



Mission Township
Regular Town Board Meeting Agenda
August 11, 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

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

Approval of the Agenda

- Presentations:**
- 1) Phil Tidd & Scott McCormick regarding clarification on our Administrative Subdivision Ordinance Amendment as applied to PID 77060515 on Fawn Lake Road
 - 2) CWC Engineer Daria Graupman regarding 2026 County Road 11 resurfacing project

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:** July 14, 2025, Regular Monthly 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**
- 7) **Performance Review Summary for Town Clerk Review**

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:

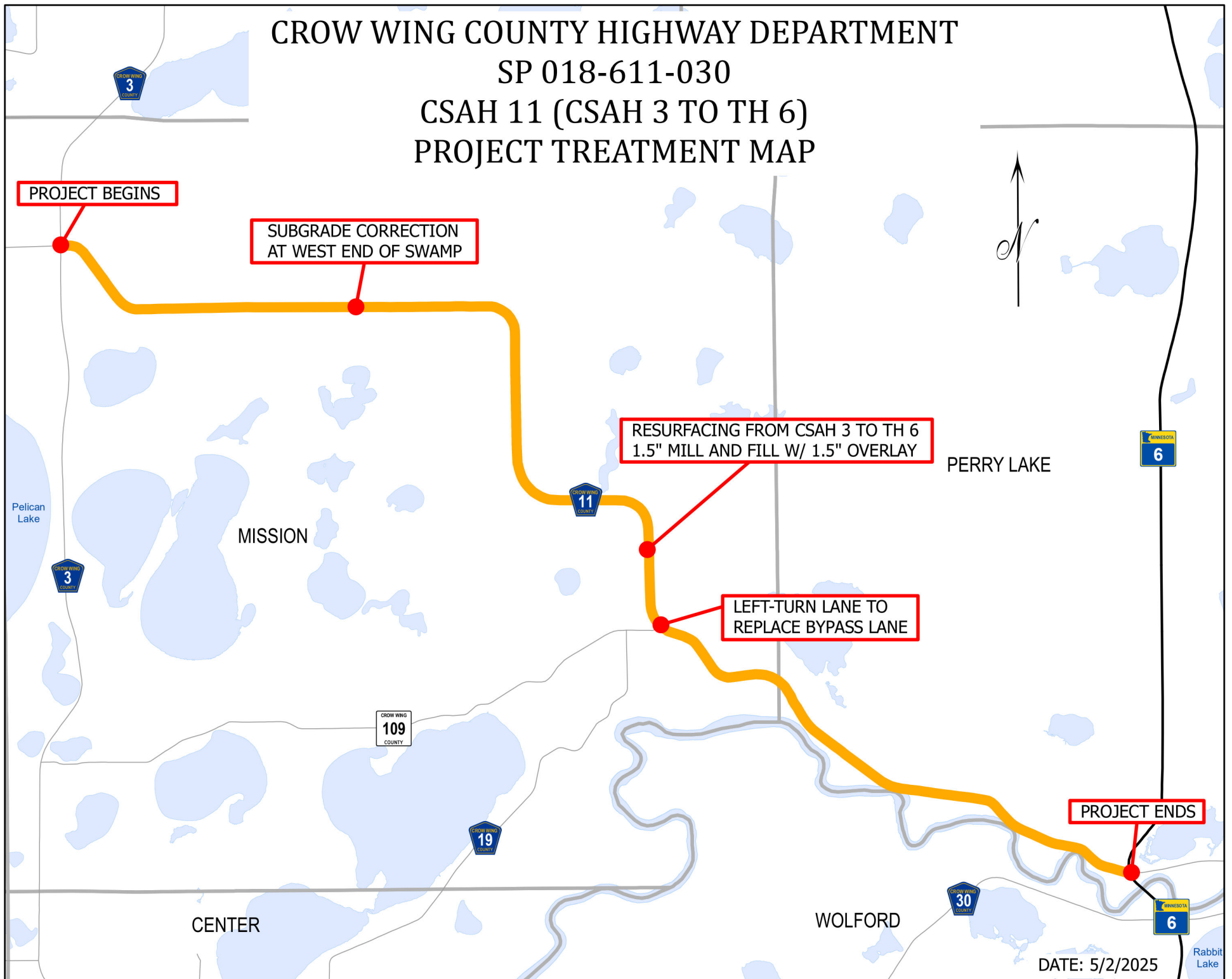
- 1) **Town Facilities Security Plan** – Update & Implementation Plan
- 2) **Use of Facilities Policy** – Discussion & Board Direction on Policy Development
- 3) **Resolution 2025-10 Revising 2025 Fee Schedule for Driveway Permit Fee** – Adopt
- 4) **Grass 2 Truck Replacement Thru MN DNR** – Consider Additional Information & Approval
- 5) **Grant Opportunities Prioritization & Approval** – Prioritize List and Authorize Applications
- 6) **North Horseshoe Lake Road Cul-de-sac** – Consider Authorizing Chair to Consult with Attorney on Process

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

- 1) Funk Cartway Hearing (Continued)– August 12, 2025 @ 6:00 PM
- 2) Regular Monthly Town Board Meeting – September 8, 2025 @ 7:00 PM

Adjournment

CROW WING COUNTY HIGHWAY DEPARTMENT
SP 018-611-030
CSAH 11 (CSAH 3 TO TH 6)
PROJECT TREATMENT MAP



July 14, 2025 @ 7:00pm

Regular Township Meeting Minutes

Present – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Fire Chief Jill Allord; Treasurer Mary Zabilla and Clerk Naomi Scott. Jim Peterson and Tim Moody also attended.

Zoom – Attending was Road Committee Chair Dave Hauser and firefighter Bret Mathisen.

Call to Order, Pledge of Allegiance & Roll Call – J. Auge called the July 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 spoke under Open Forum.

Approval of Agenda – Board approved as presented.

Presentations: None.

Consent Agenda –

- **Minutes** – June 9, 2025, Regular Meeting, May 28, 2025 & June 9, 2025, Fire Chief Interviews, & June 23, 2025, Funk Cartway Petition Hearing.
- **Clerk Report & Correspondence** – Claims #11046 to #11073 totaling \$63,833.23. 2. No correspondence.
- **Treasurer Report** – M. Zabilla reported:
 1. Beginning Balance: \$2,246,215.13
 - a. Receipts: \$367,574.95
 - b. Disbursements: \$1,242,034.10
 - c. Ending Balance: \$1,352,803.24
- **Park Maintenance Expenditures for Approval**– Discussion with no expenditures for approval.
- **Crosslake Police Report** – 79 Calls for June 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.

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

Mission Fire Department Report – Discussion occurred on options regarding the two out-of-service vehicles. A motion **(2)** to scrap the two out-of-service fire engines was made by J. Auge, second by E. Lee. Voice vote with all supervisors voting aye. Motion carried. The Chief reported that Sam Klinger had resigned from the department effective June 30. A motion **(3)** to accept Sam Klinger's resignation from the Fire Department was made by J. Auge, second by E. Lee. Voice vote with all supervisors voting aye. Motion carried. Chief Allord requested changing Lieutenant 3 to a Captain 3 position. A motion **(4)** to approve the change was made by B. Steele, second by E. Lee. Voice vote with all supervisors voting aye. Motion carried. New Job Descriptions were presented for the Captain & Lieutenant positions. A motion **(5)** to approve the new Job Descriptions was made by B. Steele, second by J. Auge. Voice vote with all supervisors voting aye. Motion carried. Chief Allord requested to send Bret Mathisen & Jon Swenson to the MSFDA Conference & Fire School held in Breezy Point on September 18-20, 2025, with registration cost of \$250.00/each. A motion **(6)** to approve was made by E. Lee, second by B. Steele. Voice vote with all supervisors voting aye. Motion carried. An opportunity to purchase a replacement for the Grass 2 fire truck was discussed and deferred to the August meeting for additional information.

Roads & Roads Committee Report – No report.

Planning & Zoning Update – J. Auge updated the Board on two upcoming applications reviewed at today's DRT Meeting (New Wave Property Mgmt.-LUMA and Davis-Variances). A variance request for Michael Schoenecker at 13222 SW Horseshoe Lake Road (Parcel 77190573) for a 66-foot lake setback (covered patio/deck) and 82-foot

lake setback (dwelling) was reviewed. A motion **(7)** to recommend to the CWC PC-BOA denial of the variance for the property was made by B. Steele, second by E. Lee, on the basis there is an adequate building envelop on the property to build a new dwelling while meeting the required setbacks. Voice vote with supervisors Lee & Steele voting aye and Supervisor Auge abstaining due to his role on the PC-BOA. Motion carried.

Park/Park Committee Report – Stained all out buildings and part of the Pavilion. New door for the shed is installed. There was discussion on tennis and pickleball court maintenance, short and longer term.

Cemetery – The Clerk presented a lot sale for a resident for approval. A motion **(8)** to approve the sale of Lot 1, Block 16 in the new section of Mission Cemetery ~~lot~~ to a Mission resident was made by J. Auge, second by B. Steele. Voice vote with all supervisors voting aye. Motion carried.

Transfer Station Report – Rolloffs are filling up and it's being heavily used. J. Auge suggested having the Transfer Station Attendant record the users' names, addresses and usage (brush vs. roll offs) so we can gather meaningful data on Transfer Station usage which E. Lee agreed to implement.

Discussion/Action Items

1) Ordinance 2025-01 - An Ordinance Amending the Mission Township Subdivision Ordinance regarding Administrative Subdivisions. The Chair noted the Planning Commission recommended adoption of the ordinance at their 6:00 PM meeting, following a Public Hearing. A motion **(9)** to adopt the ordinance was made by B. Steele, second by E. Lee. Voice vote with all supervisors voting aye. Motion carried.

2) Resolution 2025-08-Publication of Ordinance 2025-01. A motion **(10)** to adopt the resolution approving summary publication language for the ordinance was made by J. Auge, second by B. Steele. Voice vote with all supervisors voting aye. Motion carried.

3) Ordinance 2025-02-An Ordinance regulating Driveway Accesses on Town Roads. The Chair noted the Planning Commission recommended adoption of the ordinance at their 6:00 PM meeting, following a Public Hearing. A motion **(11)** to adopt the ordinance was made by J. Auge, second by B. Steele. Voice vote with all supervisors voting aye. Motion carried.

4) Resolution 2025-09-Publication of Ordinance 2025-02. A motion **(12)** to adopt the resolution approving summary publication language for the ordinance was made by J. Auge, second by E. Lee. Voice vote with all supervisors voting aye. Motion carried. J. Auge moved **(13)** to set the Driveway Access Permit fee at \$250, with \$200 refundable at the Town's discretion, second by E. Lee. Voice vote with all supervisors voting aye. Motion carried.

5) Mission Township Firefighters Relief Association – Resolution 2025-07 – Consider Ratification of Bylaws Amendments. Bret Mathisen, Association Treasurer, shared highlights of the proposed changes, with the key change increasing the pension benefit to \$3000. A motion **(14)** to ratify/approve the Bylaws amendments was made by B. Steele, second by J. Auge. Voice vote with all supervisors voting aye. Motion carried.

6) Town Facilities Security Plans – Update & Approval of Action Plan. E. Lee provided additional information on options for a security system covering the Town Hall site. Following discussion of options, a motion **(15)** to approve the Midwest Security proposal not to exceed \$11,500 was made by E. Lee, second by J. Auge. Voice vote with all supervisors voting aye. Motion carried.

7) Funk Cartway Petition – Update & Approval to Research Possible Routes 2 & 3. The Chair provided an update and shared a map outlining possible Routes 2 & 3, should the preferred route not be feasible. A motion **(16)** to approve working with Crow Wing County on researching possible routes 2 and 3 for the Funk Cartway was made by B. Steele, second by E. Lee. In discussion it was noted there will be a fee charged to the Cartway security. Voice vote with all supervisors voting aye. Motion carried.

8) Bolton & Menk Proposal for Engineering Services-East Bass Lake Road Project. A proposal from Bolton & Menk to provide engineering services for the East Bass Lake Road project was presented. A motion **(17)** to accept the proposal from Bolton & Menk ~~for Engineering service for E-Bass Lake~~ at a cost not to exceed \$56,625 was made by J. Auge, second by B. Steele. Voice vote with all supervisors voting aye. Motion carried.

9) Use of Facilities Policy – Discussion & Board Direction on Policy Development. This will be put on the August agenda for discussion and action.

10) Town Board 2025 Key Initiatives – Update. The Board reviewed progress in completing the Key Initiatives. J. Auge will work with the Fire Department to apply asset tags to key equipment.

11) Closed Meeting – To evaluate the performance of the Town Clerk, an individual who is subject to the Board's authority per Minn. Stat. § 13D.05, subd. 3(a). A motion **(18)** was made by J. Auge, second by E. Lee, to move to a closed session per Minn. Stat. § 13D.05, subd. 3(a) to evaluate the performance of the Town Clerk. Voice vote with all supervisors voting aye. Motion carried.

Following the closed session, J. Auge made a Motion **(19)**, second by B. Steele, to return to open session. Voice vote with all supervisors voting aye. Motion carried.

12) Hourly Increase for Town Clerk – Consider Adopting increase. A motion **(20)** to increase the Clerk's hourly wage from \$21/hour to \$22/hour effective July 1, 2025, was made by E. Lee, second by B. Steele. Voice vote with all supervisors voting aye. Motion Carried.

Future Agenda Items & Schedule

- 1) August Regular Board Meeting – August 11, 2025 @ 7:00 PM
- 2) Funk Cartway Hearing (Continued)– August 12, 2025 @ 6:00 PM

Adjournment – J. Auge made a motion **(21)** to adjourn the July 14th, 2025, Regular Township meeting at 9:05 pm, seconded by E. Lee. Voice vote with all supervisors voting aye. Motion carried and the meeting was adjourned.

Respectfully Submitted,

Naomi Scott
Clerk

Jon Auge
Chair

*****July minutes are unapproved until the August 11th Regular Township Meeting *****

Clerk's Report-August 11th, 2025

1. Claims #11074 to #11129 totaling \$27,898.90. Claims 11076 thru 11102 were voided due to printing error and replaced by claims 11103 thru 11129. No changes in claim amounts.
2. Correspondence follows.



Naomi Scott <missionclerk@gmail.com>

Request from Cuyuna Range Youth Center

1 message

Melissa Cox <melissacox2009@yahoo.com>
To: "missionclerk@gmail.com" <missionclerk@gmail.com>

Tue, Jul 15, 2025 at 10:04 PM

Dear Mission Fire Department,

We are writing to request your support in the form of a financial contribution to help sustain our programs at the Cuyuna Range Youth Center (CRYC), which is a nonprofit. Your generous support will directly impact the lives of the youth in our community and enable us to continue providing vital services and opportunities.

At CRYC, our mission is to provide a stable environment that empowers youth to make positive life decisions. We focus on building leadership skills, fostering positive character development, enhancing health and life skills, promoting workplace readiness, and offering recreational activities. These programs are crucial in helping our youth develop into responsible caring, and productive members of our community.

CRYC provides students in grades 4-12 in the Crosby-Ironton School District and surrounding areas a warm meal, and safe and supportive environment after school where they can learn, grow, and thrive. This rural community has approximately 450 students, and CRYC reaches about half each year. This is an at-risk population where unsupervised time can lead to negative outcomes, such as substance abuse, self-harm, and crime. CRYC is a sanctuary where they can escape the challenges of daily life and find encouragement and guidance from caring staff and volunteers.

We appreciate your consideration of donations as CRYC cannot survive without the support of grants and donations. In addition to general programming costs and the cost to provide a healthy meal for students, we have a variety of other goals we hope to reach. In return for your generous support, we are committed to giving back to the community and fostering a spirit of service among our youth. Our participants regularly engage in volunteer work, supporting events and initiatives that benefit the region. By investing in CRYC, you are helping to build a stronger, more resilient community for everyone.

Thank you for considering our request. We deeply appreciate your dedication to our community and your commitment to supporting the development and well-being of our youth.

Thank you,

Melissa Cox
Cuyuna Range Youth Center

The Official Request Letter is Attached

 **CRYC (11).pdf**
95K



June 22, 2025

Dear Community Partner,

We are writing to request your support in the form of a financial contribution to help sustain our programs at the Cuyuna Range Youth Center (CRYC), which is a nonprofit. Your generous support will directly impact the lives of the youth in our community and enable us to continue providing vital services and opportunities.

At CRYC, our mission is to provide a stable environment that empowers youth to make positive life decisions. We focus on building leadership skills, fostering positive character development, enhancing health and life skills, promoting workplace readiness, and offering recreational activities. These programs are crucial in helping our youth develop into responsible caring, and productive members of our community.

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We appreciate your consideration of donations as CRYC cannot survive without the support of grants and donations. In addition to general programming costs and the cost to provide a healthy meal for students, we have a variety of other goals we hope to reach. In return for your generous support, we are committed to giving back to the community and fostering a spirit of service among our youth. Our participants regularly engage in volunteer work, supporting events and initiatives that benefit the region. By investing in CRYC, you are helping to build a stronger, more resilient community for everyone.

Thank you for considering our request. We deeply appreciate your dedication to our community and your commitment to supporting the development and well-being of our youth.

Best regards,

Cuyuna Range Youth Center
Board, Staff, and Youth



Naomi Scott <missionclerk@gmail.com>

URGENT - Payroll Promotion - Your Help Is NEEDED

1 message

Tina Miller <tina@paperplanitltd.com>
To: Naomi Scott <missionclerk@gmail.com>

Tue, Jul 22, 2025 at 12:53 PM

Hi Naomi,

We hope you're doing well!

We're excited to let you in on some good news.

We've been listening to your concerns over the increase in payroll processing fees, in fact, we've been experiencing the same things. QuickBooks, our primary software provider, has been making changes to their platforms, increasing fees and subscription costs over the last few years. During this time, The Paper Plan-it, has carried your payroll subscription costs while the processing fees for direct deposit have been a separate charge from QuickBooks. Unfortunately, with upcoming additional increases in the QuickBooks software and payroll subscriptions, we are no longer able to do so. We have been diligent in finding a replacement that helps to keep costs under control for everyone, and now we have a new payroll software provider that has offered us a fantastic promotion—6 months free of software charges and processing fees! This savings is a minimum of \$56 per month (for a basic one employee plan) or an annual cost of \$672.

We're thrilled to pass these savings along to you because you're such an essential part of what we do. It's our way of saying thank you for your continued trust and partnership.

As part of this transition please *be on the lookout for*:

An email from Gusto prompting you to create a username/password. You'll be asked to e-sign two forms that will allow Gusto to take over your payroll compliance. This includes direct deposit authorization and form 8655 which allows us to submit via the Gusto platform your payroll tax filings on behalf of your business. These tax deposits will now be made with each payroll run. For those of you that have been monthly depositors, this might raise some concern, but we think this is a good thing. This will help to balance out cash flow and help insure we keep any nasti-grams from the IRS at bay.

Time is of the essence though, this promotion means we need to have a payroll processed before July 31, 2025 in order to take advantage of this sweet package. So we ask that as soon as you receive these emails, you complete your part, as soon as possible, for us to continue to move forward. Please also be insured that you are not being charged for the time to migrate your services to a new software.

Should you choose to not take advantage of this promotion, you will need to let me know and software charges will be added starting October 1, 2025.

Please let us know if you have any questions and rest assured, we'll guide you every step of the way to ensure a smooth transition. Thank you for your patience and excitement as we roll out this upgrade!

Take care and chat soon,

Tina Miller

CEO/OWNER



www.paperplanit.com



tina@paperplanitltd.com



12968 Cypress Drive, Suite 16, Broomfield MN 56425



+218.454.1652

If you'd prefer not to hear from me by email, please reply back and let me know and I'll update my records accordingly.

Minnesota Association of Townships

District 8 Meeting Notice

**For Township Officers in Benton, Crow Wing,
Mille Lacs, Morrison, Todd and Wadena
Counties**



You're invited to attend your MAT District 8 Meeting.

District Meetings are one of the best opportunities for township officers to:

- Stay informed on current legislative and legal issues affecting townships
 - Learn about new laws, regulations, and township responsibilities
 - Hear updates directly from MAT leadership and staff
 - Ask questions on township operations and governance
 - Network with other township officers from your district
-
- Share local concerns and ideas with your MAT District Director
 - Build connections with community partners

Whether you are newly elected or a seasoned township leader, you'll come away with valuable updates, helpful resources, and new connections to help you serve your township.

Meeting Information:

DATE: Wednesday, August 20, 2025

TIME: 4:30 PM Optional opportunity to meet with MAT staff for questions
5:00 PM Registration
5:45 PM Dinner/\$10.00 per person
6:00 PM Meeting

LOCATION: McQuoid's Inn and Event Center
1325 Highway 47
Isle, MN (Mille Lacs County)

RSVP: To ensure an accurate count for food, please RSVP by August 11, 2025, if you plan to attend by emailing or phone to:
Frank Hard, 320-761-5581 or fhard@mntownships.org

Tentative Agenda: *(Final agenda will be provided at the meeting)*

- Welcome and Pledge of Allegiance: MAT District 8 Director Frank Hard
 - Speakers and discussion of local issues and legislative updates
 - MAT updates:
 - Executive Director's Report — Jeff Krueger
 - Legal Update — MAT In-House Counsel
 - Clerk/Treasurer Trainer Updates
 - Door prizes and drawings
 - Adjournment
-

Questions about this event can be directed to the MAT office or District 8 Director Frank Hard.

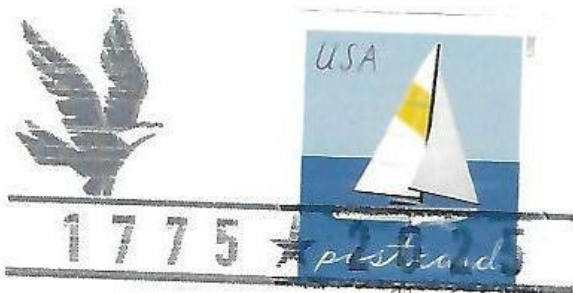
This notice is postal mailed on or about July 21, 2025 to **Township Clerks and Chairpersons** only. Please notify your other town board members so they may also attend. Several email notifications will also be sent to our email distribution list.



202 12th Street NE | P.O. Box 219 | Staples, MN 56479

SAINT PAUL MN 550

23 JUL 2025 PM 7 L



Applications are now open for Impact Funding!
This program is available to support local government projects in central Minnesota. If your city, county, or township needs additional support making an impact in your community, we encourage you to apply.

We've changed our application process to better support you: Eligibility requirements, deadlines, and other important details are available at fundingportal.sourcewell.org.

If you have any questions, please let me know! I'm eager to help your community access the resources it needs to thrive.

Thanks — I hope to talk to you soon.

Reach out with any questions!

Marlee Morrison | Resource Development Administrator
marlee.morrison@sourcewell-mn.gov | 218-366-1289

Thanks! Marlee Morrison



Mission Township
PO Box 126
Merrifield, MN 56465

Township Legal Seminar

Presented by:

Couri & Ruppe Law Office

Inquiring Minds Want to Know:

- 
- CARTWAYS
 - ENGINEERING: TOWNSHIP ROADS
 - MUNICIPAL CONTRACTING
 - ORDINANCE ENFORCEMENT
 - TOWNSHIP JEOPARDY
 - FAMILY MEDICAL LEAVE ACT
 - ROAD RIGHT-OF-WAY
 - OPEN MEETING LAW
 - STUMP THE CHUMPS (Answers to any and all legal questions you may have.)

Registration and All Materials are FREE!
Complimentary Lunch Provided!

CHOOSE THE DATE AND LOCATION THAT WORKS BEST FOR YOU:

DATE: SATURDAY, SEPT. 13, 2025 (9:00am to 4:00 pm)- **Glen-Kimberly Town Hall** (Aitkin County)

DATE: SATURDAY, OCTOBER 11, 2025 (9:00am to 4:00 pm)- **Rutledge City Hall** (Pine County)

SATURDAY, OCTOBER 25, 2025 (9:00am to 4:00 pm)- **Cotton Town Hall** (St. Louis County)

Register directly from our website:

www.couriruppe.com (click on the "Township Legal Seminar" tab)
or call Kathy at (763) 497-1930

COURI & RUPPE, P.L.L.P

Michael C. Couri*
Robert T. Ruppe**
Mark S. Allseits

**Also Licensed in Illinois*

***Also Licensed in California*

Attorneys at law
705 Central Avenue East
PO Box 369
St. Michael, MN 55376-0369
(763) 497-1930
(763) 497-2599 (FAX)
www.couriruppe.com

August 7, 2025

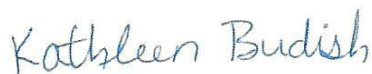
Mission Township
Attn: Town Clerk
Mission Town Hall
P.O. Box 126
Merrifield, MN 56465

Re: Legal Service Rate Increase

Dear Town Clerk:

Please note that effective January 1, 2026, our hourly rate will be increasing to \$285 per hour for all general legal work and to \$315 per hour for all development work (this amount is passed through to the developer for payment related to work done on their plat). Please feel free to contact our office if you or any member of the Town Board has any questions regarding this matter. Thank you.

Sincerely,



Kathleen H. Budish
Couri & Ruppe, P.L.L.P.

Invitation: Legislative & Research Committee Fall 2025 Meeting

1 message

Minnesota Association of Townships <info-mntownships.org@shared1.ccsend.com>

Thu, Aug 7, 2025 at 4:00 PM

Reply-To: info@mntownships.org

To: missionclerk@gmail.com



All township officers are invited and encouraged to attend the Fall 2025 Meeting of the MAT Legislative & Research (L&R) Committee. This event helps develop, review, and recommend legislative priorities and actions on behalf of the Minnesota Association of Townships. More information about this event and process can be found on here on the [MAT website here](#).

PRE-REGISTER HERE: <https://forms.gle/mVgkikiUjkX5RYjWA>

(Pre-registration is strongly encouraged to help with our lunch count, but on-site registration is also available.)

DATE: Friday, September 12, 2025

LOCATION: Mayo Clinic Health System Event Center – Grand Hall, (Enter in Door 1) [1 Civic Center Plaza, Mankato, MN 56001](#)

COST: NEW: FREE! There will be no cost to township officers to encourage attendance and participation. Included are materials, refreshments, and lunch.

LODGING OPTIONS (if needed):

Hilton Garden Inn, 20 Civic Center Plaza, Mankato, MN 56001 (across the street from the Mayo Clinic Event Center)

- Book online with special MAT rate: <https://group.hiltongardeninn.com/un1bkt> (Note: “edit stay” and adjust stay dates to match your needs.)
- Booking via phone: (507) 344-1111 and mention the MN Association of Townships.
- MAT rate: Night of September 11: \$155 plus tax, and Night of September 12: \$195 plus tax
- Room block is guaranteed only through August 24, 2025.

Hotel Alexander, 215 E Hickory St, Mankato, MN 56001 (also across the street from the Mayo Clinic Event Center) – new locally owned hotel

- Night of September 11: \$169 plus tax
- Book online with a special MAT rate: [Hotel Alexander Direct Booking](#)
- Reservations are based on a first-come /first-serve basis.

DRAFT AGENDA (as of August 7, 2025)

10:00: On-site registration opens

10:30: Welcome, pledge, and introductions

- Jill Hall, MAT Board of Directors President
- Graham Berg-Moberg, MAT In-House Counsel

10:35: Review of 2025 Minnesota Legislative Session and 2025 MAT Legislative Agenda

- Graham Berg-Moberg, MAT In-House Counsel
- Shep Harris, MAT Lobbyist

11:00: Review and consider new resolutions

11:15: Consider and finalize 2026 MAT Legislative Agenda (start)
12:00: Lunch with Speaker Senator Nick Frentz (D-Mankato) (invited)
1:00: Legislative Panel (Issue TBD)
1:45: Break
2:00: Legislative Panel (Issue TBD)
2:45: Consider and finalize 2026 MAT Legislative Agenda (finish)
4:00: Closing

CONTACT US

Minnesota Association of Townships | [805 Central Ave East](#) P.O. Box 267 | St. Michael, MN 55376 US

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Treasurer's Report-Board Meeting-August 11th, 2025

1. Beginning Balance: \$2,246,215.13
 - a. Receipts: \$505,261.79
 - b. Disbursements: \$1,306,068.83
2. Ending Balance: \$1,441,575.66
3. The Township received another payment of \$126,798.17 for the first half of property taxes. We received \$1,535.50 in Town Aid from the State and \$1,725.00 reimbursement for Firefighter Training.
4. I completed the transfer of capital levy funds received from the first half tax payment from our Bremer Money Market account to the Ehlers Debt Service account in the amount of \$65,600.22.

Date Range : 8/11/2025 To 8/11/2025

<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>
08/11/2025	DSC Communications	Invoice #2507158 Truck Charge	11074	\$780.00			
					225-42210-228-	Fire Administration	\$780.00
08/11/2025	Naomi Scott	Reimbursement-mileage(\$75.60) & media(\$47)	11075	\$122.60			
					100-41125-331- 100-41125-321-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$75.60 \$47.00
08/11/2025	Midwest Captions	Invoice #118277-Webhosting, Domain name renewal & Website Training/Updates	11103	\$1,064.00			
					100-41125-201-	GENERAL GOVERNMENT	\$1,064.00
08/11/2025	Northpoint Emergency Training	Invoice #1297	11104	\$350.00			
					225-42210-233-	Fire Administration	\$350.00
08/11/2025	Timothy Moody	Reimbursement for Park supplies	11105	\$163.66			
					229-45010-220-	Culture-Recreation Administration	\$163.66
08/11/2025	Crow Wing Power	May and June Electric for Town Hall and Park	11106	\$354.43			
					100-41125-381- 229-45010-381-	GENERAL GOVERNMENT Culture-Recreation Administration	\$305.08 \$49.35
08/11/2025	Anderson Brothers Construction	Invoices #37172 Greenwood Lane and CSAH 3	11107	\$1,555.00			
					201-43050-525-	R & B ADMINISTRATION	\$1,555.00
08/11/2025	Town Law Center PLLP	Bill Number 695 Funk Cartway: 12.6 hrs + \$200.20 expenses & General: 1.2 hrs	11108	\$3,950.20			
					100-41125-304- 100-41125-304-103	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$294.00 \$3,656.20

Date Range : 8/11/2025 To 8/11/2025

<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>
08/11/2025	Crow Wing County Highway Department	Invoice #8601 - Gas and Diesel	11109	\$249.56			
					225-42210-231-	Fire Administration	\$249.56
08/11/2025	Fire Safety USA	Invoice #203632 Butterfly Valve	11110	\$1,944.95			
					225-42210-220-	Fire Administration	\$1,944.95
08/11/2025	Van Horn Services	Invoice #2840 lawn mowing, tree removal & storm clean-up	11111	\$4,318.00			
					100-41125-390- 100-41125-391-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$260.00 \$4,058.00
08/11/2025	Jim Peterson	Reimbursement for Park flowers	11112	\$87.90			
					229-45010-238-	Culture-Recreation Administration	\$60.00
					229-45010-238-	Culture-Recreation Administration	\$27.90
08/11/2025	Elan Financial Services	Credit Card - All receipts included.	11113	\$807.52			
					100-41125-201- 229-45010-231-	GENERAL GOVERNMENT Culture-Recreation Administration	\$703.34 \$34.18
					229-45010-220-	Culture-Recreation Administration	\$70.00
08/11/2025	Mary Zabilla	Reimbursement mileage & office supplies	11114	\$414.80			
					100-41125-331- 100-41125-201-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$138.60 \$276.20
08/11/2025	Minnesota UI	Merle Roberts Claim	11115	\$85.74			
					100-41125-142-	GENERAL GOVERNMENT	\$85.74
08/11/2025	PERA-Public Emp Retirement Assoc	Mission Township 6329000 PERA Delinquency fee	11116	\$10.00			
					100-41125-208-	GENERAL GOVERNMENT	\$10.00
08/11/2025	Nisswa Rolloff Service	Invoice #4016	11117	\$556.00			

Date Range : 8/11/2025 To 8/11/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u> 100-43210-395-	<u>Account Name</u> Sanitation Administration	<u>Detail</u> \$556.00
08/11/2025	Waste Partners, Inc.	Sanitation Administration Invoice 57X01514	11118	\$362.42			
					100-41125-395- 100-43210-395- 229-45010-395-	GENERAL GOVERNMENT Sanitation Administration Culture-Recreation Administration	\$69.31 \$172.55 \$120.56
08/11/2025	Saehr Consulting	Invoice # July - Zoning Services	11119	\$110.00			
					100-41125-319-	GENERAL GOVERNMENT	\$110.00
08/11/2025	Xcel Energy	Statements #929125156 & 933371227 Gas Bill	11120	\$46.26			
					100-41125-383-	GENERAL GOVERNMENT	\$46.26
08/11/2025	Minnesota Association of Townships	2026 Dues	11121	\$603.36			
					100-41125-355-	GENERAL GOVERNMENT	\$603.36
08/11/2025	Norwood & Son Excavating	Invoice #1711 3 Dump pushes	11122	\$600.00			
					100-43210-313-	Sanitation Administration	\$600.00
08/11/2025	CTC-446126	Invoice #11370199 Phone and internet at Town Hall	11123	\$228.67			
					100-41125-321-	GENERAL GOVERNMENT	\$228.67
08/11/2025	Jill Allord	Reimbursement for office supplies for Fire Office	11124	\$220.49			
					225-41125-201-	GENERAL GOVERNMENT	\$220.49
08/11/2025	David Baker	Reimbursement for stump grinder rental	11125	\$175.00			
					229-45010-389-	Culture-Recreation Administration	\$175.00

Date Range : 8/11/2025 To 8/11/2025

<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>
08/11/2025	PERA-Public Emp Retirement Assoc	Mission Township 6329000 PERA	11126	\$429.10			
					100-41125-121-	GENERAL GOVERNMENT	\$429.10
08/11/2025	MN Dept of Revenue	Paid Electronically thru Paper Plan-it	11127	\$90.00			
					225-42210-125-	Fire Administration	\$90.00
08/11/2025	IRS-Internal Revenue Service	IRS-Paid electronically via Paper Plan-it	11128	\$1,235.20			
					100-41125-125- 229-45010-125-	GENERAL GOVERNMENT Culture-Recreation Administration	\$459.57 \$97.92
					225-42210-125- 100-41430-103-103	Fire Administration Clerk & Treasurer	\$676.02 \$1.69
08/11/2025	Payroll	Payroll-DD paid electronically via Paper Plan	11129	\$6,984.04			
					100-41430-103-103 100-41110-103- 100-41430-103- 225-42210-103- 229-45010-103- 100-41125-103-	Clerk & Treasurer Council/Town Board Clerk & Treasurer Fire Administration Culture-Recreation Administration GENERAL GOVERNMENT	\$9.45 \$965.23 \$1,555.03 \$3,849.48 \$549.44 \$55.41
Total For Selected Claims				\$27,898.90			\$27,898.90

Date Range : 8/11/2025 To 8/11/2025

<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>
Erik Lee		Town Supervisor				Date	
Jon Auge		Town Supervisor				Date	
Robert Steele		Town Supervisor				Date	



Crosslake Police Department
Mission Township
Monthly Report: July 2025

Agency Assist	6
EMS	1
Harassing Communication	1
Information	1
Motorist Assist	1
Suspicious Activity	1
Suspicious Vehicle	1
Traffic Warning	43
Traffic Citation	14

TOTAL: 69



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

2025	2024
Agency Assist – 6	Agency Assist – 7
EMS – 1	ATV – 1
Harassing Communication – 1	Driving Complaint – 1
Information – 1	Traffic Warning – 38
Motorist Assist – 1	Traffic Citation – 11
Suspicious Activity – 1	
Suspicious Vehicle – 1	
Traffic Warning – 43	
Traffic Citation – 14	

TOTAL: 69

TOTAL: 58

2024 Year to Date: 550

2025 Year to Date: 502



Performance Review Summary Town Clerk

The Mission Town Board completed the six-month probationary performance review for the Town Clerk during the regular monthly meeting on July 14, 2025.

Town Clerk Naomi Scott received a “satisfactory” rating, reflective of effective performance during her initial six months in the role. She has effectively built relationships, exercises excellent fact-based judgement in her decisions, initiated several improvements to key activities, and is a pleasure to work with as expressed by all Town Board members.

Jon Auge, Town Board Chair
July 14, 2025



AUGUST 2025 MONTHLY FIRE DEPARTMENT REPORT

Monthly calls: 20 for JULY

Year to Date Calls:

July 2024 Calls

Mission Twp: EMS: 9 Fire: 3
Center Twp: EMS: 5 Fire: 2
Pelican Twp: EMS: 1 Fire: 0
Mutual Aid: Fire: 0

Mission Twp: 57 13
Center Twp: 31 6
Pelican Twp: 13 2
Mutual Aid: 6 1

Year to date calls for 2025: 107

YTD 2024: 102

Department Training:

- 1) 8/12 - Monthly Meeting/Truck Checks
- 2) 8/19 - Medical Training w/ North Point & Center Township Demo @ 5:00 pm
- 3) 8/23 – Summer Send Off – Pancake Breakfast from 8:00 am – 11:00 am
- 4) 8/26 – Fire Training

Trucks/Equipment:

- 1) We have all our old pagers. Are there ideas for what to do with these?
- 2) I would like approval to purchase a printer for the Chief's office (old ODC room) for approximately \$450.00. I am looking at one that is the same as what is in the clerk's office. This is a printer/scanner/copier.
- 3) We are working on completing the full inventory list of both halls.
- 4) Portable Pump truck is not turning over. Could possibly be a starter. Would like to take it in and have it looked at.
- 5) We received our Butterfly Valve from the Sourcewell grant. Since this was from a Boost grant, they require a final report.
- 6) Due to the timing of getting the new truck, we got the updated quote for stickering the new Tender. The prior cost was approx.. \$1500.00 and now the total cost will be \$1,787.32. They will be able to get us in at the end of this month.

Personnel:

- 1) Received the following resignations:
 - a. Joel Fuhrmann effective 8-1-2025
 - b. Ken Schriber effective 8-4-2025
 - c. Marshall Thomas effective 7-16-2025
- 2) Received an application for the following applicant:



- a. Eric Klein
- 3) Attached is the updated Assistant Chief job description
- 4) We conducted interviews on 8/5 & 8/6/2025 for the Captain 2 position. We had 3 applicants for the position. Involved in the interviews were myself, Asst Chief T Yeager and Captain 1 S. Johnson. Upon completion of the interviews Jen Twombly was selected as Captain 2. This leaves an open Lieutenant position.
- 5) With the change from NFIRS to NERIS, I am looking for some training as this will effect how we report our runs. As soon as I receive more information, I will report back to the board.

Studio Wraps LLC

406 W. Washington St. Suite 5 #154

Brainerd, MN 56401

+12182702189

accounting@studiowraps.com

**ADDRESS**

Mission Township Fire

Department

PO Box 327

Merrifield, MN 56465

SHIP TO

Mission Township Fire

Department

PO Box 327

Merrifield, MN 56465

Estimate 13250**DATE 02/21/2025**

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/06/2025		DOOR GRAPHICS & FRONT BADGES			
08/06/2025	Wrap Design	Wrap Design - Mission Township Fire Dept // Door Graphics & Badges // 2 Proofs - 1 Final // Setup To Print	1	25.00	25.00
08/06/2025	Custom Graphics	Mission Township Fire Dept // Door Graphics & Badges // Fire Dept Badges // BOTH SIDES // 3M Or Avery Premium Wrap Film	1	100.00	100.00T
08/06/2025	Wrap Install	Prep - Wrap - Secure Graphic With Heat	1	100.00	100.00
08/06/2025					
08/06/2025		BASKET HOLDER & REAR BADGE			
08/06/2025	Wrap Design	Wrap Design - Mission Township Fire Dept // Basket Holder & Rear Badge // 2 Proofs - 1 Final // Setup To Print // Setup To Cut	1	220.00	220.00
08/06/2025	Custom Graphics	Mission Township Fire Dept // Basket Holder & Rear Badge // Fire Dept Badges // BOTH Basket Holders & 1 Rear Graphic // 3M Or Avery Premium Wrap Film	1	745.00	745.00T
08/06/2025	Wrap Install	Prep - Wrap - Secure Graphic With Heat	1	535.00	535.00

Please note: Any changes and/or additions made to the project will void this estimate.

SUBTOTAL

1,725.00

TAX

62.32

Non OEM Painted Vehicles have no warranty with the Products and Services we offer

We do require a minimum down payment of 50% to get this project on our design schedule.

The Studio Wraps team thanks you for inquiring with us. We look forward to sharing this exciting experience with you!

TOTAL

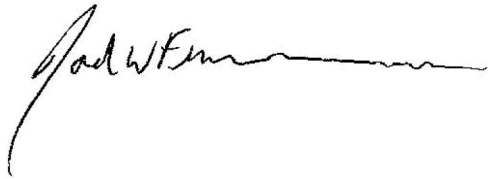
\$1,787.32

Accepted By

Accepted Date

To the Mission Fire Chief and the Mission Town Board,

I am submitting my resignation from the Mission Township Fire Department effective 08-01-2025. I thank you for the time I had on the department.

A handwritten signature in black ink, appearing to read "Joel W Fuhrmann", with a long horizontal flourish extending to the right.

Joel Fuhrmann

I hear by for personal readon am resigning from mission fire department thank u all for the the
experience wish u all well

Sincerely Kenneth schriber

To Mission township board,

I Marshall Thomas submit my resignation (7-16-25) to the mission township fire department due to family obligations, work commitments, and other personal reasons.

I humbly thank Mission township for the opportunity, and my counterparts for their commitment to the community and wish the township success in all facets

Thank you,

-Marshall

Mission Township Employment Application



We welcome you as an applicant for the Town of Mission. It is the town's policy to provide equal opportunity in employment. Please furnish complete information so we may accurately and completely assess your qualifications. You may attach any other information which provides additional details about your qualifications for the position you are seeking. All hires require the approval of the town board before beginning your employment with the town.

Section 1 – Personal Information.

Name (Last)	Klein	(First)	Eric	(MI)	J
Street Address	13924 County Road 116				
City	Merrifield	State	MN	Zip	56465
Phone Number	218-839-8454		Email	ericjohnklein55@gmail.com	

Section 2 – Position Applying for employment.

Title of position applying for	fire fighter	
Are you legally eligible to work in the United States? Proof of citizenship or work eligibility will be required as a condition of employment.	☒ Yes	☐ No

Section 3 – Educational Information.

Circle the highest grade completed			
	9 10 11 12 GED	☒ 13 14 15 16	Other, please list
	High School	College/Technical	
Did you graduate? Please check	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
	High School	College/Technical	Other
School Name	Address	Course of Study	Degree
High School: Pillager			
College/Technical: St. Cloud Tech		Water environment Technologies	
Other:			

Please list any courses or training you have completed that may provide you with skills related to the position for which you are applying.

first aid CPR

Please list any current licenses, registrations, or certificates you possess which may be related to the position for which you are applying.

Class A CDL,

Section 4 – Employment Experience

Please list your present employment, or if not currently employed, your most recent employment.

Company Brainerd Public Utilities	Name of last supervisor Charles Grammon	Hrs./Week 40+	
Street Address 7933 Highland Scenic Dr	City Baxter	State MN	Zip 56425
Phone 218-825-3237	Last job title Water/Wastewater Operator		
Reason for leaving			
Describe your basic work duties Maintain & operate a water treatment facility, a waste water treatment facility and 17 lift stations			
May we contact this employer? ☒ Yes ☐ No			

Please list your most recent employment prior to the employment listed above.

Company	Name of last supervisor	Hrs./Week	
Street Address	City	State	Zip
Phone	Last job title		
Reason for leaving			
Describe your basic work duties			
May we contact this employer? ☐ Yes ☐ No			

Please list your most recent employment prior to the employment listed above.

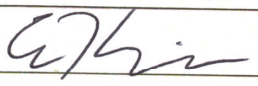
Company	Name of last supervisor	Hrs./Week	
Street Address	City	State	Zip
Phone	Last job title		
Reason for leaving			
Describe your basic work duties			
May we contact this employer? ☐ Yes ☐ No			

Section 5 – Military Experience

Did you serve in the US Armed Forces? ☐ Yes ☒ No
You must submit a photocopy of your DD214 or other documentation verifying military service to substantiate the service information requested on this form.

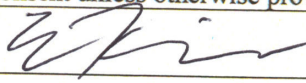
Section 6 – Authorization

I certify that all information I have provided in this application for employment is true and correct to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered. I further acknowledge my understanding that employment with the Town of Mission is 'at will' and that employment may be terminated by either the town or me at any time, with or without notice. With my signature below, I am providing the town authorization to verify all information I provided within this application, including contacting current or previous employers. However, I understand that if I checked 'No' in the Employment Experience section, that employer will not be contacted without my specific authorization. I further understand that criminal history checks may be conducted and that a conviction for a crime related to this position may result in my being rejected for employment. I also understand it is my responsibility to notify the town of any changes to information reported in this application.

Signature 	Date 7/15/25
---	--------------

Section 7 – Consent for Release of Information

I understand the town may contact me for information and I have specifically indicated they may not do so. I also understand that the town may be used to conduct a criminal background check and will be used for payroll tax purposes. I understand that my records are protected under Minnesota and federal privacy regulations and cannot be disclosed without my written consent unless otherwise provided for by law.

Signature 	Date 7/15/25
---	--------------

Mission Township Job Description



Position: Assistant Fire Chief	Department: Fire Department
Reports To: Fire Chief	Supervisory Role X Yes No
Date Approved by Town Board:	Status ☐ FT X PT ☐ Seasonal

Minimum Qualifications:

Valid MN Drivers License

Five (5) Years prior work experience as an active firefighter/first responder

Current State of Minnesota Emergency Responder Certification and Firefighter Certification

IS 100, 200, 700 and 800

Desired Qualifications:**Essential Position Duties:**

Assist Fire Chief

Incident Command as needed

Works with Fire Chief on Mentorship Program, Community Outreach, retention & recruitment

Oversees all Captains and Lieutenants

Attends township meetings as necessary

Oversees trainings and assists as necessary

Fills in for Fire Chief as necessary

Back-up for entering runs into Image Trend

Submit justification/proposals as needed

Respond to calls

Performs firefighting, rescue, and medical care duties

Other duties as assigned

Other Requirements:

This position description does not constitute an employment agreement between the town and the employee and is subject to change by the town. All employees must comply with applicable state and federal laws and regulations, as well as town and department policies.



Update Items:

- ✓ **Driveway Ordinance.** With the Town Board’s adoption of the new ordinance regulating the installation, modification or relocation of driveway accesses in the Town, we have an application/permit form and a process to implement the ordinance. It is posted on the home page of our website and will be included in the Fall Newsletter.
- ✓ **East Bass Lake Road DNR Grant.** Bolton & Menk continues to work on preparing the project specifications to submit to the County for inclusion in their 2026 Large Bid program. Expect the specs to be completed in September/October.
- ✓ **Summer Road Maintenance.** Anderson Brothers has completed most of the summer maintenance work. The only item remaining is paving the ATV approaches at the intersection of Greenwood Lane & CSAH 3. No additional work has been identified

Mission Township				
Summary Report for 2025 RFP Road Maintenance (based on 2024 Road Inspection)				
Updated: 8-7-2025				
Road	Required Maintenance	Location	Quoted Work	Actual Cost
Canthook Road	Pave/Shoulder Radius	Intersection with N. Pelican Lane	\$3,701.00	\$3,701.50
Greenwood Lane	Pave ATV Approach	Intersection with CSAH 3	\$6,195.00	\$1,555.00
Loon Lake Road	Poly Patch	Cul-de-sac	\$3,004.00	\$3,004.83
Ridgewood Drive	Paver Patch Overlay	North of Marker 27810	\$4,631.00	\$4,630.79
		Total:	\$13,830.00	\$9,190.62
		2025 Bituminous Maintenance Budget	\$74,000.00	\$74,000.00
NOTE: The Greenwood Lane paving of the ATV approach is pending. Prep work was completed, but AB questioned the condition of the culvert. CWC Highway reviewed and approved paving the approach on 8-6-2025. Expect paving to be completed by send of season.				

- ✓ **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 has recommended we consult with our Town Attorney to understand our options and the process should the Town Board choose to pursue further. It’s important to note at this point we are simply gathering information and the option to do nothing remains.

Related to this, a citizen on North Horseshoe Lake Road reported a semi-truck got stuck on private property following a delivery and had to be towed out. They related that several years ago the Dead-End sign, which is prominently posted as you enter the road, also had ‘No Turnaround’ below it and thought adding back that sign would help prevent the semi-truck issue in the future.

Planning & Zoning Tracking Report - 2025

Updated: 08-05-2025

CWC Permits:

2025: 34
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
Rocket Rentals, LLC	4/1/2025	77060524	32786 CSAH 3	Preliminary Plat for "Pelican Valley" consisting of 6 lots with no roads and intended for residential home sites.	Approved	✓DRT on 11-25-2024 ✓MT Planning Commission on 5-12-2025 ✓Town Board on 5-12-2025 ✓PC-BOA on 6-18-2025 ✓CWC Board on 7-8-2025 Approved
Schoenecker, Michael	6/11/2025	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.	Recommended Denial	✓DRT on 4-14-2025 ✓Town Board on 7-14-2025 ✓PC-BOA on 7-17-2025 Requested 66 ft. for Patio & 82 ft. for Dwelling - Denied Variance of 78 ft. for Patio & 96 ft. for Dwelling Approved

Applicant	Date Submitted	Parcel	Location	Request	Town Board Action	Status & Disposition
New Wave Property Management LLC - Jason Luedtke	7/15/2025	77190503	13128 Mission Park Drive	1) Land Use Map Amendment from Shoreland District & RR 2.5 to Commercial District. 2) Amend Existing Conditional Use Permit eliminating conditions for: Watershed District, no outside storage, family member operators only, & no on-site signage		✓DRT on 7-14-2025 ✓Town Board on 8-11-2025 ✓PC-BOA on 8-21-2025
Davis, Benjamin & Dawn	7/16/2025	77300501	12855 West Twin Lake Road	1) Lake OHW setback of 104 ft. where 150 ft. required for proposed attached garage. 2) Lake OHW setback of 66 ft. where 150 ft. required for proposed deck.		✓DRT on 7-14-2025 ✓Town Board on 8-11-2025 ✓PC-BOA on 8-21-2025

P&Z Inquiries/Pending Items

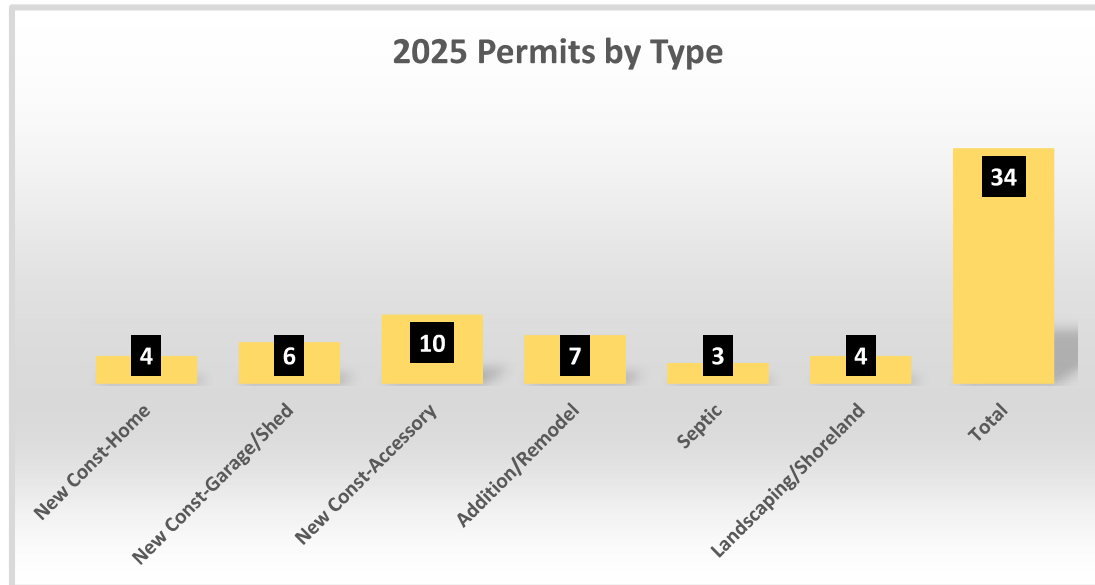
May-Resident concern about required permits for dirt moving @ 13802 Mission Park Drive. Verified permits & approved activity with CWC and advised resident.

May-Residents concern about potential landscaping business on west side of EHLR, north of CR 109. CWC verified no active business on the property. Continue to monitor.

June-Inquiry about adding a retail business @ 13128 MPD, Parcel 77190503. Parcel has a CUP from 2003 for Storage. Directed to CWC. Attending DRT on 7-14-2025 to request rezoning to Commercial 1. Submitted application to CWC.

July-Variance for garage with 2nd Story addition for B. Davis @ 12855 W. Twin Lake Rd. Attending DRT on 7-14-2025. Submitted application to CWC.

2025 Permits by Type





Staff Report

Property Owner: BENJAMIN & DAWN DAVIS

Parcel Number: 77300501

Physical Address: 12855 West Twin Lake Road

Township: Mission

**Legal Description: W 250 Ft. of that part of SE1/4 of SW1/4
Section 30 Township 136 Range 27**

West Twin Lake – Natural Environment Lake – 150-foot setback

Application Submitted: 07/16/2025

Action Deadline: 09/14/2025

60 Day Waiver: N/A

Wetland: 07/22/2025

Septic: Certificate of installation 5.18.2021

Current Zoning: Shoreland District

Adjacent Land Use/Zoning:

North: Shoreland District

South: West Twin Lake

East: Shoreland District

West: Shoreland District

Request:

Variance for:

- Lake setback of 104 feet where 150 feet is required (to proposed attached garage)
- Lake setback of 66 feet where 150 feet is required (to proposed deck)

To construct:

- 896 square foot attached garage
- 230 square foot deck

Existing Impervious Coverage: 10.9%

Proposed Impervious Coverage: 11.8%

08-07-2025 On-Site Comments: Auge, Maske, Larson, Dunlap, Pence Hartman

07/14/2025 Development Review Team Meeting Notes:

- Chris met Ben at property to go over proposal
- 28 x 25 proposed garage
- Using existing footprint for new build
- Using existing garage to remodel and add kitchen, dining room and family room
- Building new garage



Staff Report

- - Trying to decide if want to add basement or add up a story
- - Nikki said water table needs to be taken into consideration for basement (8 ft above water table)
 - Not adding any extra bedrooms
 - New septic was recently added in 2021
 - Need setback to OHW
 - Questions on roof pitch (stormwater)
 - Vegetation Buffer is taken care of
 - Will be adding gutters
 - Not building any closer to the lake
 - 8 x 12 deck – want to extend deck to the edge of house
 - Add to variance request
 - Next steps
 - Update survey
 - Fees- \$646.00
 - Wetland Delineation
 - Need survey by Friday to make August meeting

Permit History:

- 9/1/2020 – Land Use Permit – For septic installation per design
- 5/18/2021 – Septic Certificate of installation
- 5/19/2022 – Variance for OHW setback of 99' where 150' is required
- 08/23/2023- Land Use permit – for construction of 50 x 38 Pole building

Agencies Notified and Responses Received:

CWC Highway Dept.: No comment received as of 08/21/2025

MN DNR: No comment received as of 08/21/2025

SWCD: No comment received as of 08/21/2025

Citizen Correspondence: No comment received as of 08/21/2025

Township: No comment received as of 08/21/2025

Potential Conditions:

Per findings of fact discussed 08/21/2025, the application submitted 07/16/2025, the staff report, on-site conducted 08/07/2025, public testimony, and as shown on the Certificate of Survey date 04/15/2025; Located in Mission township, Crow Wing County, Minnesota

West Quarter corner of
Sec. 30, Twp. 136, Rng. 27

Northwest corner of the NE-1/4

East Quarter corner of
Sec. 30, Twp. 136, Rng. 27

Legal Description - Document Number T-38812:

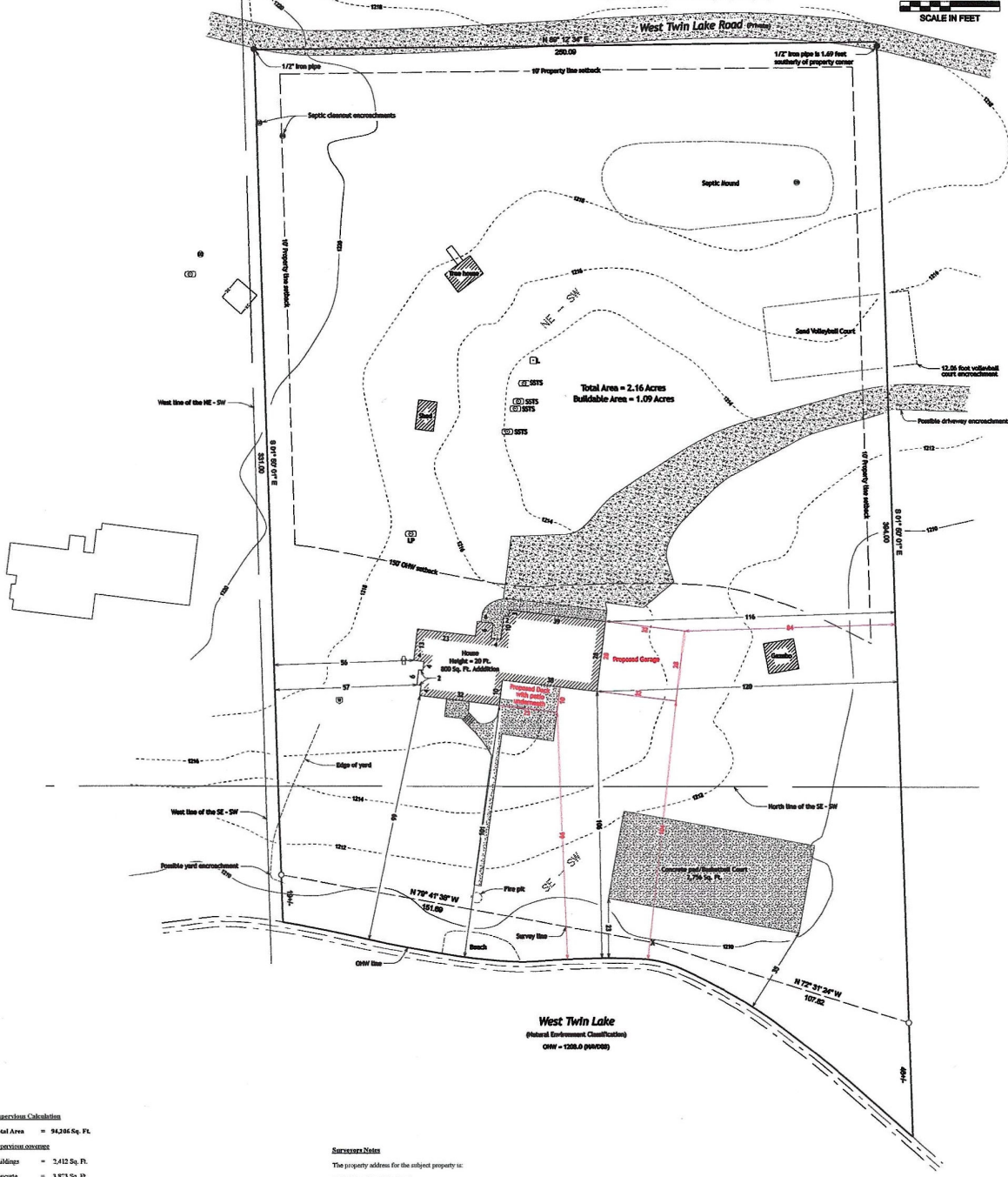
Part of the East One-half of the Southwest One-quarter (E1/2SW1/4), Section 30, Township 136, Range 27, described as follows: Commencing at the west quarter corner of said Section 30; thence south 89 degrees 53 minutes 18 seconds east, normal bearing, 1252.66 feet to the northwest corner of the Northeast one-quarter of the Southwest one-quarter (NE1/4SW1/4) of said Section 30; thence South 1 degree 04 minutes 37 seconds east 1039.49 feet to the place of beginning; thence south 89 degrees 53 minutes 36 seconds east 250.09 feet along the easterly edge of the existing road; thence south 3 degrees 56 minutes 11 seconds east 300.20 feet, more or less, to the shore of West Twin Lake; thence north westerly along said shore to a point that bears south 0 degrees 56 minutes 11 seconds east from the place of beginning; thence north 0 degrees 56 minutes 11 seconds west 346.61 feet more or less, to the place of beginning.

AND ALSO DESCRIBED AS:

The West 250 feet of that part of the Southwest Quarter of the Southwest Quarter, Section 30, Township 136 North, Range 27 West, lying North of the shore of West Twin Lake and east of that part of the Northeast quarter of the Southwest Quarter of said Section 30 lying South of a road, said road being approximately 345 feet North of the Northerly shore of West Twin Lake, together with an easement for ingress and egress along said road leading to a public highway.

ORIENTATION OF THIS SURVEY
SYSTEM IS BASED ON THE CROW WING
COUNTY COORDINATE SYSTEM

0 20 40
SCALE IN FEET



Impervious Calculations
Total Area = 94,284 Sq. Ft.
Impervious coverage
Buildings = 2,412 Sq. Ft.
Concrete = 3,873 Sq. Ft.
Gravel = 3,938 Sq. Ft.
Total = 10,223 Sq. Ft. (10.9% Impervious Coverage)

Proposed Impervious Calculations
Total Area = 94,284 Sq. Ft.
Impervious coverage
Buildings = 3,368 Sq. Ft.
Concrete = 3,873 Sq. Ft.
Gravel = 3,938 Sq. Ft.
Total = 11,179 Sq. Ft. (11.9% Impervious Coverage)

Survey Notes
The property address for the subject property is:
12855 West Twin Lake Road
Merryfield, MN 56463
The Parcel Number for the subject property is 77300391.
The current zoning classification for the subject property is Shaded District.
This survey was completed without the benefit of a title commitment or title opinion; there may be encumbrances or other limiting factors that affect the subject property that are not shown on this survey.
There are no bluff or steep slopes located on the property.
A winter wetland agreement has been submitted for this property.
There is no established Base Flood Elevation for West Twin Lake, and the Ordinary High Water Elevation shown is an approximation from the DNR.
Proposed garage on this survey was included to previous 2022 survey. No field work was completed as part of this addition.

MAPPING LEGEND
WELL (W)
HYDRAULIC TANK (AS SPECIFIED) (HT)
SEWER CLEANOUT (SC)
LIFT STATION (LS)
CONTOUR (ELEVATION) (CON)
CONCRETE (CONCRETE)
GRAVEL (GRAVEL)

PROPERTY BOUNDARY LEGEND
O SET BACK PIPE WITH CAP SHOWN "SHARED 2200"
● FOUND BOUNDARY
X COMPUTED POSITION
◎ GOVERNMENT SECTION CORNER INCREMENT

NO.	REVISIONS SINCE INITIAL DATE OF	DATE
1	Added wetlands requested by the county.	04-20-2023
2	Added Square footage of house addition	04-20-2023
3	Added proposed garage	07-09-2023
4	Added proposed dirt	07-09-2023

KLD
KRAMER LEAS DELOS
SURVEYING & ENGINEERING, PLLC
REGISTERED PROFESSIONAL SURVEYOR
MINNESOTA - 017, 018, 019

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: *[Signature]* Date: 04/15/2022
James Krueger, 01 License No. 23668

PROJECT NO. DAVIB2201

CERTIFICATE OF SURVEY
Topographic and Property Boundary Survey

Ben Davis
Section 30, Township 136 North, Range 27 West
Crow Wing County, Minnesota

Sheet No. 1 of 1

Memorandum



To: Mission Town Board
From: Jon Auge, Chair
Date: July 10, 2025
Subject: Potential Facilities Use Policy

Background

Up to now, there has been no policy on the use of town facilities and equipment. It's fair to say our present practice is what has been in place for years and begs the question of what's needed in 2025. While we have a form to reserve the Park Pavillion, there is no reservation form for the Town Hall. There is a deposit required to reserve the Park Pavillion, whether resident/property owner or not, but no deposit required to reserve the Town Hall. And past practice suggests the deposit has been waived at times by the clerk. Up to recently our form allowed Park Pavillion renters to request park equipment for use during their reservation. We allow residents to reserve the Town Hall tables and chairs (not the new ones) for use outside of the Town Hall, which has created issues at times with Town Hall reservations. We have no policy on smoking or use of alcohol nor guidelines (usage and clean-up) for those reserving our facilities. And our liability waiver may provide inadequate protection for the town. All reservations require staff time at a cost to the Town, while most collect no fee. Finally, we are beginning to see more groups from outside of our community seeking to reserve our facilities, including some for-profit enterprises.

Issues for the Town Board

1. Should we develop a Use of Facilities Policy? A policy will provide guidance for our staff, clarity on usage expectations for those who reserve, and better liability protection for the town. As information, a quick check shows that Ideal and Crow Wing Townships have such a policy, and all reservations require a fee whether residents/property owners or not, presumably to cover staff costs.

2. Items to consider for inclusion in a potential policy are as follows:

- Use of the Facility – What can be used, set-up & clean-up guidelines, expected conduct, safety & security, and supervision of the event.
- Fees – Who should be charged and how much? Is this a service offered to residents/property owners, so they are exempt from fees? Should non-profit groups have an automatic waiver from fees, and must they be groups within our township? When are waivers of fees allowed and who decides?
- Damage Deposit – When to require a deposit, how much, and how to handle refunds. When are waivers of deposits allowed and who decides?
- Alcohol – Allow or not, prohibit sale, and if allowed, how to address assumption of liability by those reserving.
- Smoking – Since these are public facilities, smoking is not allowed by CWC Ordinance but should state in any policy developed.
- Hours – Should there be “available reservation hours” for each facility, and if yes, what should be the allowed hours?
- Admission – Should charging for admission be prohibited? Should for-profit activities be prohibited?

- Clean-up & Damage – Should we have a checklist for clean-up requirements? How do we assess damage?
- Park Pavillion – Is the reservation limited to the Pavillion or include other Park amenities?
- Others?

3. Currently, we have multiple individuals who assist with reservations, requiring varying levels of time. How should we staff for reservations and who is responsible for what?

If the Town Board feels that a policy would be useful, then the next step is to provide direction on the items listed in Item 2 above. Then a draft policy can be prepared for board review, along with a new reservation form and potential checklist. The goal should be to keep it as simple as possible while covering the key items. Finally, I would suggest we have our attorney review the final policy and form before implementing.

Attachment - Current Shelter Reservation Form

Park Expenditures

We lost the light pole facing the parking lot. The pole was on the side of the bulletin board at the entrance to the park. The committee recommends that it be replaced for security and safety reasons. Replace with another wood pole or a metal pole similar to the town hall parking lot lights.

Tennis courts. There is a need to have the cracks in the courts fixed before winter to prevent further water and freezing damage to courts. Met with Nathan Sauvageau of Outdoor Specialties based in Pine River. Recommended by Fifty lakes and Anderson Brothers. He submitted a bid of \$1,580.00 to fix all cracks. Once cracks are fixed there may be a few more years of life in the courts before needing to be resurfaced. Estimated about \$18,000.00 per side for resurfacing. There is considerable black mold on the courts that get slippery when wet. We have had the fire department attempt to clean as well a pressure wash. Nathan recommended using Wet and Forget wash to remove black stain. Process is to just spray solution on when surface is wet. Menards sells the product for \$27 and we would need about 30 some gallons. Total cost would be around \$800 for both courts. We would mix the solution and apply. We will go ahead with a few gallons of the product to test on the surface of the courts.

Bill Magnussan from Pequot School asked if the Jr. High Girls tennis team could use the courts in September for practice and games after school for a couple of hours. The courts in Cross Lake are not done yet. Gave permission for them to use the courts.

Rental of park. Rate for 50 and 100 persons are ok. Maybe think about adding rate for 250 or more people at \$500 to \$1,000 for pumping the bathrooms. Supervisors talk to Clow about bathroom pumping.

SHELTER RESERVATION MISSION TOWNSHIP PARK

Dear Applicant,

Your Park Shelter Reservation will be confirmed by returning within 10 days the SIGNED form with a DEPOSIT check for \$150.00. If, on inspection at the end of your reservation time, there is no damage attributed to your group, your DEPOSIT will be returned IN FULL. It is a good idea to keep the permit with you on the day that you plan to use the facility to prevent any misunderstanding that might occur.

Park hours are 9 am – 10 pm.

No glass bottles are allowed in the park.

The use of the following items must be approved by the Township Board in the month prior to the event.

- Concession Menu
- Alcoholic Beverages
- Portable Sound Systems, Public Address systems, Boom Box, Car Stereos or other Artificial Noisemakers

A shelter RESERVATION FEE is also required as follows: (This fee is waived for Mission Township Residents)

- 50 people and under \$150.00 fee
- 51 people and over \$300.00 fee

Please make two separate checks payable to MISSION TOWNSHIP along with a copy of this completed form to:

Mission Township
Naomi Scott, clerk
P.O. Box 126
Merrifield, MN 56465

Telephone (218)765-4377
Park Address – 13871 Mission Park Drive, Merrifield, MN 56465

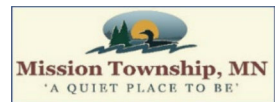
Name of Organization	Date(s)	Start & Complete Times
Contact Person	Home Phone	Work/Cell Phone
Address		

RELEASE OF LIABILITY FOR MISSION TOWNSHIP

In consideration of your accepting my application for shelter, grounds and facilities use, we hereby for myself or any representatives of my organization or family, waive and release any and all rights and claims for damages I or representatives of my organization or family have against the Town of Mission and its Agents or Representatives for any and all injuries suffered at any activity sponsored by the Mission Township Park or any injury while at or as a result of the activities in the Park. We also assume full responsibility for any damages to equipment, shelter, grounds and facilities during our use.

SIGNATURE _____

NAME (Please Print) _____ Date _____



MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2025-10

**RESOLUTION ESTABLISHING 2025 FEE SCHEDULE
FOR MISSION TOWNSHIP**

WHEREAS it is the practice of the Mission Town Board to review fees charged for various services offered to the citizens of Mission Township at the annual Reorganization Meeting of the board, or at other times as determined by the board;

WHEREAS the Town Board in adopting Ordinance 2025-02 regulating driveway accesses on town roads, established a permit and fee

NOW THEREFORE BE IT RESOLVED that the Mission Town Board adopts the following fees by category for 2025. In doing so this resolution supersedes Resolution 2025-02.

Cemetery Fees:

Fee Type	Resident or Property Owner	Non-Resident or Non-Property Owner
Single Plot Purchase	\$300	\$600
	All	
Casket Burial (Open/Close)	\$600 – Summer \$1,200 - Winter	
Cremation Burial (Open/Close)	\$200 – Summer \$600 - Winter	
Administrative Fee	\$50 at time of burial	

Note: \$200 of the casket burial-winter shall be retained by the town to cover additional expenses associated with Winter burials. The Administrative Fee is paid to the town to cover the cost of maintaining cemetery records.

Transfer Station Fees:

Item	Fee
Appliances	\$20.00 per appliance
Demolition Debris	\$10.00 Minimum
	\$123.00 per ¼ dumpster
	\$245.00 per ½ dumpster
	\$490.00 per full dumpster
Garbage	\$5.50 per bag
Scrap Metal	\$10.00 Minimum / \$10.00 per cubic yard
Tires:	
Auto	\$5.00 per tire
Truck	\$10.00 per tire
With rims surcharge	\$2.00 per tire

Note: Items for which there is not an established fee are not accepted by the Transfer Station. No commercial trees, stumps or brush are accepted.

Facility Rental Fees:

Facility	Parameter	Fee
Park Pavillion Rental	50 or < Participants	\$150.00 per event
	> 50 Participants	\$300.00 per event
Town Hall Rental		\$150.00 per event

Note: Rental fees only apply to non-residents/non-property owners of Mission Township.

Recreation Program Fees:

Program	Fee
Adult Summer Tennis Program	\$5.00 per single session / \$40.00 for season
Pickleball Reservations	\$25.00 annual for property owners
	\$50.00 annual for non-property owners

Driveway Access Permit Fee:

Type	Fee & Deposit
Driveway Access Permit	\$250.00 per permit, with \$200.00 refundable at town's discretion

Note: Driveway Access Permit Fee adopted by Town Board at 7-14-2025 meeting following adoption of Ordinance 2025-02.

Note: Sales tax will be paid by the Township annually on collected fees except for cemetery fees.

Planning & Zoning Fees:

Action	Zoning District	Fee
Minor Preliminary Plat Review	All Zoning Districts	\$150 .00 + \$20.00 per lot
Major Preliminary Plat Review	All Zoning Districts	\$300.00 + \$20.00 per lot
Other Review	All Zoning Districts	Hourly Rate of \$150.00
Development Escrow	All Zoning Districts (when applicable)	\$3,000.00 or as defined in the Development Agreement

ADOPTED this 11th day of August 2025.

BY THE TOWN BOARD

Jon Auge, Chair

Attest:

Naomi Scott, Clerk



SUBJECT: List of Potential Grant Requests
DATE: 08-11-2025

The following projects have been identified as potentially eligible for grant funding to defray all or part of the cost.

Priority	Department/Project Name	Description	Estimated Cost	Funding Sources	Status
1	FIRE – Butterfly Valve with Handle	Butterfly Valve with Handle.	\$ 1,950	Sourcewell Boost Grant	Appv. – 06-09-2025
	PARK – CanAm UTV	CanAm Defender Pro Ltd. with push frame, plow blade and field & brush mower.	\$36,358		
	FIRE – Surplus Forestry Truck	Surplus forestry truck sold through the MN DNR Rural Fire Program, Model years 2012-2016.	\$16,000		
	ADMIN. – Security System	Purchase & installation of new Security System for the Town Hall Site.	\$11,500		
	ADMIN. – Website Redesign and Town + Cemetery Records System (including digitization, web forms, & cemetery maps)	Digitization of Town & Cemetery records and Purchase of a Cemetery Records System.	\$12,000		
	ADMIN. – Comprehensive Plan Update	Updating the 2006 Comprehensive Plan.	\$10,000	Potential Sourcewell Grant Use Region 5 Resources	