



Mission Township
Regular Town Board Meeting Agenda
May 12, 2025

Please note: Meetings are conducted via Zoom so please limit private conversations. The materials considered by the board are usually available for public viewing on our website prior to the meeting and in the binder at the board table.

Call to Order & Pledge of Allegiance – Chair

Open Forum (Members of the public are invited to address the town board on any non-agenda item)

Approval of the Agenda

Presentations: None.

Consent Agenda (Items on the Consent Agenda are usually available on our website prior to the meeting and reviewed in advance by the board. Any supervisor can request discussion of any item. The items on the consent agenda are approved by a single motion and vote.)

- 1) **Minutes:** April 14, 2025, Regular Meeting and April 21, 2025, Special Mtg.-Board of Appeals & Equalization.
- 2) **Clerk Report & Correspondence**
- 3) **Treasurer's Report**
- 4) **Claims for Approval:** Claims #XXXXXX to #XXXXXX totaling \$00000.
- 5) **Park Maintenance Expenditures for Approval**
- 6) **Crosslake Monthly Police Call Report**

Town Operations Reports:

- 1) **Mission Fire Department**
- 2) **Roads & Roads Committee**
- 3) **Planning & Zoning – Kolle Variance Recommendation**
- 4) **Park & Park Committee**
- 5) **Cemetery**
- 6) **Transfer Station**

Discussion/Action Items:

- 1) **Funk Cartway Petition-Resolution 2025-05 Issuing an Order** - Review and Action
- 2) **Pelican Valley Preliminary Plat Approval-Resolution 2025-06** – Review & Action
- 3) **Fire Chief Hiring Process & Timing** – Discussion & Approval
- 4) **Clerk Position & Office Construction** – Final Update
- 5) **Ordinance 2025-01-Subdivision Ordinance Amendment** – Review & Approval
- 6) **MN FMLA Law Effective 1-1-2026** – Discussion
- 7) **Town Facilities Security Plans** – Discussion & Action

Future Agenda Items & Schedule (*Reference Town Board Master Calendar for action items*)

- 1) June Regular Meeting – June 9, 2025 @ 7:00 PM
- 2) Roads Committee Meeting – June 12, 2025 @ 5:30 PM

Adjournment

April 14, 2025 @ 7:00pm

Regular Township Meeting Minutes

Present – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Acting Fire Chief Tim Yeager; Treasurer Mary Zabilla and Clerk Naomi Scott. Bret Mattheisen, Jeff McCulloch, Timothy Moody, Greg Junker & Don Gabrialson were in attendance.

Zoom – Attending were Park Committee Chair Jim Peterson, Jill Allord and Roads Committee Chair Dave Hauser.

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

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

Approval of Agenda – Board approved as presented.

Presentation: Mission Tavern Liquor License – Jeff McCulloch, Owner. B Steele made a **motion (1)** to recommend approval of the liquor license to Crow Wing County, Second by E Lee. Voice vote with all supervisors voting aye. Motion carried.

Consent Agenda –

- **Minutes** – March 10, 2025 Regular Township Meeting, March 11th Annual Township Meeting (comments only) and 3/25/25 Special Meeting for Park Maintenance Worker interviews and hiring.
- **Clerk Report & Correspondence** – Town records archiving and destruction approval reports.
- **Treasurer Report** – M. Zabilla reported:
 - Beginning balance was \$2,246,215.13 this year;
 - Receipts: \$70,479.88 to date;
 - Disbursements: \$933,469.44 to date;
 - Ending balance: \$1,380,908.00.
- **Claims for Approval** – Due to printing error, March claim checks #10900 - #10920 were all voided and replaced by checks #10921 thru #10939 totaling \$21,334.14. Checks #10937, #10938, and #10939 are voided: they are paid electronically via Paper Plan-it.
 - April claims included checks #10940 – 10966 totaling \$45,026.05. Checks #10964, #10965, and #10966 are voided: they are paid electronically via Paper Plan-it.
- **Park Maintenance Expenditures for Approval** – no expenditures for approval.
- **Crosslake Police Report** – 70 Calls for March 2025.

A **motion (2)** to accept the consent agenda was made by E Lee, second by B Steele. Voice vote 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 Department Report – Acting Fire Chief Tim Yeager reported 11 March calls: 5 EMS and 1 Fire call in Mission, 1 EMS and 1 Fire call in Center, 2 EMS and 0 Fire calls in Pelican and 1 Mutual Aid Fire call. He also updated the board on various Fire Department activities.

Roads & Roads Committee Report – The DNR awarded an SPRA grant of \$161,000 for the East Bass Lake Road reclamation project. Quotes from Anderson Brothers for the summer road maintenance work were presented. A Motion (3) to accept the quotes was made by B. Steele, second by E. Lee. Voice vote with all supervisors voting aye. Motion carried.

Planning & Zoning Update – The updated P&Z report was presented. J. Auge also reported the plat of Pelican Valley is in process. Zoning Administrator S. Saehr will prepare a report for the town's review prior to a planning Commission meeting scheduled for May 12. We also received a request for a 2nd driveway on East Horseshoe Lake Road which at present we do not regulate. The draft Driveway Access Ordinance which will regulate driveways will be before the board in May/June.

Park/Park Committee Report – Park clean-up is scheduled. Request by Greg Junker to get a tennis net set up. B. Steele introduced our new maintenance worker Tim Moody. J. Peterson reported the Park Committee will meet in early May.

Cemetery – No report.

Transfer Station Report – Transfer Station began operation Saturday, April 12th. Discussion on transferring items at the station and the need to erect hazardous signage. E Lee suggested the locks/codes should be updated on doors. E Lee agreed to develop a security proposal for the Town Hall site. The board also agreed to replace all padlocks and create a list of people who will have keys. The clerk will maintain a set of keys in the Clerk Office with a sign-out system.

Discussion/Action Items

- **Clerk Position and Office Construction** – The office construction is complete. There is a need for a better printer which the board agreed to purchase.
- **CWC Land Use Ordinance Updates** – Consider board comments on the ordinance changes. Item 6.3A changes the PC-BOA appointment from by commissioner district to at-large. B. Steele sent a letter to Crow Wing County dated April 7 in opposition to this change. A Motion(4) to endorse B Steele's letter as the position of the town board was made by E. Lee, second by J Auge. Voice vote with all supervisors voting aye. Motion carried. B. Steele will communicate this to Crow Wing County.
- **Capital Improvement Plan** – J. Auge shared an update of plan and financials. Wasn't on our agenda.
- **Contract Renewal: Pequot Sand & Gravel for Road Sweeping** –The contract was presented for the board's approval. A Motion(5) to approve the contract as presented was made by J Auge, second by B Steele. Discussion. Voice vote with all supervisors voting aye. Motion carried.
- **MATIT Insurance Appraisal & Revised Rates** – We received our corrected appraisal, and the revisions were noted in our Insurance Coverage summary report. The revised rates will be reflected in our next billing this summer.
- **Mission Township Firefighters Relief Association Request** – The Relief Association presented a resolution and updated By-laws for the board's approval. The request will increase the pension rate from \$2,000 to \$3, 000 per year. Under discussion it was agreed that the By-laws need to reflect the increased rate, dated for 2025, signed by the Association Officers/Trustees and then re-submitted to the town board for ratification. It was also noted the town board is not a signatory to the By-laws.
- **Ordinance 2023-02 Subdivision Revision** – J. Auge reviewed a memorandum he prepared dated April 13 regarding a proposed subdivision ordinance amendment covering administrative subdivisions. A draft for an ordinance amendment, prepared by our town attorney, was also reviewed. Following discussion there was a consensus to proceed with the ordinance amendment for consideration at the May 12 Planning Commission meeting.
- **Town Board 2025 Key Initiatives** – Q1 results were reviewed. Asset tags have been purchased to be applied to equipment and noted in our Asset Inventory.

Future Agenda Items & Schedule

- 1) Board of Appeals & Equalization – April 21 @ 10:00 AM
- 2) Roads Committee – April 24 @ 5:30 PM
- 3) May Regular Meeting – May 12 @ 7:00 PM

Adjourn - B Steele made a **motion(5)** to adjourn the April 14th, 2025 Regular Township meeting at 8:30pm, seconded by E Lee. Voice vote with all supervisors voting aye. Motion carried and meeting was adjourned.

Respectfully Submitted,

Naomi Scott
Clerk

Jon Auge
Chair

*****April minutes are unapproved until the May 12th Regular Township Meeting *****

April 21, 2025 @ 10:00am

Local Board of Appeals & Equalization Meeting

Present - Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Clerk Naomi Scott. From Crow Wing County Land Services – Director Gary Griffin, Sandra Brueland, & Brent Zinda.

Call to Order – J. Auge called the Local Board of Appeal & Equalization Meeting to order at 10:00am and turned the meeting over to Land Services Director Gary Griffin.

The Local Board of Appeal and Equalization is held to provide a fair and objective forum for property owners to appeal their property valuation or classification. Mission Town Board makes the decisions.

G. Griffin stated it was important to note the was ‘not’ a tax meeting. This meeting is to discuss the 2026 Assessment Values and classification only. No property tax or previous year’s valuation can be considered at this meeting.

Options available for the Board to consider include:

- No Change
- Lower the Value (township value cannot be reduced by more than 1% of the townships total valuation)
- Raise the Value
- Change the Classification
- Have the Assessor inspect the property and report to the Local Board (within the 20-day format)

Appellants with an appointment will be heard first; then first come, first serve as they sign in on today’s roster.

There were no in-person appellants.

There was one appellant who submitted a written appeal to CWC Land Services.

David Haines – PID 77290615

Haines requested a lower Market Value via email. After review; B. Steele made a **motion (1)** for ‘No Change’ in the Value, seconded by E Lee. Motion carried; all were in favor.

Adjourn – J. Auge made a **motion (2)** to adjourn the Local Board of Appeal and Equalization meeting at 10:16am, seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Naomi Scott
Clerk

Jon Auge
Chair

*****April minutes are unapproved until the May 12th Regular Township Meeting *****

Treasurer's Report-Board Meeting-May 12th, 2025

1. Beginning Balance: \$2,246,215.13
 - a. Receipts: \$137,178.74
 - b. Disbursements: \$978,730.13
 - c. Ending Balance: \$1,402,346.17
2. This month I turned in the audited 2024 financial reports to Ehlers as required for the reporting that is needed for the bond holders.

Date Range : 5/12/2025 To 5/12/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/12/2025	Northland Securities	Statement #95320 Void check, paid electronically thru Ehlers Debt Service Fund	10967	\$30,875.00			
					301-47210-611-	Interest - Bonds	\$30,875.00
05/12/2025	Bond Trust Services Corporation	Invoice #95438 Ref: 95438-PA	10968	\$475.00			
					421-47501-620-	Fiscal Agent's Fees	\$475.00
05/12/2025	Blue Water Wells, Inc	Invoice #10410	10969	\$245.00			
					229-45010-397-	Culture-Recreation Administration	\$245.00
05/12/2025	Jon Auge	Reimbursement for stamps	10970	\$43.80			
					100-41125-201-	GENERAL GOVERNMENT	\$43.80
05/12/2025	Anna Anderson	4/15/25 Election Judge	10971	\$140.00			
					100-41410-104-	Elections	\$140.00
05/12/2025	Diane Wiener	4/15/25 Election Judge	10972	\$140.00			
					100-41410-104-	Elections	\$140.00
05/12/2025	Kristine Havir	4/15/25 & 4/29/25 Election Judge	10973	\$280.00			
					100-41410-104-	Elections	\$280.00
05/12/2025	Naomi Scott	Reimbursement-mileage(\$61.60) & media(\$47), 4/15 & 4/29 election judge	10974	\$108.60			
					100-41125-331-	GENERAL GOVERNMENT	\$61.60
					100-41125-321-	GENERAL GOVERNMENT	\$47.00
05/12/2025	Bob Steele	4/25 & 4/29 election judge and reimbursement for bags, cart & rack	10975	\$837.32			
					100-41410-104-	Elections	\$270.00
					229-45010-237-	Culture-Recreation Administration	\$156.18
					100-41125-236-	GENERAL GOVERNMENT	\$411.14

Date Range : 5/12/2025 To 5/12/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/12/2025	Brenda Charpentier	4/15 & 4/29 Election Judge	10976	\$280.00			
					100-41410-104-	Elections	\$280.00
05/12/2025	Darlene Zachow	4/15 & 4/29 Election Judge	10977	\$280.00			
					100-41410-104-	Elections	\$280.00
05/12/2025	Michael Blassey	4/29 Election Judge	10978	\$180.00			
					100-41410-104-	Elections	\$180.00
05/12/2025	Catherine McGoldrick	4/29 Election Judge	10979	\$145.00			
					100-41410-104-	Elections	\$145.00
05/12/2025	Martha Steele	Election Judge and mileage reimbursement	10980	\$490.40			
					100-41410-104-	Elections	\$440.00
					100-41410-331-	Elections	\$50.40
05/12/2025	Greg Junker	Reimbursement for tennis balls and net strap	10981	\$261.66			
					229-45010-217-	Culture-Recreation Administration	\$261.66
05/12/2025	Mission Fire Relief	Pelican & Center	10982	\$5,774.00			
					226-42210-128-	Fire Administration	\$2,533.50
					226-42210-129-	Fire Administration	\$3,240.50
05/12/2025	Mary Zabilla	Reimbursement mileage	10983	\$137.20			
					100-41125-331-	GENERAL GOVERNMENT	\$137.20
05/12/2025	Saehr Consulting	Invoice #April - Pelican Valley Plat	10984	\$440.00			
					100-41110-319-	Council/Town Board	\$440.00
05/12/2025	Waste Partners, Inc.	Invoice #54X14978 Hall = \$59.87, Transfer Station = \$29.26	10985	\$116.93			
					100-41125-395-	GENERAL GOVERNMENT	\$51.17
					100-43210-395-	Sanitation Administration	\$65.76

Date Range : 5/12/2025 To 5/12/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/12/2025	CTC-446126	Phone and internet at Town Hall	10986	\$233.69			
					100-41125-321-	GENERAL GOVERNMENT	\$233.69
05/12/2025	The Office Shop	Invoice #1153881-0: Office chair & office desk & file Invoice #1153914-0table for Hall	10987	\$1,722.99			
					100-41110-236-	Council/Town Board	\$1,722.99
05/12/2025	Culligan	Account 150-09960238-8 8 - 40lb Solar Salt	10988	\$123.30			
					100-41125-220-	GENERAL GOVERNMENT	\$123.30
05/12/2025	Xcel Energy	Statement # 924910754 Gas Bill	10989	\$355.89			
					100-41125-383-	GENERAL GOVERNMENT	\$355.89
05/12/2025	Optimal Yardscapes, LLC	Invoice #1847 Leaf Blowing at cemetery	10990	\$1,800.00			
					100-49010-397-	Cemetery	\$1,800.00
05/12/2025	Van Horn Services	Invoices #2684 tree removal & 2769 Spring Clean-up at the Park	10991	\$3,911.00			
					100-41125-393-229-41125-397-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$100.00 \$3,811.00
05/12/2025	Crow Wing County Highway Department	Invoice #8104 - salt & sand, Invoice #8155 - fuel	10992	\$651.13			
					201-43125-231-225-42210-231-201-43125-392-	Ice and Snow Removal Fire Administration Ice and Snow Removal	\$57.61 \$174.37 \$419.15
05/12/2025	Napa Auto Parts	Invoice #'s 192179, 193164 & 193675	10993	\$322.27			
					201-43050-220-225-41125-220-225-41125-220-	R & B ADMINISTRATION GENERAL GOVERNMENT GENERAL GOVERNMENT	\$56.58 \$25.98 \$239.71
05/12/2025	Crow Wing Power	Electric for Town Hall and Park	10994	\$353.02			

Date Range : 5/12/2025 To 5/12/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-41125-381-	GENERAL GOVERNMENT	\$305.12
					229-45010-381-	Culture-Recreation Administration	\$47.90
05/12/2025	Tim Moody	Reimbursement for Park	10995	\$222.19			
					229-45010-220-	Culture-Recreation Administration	\$222.19
05/12/2025	Ehler's	Invoice #101323	10996	\$850.00			
					100-41110-236-	Council/Town Board	\$850.00
05/12/2025	Paper Storm	Invoice #29051 - Paper shredding	10997	\$161.20			
					100-41125-236-	GENERAL GOVERNMENT	\$161.20
05/12/2025	AutoSmith Services	Invoices #1010-E2 electric box	10998	\$514.35			
					225-42210-232-	Fire Administration	\$514.35
05/12/2025	F Richie Plumbing	Invoice #105. This replaces #10957. Check sent to wrong address.	10999	\$685.00			
					100-41125-235-	GENERAL GOVERNMENT	\$685.00
05/12/2025	Heiman Fire Equipment	Invoice #735596	11000	\$181,795.00			
					225-41125-543-	GENERAL GOVERNMENT	\$181,795.00
05/12/2025	Nisswa Rolloff Service	Invoice #3814 includes \$50 off coupon	11001	\$1,062.00			
					100-42210-395-	Fire Administration	\$1,062.00
05/12/2025	Northpoint Emergency Training	Invoices #1223-\$750, #1223-\$350 & #1251-\$350. Claim 10883 \$750 pd on 2/10/25 lost in mail.	11002	\$1,450.00			
					225-42210-233-	Fire Administration	\$1,450.00
05/12/2025	Naomi Scott	Reimbursement-mileage(\$61.60) & media(\$47),	11003	\$108.60			
					100-41125-331-	GENERAL GOVERNMENT	\$61.60
					100-41125-321-	GENERAL GOVERNMENT	\$47.00

Date Range : 5/12/2025 To 5/12/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/12/2025	Elan Financial Services	Credit Card including printer - All receipts included	11004	\$577.30			
					100-41125-201-	GENERAL GOVERNMENT	\$577.30
05/12/2025	PERA-Public Emp Retirement Assoc	Mission Township 6329000 PERA	11005	\$352.50			
					100-41125-121-	GENERAL GOVERNMENT	\$352.50
05/12/2025	MN Dept of Revenue	State Withholding - Paid Electronically via Paper Plan-It	11006	\$89.00			
					225-42210-125-	Fire Administration	\$89.00
05/12/2025	IRS-Internal Revenue Service	IRS-Paid electronically via Paper Plan-it	11007	\$1,223.00			
					100-41125-125- 225-42210-125-	GENERAL GOVERNMENT Fire Administration	\$482.72 \$740.28
05/12/2025	Payroll	Payroll-DD paid electronically via Paper Plan	11008	\$6,945.99			
					100-41110-103- 100-41430-103- 225-42210-103- 100-41125-311-	Council/Town Board Clerk & Treasurer Fire Administration GENERAL GOVERNMENT	\$1,139.92 \$1,521.55 \$4,238.35 \$46.17
Total For Selected Claims				\$246,759.33			\$246,759.33

John Auge

Town Supervisor

Date

Bob Steele

Town Supervisor

Date

Erik Lee

Town Supervisor

Date



Crosslake Police Department
Mission Township
Monthly Report: April 2025

Agency Assist	6
Background	1
Driving Complaint	1
Gun Permits	1
Hazard In Road	2
Theft	1
Traffic Warning	59
Traffic Citation	11
Trespass	1

TOTAL: 83



Crosslake Police Department
Mission Township
Monthly Report: April 2025/April 2024

2025	2024
Agency Assist – 6	Abandoned Vehicle – 1
Background – 1	Agency Assist – 2
Driving Complaint – 1	Background – 5
Gun Permits – 1	Found Property – 1
Hazard In Road – 1	Motorist Assist – 2
Theft – 1	Property Damage Accident – 1
Traffic Warning – 59	Suspicious Vehicle – 2
Traffic Citation – 11	Traffic Arrest – 1
Trespass – 1	Traffic Warning – 65
	Traffic Citation – 12
	Warrant Other County – 1

TOTAL: 83

TOTAL: 93

2024 Year to Date: 329

2025 Year to Date: 279



May 2025 MONTHLY FIRE DEPARTMENT REPORT

Monthly calls: 19 for April

Year to Date Calls:

Mission Twp: EMS: 6 Fire: 2
Center Twp: EMS: 7 Fire: 1
Pelican Twp: EMS: 3 Fire: 0
Mutual Aid: Fire: 0

Mission Twp: 23
Center Twp: 14
Pelican Twp: 7
Mutual Aid: 4

Year to date calls for 2025: calls 48

Department Training:

- 1) 5/13 – Monthly Meeting/Truck Checks
- 2) 5/20 - Fire Training – New Truck
- 3) 5/27 – Medical Training – North Point
- 4) Participated in two wildland training burns – good training for a few of our newer staff.
- 5) Looking for approval to schedule a Saturday training when the new truck arrives.

Trucks:

- 1) New T2 – Truck is done! Delivery is looking to be a difficult option. Looking to go get it with the check for the remaining balance and taking the squad.
- 2) Engine 2 shore power has been done.
- 3) We will be having Granite come to install the radio in the new truck and change a few things on existing radios.
- 4) Equipment has been removed from Rescue and has been moved to Station 2.

New Items

- 1) EMSRB MRU Recognition Application for approval. This is voluntary, but may be required to qualify for future grant eligibility.
- 2) We will be scheduling our annual physical exams with MedCompass for fall.
- 3) Fire Chief position.
- 4) Injury report – one of our staff had a dehydration/overheating incident at a mutual aid wildland fire. Examined by North Ambulance, no transport. Report filled out and filed.



Invoices:

- 1) Invoice for Heiman for the remaining balance on the new truck.
- 2) Three invoices for North Point Training – two of them are overdue.
- 3) Two invoices from Napa.
- 4) Invoice from AutoSmith for E2.

Grants:

- 1) Possible \$2000 Sourcewell grant? Bob may have info on this
- 2) Looking for approval to go for the Firehouse Subs grant.



Update Items:

- ✓ **East Bass Lake Road DNR Grant.** We received an award of \$161,000 for the reclamation of EBLR. We were one of only ten projects awarded in the entire state! The plan is to prepare the project specifications in the late Summer/Fall to be ready to include in Crow Wing County's large project bid process. Our past experience shows this will achieve the lowest cost for the project. As a result, this will be a 2026 deliverable. There is no timing concern as the grant funds have no sunset date. However, due to the state funds, it will require coordination with MNDOT on the specifications. Rob Hall from CWC and Bryan Drown our engineer, will be involved in the specifications development. More to come later this Summer.
- ✓ **Summer Road Maintenance.** Anderson Brothers will be working on the following items in the next few weeks. In addition, a sinkhole has been identified near 14117 N. Horseshoe Lake Road that will need assessment and repair.

Road	Required Maintenance	Location	Quoted Work	Actual Cost
Canthook Road	Pave/Shoulder Radius	Intersection with N. Pelican Lane	\$3,701.00	
Greenwood Lane	Pave ATV Approach	Intersection with CSAH 3	\$6,195.00	
Loon Lake Road	Poly Patch	Cul-de-sac	\$3,004.00	
Ridgewood Drive	Paver Patch Overlay	North of Marker 27810	\$4,631.00	
		Total:	\$13,830.00	\$0.00
		2025 Bituminous Maintenance Budget	\$74,000.00	\$74,000.00

- ✓ **N. Horseshoe Lake Road Cul-de-sac.** A longstanding issue has been the lack of a cul-de-sac at the eastern end of N. Horseshoe Lake Road. The short history is the road was designed to connect to East Horseshoe Lake Road but due to neighborhood opposition it was terminated at the current location. However, no cul-de-sac was designed when the road was paved, making it impossible for the plow to turn around without entering private property. In 1999 an agreement was entered into with the property owner at the end of the road to allow access for the plow to turn around, but it contains a 30-day termination clause, and a year ago the current property owner complained about the plow activity. The Roads Committee is discussing options for a long-term solution to this issue and will bring their thoughts forward to the board in the next few months.

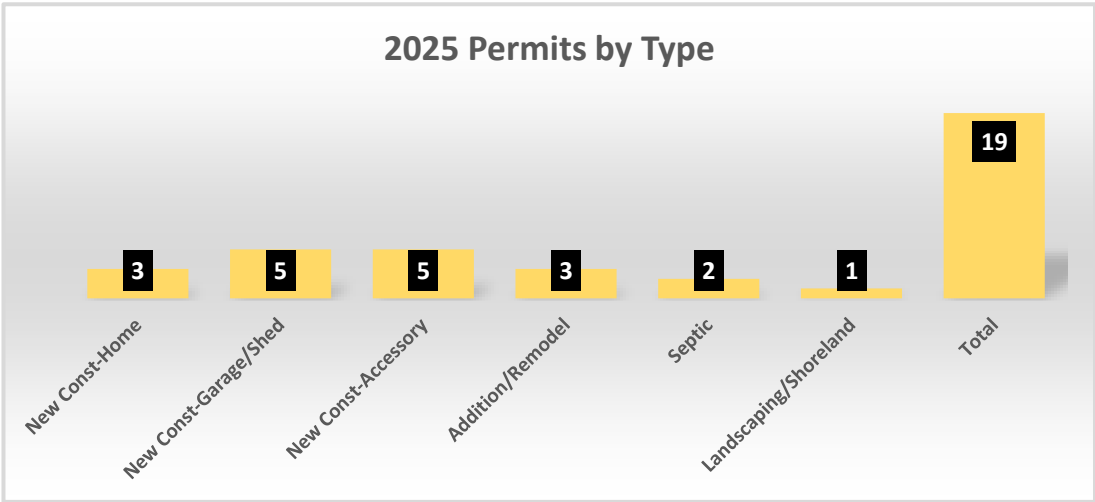
Planning & Zoning Tracking Report - 2025

Updated: 5-7-2025



CWC Permits:	
2025:	19
2024:	44
2023:	39
2022:	41
2021:	24

Applicant	Date Submitted	Parcel	Location	Request	Town Board Action	Status & Disposition
Kolle Agent: Andrew Ranweiler	4/15/2025	77200620	29907 E. Horseshoe Lake Road	Scrap & re-build with a 70' OHW setback where 100' is required, and setback variances for new septic. Existing garage limits moving further away from lake.		DRT on 4-14-2025. PC-BOA on 5-15-2025
Schoenecker, Michael	Pending	77190573	13222 SW Horseshoe Lake Road	Scrap & re-build with walkout into hill at 48' OHW setback where 100' is required. New cabin will be closer to the lake & may require a CUP for dirt moving.		DRT on 4-14-2025





PLANNING COMMISSION/BOARD OF ADJUSTMENT

May 15, 2025, 3:00 P.M.

Historic Court House, 3rd Floor, County Board Room

326 Laurel Street, Brainerd MN 56401

(218) 824-1010, Fax (218) 824-1126, Web: www.crowwing.gov

PUBLIC HEARING INFORMATION

Property Owner: KOLLE, KEVIN AND REBECCA

Parcel Number: 77200620

Physical Address: 29907 E HORSESHOE LAKE RD, MERRIFIELD, MN 56465

Request:

Variance for lake setback.

Variance for side yard setback to septic tank.

Variance for septic tank setback to home.

Notification: Pursuant to Minnesota Statutes Chapter 394, and the Crow Wing County Land Use Ordinance, you are hereby notified of a public hearing before the Crow Wing County Planning Commission / Board of Adjustment. Property owners have been notified according to MN State Statute 394.26 & published in the Brainerd Daily Dispatch. Please share this notice with any of your neighbors who may not have been notified by mail.

Information: The final information packet will be available for review after May 8, 2025 at

[HTTP://CROWWINGCOUNTYMN.IQM2.COM](http://CROWWINGCOUNTYMN.IQM2.COM)

Please submit comments in writing, including your name and mailing address, to (landservices@crowwing.gov). Any and all comments received will be presented to Board Members prior to the start of the Meeting.

Written comments regarding the following application will be accepted via mail or email any time prior to the May 15, 2025 hearing. Any persons wishing to provide in-person public testimony will be allowed to do so at this hearing. This hearing will also be conducted virtually via Microsoft Teams, to allow any virtual Public Testimony in addition to in-person Testimony. Comments may be submitted to Land Services, 322 Laurel St, Suite 15, Brainerd, MN 56401 or landservices@crowwing.gov. Comments must be received by May 15, 2025, at 12 pm.

Persons wishing to attend virtually and/or provide public testimony via phone or virtually at the meeting may join via Microsoft Teams with the following link: <https://bit.ly/PCBOA>

or call +1 218-302-1725 and enter the Conference ID: 797 394 749#

Please contact Land Services with any questions: 218-824-1010

Variance - 77200620 - Ranweiler - Saved

Application

Application Summary Variance Invoice Timeline Documents Follow Up Related ▾

Primary Parcel

Primary Parcel number
(PIN)

 77200620 ×



Parcel number	* 77200620
Owner name	KOLLE, KEVIN & REBECCA
Physical address	29907 E HORSESHOE LAKE RD
Physical city	MERRIFIELD
Physical zip	56465
Township	 MISSION TOWNSHIP

Shoreland District	Yes
Shoreland Protection Zone	Yes
Riparian	Yes
Within 500ft of the Mississippi	No
Lake/River	HORSESHOE (SANDBAR)
Deeded acres	1.04
Zoning	SD

Owner Information

Name	* KOLLE, KEVIN & REBECCA	Mailing Street 1	* 16803 Forge Surf Street
Phone Number	* 9522204131	Mailing Street 2	---
Email	* kevinolle@yahoo.com	Mailing City	* Land O Lakes
		kevinolle@yahoo.com	* Florida
		Mailing Zip code	* 34638

Application Type

Application Type

 Variance ×

Applicant Information

Applicant

*  maddie Ranweiler ×

Is Applicant the Property owner

* I am not the owner.

Authorized Agent Name

Public Hearing Agent Type

Contractor

Contractor License Number

BC328737

Email

maddie@b-dirt.com

BC328737

Phone

2188217554

Assisted at Counter

☒ No

Customer Service Rep



Application Submit Date



4/15/2025

Required Information

Existing Septic Information

None of the above: A Compliance Inspection is required. ✓

Development Review Team (DRT) Meeting

Yes



Septic Design on File

On file with Crow Wing County ✓

Findings of Fact

Is the variance in harmony with the purpose and intent of the Ordinance?

Yes, There are other existing structures in the area, and the land use ordinance allows for variances with practical difficulty.

Is the variance consistent with the Comprehensive Plan?

Yes, There are other existing structures in the area, and the land use comprehensive plan allows for variances with practical difficulty.

Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance? Why?

Yes, given the location of the existing garage and cabin it is not practical for the homeowner to meet lake setbacks.

Is the need for a Variance due to circumstances unique to the property and not created by the property owner? Why?

Yes, the existing cabin and garage were built not by this land owner, and were built through the permit and variance process through crow wing county.

Will the issuance of a Variance maintain the essential character of the locality? Why?

Yes, there is already a variance approved on the property itself. On the property directly to the north and many of the neighboring property's do not meet current lake setbacks.

Does the need for a Variance involve more than economic considerations? Why?

Yes, Granting the variance will eliminate the encroachment on the side yard setback and make both side yard setback conform to current land ordinance.

Is this an after-the-fact application?

No

Project Specifics

Type of Variance

Lake/River Setback, Side-yard Setback, Septic Tank Setback

If other, please specify

Please explain your request

required. Install new septic tank with 5 yard side-yard set back and a 5 foot house setback where 10 is required.

Is survey on file with Crow Wing County

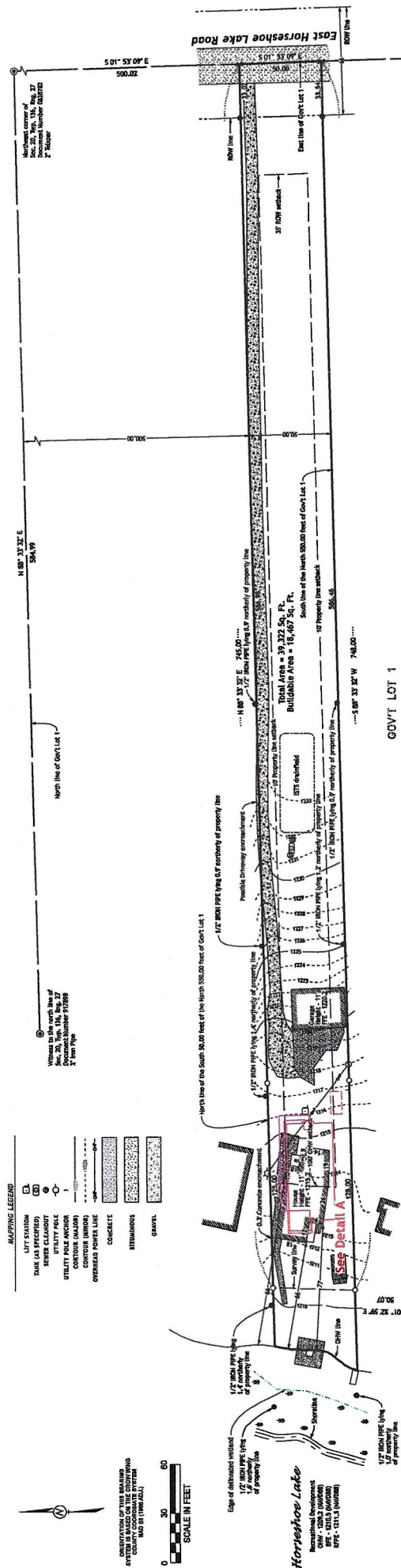
Yes

Is wetland info on file with CWC?

Yes

Please explain Request:

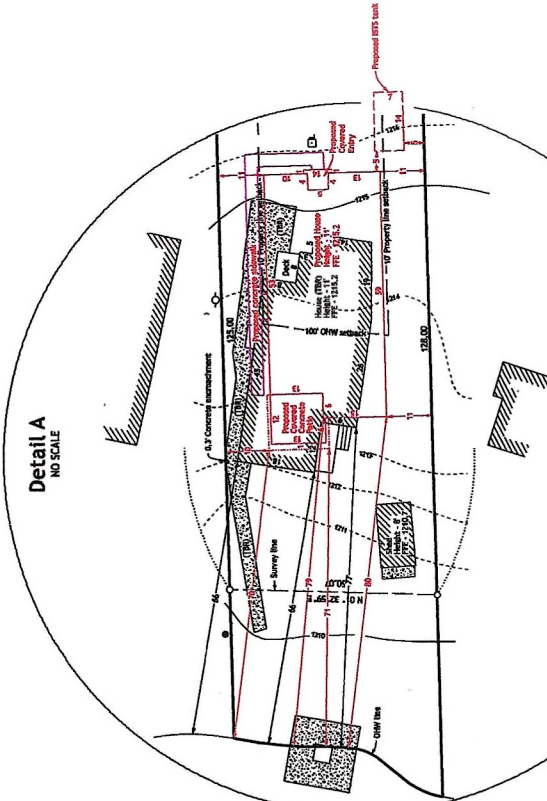
Demo Existing cabin, rebuild new cabin with a 70 foot lake setback where 100 feet is required. Install new septic tank with 5 yard side-yard set back and a 5 foot house setback where 10 is required.



SEC. 20, TWP. 136, RNG. 27

GOVT LOT 1

Detail A
NO SCALE



PROPERTY BOUNDARY ADJUSTMENT LEGEND

- SET BACK WITH GAP STAMPS "N.B. 2007"
- FOUNDATION ADJUSTMENT
- FOUNDATION SECTION CORNER ADJUSTMENT
- X COMPLETED ADJUSTMENT

Interpretation Calculations

Total Area (Net including ADJVS)	= 37,473 Sq. Ft.
Interpretation Calculations (Net including ADJVS)	= 37,473 Sq. Ft.
Buildings	= 2,271 Sq. Ft.
Coverage	= 1,230 Sq. Ft.
Gravel	= 4,062 Sq. Ft.
Total	= 7,563 Sq. Ft. (20.4% Impervious Coverage)

Proposed Impervious Calculations

Total Area (Net including ADJVS)	= 37,473 Sq. Ft.
Interpretation Calculations (Net including ADJVS)	= 37,473 Sq. Ft.
Buildings	= 2,271 Sq. Ft.
Coverage	= 1,230 Sq. Ft.
Gravel	= 4,062 Sq. Ft.
Total	= 7,563 Sq. Ft. (20.4% Impervious Coverage)

Land Use/Ownership per Minnesota Statute 100.02

The Survey 50 feet of the North 500 feet of Twp. 1, Section 26, Township 136 North, Range 27 West of the Fifth Principal Meridian, Crow Wing County, Minnesota.

Sheet No. 1 of 1

CERTIFICATE OF SURVEY
Topographic and Property Boundary Survey

Section 20, Township 136 North, Range 27 West
Crow Wing County, Minnesota

KLD
KRAMER LEAS DELEO
REGISTERED PROFESSIONAL LAND SURVEYOR
MINNESOTA LICENSE NO. 10000

Signature: *[Signature]* Date: 04/14/2023

Project No. BDIRT2502

April 23, 2025

Mission Town Board
Crow Wing County
Minnesota

VIA EMAIL ONLY

Re: Process to Consider and Act on a Cartway Petition

Dear Supervisors:

I am writing to provide the town board information on the process to respond to the cartway petition it recently received from Katherine and Alex Funk. Establishing a cartway can be very controversial and requires the town board to process and act on the petition in accordance with certain legal procedures. As such, it is critical for the town board to carefully follow the proper procedures and make the decisions required to complete this process in accordance with the applicable statutes and case law.

The first thing to keep in mind is that the town is required to undertake the cartway procedure upon the submission of a proper petition. In other words, the legislature has placed towns in the middle of what is often a dispute between neighbors. The other important factor in this process is that the petitioner is responsible for paying all the costs associated with the town responding to the petition.

Once the town receives the required security, the next step is to adopt a hearing order to set the hearing on the petition. The petitioner is responsible for personally serving the hearing order and petition on the owners affected by the proposed cartway, and for providing the town an affidavit of service indicating the notices were provided. The town will publish and post the hearing notice at least ten days before the date of the hearing. The date set for the hearing must be far enough out to allow sufficient time for the petitioner to serve notice and for the town to provide the additional forms of notice.

At the scheduled date and time, the hearing is called to order at the site of the proposed cartway to allow the town board to conduct the required inspection. I attend the hearing and the chairperson typically calls upon me to explain the process and answer questions from those in attendance. I will point out that the purpose of the inspection is to allow the petitioner to explain the request, allow the town board to inspect the area, and for affected owners to point out any particular physical features or concerns they wish to bring to the town board's attention regarding the requested route while they are on-site. This is also the time the affected owners can point out any alternative routes they would like the town board to consider. The town board will then inspect any proposed alternative routes. Once the inspection is complete, a motion is passed to continue the hearing to the town hall.

Once everyone arrives at the town hall, the chairperson reconvenes the hearing to work through the issues contained on the enclosed list. Most of the issues are fairly self-explanatory, and I will not attempt to explain each of them in detail here. Instead, I will be on hand to walk the town through the process. The most significant issues to be decided are whether the person is eligible for a cartway and, if so, whether to approve the requested route. As mentioned in the attached, the town board can select a different route for the cartway if it determines the alternate route is less disruptive, damaging, and in the public interest.

The route often becomes the focus of the hearing, but there can also be disagreement over whether the petitioner is landlocked and entitled to a cartway. Anticipate receiving arguments over why the cartway should go over someone else's property. The point for the town board to keep in mind is that the petitioner is allowed to select a route and the courts have indicated the town board is to use that route unless it makes specific findings as to why an alternative route is less disruptive and damaging to the affected landowners and in the public's best interest as compared to the requested route. Additionally, a cartway must connect the landlocked property to a public road. The town board cannot establish only a portion of a cartway, even if requested by the petitioner.

Once the board has worked through the issues on the attached list, including setting a date for reconvening the hearing, it needs to act on eligibility and route. That usually takes the form of passing a motion to direct me to prepare a resolution finding the petitioner is eligible for a cartway and identifying the route. The town board then acts to continue the hearing to a specific date, time, and place to allow time to hire a surveyor and appraiser to perform their work related to the selected route. Before the next town board meeting, I prepare a resolution conditionally granting the cartway for adoption by the town board.

Timing on when the town receives the survey and appraisal report(s) is difficult to anticipate. It typically takes at least a couple of months for the surveyor and appraiser to complete their work. If they are not done in time for the reconvened hearing, the town board calls the hearing back to order solely for the purpose of immediately passing a motion to continue it again to allow more time. Unfortunately, in some cases, I have had to have town boards act two or three times to continue the hearing because the appraiser (typically) had not completed the appraisal report.

When the hearing is reconvened, the town board reviews the survey, the appraisal, and allows the petitioner and affected owners to speak as to their damages resulting from the establishment of a cartway across their property. The town board needs to determine the specific amount of damages to be paid to each of the affected owners. Once determined, the town board passes a motion to adopt a final cartway order and award of damages. A motion is then passed to conclude the hearing. In some cases, I can bring a final cartway order to the reconvened hearing, and the town board can adopt it before concluding the hearing. However, if there are any complications, it may be necessary to direct the preparation of the final cartway order and then adopt it at the town board's next meeting.

Once the final cartway order is adopted, the clerk sends a notice of the award of damages to the affected owners. In most cases, the town will send a check for the damages together with the

notice of award. If no appeal is filed within 40 days, the process is over and the town records the final cartway order. Once all the bills are received and paid, the town returns any remainder to the petitioner. If the security is not sufficient to fully reimburse the town, the petitioner is required to file additional security with the town before the process continues or before the cartway order is adopted or recorded.

Once a cartway is established, the petitioner is responsible for deciding to what extent it will be improved to serve as access. Cartways are typically open to public travel, but the town is not responsible for building or maintaining a cartway. Those who use the cartway must maintain it, so typically once a cartway is established, the town's role is done.

This summary obviously does not cover all the details involved in the process or the possible variations and disputes. The point is simply to give the board an idea of what to expect as this process continues. It is also possible that the matter may resolve itself before the process is complete. In my experience, a relatively high number of cartway procedures are not finalized because the parties realize the inevitability of the outcome and work out a private easement or some other resolution to avoid the establishment of a public cartway.

Please feel free to contact me if there are any questions. Otherwise, I will plan to see you at the hearing.

Sincerely,

Troy Gilchrist

**CARTWAY HEARING:
FINDINGS AND DETERMINATIONS
TO BE MADE BY THE TOWN BOARD**

1. Is the Petitioner(s) an owner(s) of the property to be served by the cartway?
2. Does the property to be served contain at least 5 acres?
 - a. If not, was it a lot of record as of January 1, 1998 and contain between 2 and 5 acres?
3. Is the property landlocked?
 - a. Excepting access by navigable waterways and accesses less than 2 rods wide.
4. Is the requested route acceptable to the board as not being too disruptive and damaging?
 - a. If not, what alternative route does the board deem to be less disruptive and damaging to the affected landowners and that is in the public's best interest?
 - b. What are the specific reasons to support why the alternative route is less disruptive and damaging?
5. Does the board determine it is necessary to order an appraisal of the affected property?
6. Does the board determine it is necessary to order a survey of the cartway to develop a legal description and a map?
7. Are there any other considerations the board determines are important in this case or are there any other actions or information needed to continue with this process?
8. What date should the hearing be continued to in order to allow the appraisal and survey (if ordered) to be completed?
9. What will be the date of the reconvened hearing?



**MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2025-05**

**RESOLUTION ISSUING AN ORDER SETTING FORTH
INITIAL DESCRIPTIONS AND SETTING A HEARING DATE
REGARDING THE FUNK CARTWAY PETITION**

WHEREAS, the Mission Township (“Town”) board of supervisors (“Town Board”) received a petition attached hereto as Exhibit A (“Petition”) from Katherine Funk and Alex Funk (collectively, the “Petitioner”) requesting the establishment of a cartway pursuant to Minnesota Statutes, section 164.08, subdivision 2, to provide access to the Petitioner’s property (PID# 77250502) located in the W. 9 acres Gov. Lot 6, Section 25, Township 136, Range 27, Crow Wing County, Minnesota (“Property”);

WHEREAS, the proposed cartway is 33 feet in width and the route requested by the Petitioners for the cartway is shown on the survey map that is included with the attached Petition (“Requested Route”),

WHEREAS, because the cartway statute requires the establishment of a “cartway at least two rods wide connecting the petitioner's land with a public road”, the Requested Route must extend from a public road to the Property;

WHEREAS, the Requested Route (as extended to connect to a public road) crosses the following property (collectively, the “Affected Owners”):

Owner(s)	Property Location	PID(s)
The Conservation Fund	SW1/4 of NE1/4 and SE1/4 of NW1/4, Subject to an Easement of Record for CSAH #11 Section 25, Township 136, Range 27, Crow Wing County, Minnesota	77250513 and 77250505
Brian J. Bittner Trust	THAT PART OF GOVERNMENT LOT 4, SECTION 25, TOWNSHIP 136 NORTH, RANGE 27 WEST, CROW WING COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID GOVERNMENT LOT 4; THENCE NORTH 00 DEGREES 52 MINUTES 44 SECONDS WEST, ALONG THE EAST LINE OF SAID GOVERNMENT LOT 417.44 FEET TO THE POINT OF BEGINNING OF THE PARCEL BEING DESCRIBED; THENCE NORTH 89 DEGREES 18 MINUTES 10 SECONDS WEST, A DISTANCE OF 138.60 FEET; THENCE NORTH 18 DEGREES 17MINUTES 14 SECONDS WEST, A DISTANCE OF 103.39	77250506

	FEET; THENCE NORTH 35 DEGREES 10 MINUTES 45 SECONDS EAST, A DISTANCE OF 57.75 FEET; THENCE NORTH 71 DEGREES 00 MINUTES 02 SECONDS EAST, A DISTANCE OF 55.27 FEET; THENCE NORTH 89 DEGREES 07 MINUTES 16 SECONDS EAST, A DISTANCE OF 29.37 FEET; THENCE NORTH 15 DEGREES 50 MINUTES 56 SECONDS WEST, A DISTANCE OF 942 FEET, MORE OR LESS, TO THE SHORE OF THE PINE RIVER; THENCE NORTHEASTERLY, ALONG SAID SHORE, A DISTANCE OF 360 FEET MORE OR LESS TO THE EAST LINE OF SAID GOVERNMENT LOT 4; THENCE SOUTH 00 DEGREES 52 MINUTES 44 SECONDS EAST, ALONG SAID LINE, A DISTANCE OF 1275 FEET, MORE OR LESS, TO THE POINT OF BEGINNING. TOG/W ESMNT, RESERV, RESTR OF REC	
Katherine B Funk and Alex E Funk	17245 Bittner Trl	77250517
Shane & Richard, Michelle Medin	Gov. Lot 5 Section 25, Township 136, Range 27, Crow Wing County, Minnesota	77250504

WHEREAS, the Petitioner owns adjacent property, but does not have access to the Property that is at least two rods (33') wide;

WHEREAS, the petition appears to contain sufficient information to be considered complete under the statute;

WHEREAS, the Petitioner provided the Town with the required financial security related to the Petition as required by a Town Board resolution adopted on March 10, 2025, pursuant to its authority under Minnesota Statutes, section 164.08, subdivision 2; and

WHEREAS, Minnesota Statutes, section 164.07, subdivision 2 requires the Town Board to make an order describing as nearly as practicable the cartway to be established, describing the tract of land through which the cartway passes, and fixing a time and place when and where the Town Board will meet and act upon the petition.

NOW, THEREFORE, IT IS HEREBY ORDERED that:

1. The tracts of land through which the proposed cartway passes and their owners as stated in the Petition are identified above as the Affected Owners. However, because the Town Board has the discretion to potentially select a different route, it is possible for other owners in the area to be made subject to the requested cartway.
2. The Town Board will conduct a public hearing on the petition at **6:00 p.m. on June 23, 2025**. The hearing will be called to order at the site of the proposed cartway on Bittner Trail near its intersection with County Road 11 to examine the Requested Route and to hear from the

Petitioner, the Affected Owners, and any other interested parties as to any physical features they would like to point out as well as any proposed alternative routes. Then, immediately following the inspection, the Town Board will continue the hearing to the Mission Town Hall, 29474 County Road 3, Merrifield, MN 56465, to receive additional public comment, consider the proposed cartway, and to possibly act preliminarily on the petition.

3. The Petitioner shall be responsible for serving this Order on the Affected Owners, and on each person whose land would reasonably be expected to be affected by the establishment of the proposed cartway given the fact that the Town Board may select an alternative route, at least 10 days before the date of the hearing and must provide the Town Board an affidavit of service as proof of having provided the required notice. In this case, the additional owners to be notified include, but are not limited to, those owning property adjacent to the Petitioner's Property and those owning property adjacent to the Affected Owners' properties, and any other owners of property that could reasonably be crossed by a cartway to provide access to the Property. Failure to provide notice to the Affected Owners or others that may be affected if an alternative route is selected will delay the process until notice is provided and may require portions of the process to be repeated.
4. The Town Clerk is hereby authorized and directed to publish notice of the hearing once in the Town's official newspaper and to post this Order at the Town's meeting posting place so that each appear or are posted at least 10 days prior to the date of the hearing.

NOTICE OF RIGHT TO APPEAL

Those affected by this process have a right of appeal as provided in Minnesota Statutes, section 164.07, subdivision 7 to seek judicial review of this matter if the Town Board does establish the cartway.

Adopted this 12th day of May 2025.

BY THE TOWN BOARD

Jon Auge, Chair

Attest: _____
Naomi Scott, Clerk

EXHIBIT A
Cartway Petition

Date: 02/25/2025

Dear Mission Township Board Members,

This letter is to petition for a cart path on our lot, W.9 ac. Lot 6. The map attached says Brian J Bittner. Brian was the previous owner prior to selling the land to us (Katherine and Alex Funk). We (Katherine and Alex Funk) are the legal owners and paid our contract for deed in full. Unfortunately, the story behind this request is a bit long and I apologize for that.

We bought this land from Brian Bittner in July 2024 with the agreement that access to this lot was required before purchasing it. Upon closing, we had no concern for driveway access as the land was adjacent to the lot 4 we already own and the driveway was created per the county regulations. We did use Noble Escrow and Title Company to close this transaction and were not told of any issues prior to completing the purchase. In February of 2025, we received a phone call that our neighbor Shane Medin reported the driveway encroaches on the conservation fund land by 33ft in the corner and interferes with his access to lot 5.

From what we understand, there are existing easements in place that allow access to our current owned land (lot 4) That we purchased in 2021. Our neighbor, Shane Medin has an access granted by the conservation fund (previous owner Potlach) for driveway access to lot 5, which in turn crosses our land with a 33x33 corner to enter lot 5. Brian created a driveway parallel to this approved access on our lot 4. We did contact Shane Medin after learning about the encroachment and he does not want to give us access across his property. The map attached will also help you see the corner that we need to cross.

We are very devastated this situation has been brought to our attention post close as our plan was to build a new home this spring/summer. We want to do everything we can to work with you to make this correct. We must reply to Emily at the conservation fund within 21 days, so if you are open to helping us get a cart path approved on the conservation fund or Shane Medins corner of 33ft, we respectfully request a letter stating that you are considering providing a cart path to enter our lot 6.

The driveway and building site have been developed and prepped by Brian Bittner. Brian is a good acquaintance of ours and we have been working with him and we trust him to help us through this process. We have been working with Brian for the build of our cabin on lot 6. He has stated he will support us through this entire process and will provide any additional information to the Missions Board members, especially the infrastructure that was originally created to access lot 4, 5, and 6.

Please advise us on what you need us to do to keep things moving forward. We have 21 days to reply to Emily at the conservation fund.

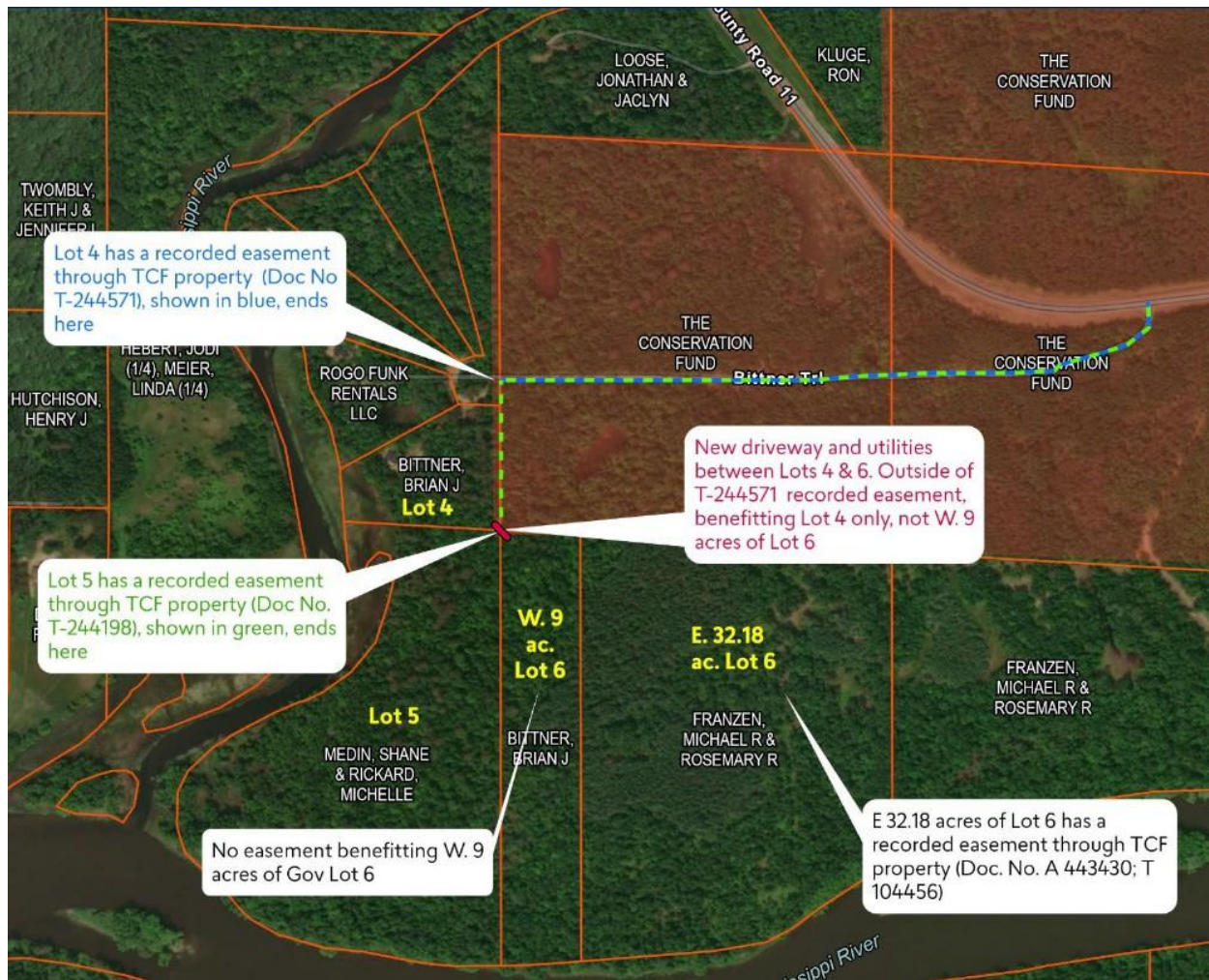
You can call Brian Bittner at 218-851-1808 with any questions. He can speak for us if you cannot get a hold of us. We will be out of town from February 28th- March 7th.

Thank you for your time,

Katherine and Alex funk

320-420-8019 | 320-291-1727

aefunk.aef@gmail.com



**MISSION TOWNSHIP
NOTICE OF CARTWAY HEARING**

NOTICE IS HEREBY GIVEN that the Town Board of Mission Township will hold a public hearing on June 23, 2025 at 6:00 p.m. for the purpose of hearing, considering, and acting on a petition from Katherine Funk and Alex Funk to establish a cartway to their property (PID# 77250502) located in the W. 9 acres Gov. Lot 6, Section 25, Township 136, Range 27, Crow Wing County, Minnesota. The hearing will be convened on Bittner Trail near its intersection with County Road 11 to allow the Town Board to inspect the proposed route and any proposed alternative routes. The hearing will then be continued to the Mission Town Hall, 29474 County Road 3, Merrifield, MN 56465 to receive additional public input and to possibly act on the petition. All interested persons may appear and be heard at the public hearing or may file written comments with the Town Clerk before the hearing.

Date: May 12, 2025

Naomi Scott, Town Clerk



MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2025-06

**RESOLUTION APPROVING THE PRELIMINARY
PLAT OF PELICAN VALLEY**

WHEREAS, Rocket Rentals, LLC (“**Applicant**”) submitted an application to Mission Township (“**Town**”) for preliminary approval of a plat to be located on property within the Town that is legally described in the attached Exhibit A (“**Property**”);

WHEREAS, the Applicant proposes to create six single lots, without creating any new streets, parks, or other public ways, as part of the plat to be called “Pelican Valley” (“**Subdivision**”);

WHEREAS, a copy of the plat for the proposed Subdivision to be located on the Property is attached hereto as Exhibit B;

WHEREAS, Crow Wing County (“**County**”) is ultimately responsible under the County’s subdivision regulations for processing and acting on Applicant’s request for preliminary plat approval and then final plat approval for the Subdivision, however, pursuant to the Mission Township Subdivision Ordinance (“**Town Ordinance**”) and Minnesota Statutes, section 505.09, the County is prohibited from approving a plat within the Town unless the Town Board first approves the plat and the laying of streets and other public ways shown on it;

WHEREAS, under Section 8 of the Town Ordinance, the Applicant must apply to the Town for preliminary plat approval for the Subdivision before seeking preliminary approval from the County;

WHEREAS, under Section 8(c) of the Town Ordinance, the Town Board is to review an application for approval of a preliminary plat at a regular meeting, with the Applicant expected to attend to answer questions from the Town Board, and the Town Board may condition its approval of the preliminary plat; and

WHEREAS, the Town Board considered the Applicant’s request for preliminary plat approval at its May 12, 2023 meeting and hereby finds and determines as follows:

- a. The proposed Subdivision uses the conventional development design, not the conservation development design, and so is consistent with the Town Ordinance.
- b. The proposed Subdivision does not create any new infrastructure for which the Town may be responsible.
- c. The lots being established as part of the Subdivision have access to a public road, though any new accesses to be constructed must first receive approval from the affected road authority.

- d. The County is responsible for determining compliance of the Subdivision with the County's subdivision regulations and with any other County zoning regulations which may apply.
- e. The Town Board determines the Subdivision is consistent with the Town Ordinance and the public interests.

NOW, THEREFORE, BE IT RESOLVED, by the Town Board that it hereby approves the preliminary plat of the Subdivision, subject to compliance with all of the following conditions:

- 1. The Applicant is solely responsible for seeking and obtaining all approvals for the proposed Subdivision from the County and for complying with all other applicable federal, state, and local, laws, rules, regulations, and ordinances and for obtaining any permits or permissions which may be required.
- 2. The Applicant is not required to enter into a development agreement with the Town regarding the proposed Subdivision.
- 3. The Applicant is responsible to provide for Town approval on the final plat registered with Crow Wing County and the Town Chairperson and Clerk are authorized to execute the final plat on the Town's behalf once the County issues its final approval for the Subdivision.

Adopted this 12th day of May 2025.

BY THE TOWN BOARD

Jon Auge, Chair

Attest: _____
Naomi Scott, Clerk

EXHIBIT A
Legal Description of PID 77060524

Document No. 9969158

That part of the Northwest Quarter of the Northeast Quarter lying southerly and easterly of County State Aid Highway No. 3, in Section 6, Township 136, Range 27, according to the Government Survey thereof on file and of record in the office of the Register of Deeds in and for Crow Wing County, Minnesota; EXCEPT that part of the Northwest Quarter of the Northeast Quarter, Section 6, Township 136 North, Range 27 West, Crow Wing County, Minnesota lying southerly and easterly of County State Aid Highway No. 3 and northeasterly of the following described line:

Commencing at the northeast corner of said Northwest Quarter of the Northeast Quarter; thence South 00 degrees 51 minutes 29 seconds East, assumed bearing, along the East line of said Northwest Quarter of the Northeast Quarter 1053.20; thence continuing South 00 degrees 48 minutes 44 seconds East 246.61 feet to the point of beginning of the line to be herein described; thence North 43 degrees 08 minutes 41 seconds West 395.79 feet; thence South 39 degrees 10 minutes 03 seconds West 61.90 feet; thence North 37 degrees 49 minutes 28 seconds West 291.15 feet, more or less, to the easterly right of way line of CSAH No. 3 and said line there terminating.

AND

Document No. 996918

That part of the Southwest Quarter of the Northeast Quarter, Section 8 Township 136 North Range 27 West Crow Wing County, Minnesota more particularly described as follows; Beginning at the Northeast corner of said Southwest Quarter of the Northeast Quarter; thence South 00 degrees 48 minutes 43 seconds East, along the East line of said Southwest Quarter of the Northeast Quarter a distance of 609.58, more or less, to the thread of Pelican Brook; thence northwesterly along said thread; more particularly described as follows: Thence North 66 degrees 29 minutes 51 seconds West 96.8 feet; thence South 35 degrees 24 minutes 58 seconds West 189.63 feet, not along said thread; thence South 87 degrees 48 minutes 05 seconds West 300.09 feet; thence North 45 degrees 30 minutes 38 seconds West 274.63 feet, more or less, to the thread of Pelican Brook; thence southwesterly and northwesterly along the thread of Pelican Brook, more particularly described as follows:

Thence South 34 degrees 06 minutes 22 seconds West 45.08 feet thence South 13 degrees 55 minutes 29 seconds West 127.70 feet, thence South 32 degrees 51 minutes 21 seconds West 58.53 feet; thence South 74 degrees 58 minutes 54 seconds West 43.8 feet; thence South 64 degrees 11 minutes 58 seconds West 171.80 feet; thence South 40 degrees 30 minutes 10 seconds West 64.66 feet; thence South 72 degrees 53 minutes 50 seconds West 41.80 feet thence North 73 degrees 06 minutes 17 seconds West 174.39 feet, more or less, to the center line of County State Aid Highway No. 3; thence along said centerline, North 03 degrees 49 seconds 31 minutes East 98.68 feet; thence northerly along a tangential curve concave to the southeast, radius 1637.02,

central angle 26 degrees 05 minutes 03 seconds, 745.27 feet, the chord of which bears North 16 degrees 52 minutes 02 seconds East to an Intersection of the North Line of said Southwest Quarter of the Northeast Quarter; thence North 87 degrees 20 minutes 19 seconds East 998.87 feet, more or less, to the point of beginning.

Subject to a perpetual drainage easement to Crow Wing County Per Document No. 0803752

Subject to easements, restrictions, and reservations d record.

Preliminary Plat of the Subdivision



Mission Town Clerk Transition Checklist

Created: 1-10-2025 / Updated 5-7-2025

Category	Task	Owner	Status	Notes
Equipment	Transfer Clerk Line to Town Hall	Auge	Complete	Will require additional CTC work when Clerk Office is complete
Equipment	Move CTC router and phone line to Clerk Office	Auge	Complete	Arrange with CTC when Clerk Office is complete
Equipment	Transfer Town Hall phone line to Fire Dept.	Auge	Complete	
Equipment	Set-up new laptop with required software	Zabilla	Complete	
Compensation	Determine reimbursement for home office	Auge	Complete	MOU drafted and approved by Board on 1-13-2025
Hiring	Complete onboarding and payroll forms	Zabilla	Complete	
Hiring	Complete background check	Auge	Complete	Cleared by Crosslake Police on 12-5-2024
Procedures	Establish new credit card for Scott	Zabilla	Complete	
Procedures	Cancel credit card for Anderson	Zabilla	Complete	
Notifications	Advise CWC of new officers to update their records	Auge	Complete	Will update records & CWC website for Scott & Lee
Notifications	Advise MAT of new officers to update their records	Auge	Complete	Will update records for Scott & Lee
Training	Conduct basic training with Anderson & Scott	Scott	Complete	Completed basic training on Email, Website, Files & Claims on 1-16-2025 (4 hours)
Training	Attend MAT spring course for new clerks	Scott	Complete	To be scheduled in spring
Procedures	Update town website for new officers	Auge	Complete	Updated for Scott & Lee
Compensation	Create time reporting spreadsheet for timesheet	Scott	Complete	Will use to track time and attach to timesheet for payroll
Compensation	Develop payroll reporting process	Auge	Complete	Timesheet to include activity spreadsheet, sent to Auge for approval who will forward to Zabilla for payroll processing
Procedures	Add Scott to banking approvals	Zabilla	Complete	
Procedures	Archive older emails and clean-up email files	Scott	In-Process	Archive older emails, clean-up inbox, and develop email filing system
Office Set-up	Obtain official notary stamp	Auge	Complete	Ordered and received
Compensation	Review performance after probationary period	Auge	Pending	After 6 month probationary period, Board to review performance and adjust salary per 12-2-2024 minutes
Procedures	Administer Oath of Office	Auge	Complete	Administered oath on 1-6-2025 & filed
Procedures	Obtain cemetery records from Anderson after clean-up	Auge	Complete	Anderson to clean-up records and submit, along with old laptop, without compensation
Equipment	Obtain town files from old laptop	Scott	Complete	Anderson provided files on an external drive on 1-6-2025
Procedures	Revise all passwords for town apps/systems	Scott	Complete	Anderson provided list on 1-6-2025 to be updated
Office Set-up	Obtain signature stamp for Scott	Scott	Complete	Ordered and received
Office Set-up	Manage build out of new Clerk Office	Steele	Complete	

Category	Task	Owner	Status	Notes
Office Set-up	Order equipment for new Clerk Office	Auge	Complete	Prepare list of office furniture, equipment (incl. keybox & shredder) and supplies for Board approval. Ordered new printer.
Office Set-up	Create a set of labeled town keys & sign-out process	Scott	In-Process	
Procedures	Revise Claims List for new signatories	Scott	Complete	Add Lee to Claims List approvals
Procedures	Create Phone Log to track calls by topic & time	Scott	Complete	Create log to track phone calls by activite and time to help assess activity level
Procedures	Organize town files	Scott	In-Process	Need to create an improved filing system for town records, file materials not filed, discard unnecessary records, all in compliance with the Records Retention statute
Training	Review Town Operating Policies & Procedures Handbook	Scott	Complete	Develop familiarity with handbook over time
Training	Utilize MAT on-line training on CTAS & clerk role	Scott	In-Process	Utilize on-line training to become more familiar with role and tools over time
Procedures	Develop procedure for selling cemetery lots & burials	Scott	Complete	Develop written procedure to track & record cemetery lot sales & to record burials
Procedures	Document key procedures for reference & future clerk training	Scott	In-Process	Document key processes for reference and as a training tool for future clerks.
Office Set-up	Establish regular weekly office hours	Scott	Complete	Establish and post regular weekly office hours



Comparison of Earned Sick and Safe Time and Paid Leave

	Earned Sick and Safe Time	Paid Leave
Purpose	Allow for accrual and use of paid time off and provide job protections for employees who are unable to work due to a qualifying reason.	Provide job protections and partial wage replacement for individuals unable to work due to a qualifying condition lasting at least seven days.
Program start date	Jan. 1, 2024 (in effect).	Jan. 1, 2026.
Qualifying reasons	Medical: employee's mental or physical illness, treatment or preventive care Caring: family member's mental or physical illness, treatment or preventive care Safety: domestic assault, sexual abuse or stalking Closings: employee's workplace or their family member's school or place of care closes due to weather or a public emergency Communicable disease: when an employee or a family member is at risk of infecting others with a communicable disease Bereavement: arrange or attend a funeral or memorial or address financial or legal matters that arise after the death of a family.	Medical: employee's mental or physical illness, treatment Caring: family member's mental or physical illness, treatment Safety: domestic assault, sexual abuse or stalking Parental leave: bond with a new child after birth, foster or adoption Active duty: family member on active duty or notified of impending order A health care provider or designated professional must certify the need for leave
Covered employers	Nearly all Minnesota employers, regardless of business size or number of employees.	Nearly all Minnesota employers, regardless of business size or number of employees.
Covered employees	Employees who have worked at least 80 hours in a year for an employer in Minnesota.	Employees who have earned at least 5.3% of the statewide average annual wage (about \$3,600 in 2023) in the past year.
Who is not required to participate?	The law has limited exceptions. Visit sickleave.mn.gov for details.	Independent contractors, federal employees, self-employed individuals, and designated seasonal hospitality employees who work fewer than 150 days.
Amount of leave each year	An employee earns one hour for every 30 hours worked and can earn up to 48 hours each year. Employers can choose to provide a more generous sick and safe time policy.	In a benefit year, an employee is eligible for a maximum of 12 weeks of family leave, 12 weeks of medical leave, or a combination of the two not exceeding 20 weeks.
Payment during a leave	An employee is paid by their employer at their base rate when they take earned sick and safe time; these funds come directly from the employer.	An employee is paid a benefit by the state following an application and verification of eligibility. The Paid Leave program will be funded through employer and employee premiums starting in 2026.
Where to go for more information	sickleave.mn.gov	paidleave.mn.gov



To receive updates about the Minnesota Paid Leave program, visit our website and sign up to receive email notifications.



April 29, 2025

Mission Township
C/O Erik Lee
29474 Co Rd 3
Merrifield, MN 56465
Erik Lee 218-838-6963
erikleemission@gmail.com

Project- Door Access System-Mission Town Hall

We are pleased to furnish and install door access systems as follows

Controls

- (1) Install Pro XT Control Panel with Network Communication, Backup Battery, and Transformer
- (2) Install Door Lock Power Supply
- (1) Install High Power Receiver

Door Access- Install wiring, hardware, card reader, electric door lock, lock power supply, and door hardware for the following doors-

Town Hall Main Entry

- (1) Install Door Access Module
- (1) Install Proximity Reader
- (1) Install Electronic Lock

Fire Hall North Entry

- (1) Install Door Access Module
- (1) Install Proximity Reader
- (1) Install Electrified Handle
- (1) Install Door Cord

Fire Hall South Entry

- (1) Install Door Access Module
- (1) Install Proximity Reader
- (1) Install Electrified Handle
- (1) Install Door Cord

Maintenance Building Door

- (1) Install Wireless Door Access Module
- (1) Install Proximity Reader
- (1) Install Electronic Lock

Total card access system including custom installation \$9,995.00



Options-

Install Proximity Keypad/Reader \$378.00 Each

Note- This option will upgrade the standard proximity reader to a keypad/proximity reader. This allows end users to have a four-digit code to enter instead of an access credential.

Install Storeroom Function Handle \$291.00 Each
(Town Hall Door and Maintenance Door)

Install (4) Security Door Sensor and Motion Detector \$629.00

Access Credentials-

1- 50 pack proximity cards \$305.00

1-50 pack proximity fobs \$690.00

Monitoring – Commercial Card Access Services with Virtual Keypad Application, Virtual Keypad Web Access and Advanced Door Reporting is \$51.99 per month. Add \$10.00 per month for security devices.



Terms:

If Buyer accepts this proposal is by facsimile, emailed or scanned copy it shall be deemed as original by both parties. Security & Fire Partners, Inc. and Buyer acknowledge that copies of documents are acceptable and that the copy is a true copy of the original.

This proposal requires 40% payment to be due upon acceptance. Progress payments are due upon invoice and the balance is due in full upon completion of the attached work. A three-year monitoring agreement is required for the pricing listed above. A service charge of 1.5% will be charged on all past due balances over 30 days with a minimum rebilling charge of \$5.00.

The proposal must be accepted within 30 days or there may be a price increase due to operating costs. If this bid is acceptable, please sign, initial any changes and email, fax or mail one copy to our office. All changes or additions will be charged extra.

Cancellation of monitoring service- The equipment purchased in this proposal is discounted from the retail price due to monitoring services in the "Monitoring Agreement" accepted at the time purchase and installation. Security & Fire Partners, Inc. will not reprogram or release the equipment, programming information or codes until payment is received through the term of the subscriber's monitoring agreement.

Verbal agreements not binding – all additional work and agreements must be shown in writing. All orders accepted by us with the understanding that we are not to be held liable for causes beyond our control.

Thank you for the opportunity to provide this proposal. Please call us to go over Any questions you may have. We look forward to working with you on this project soon.

Safe and sound,
Jared Heldt

Acceptance
I have read the above and accept the terms and conditions of this contract.

Accepted By

Date