Maintained flat Operational Levy- 4 th consecutive year
✓ Replaced Fire SCBA (Breathing) gear	✓ Initiated ballot question to adopt ‘appointed clerk’ option which was approved by the voters
✓ Applied for DNR grant for E. Bass Lake Road	✓ Hired new appointed clerk to replace retiring clerk
ROADS	✓ Initiated construction of new Clerk Office in the Town Hall
✓ Revised Mailbox Support policy	✓ Obtained FEMA grant of \$235K for Fire SCBA gear
✓ Reviewing potential Driveway Access ordinance	✓ Obtained Sourcewell grant of \$10K for Fire radios
✓ Completed speed studies for EHLR & E. Bass Lake roads and posted signage	✓ Established new Asset Inventory
FIRE DEPARTMENT	✓ Adopted new Right-of-Way Ordinance
✓ Selected new Fire Chief & Leadership Team	✓ Developed new Human Resource policy section in Operating Policy Manual
✓ Celebrated 50 th Year anniversary	✓ Developed job descriptions for town board and Fire Department leadership positions
PARK	✓ Created forms for key human resource activities
✓ Expanded trail system	✓ Considered part-time town maintenance position
✓ Continued maintenance of facilities & trails	✓ Review of plat applications under our Subdivision Ordinance approval authority

Current Areas of Focus:

- Transition to new appointed clerk
- Complete Asset Inventory for all departments
- Review & revise Cemetery policies & brochure
- Determine next steps for maintenance positions
- Explore digitization of town records
- Initiate update of town’s Comprehensive Plan
- Redesign town website

Key Contacts:

Fire Department & Park – Bob Steele

Roads & Planning & Zoning – Jon Auge

Cemetery/Transfer Station/ Town Hall – Erik Lee

Contact information can be found on the website.

Town Board Meetings:

Monthly on 2nd Monday @ 7 PM @ Town Hall

Agendas and materials are found on the website.

Town Website:

Missiontownship.org.

MISSION TOWNSHIP CAPITAL IMPROVEMENT PLAN (CIP) UPDATE

2025 Annual Meeting – March 11, 2025



CIP Overview

- ✓ The town board developed and approved the 5-year Capital Improvement Plan (CIP) in April 2022.
- ✓ The plan is financed by spending reserves (while maintaining a one year budget balance ≈ \$600K), grants, and bonds.
- ✓ Electors approved an annual CIP Levy of \$115K beginning in 2023 to help finance the plan and pay off the bond debt.
- ✓ The Town Board approved bonding \$1,430,000 in August 2023 and received proceeds in September 2023.
- ✓ Projects are being completed, and annual operating surpluses continue to be applied to projects and debt reduction.

Projects		Sources of Funding		
COMPLETED PROJECTS	Cost	Reserves	Bonds	Other
Town Park Improvements	\$171,982	\$88,982	\$0	\$83,000 ¹
Multi-Use Maintenance Building	\$407,457	\$407,457	\$0	\$0
Mission Park Drive Reclamation	\$224,798	\$18,944	\$205,854	\$0
Fire Turn-out Gear Replacement	\$97,775	\$97,775	\$0	\$0
East Horseshoe Lake Road Reclamation (MPD to Cty. 109)	\$132,025	\$11,126	\$120,899	\$0
East Horseshoe Lake Road Reclamation (MPD to Cty. 11)	\$466,649	\$30,567	\$436,082	\$0
Fire SCBA (Breathing Apparatus) Replacement	\$249,738	\$14,500	\$0	\$235,238 ²
Huxtable Point Road Reclamation	\$168,850	\$12,485	\$156,365	\$0
Fire Radio Replacement	\$158,878	\$0	\$83,817	\$75,061 ³
Completed Projects Totals:	\$2,078,152	\$681,836	\$1,003,017	\$393,299
COMMITTED PROJECTS				
Fire Tender 2 Truck Replacement	\$293,347	\$0	\$293,347	\$0
East Bass Lake Road Reclamation	\$434,100 ⁴			

¹ Minnesota DNR Parks grant

² Federal FEMA grant

³ Center Township contribution, Sourcewell grant & Mission ARPA funds

⁴ Cost is estimated. Awaiting decision on application for Minnesota DNR SPRA matching grant

