



Mission Township
Regular Town Board Meeting Agenda
June 9, 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:** May 12, 2025, Regular Meeting
- 2) **Clerk Report & Correspondence**
- 3) **Treasurer's Report**
- 4) **Claims for Approval**
- 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**
- 4) **Park & Park Committee**
- 5) **Cemetery**
- 6) **Transfer Station**

Discussion/Action Items:

- 1) **Fire Chief Hiring** – Discussion & Appointment
- 2) **Town Facilities Security Plans** – Update & Action Plan
- 3) **Golf Carts on Town Roads** – Discussion & Board Direction
- 4) **2025 Grant Ideas & Priorities** – Discussion & Action Plan
- 5) **Town Board Designated Supervisor Responsibilities** – Discussion & Approval

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

- 1) Roads Committee Meeting – June 12, 2025 @ 5:30 PM
- 2) Funk Cartway Hearing – June 23, 2025 @ 6:00 PM
- 3) July Regular Board Meeting – July 14, 2025 @ 7:00 PM

Adjournment

Present – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Acting Fire Chief Tim Yeager; Treasurer Mary Zabilla and Clerk Naomi Scott. Bret Matthesen, Terry Havir, Timothy Moody, Greg Junker, Alex & Katherine Funk, Allan & Karen Haugstad & Bob Kalten were also in attendance.

Zoom – Attending was Park Committee Chair Jim Peterson.

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 – Bob Kalten resides near Mission Park Drive and Huxtable Point Roads. Concerned that he can't legally ride a golf cart on township roads. Requesting consideration of an ordinance like Breezy Point and he shared copies of the Breezy Point ordinance. Erik Lee expressed his concerns about safety and ~~concerns with~~ overloading our streets with different vehicles, especially with no pedestrian paths in place. This item will be put on the June 9th agenda and the Board will get more information.

Approval of Agenda – Board approved as presented.

Presentations: None.

Consent Agenda –

- **Minutes** – April 14, 2025 Regular Township Meeting & April 21, 2025 Special Meeting of Board of Appeals & Equalization.
- **Clerk Report & Correspondence** – Claims #10967 to #11008 totaling \$246,650.73.
- **Treasurer Report** – M. Zabilla reported:
 - Beginning balance was \$2,246,215.13 this year;
 - Receipts: \$137,178.74 to date;
 - Disbursements: \$978,730.13 to date;
 - Ending balance: \$1,402,346.17.
- This month she turned in the audited 2024 financial reports to Ehlers as required for the reporting that is needed for the bond holders.
- **Park Maintenance Expenditures for Approval**– Discussion with no expenditures for approval.
- **Crosslake Police Report** – 83 Calls for April 2025.

A **motion (1)** 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

Mission Fire Department Report – Acting Fire Chief Tim Yeager reported 19 April calls. He requested approval for a four-hour Saturday training course in the near future for T2 Truck training. No objection so considered approved. New truck arriving in the next couple of days. B Steele made a **motion (2)** to approve decals for the new truck not to exceed \$1,500.00, second by E Lee. Voice vote with all supervisors voting aye. Motion carried. B Steele made a **motion (3)** to write a letter of support for EMSRB medical certification, second by J. Auge. Voice vote with all supervisors voting aye. Motion carried. B. Steele to write the letter. Discussion on possible Sourcewell grants for a UTV and other equipment. Grants will be a June agenda item, so we consider all of the town's needs before applying. The Chief requested approval to apply for a Firehouse Subs grant for a UTV. **Motion (4)** by B Steele, second by E Lee, to authorize the Fire Chief to apply for a grant from FireHouse Subs for a UTV. Voice vote with all supervisors voting aye. Motion carried.

Roads & Roads Committee Report – Discussion about a potential cul-de-sac on North Horseshoe Lake Road. The Roads Committee will research further and submit options to the Town Board likely this Fall. B. Steele mentioned a resident requested signage for CR 116 at the end of East Bass Lake Road. The Roads Committee will review the request.

Planning & Zoning Update – Kolle recommendation for E Horseshoe Lake Road variance was discussed. Items discussed included powerline issues, slope, water runoff flow, septic issues and building size. Residents Allen & Karen Haugstad, neighbors to the immediate north of the Kolle property, indicated they had no objection to the variance but are concerned about water flowing onto their property. **Motion (5)** by B Steele, second by E Lee, to recommend denial of the variance to the PC-BOA because there is an adequate building area on the property to build the new house and install the septic while meeting the setbacks. Voice vote with Supervisors Steele and E Lee voting aye. Supervisor J. Auge abstained due to his role on the PC-BOA. Motion carried.

Park/Park Committee Report – No report. It was noted the Committee is meeting on May 13.

Cemetery – No report.

Transfer Station Report – Discussion of bears and garbage disposal units. Construction demo(metal) and building material dumpsters were discussed. Venders Greenday and Nisswa Rolloff are the same company. Currently Greenday takes the metal rolloff to Crow Wing Recycling and nets the revenue on their invoice. M. Zabilla requested the revenue come directly to the town so we can know the true cost of this activity. Greenday takes appliances at no cost, should Mission do this? Tires and disposal of demolition material was discussed. It was agreed they should be transferred to clean up the site. The future of the building on the site was discussed and will be reviewed in the future.

Discussion/Action Items

- **Funk Cartway Petition-Resolution 2025-05 Issuing an Order** – The next step in the cartway process is to hold a hearing for onsite review of the property and consider input from the Petitioner and Affected Owners. The resolution schedules this hearing for June 23, 2025, starting at 6:00 PM at the property on Bittner Trail & Cty. Road 11 and then finishing at the Town Hall. **Motion (6)** by E Lee to approve Resolution 2025-05, second by B Steele. Discussion followed. Voice vote with all supervisors voting aye. Motion carried.
- **Pelican Valley Preliminary Plat Approval-Resolution 2025-06** – The Preliminary Plat was reviewed by the Planning Commission on May 12, including conducting a Public Hearing, and the resolution recommended for approval by the Town Board. **Motion (7)** by B Steele, second by E Lee, to approve Resolution 2025-06 approving the Preliminary Plat. Voice vote with all supervisors voting aye. Motion carried.
- **Fire Chief Hiring Process and Timing** –Recommendation by B. Steele to open the position for internal applicants immediately with a deadline of May 23 for receiving applications. **Motion (8)** by J. Auge to conduct Fire Chief Positions interviews on May 28 at 6:00 pm, second by E Lee. Voice vote with all supervisors voting aye. Motion carried. Applications to be sent to Missionclerk@gmail.com.
- **Clerk Position and Office Construction** – Final update, project complete.
- **Ordinance 2025-01-Subdivision Ordinance Amendment** – Deferred to the June meeting. Awaiting final revisions by the town's attorney.
- **MN FMLA Law Effective 1-1-2026** – Discussed FLMA and the implications for the township. Expect more information later this year.
- **Town Facilities Security Plans** – E. Lee brought forward a proposal from Midwest Security and Fire dated 4-29-2025 to improve security at the Town Hall site at a cost of \$9,995, with additional costs for added options. Discussion on the options and costs. Will add to June agenda and consider a SourceWell grant.

Future Agenda Items & Schedule

- 1) June Regular Township Meeting – June 9 @ 7:00 PM
- 2) Fire Department Meeting – June 10 @ 8:00 PM
- 3) Roads Committee – June 12, 2025 @ 5:30 PM

Adjournment - J Auge made a **motion (9)** to adjourn the May 12th, 2025 Regular Township meeting at 8:51pm, 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

*******May minutes are unapproved until the June 9th Regular Township Meeting *******

04-IMA-ONB112-087804
TOWN OF MISSION
PO BOX 126
MERRIFIELD, MN 56465-0126

May 1, 2025



KEY INFORMATION:

- Look forward to expanded services and branch access after the transition to Old National Bank later this year.
- For now, continue to bank as usual. There are no changes to your accounts and services.
- For more information, scan the QR code to visit bremer.com/oldnational.



Bremer and Old National: A future built on shared values

Dear valued client,

We are delighted to share that as of May 1, 2025, Bremer Bank is a division of Old National Bank. With expanded capabilities and a broader branch network, this partnership will strengthen our ability to serve you while maintaining our commitment to personalized service and the communities we call home.

We're preparing for a transition of your Bremer accounts and services to Old National later this year, and we'll provide all the details you need well in advance to ensure the move is seamless. At that time, our organizations will be fully integrated, and we'll operate under the Old National name.

What you should know today

- **Expanded ATM access:** Enjoy this immediate benefit—you can now use your Bremer debit card to make cash withdrawals at any Old National banking center ATM with no fees.*
- **Important information enclosed:** Please review the Frequently Asked Questions and important details about FDIC insurance on the reverse side of this letter along with the enclosed Privacy Notice.
- **Staying informed:** We'll keep you updated throughout the transition with timely mailed updates and an online transition center coming soon. In the meantime, please visit bremer.com/oldnational to learn more.

We are dedicated to being your trusted financial partner and look forward to serving your needs at Old National for years to come. Don't hesitate to call 800-908-2265 or contact your banker or advisor with any questions along the way.

Sincerely,

Mark G Sander

MARK G. SANDER

President and Chief Operating Officer
Old National Bank

May, 2025

A hearty Paul Bunyan spring greeting to the eight townships, six cities and two counties of the Paul Bunyan Scenic Byway!

It's a pleasure to share PBSBA activity updates with you on an annual basis, either through annual informational mailings like this one, at one or more of your regular monthly meetings, and/or at the annual dinner meeting and celebration held in November every year.

This year we're excited to announce the PBSBA's new website, just launched in early April, which now highlights each city and townships through a color block jurisdiction map to better guide byway users from nearby or a ways away. (<https://paulbunyan scenicbyway.org/wp-content/uploads/2025/03/JurisdictionMap2025.pdf>)

The video project that began in 2024, and is expected to be a multi year endeavor, completed taping in both Ideal Township and the City of Jenkins. Jenkins' video should be completed by the end of June and Ideal's video is complete.

View Ideal Township video here (<https://paulbunyan scenicbyway.org/about/videos>)

This may be the year for your township or city to tell your amazing story. It's easy to do. Just contact us and we'll help you get a videotaping date, set up the videotaping slots for the talkers you suggest, and follow up with videographer, KC Moore, so everything runs as smoothly as possible.

Enclosed is the flier, Paul's Stompin' Grounds, which was the spark for the video project. The stories and information in this flier are great. But, we need you, the jurisdictions, to give us your updates and any new or fun tidbits. Please look over the information for your township or city, make any edits and return it to us either by mail (PO Box 401, Pequot Lakes) or as a scanned document.

As always, jurisdiction representatives are invited to join us at the Annual Dinner and Meeting on Wednesday, 11/12/25 at Bites Pub and Grub in Pine River from 5:30-8:00pm.

Thank you,

Lynn Scharenbroich, PBSBA (218-821-0021)

Lynn Scharenbroich



PAUL BUNYAN
SCENIC BYWAY

EXPLORE THE CITIES & TOWNSHIPS OF

Paul Bunyan Scenic Byway



Everybody loves a great story!

So, here's a chance to get in on a few of the best! Six cities and eight townships, brimming with old and new stories, make up the Byway route. Poke around, listen in and maybe become part of a few new local stories yourself.



Breezy Point, Crosslake, Ideal Township, Pelican Township, Pequot Lakes, Manhattan Beach, Mission Township

Crosslake stretches north along CSAH 66 to the **City of Manhattan Beach**, the smallest city in the state of Minnesota until (year). **More info on Manhattan Beach.**
Manhattan Beach events

- Live music weekends, June-Sept

Manhattan Beach

Entering **Crosslake** from the south on CSAH 3, park the car and let the driver enjoy everything as much as the passengers! Inside the Corps of Engineers campground, the Byway kiosk is next to the camper check-in area. Enjoy the Bunyan collection in the Paul Bunyan Exhibit Room at the Administrative building. Keep your eyes sharp for a few big Paul Bunyan things around town. Did you find the hammer and the ice cream cone?

Crosslake events

- Winterfest and Soup Cookoff
- Artisans Fair
- Crosslake Days
- Antique and Classic Wood Boat Rendezvous
- Paul and Babe's GeoHunt
- St. Patrick's Day Parade
- Big Fun Days

Mission Township

Mission township kisses the Byway at the corner of CSAH 11 and 3. This area is surrounded by Memorial Forests - 120 acres of it!

Mission Township events at Mission Park

- Park Parade in July, •Crow Wing County Senior Citizens Picnic, •Fire Fair - Mission Fire Fighters Fundraiser, •Fall Festival, •Haunted Hayride

Pelican Township

Further east on CSAH 11 across from Shaffer Lake, glimpse the osprey nest that spawned the creation of the popular Birds of the Byway brochure. CSAH 11 touches **Pelican Township** on the south side near the Halvorson Bay/Stewart's Bay public access to Pelican Lake. Soak your feet and enjoy the view. Family members for whom Stewart's Bay is named still live in the area. Pelican Township can crow a little over their new township hall and garage, all paid for, cash on the barrel head!

Breezy Point

Hop in the car. Keep heading east on CSAH 11. Did you know you're traveling on the original **'Breezy Point Resort Road'**? Curious? Stop at historic Breezy Point Resort and get the whole story. Jog north on CSAH 11 to the Breezy Point city offices. Find out how the Red Splendor crabapple tree became the official city tree.

Breezy Point events

- Breezy Point Fun Day, •Polar Plunge, •Butterfly Release at Pelican Woods Cemetery & Nature Trail

Along CSAH 16 is **Ideal Township**, busy with recreation year 'round. Wrapped around the Whitefish Chain, this township grew so much that it needed to add a second volunteer fire station along CSAH 1 on the north side of the township in 2006. In 2002, they celebrated their 100th anniversary and honored the Knebel family that bestowed the name 'Ideal' on the township all those years ago. Find out more at the Ideal Town Hall.

Ideal Township events

- Ideal Beef Feed, an 'historic' Ideal Fire Department Fundraiser

Ideal Township

In **Pequot Lakes** find out why Paul Bunyan's bobber ended up on top of the water tower and still sits there today, high above Paul's Big Chair. Snoop around in the Historical Society Exhibit at the Cole Memorial Building. At Merritt Jewelers, check out the engagement ring Paul Bunyan gave to his sweetheart, Lucette, and find out the truth and lore behind the big ring.

Pequot Lakes events

- Antique Snowmobile Rendezvous, •Bean Hole Days, •Chokecherry Festival, •Taste of Pequot

Pequot Lakes

- Summerfest, • Heritage Days, • Duck Races

Explore the Lore 

Learn More at
PaulBunyanScenicByway.org



SUPPORT THE BYWAY

The Paul Bunyan Scenic Byway exists because of people who care about strengthening the quality of life, visitor experience, and economic vitality by preserving, promoting and enhancing area resources and amenities.

2025 SUPPORT DRIVE
paulbunyan scenicbyway.org

The Paul Bunyan Scenic Byway is your byway; story-filled county roads that wind through six cities and eight townships, unifying the Byway story and connecting it to the wider community.

Since it was first designated as a state scenic byway in 1998 and as a nationally designated byway in 2006, the Byway Association's vision has been to strengthen the quality of life and visitor experiences along the route. By promoting and enhancing the area's resources and amenities that support economic vitality, the Paul Bunyan Scenic Byway serves as a conduit that adds luster to all our lives.

Your financial support is so important, making it possible for the Paul Bunyan Scenic Byway Association, a 501c3 non-profit organization, to continue enhancing our communities through Byway route projects and partnerships with other groups and local and regional jurisdictions that further this long-term vision, so future years will continue to be as extraordinary as past years.

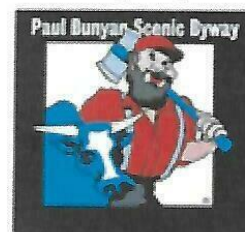
Choose membership, donation, sustaining partnership, volunteering or whatever fits your situation best. Your support is vital, it is the PBSBA's only source of income and it is always gratefully appreciated.

Have fun on your byway and support what you enjoy!

Paul Bunyan Scenic Byway Association
PO Box 401 Pequot Lakes, MN 56472

Lynn Schenck, chair
Thanks!

**Support
what you
enjoy!**



Volunteer Opportunity: Linda Ulland Memorial Gardens

The U.S. Army Corps of Engineers and Paul Bunyan Scenic Byway are looking for dedicated volunteers to join our efforts in maintaining the beauty of the Linda Ulland Memorial Gardens.

As a volunteer, your primary responsibility will be assisting with the care and upkeep of our various garden beds, including weeding, raking, and ensuring the garden is an inviting space for all visitors.

This is a wonderful opportunity to contribute to the community, enjoy the outdoors, and learn from each other and watch the garden grow and change throughout the season. If you're interested in contributing, please contact Ellie Tabako at ellen.j.tabako@usace.army.mil to learn more and sign up!



**US Army Corps
of Engineers** ®

St. Paul District



May 27, 2025

Attn: Naomi Scott
Mission Township
PO Box 126
Merrifield, MN 56465

RE: Future County Highway Project
SP 018-611-030

The Crow Wing County Highway Department is planning to rehabilitate County State Aid Highway (CSAH) 11 in the summer of 2026. I am following up as a project manager for the above referenced project that is within Mission Township. The information below will inform the township about the upcoming project and provide an opportunity for the township to give feedback.

The Crow Wing County Highway Department is planning to rehabilitate CSAH 11 between CSAH 3 to Trunk Highway (TH) 6. The project is anticipated to involve a bituminous mill and overlay as well as a left-hand turn lane at the intersection of CSAH 19.

The purpose of this letter is to inform you that this project is currently in the preliminary planning and design phase. If the township wishes to address any certain aspects of this project, or bid any resurfacing project jointly, please contact me by October of 2025 so your concerns can be addressed. Meeting this deadline will ensure the project remains on schedule for the projected letting date.

If you would like a representative from the County Highway Department to present this project at a future council meeting, or have questions relating to the project, please contact me at the number listed below or e-mail at daria.graupman@crowwing.gov. Also, please check our website for updates on current and upcoming projects.

Sincerely,

Daria Graupman

Daria Graupman
Staff Engineer/ Project Manager

Timothy V. Bray, P.E. County Engineer
Robert Hall, P.E. Assistant County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

Office: (218) 824-1110
Fax: (218) 824-1111
www.crowwing.us

200 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
Telephone: 651-201-2473
TTY: 651-297-4357



Anna Anderson, Clerk
Mission Township
PO Box 126
Merrifield, MN 56465

Dear Clerk:

The State Demographer is required by law to produce annual population and household estimates for each of Minnesota's cities and townships. Enclosed you will find a sheet containing the April 1, 2024, population and household estimates for your jurisdiction.

These estimates are being sent to you now for review and comment. It's important that our estimates are accurate, as they are used to distribute state aid to cities and townships. If you have questions about how our estimates impact a specific program, please contact the state agency responsible for that program.

The enclosed figures represent estimated population and household changes since the 2020 Census. The number of households corresponds to the number of occupied housing units. A household may be a single family, one person living alone, or any group of people who share the same living area. While we believe that our estimates are usually accurate, we realize there may be occasional problems. For this reason, we value your comments. We may not be aware of such changes as housing demolitions, the gain or loss of group quarters (like college dormitories, nursing homes, etc.), construction of public housing and the gain or loss of mobile homes.

Please note that our estimates:

- pertain to one year ago, not the present;
- have also been sent to your county auditor for review;
- are subject to change and are not considered final until they are released to the Minnesota Department of Revenue in July.

If you are satisfied with our estimates, it is not necessary to contact us or provide any further information. If you wish to challenge our estimates, please send us the appropriate data described in the enclosed challenge guide by **June 24, 2025**. Questions or comments should be directed to Eric Guthrie by email or at the address listed on the letterhead. **The best way to reach us is by e-mail at local.estimatedata@state.mn.us.** You may also try to reach us by phone at (651) 201-2473.

Thank you for taking time to review these estimates.

Sincerely,

A handwritten signature in black ink, appearing to read 'Susan Brower', with a long horizontal flourish extending to the right.

Susan Brower
State Demographer

Enclosures

DATE: June 1, 2025
TO: Anna Anderson, Clerk
Mission Township
FROM: **Susan Brower**
Minnesota State Demographer
SUBJECT: 2024 Population and Household Estimates

Your April 1, 2024 population estimate is 821.

Your April 1, 2024 household estimate is 397.

If you have any questions or comments about these estimates, please contact the State Demographic Center, 200 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to local.estimatedata@state.mn.us. All challenges must be submitted in writing. Please refer to the enclosed sheet for details.

HOW TO CHALLENGE THE POPULATION AND HOUSEHOLD ESTIMATES FROM THE STATE DEMOGRAPHER

The legal responsibilities of the State Demographer with respect to local population estimates dictate that we be able to defend any revisions to the estimates. Consequently, we need documentation for our files. Cited below are types of information we will accept with a challenge to our estimates. You may select whichever approach is most appropriate for your situation. However, the more information you can provide the better. No challenges will be accepted after June 24.

1. You may send us the number of active residential utility accounts in April 2023 and April 2024. We would prefer electrical accounts, but water and sewer accounts are acceptable. Please summarize your data. We don't need a list of all utility customers. Summary data for intervening years are helpful. Utility data are much more useful when provided together with building permit data (see #2 below).
2. Another approach is to provide the number of housing units added and lost by calendar year for the years beginning with 2020. Building and demolition permits are a good source of such information. Be sure to include mobile homes and apartments, and indicate whether any of the apartments were for the elderly. Please try to be as specific as possible about the type of unit involved (single-family, apartment, mobile home, etc.).
3. An actual count of persons or households may be accepted, but places with more than 100 people must contact the State Demographer before proceeding with a count. The count you submit should be for 2025. We will interpolate a number for 2024. You must provide the following information:
 - a. List the house number and street name of each housing unit in your city or township. If there is more than one unit at an address, please list each unit and provide an apartment number.
 - b. Indicate whether the unit is occupied or vacant. If the unit is occupied, indicate the number of residents. Only year-round residents should be counted. Young people away at college or in the military, elderly persons who have moved to a nursing home in another town and seasonal (summer) residents should not be counted.
 - c. Group quarters such as nursing homes, dormitories, jails and group homes should not be counted as housing units. Give us the name and address of the facility and the number of residents.
 - d. After you have listed each housing unit, you must summarize your data and give us the total number of residents, the total number of vacant units and the total number of occupied units.
 - e. Please indicate when the count was completed.

Any additional information you can provide about your community will be appreciated. Changes in vacancy rates, the conversion of summer homes to year-round use, and changes in employment opportunities are the types of things we like to hear about when we are evaluating an estimate. One final request--when you write to us, please provide your mailing address and a telephone number or e-mail address where you can be reached during the day.

Thank you.

Date Range : 6/9/2025 To 6/9/2025

<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>
06/09/2025	Waste Partners, Inc.	Sanitation Administration	11009	\$208.28			
					100-41125-395-	GENERAL GOVERNMENT	\$61.45
					100-43210-395-	Sanitation Administration	\$35.00
					229-45010-395-	Culture-Recreation Administration	\$111.83
06/09/2025	Jon Swenson	Reimbursement for Fuel and Door Openers	11010	\$223.13			
					225-41125-235-	GENERAL GOVERNMENT	\$122.22
					225-42210-215-	Fire Administration	\$100.91
06/09/2025	Napa Auto Parts	Diesel Exhaust Fluid	11011	\$33.18			
					225-42210-220-	Fire Administration	\$33.18
06/09/2025	Northpoint Emergency Training	Invoices #1280	11012	\$350.00			
					225-42210-233-	Fire Administration	\$350.00
06/09/2025	David Baker	Reimbursement for white stripping paint and gnomes	11013	\$92.29			
					229-45010-236-	Culture-Recreation Administration	\$92.29
06/09/2025	CTC-446126	Phone and internet at Town Hall	11014	\$231.66			
					100-41125-321-	GENERAL GOVERNMENT	\$231.66
06/09/2025	Norwood & Son Excavating	Invoice #1692 3 Dump push and backhoe fee	11015	\$675.00			
					100-43210-313-	Sanitation Administration	\$675.00
06/09/2025	Honey Wagon	Pumped, rinsed & cleaned 3 vault toilet @ Park	11016	\$535.00			
					229-45010-313-	Culture-Recreation Administration	\$535.00
06/09/2025	U.S. Postal Service	PO Box 327 - Merrifield	11017	\$154.00			
					225-42210-201-	Fire Administration	\$154.00

Date Range : 6/9/2025 To 6/9/2025

<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>
06/09/2025	Naomi Scott	Reimbursement-mileage(\$39.20), media(\$47) & Election judge(280.00)	11018	\$366.20			
					100-41125-331-	GENERAL GOVERNMENT	\$39.20
					100-41125-321-	GENERAL GOVERNMENT	\$47.00
					100-41410-104-	Elections	\$280.00
06/09/2025	Mary Zabilla	Reimbursement mileage	11019	\$100.80			
					100-41125-331-	GENERAL GOVERNMENT	\$100.80
06/09/2025	Tim Moody	Reimbursement for Park diesel and Park plumbing	11020	\$43.40			
					229-45010-220-	Culture-Recreation Administration	\$28.10
					229-45010-231-	Culture-Recreation Administration	\$15.30
06/09/2025	Crow Wing Power	Electric for Town Hall and Park	11021	\$334.32			
					100-41125-381-	GENERAL GOVERNMENT	\$288.26
					229-45010-381-	Culture-Recreation Administration	\$46.06
06/09/2025	Minnesota Association of Townships	Invoice #115039 Town Law Review - Jon Auge	11022	\$75.00			
					100-41125-207-	GENERAL GOVERNMENT	\$75.00
06/09/2025	The Paper Plan-it	Invoice #7091 Payroll & Reconciliation	11023	\$421.77			
					100-41125-318-	GENERAL GOVERNMENT	\$421.77
06/09/2025	Lakes Printing	Invoice # 00226545 Spring Mailing	11024	\$819.75			
					100-41125-201-	GENERAL GOVERNMENT	\$819.75
06/09/2025	Minnesota Association of Townships	Invoice #11699	11025	\$95.00			
					100-41125-362-	GENERAL GOVERNMENT	\$95.00
06/09/2025	CWC Highway Department	Invoice #8311	11026	\$502.43			
					225-42210-231-	Fire Administration	\$502.43

Date Range : 6/9/2025 To 6/9/2025

<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>
06/09/2025	Central Minnesota Seeding	2 Mailbox Supports	11027	\$220.00			
					201-43050-271-	R & B ADMINISTRATION	\$220.00
06/09/2025	Town Law Center PLLP	Bill Number 582 Funk Cartway-2.7 hours & General .7 hours	11028	\$900.50			
					100-41125-304-	GENERAL GOVERNMENT	\$171.50
					100-41125-304-103	GENERAL GOVERNMENT	\$729.00
06/09/2025	Elan Financial Services	Credit Card - All receipts included. Hall-Cartway-CourtReserve-Park	11029	\$674.07			
					100-41125-201-	GENERAL GOVERNMENT	\$341.25
					100-41125-201-103	GENERAL GOVERNMENT	\$71.86
					229-45010-427-	Culture-Recreation Administration	\$70.00
					229-45010-231-	Culture-Recreation Administration	\$26.25
					229-45010-220-	Culture-Recreation Administration	\$164.71
06/09/2025	PERA-Public Emp Retirement Assoc	Mission Township 6329000 PERA	11030	\$463.10			
					100-41125-121-	GENERAL GOVERNMENT	\$463.10
06/09/2025	MN Dept of Revenue	Paid electronically through Paper Plan-it	11031	\$93.00			
					225-42210-125-	Fire Administration	\$93.00
06/09/2025	IRS-Internal Revenue Service	IRS-Paid electronically via Paper Plan-it	11032	\$1,508.30			
					100-41125-125-	GENERAL GOVERNMENT	\$488.06
					229-45010-125-	Culture-Recreation Administration	\$185.14
					225-42210-125-	Fire Administration	\$835.10
06/09/2025	Payroll	Payroll-DD paid electronically via Paper Plan	11033	\$8,612.99			
					100-41125-311-	GENERAL GOVERNMENT	\$78.50

Date Range : 6/9/2025 To 6/9/2025

<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>
					100-41110-103-	Council/Town Board	\$1,139.92
					100-41430-103-	Clerk & Treasurer	\$1,521.55
					225-42210-103-	Fire Administration	\$4,806.94
					229-45010-103-	Culture-Recreation Administration	\$1,066.08
Total For Selected Claims				\$17,733.17			\$17,733.17

John Auge

Town Supervisor

Date

Bob Steele

Town Supervisor

Date

Erik Lee

Town Supervisor

Date



Crosslake Police Department
Mission Township
Monthly Report: May 2025

Agency Assist	5
ATV	1
Burglary	1
Driving Complaint	2
Ems	1
Property Damage Accident	2
Suspicious Activity	1
Traffic Warning	50
Traffic Citation	11
Welfare Check	1

TOTAL: 75



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

2025	2024
Agency Assist – 5	Agency Assist – 4
ATV – 1	Background – 1
Burglary – 1	Driving Complaint – 1
Driving Complaint – 2	Ems – 1
Ems – 1	Hazard In Road – 1
Property Damage Accident – 2	Property Damage Accident – 1
Suspicious Activity – 1	Traffic Warning – 64
Traffic Warning – 50	Traffic Citation – 15
Traffic Citation – 11	
Welfare Check – 1	

TOTAL: 75

TOTAL: 88

2024 Year to Date: 417

2025 Year to Date: 354



JUNE 2025 MONTHLY FIRE DEPARTMENT REPORT

Monthly calls: 20 for May

Year to Date Calls:

Mission Twp: EMS: 11 Fire: 1
Center Twp: EMS: 5 Fire: 1
Pelican Twp: EMS: 1 Fire: 0
Mutual Aid: Fire: 1

Mission Twp: 35
Center Twp: 20
Pelican Twp: 8
Mutual Aid: 5

Year to date calls for 2025: calls 68

Department Training:

- 1) 6/10 - Monthly Meeting/Truck Checks/Relief
- 2) 6/14 - Fire Training – New Truck
- 3) 6/17 - Medical Training – North Point
- 4) 6/24 – Fire Training

Trucks:

- 1) New T2 – Truck is here! Mostly stocked and can be used by trained personnel. Radio is installed; graphics are in process. More training to do.
- 2) Some of our old handheld radios are at Granite Electronics being reprogrammed for spares.
- 3) Will be researching options for selling the Heavy Rescue and Grass 2 trucks that have been taken out of service.

New Items

- 1) EMSRB MRU Recognition Application is in the process.
- 2) We are moving ahead with the application for the Firehouse Subs grant. Going for a UTV with a trailer. It would haul more equipment and people for medical, rescue, and wildland fires.

Invoices:

- 1) Payment claim for Jon Swensen. (For fuel and door openers)
- 2) Invoice for NorthPoint Training (#1280)
- 3) Invoice from Napa for truck supplies (#194208)





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 state! The grant has no sunset date. The plan remains to prepare the project specifications in the late Summer/Fall to be ready to include in Crow Wing County's large project bid process given that CWC will be doing a mill and overlay of County Road 11 from State Highway 6 to CSAH 3. 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 specification's 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 near 14117 N. Horseshoe Lake Road will be repaired.

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.
- ✓ **Repair of roadway at 29655 E. Horseshoe Lake Road.** A citizen reported damage to EHLR at the driveway access point. Anderson Brothers provided a quote of \$875 to repair the road. I contacted Tracts LLC via letter requesting they, or their contractor, reimburse the township for the repair. I received confirmation from Andrew Ranweiler of Tracts LLC on June 2nd that Anderson Brothers will complete the repair in the next 3-4 weeks and will not bill the township. They will also add class 5 to the driveway approach as I suggested in my letter.



Planning & Zoning Tracking Report - 2025

Updated: 6-7-2025



CWC Permits:

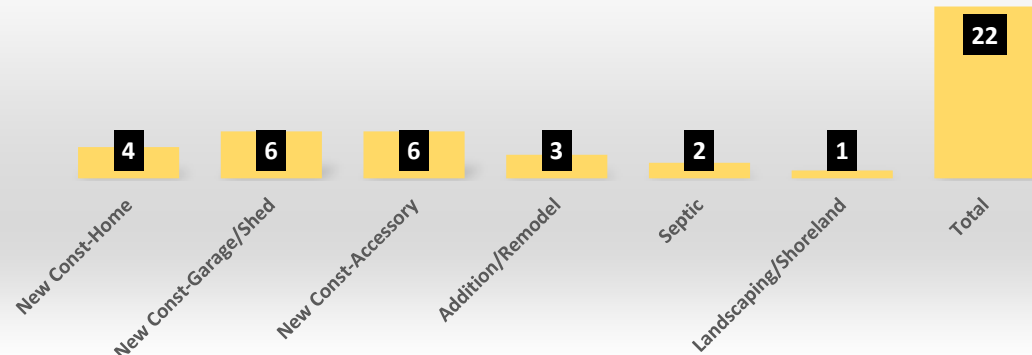
2025:	22
2024:	44
2023:	39
2022:	41
2021:	24

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.	Recommended Denial	DRT on 4-14-2025 Town Board on 5-12-2025 PC-BOA on 5-15-2025 Approved
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

P&Z Inquiries

1. Neighbor concern about required permits for dirt moving @ 13802 Mission Park Drive. Verified permits & approved activity with CWC.
2. Neighbor concerns about potential landscaping business on west side of EHLR, north of CR 109. CWC is reviewing.

2025 Permits by Type



**Mission Township
June 9, 2025 Township Meeting
Park Committee**

- Committee meeting on May 13; minutes of meeting submitted
- All amenities and trails open for the summer
- Regular maintenance activities in progress

Tractor:

- John Deere used mostly for mowing and plowing
- Other attachments include sweeper and bucket
- Difficult for one person to change attachments
- Potential option:
 - Sell tractor and attachments or use as trade-in
 - Purchase ATV (side-by-side) with plow attachment
 - Purchase tow behind mower attachment
 - Purchase small trailer (to assist with moving items around park and hauling branches, etc. to Transfer Station)
- Pursue grant from Sourcewell to assist with funding of new equipment

Tennis courts:

- Significant number of cracks (mostly west courts)
- Estimated total length of cracks - 250 feet
- Practical option - fill cracks until courts are resurfaced within a few years
- Courts should be cleaned; dirt on courts can be slippery
- Tentative meeting with Lee Sports Surfacing in early July to discuss options and obtain estimated costs
 - Cost of filling cracks with shorter-term solution (caulking)
 - Cost of more permanent fix (Armor Crack Repair); this is typically done when courts are resurfaced
 - Cost of cleaning the courts without permanent repairs
 - Is there an issue with the integrity of the courts since they were repaired and resurfaced in 2017
 - What is current cost of resurfacing the courts
- Township Board in future years will need to address long-term support/continued maintenance of courts

CEMETERY DEED

Know all by These Presents: That the Mission Township Cemetery Association of Mission Township in the County of Crow Wing and State of Minnesota, in consideration of the sum of Six Hundred & 00/100 Dollars, to them in hand paid by Jeannine McCabe hereby grant, bargain, sell and convey unto the said Jeannine McCabe t^heir heirs and assigns forever the following described piece of land as a place for the burial of the dead, to-wit:

Lot No. 3, Block No. 23 of the Cemetery situate on 28056 County Road 19, Merrifield MN

Mission Township Cemetery (Old Section)

in the County of Crow Wing and State of Minnesota, according to the plat of said Cemetery on file in the office of County Recorder of said County.

To have and to hold the same, subject to all the laws of this State, now or hereafter enacted for the management and regulation of Cemeteries, and also subject to all rules and by-laws of the said Cemetery Association now or hereafter made, for the regulation of the affairs of the same or any part thereof.

It is hereby covenanted, that said hereby granted premises are free from all incumbrances, and that the title now conveyed is perfect, and that said Mission Township Cemetery Association will warrant and defend the same to said grantee, t^heir heirs and assigns forever.

In testimony whereof the said Cemetery Association has caused these presents to be executed in its behalf by its ~~President and Board of Directors~~ Chairman and Township Supervisors

this 9th day of June, 2025

Signed, Sealed and Delivered in Presence of

By Jon Auge - Its Chairman
Mary Zabilla Its Treasurer

State of Minnesota, ss.
County of Crow Wing
On this 9th day of June, A. D. 2025 before me appeared Jon Auge and Mary Zabilla to me personally known, who, being by me duly sworn Notary Public did say, that they are respectively the ~~President and Board of Directors~~ Treasurer of the Mission Township Chairman

the above named in the foregoing instrument, and that the and that the said instrument was signed and sealed in behalf of said Mission Township by authority of its Board of Supervisors and said Robert Steele and Erik Lee acknowledged said instrument to be the free act and deed of said Cemetery

My commission expires



MISSION TOWNSHIP TOWN BOARD RESPONSIBILITIES

Created: 5-18-2025

The broad responsibilities of town supervisors, clerk and treasurer are contained within the approved job descriptions for each role. However, for supervisors, the town board may choose to designate a supervisor to fill duties/positions created by the board as a way of delegating responsibilities among the supervisors. This supervisory role is primarily to provide oversight for the designated area including supervision of employees or contractors where applicable; implement actions approved by the town board; develop and verify contracts (subject to town board approval); review claim submittals and time sheets prior to town board approval; address complaints and other duties as assigned by the town board. <Policy 2.7>.

The following are the key responsibilities for each Designated Supervisory Area.

Cemetery

1. General oversight of the facility including:
 - Maintenance.
 - Supervision of contractors.
 - Identification and development of facility improvements.
 - Identification, development and implementation of CIP projects.
 - Responding to issues and complaints.
2. Oversight of burials and administration of town's cemetery policies in coordination with the town clerk.
3. Ensuring Pre-Memorial Day weekend spring clean-up & winter staking by contractor.
4. Ownership for Cemetery burial/maintenance contract.
5. Annual evaluation of costs/fees and recommendations for fee changes to the town board.
6. Point of contact for citizens on Cemetery questions and concerns.

Fire Department

1. General oversight of the facility including:
 - Maintenance.
 - Supervision of contractors.
 - Identification and development of facility improvements.
 - Identification, development and implementation of CIP projects.
 - Responding to issues and complaints.
2. Immediate supervisor of the Fire Chief.
3. Oversight of the Fire Department including:
 - Adherence to Town Policies & Procedures.
 - Development and implementation of CIP plans/projects.
 - Approval of unplanned operating expenses between board meetings within delegated authority.
 - Responding to issues and complaints.
4. Ownership of contracts with partner townships and point of contact for them on issues and concerns.
5. Participation in Fire Department meetings when feasible.
6. Point of contact for citizens on Fire Department questions and concerns.

7. Trustee for the Mission Township Fire Relief Association and attendance at meetings.

Park

1. General oversight of the facility including:
 - Maintenance.
 - Supervision of contractors.
 - Identification and development of facility improvements.
 - Identification, development and implementation of CIP projects.
 - Responding to issues and complaints.
2. Immediate supervisor of the Park Maintenance Attendant.
3. Ensuring spring clean-up occurs prior to Memorial Day weekend or earlier, weather permitting.
4. Annual evaluation of costs/fees and recommendations for fee changes to the town board.
5. Liaison with the Park Committee.
6. Point of contact for citizens on Park questions and concerns.

Planning & Zoning

1. Chair of the Planning Commission.
2. Immediate supervisor of the contracted Zoning Administrator.
3. Participation in CWC DRT meetings and on-site visits when town applications are presented.
4. Responsible for preparation of application materials for town board review and recommendation to CWC.
5. Responsible for communicating town board decisions to CWC and representing them as required.
6. Annual evaluation of costs/fees and recommendations for fee changes to the town board.
7. Point of contact for CWC and citizens on planning & zoning questions and concerns.

Roads

1. General oversight of town roads including:
 - Maintenance.
 - Supervision of contractors.
 - Identification and development of RFP's/Quotes.
 - Identification, development and implementation of CIP projects.
 - Responding to issues and complaints.
2. General oversight of the Maintenance Building facility including:
 - Maintenance.
 - Supervision of contractors.
 - Identification and development of facility improvements.
 - Identification, development and implementation of CIP projects.
3. Ownership of the Annual Road Inspection and preparation of the report & requests for quotation, for board approval.
4. Ownership for maintaining the Roads and Sign inventories.
5. Town Weed Inspector per MN Statute 18.8, subd. 2.
6. Identification and coordination of Engineering services.
7. Point of contact for CWC Highway/Sheriff Departments, and citizens on questions and concerns.
8. Liaison with the Roads Committee.

Transfer Station

1. General oversight of the facility including:
 - Maintenance.
 - Supervision of contractors. (Dumpsters, roll-offs, & brush pile maintenance)
 - Identification and development of facility improvements.
 - Identification, development and implementation of CIP projects.
 - Responding to issues and complaints.
2. Immediate supervisor of the Transfer Station Attendant.
3. Oversight for spring start-up and fall shut-down of facility.
4. Annual evaluation of costs/fees and recommendations for fee changes to the town board.
5. Point of contact for citizens on Transfer Station questions and concerns.

Town Hall

1. General oversight of the facility including:
 - Maintenance. (furnace, water softener, & exterior maintenance)
 - Supervision of contractors.
 - Identification and development of facility improvements.
 - Identification, development and implementation of CIP projects.
 - Responding to issues and complaints.
2. Immediate supervisor of the Town Hall Cleaning Attendant.
3. Oversight of the oil collection area, including regular collection of monies.
4. Annual evaluation of costs/fees and recommendations for fee changes to the town board.

Town Board Assigned Responsibilities

- Capital Planning Process & reporting (Auge/Zabilla).
- Bond and Investments management (Zabilla).
- CARES/ARPA reporting (Steele).
- Budget Process (Auge/Zabilla).
- Newsletter publication (Steele).
- Operating Policy & Procedures Handbook (Auge).
- Coordination of legal services (Auge).