



Mission Township, Crow Wing County, Minnesota
Regular Town Board Meeting Agenda
September 8, 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 and Roll Call

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

Approval of the Agenda

Presentations:

- 1) Marlee Morrison of Sourcewell regarding Services & Grant Programs.
- 2) Jason & Joy Luedtke – New Wave Storage (Parcel 77190503) – Application for LUMA & new CUP.

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:** August 11, 2025, Regular Monthly Meeting and August 12, 2025, Funk Cartway Petition Continued Hearing.
- 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) **Resolution 2025-11 Denying the Funk Cartway Petition - Adopt**
- 2) **Use of Facilities Policy** – Discussion and Board input on Draft Policy
- 3) **Grant Opportunities Prioritization & Approval** – Prioritize List and Authorize Applications
- 4) **Comprehensive Plan Update** – Consider Region 5 Proposal
- 5) **ESST & MN Paid Leave Program** – Discussion and Board Direction

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

- 1) Regular Monthly Town Board Meeting – October 13, 2025 @ 7:00 PM

Adjournment



PLANNING COMMISSION/BOARD OF ADJUSTMENT

September 18, 2025, 3:00 P.M.

Historic Court House, 3rd Floor, County Board Room

326 Laurel Street, Brainerd MN 56401

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

PUBLIC HEARING INFORMATION

Property Owner/Applicant: NEW WAVE PROPERTY MANAGEMENT LLC

Parcel Number: 77190503

Physical Address: 13128 MISSION PARK DR, Merrifield, MN 56465

Township: Mission

Request:

1. Land Use Map Amendment:

- **Amend the official Land Use Map Amendment for parcel 77190503 from Shoreland District and Rural Residential 2.5 to Commercial District involving approximately 2.5 acres.**

2. Amend Existing Conditional Use Permit to allow outdoor storage

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

Information: The final information packet will be available for review after September 11, 2025

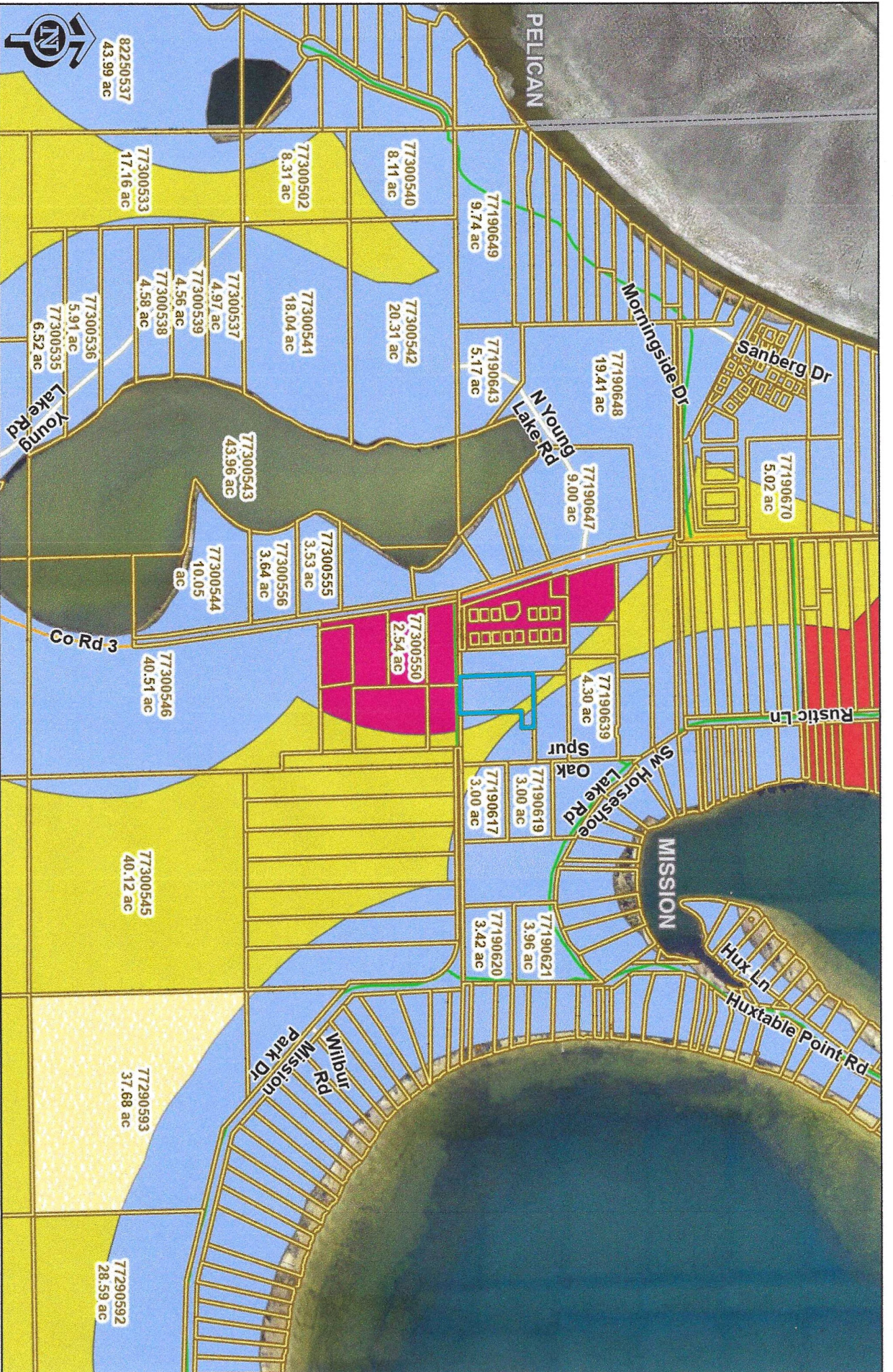
[HTTP://CROWWINGCOUNTYMN.IQM2.COM](http://CROWWINGCOUNTYMN.IQM2.COM)

Written comments regarding the following application will be accepted via mail or email any time prior to the September 18, 2025, hearing. Any persons wishing to provide in-person public testimony will be allowed to do so at this hearing. This hearing will also be conducted virtually via Microsoft Teams, to allow any virtual Public Testimony in addition to in-person Testimony. Comments may be submitted to Land Services, 322 Laurel St, Suite 15, Brainerd, MN 56401 or pcboa@crowwing.gov. Comments must be received by September 18, 2025, at 12 pm.

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

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

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



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

LUMA-77190503

Date: 6/27/2025 Time: 10:29 AM

CUP - 77190503 - Luedtke - Saved

Application

Application Summary CUP Invoice Timeline Documents Follow Up Related ▾

Primary Parcel

Primary Parcel number *  77190503 ×
(PIN)

Parcel number	* 77190503
Owner name	NEW WAVE PROPERTY MANAG...
Physical address	13128 MISSION PARK DR
Physical city	MERRIFIELD
Physical zip	56465
Township	 MISSION TOWNSHIP

Shoreland District	Yes
Shoreland Protection Zone	No
Riparian	No
Within 500ft of the Mississippi Lake/River	No
Deeded acres	2.49
Zoning	RR-2.5

Owner Information

Name	* NEW WAVE PROPERTY MANAGEME...	Mailing Street 1	* 2106 Sugarwood Drive
Phone Number	* 6122719958	Mailing Street 2	---
Email	* newwavestorageservices@gmail.com	Mailing City	* Orono
		Mailing State	* Minnesota
		Mailing Zip code	* 55356

Application Type

Application Type  [Conditional Use Permit](#) ×

Applicant Information

Applicant	☒ Jason Luedtke x
Is Applicant the Property owner	☒ I am the owner listed on the property deed.
Authorized Agent Name	---
Public Hearing Agent Type	---
Contractor License Number	---
Email	---
Phone	---
Assisted at Counter	☒ No
Customer Service Rep	lock ---
Application Submit Date	lock 7/15/2025

Required Information

Existing Septic Information	There is no septic system on this property
Development Review Team (DRT) Meeting	Yes
How is the property accessed	Public Road
If easement, is it recorded?	No

Findings of Fact

What impact will the proposed use have on the health, safety and general welfare of the occupants in the surrounding neighborhood?

none

Is the proposed use able to meet with the standards of the County Land Use Ordinance? Why?

yes

Is the proposed use consistent with the goals and policies adopted within the County's Comprehensive Plan? Why?

yes

Will the proposal cause any adverse effect on property values and future development of the land in the surrounding neighborhood? Why?

no

Will the proposed use have an effect on public utility, public services, road and schools? Why?

no

Project Specifics

Is survey on file with Crow
Wing County

Yes

CUP Project Type

Retail (Commercial Business)

Please explain your request

To ammend CUP from 2003. And remove conditions 2, 5, 6, 7, 8.

Is wetland info on file with
CWC?

No

Present – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Clerk Naomi Scott; Fire Chief Jill Allord, Asst. Chief Tim Yeager and Captain Jon Swenson. Park Committee Chair Jim Peterson and Park Maintenance Worker Tim Moody also attended.

Zoom – Attending was Zoning Administrator Scott Saehr.

Call to Order, Pledge of Allegiance & Roll Call – J. Auge called the August Regular Township Meeting to order @ 7:00pm. All stood for the Pledge of Allegiance. Roll Call - all board members were present, except Treasurer Mary Zabilla who was absent.

Open Forum – No one spoke under Open Forum.

Approval of Agenda – Board approved the agenda as presented.

Presentations:

1. Phil Tidd & Scott McCormick spoke to the Board requesting clarification on our Administrative Subdivision Ordinance Amendment as applied to PID 77060515 on Fawn Lake Road. The Board provided the requested clarification and indicated they were not amenable to changing the ordinance at this time.
2. CWC Engineer Daria Graupman addressed the Board on the 2026 County Road 11 resurfacing project. A map describing the project is posted on the township website.

Consent Agenda –

- **Minutes** – July 14, 2025, Regular Meeting
- **Clerk Report & Correspondence** – Claims #11074 to #11102 totaling \$27,898.90. and correspondence.
- **Treasurer Report** – J. Auge reported for M. Zabilla:
 1. Beginning Balance: \$2,246,215.13
 - a. Receipts: \$505,261.79
 - b. Disbursements: \$1,306,068.83
 - c. Ending Balance: \$1,441,575.66
- **Park Maintenance Expenditures for Approval** – None requested.
- **Crosslake Police Report** – 69 Calls for July 2025.
- **Clerk Performance Review Summary** – Summary prepared by Board Chair dated 7-14-2025.

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 – The Chief reviewed her written report. She reported the old pagers have no Department use and requested direction from the Board on their disposition. Bob Steele made a motion **(2)** to donate or scrap Fire Department pagers, second by E. Lee. Voice vote with all supervisors voting aye. Motion carried. Chief Allord requested approval for the purchase of a new printer for the Chief's Office. Motion **(3)** by J. Auge to spend up to \$450 on a printer for the Fire Chief Office, second by B. Steele. Voice vote with all supervisors voting aye. Motion carried. The Chief presented three firefighter resignations for approval. Motion **(4)** to accept resignations of Firefighters Joel Fuhrmann, Kenneth Schriber and Marshall Thomas by J. Auge second by B. Steele. Voice vote with all supervisors voting aye. Motion carried. Chief Allord presented applicant Eric Klein for approval. Motion **(5)** by B. Steele to accept Eric Klein subject to a background check, second by J. Auge. Voice vote with all supervisors voting aye. Motion carried. The Board considered a revised Assistant Chief Job Description presented by the Chief. Motion **(6)** by J. Auge to accept the new position description, second by B. Steele. Voice vote with all supervisors voting aye. Motion carried. Considering current staffing levels, the Chief recommended deferring filling the open lieutenant position which the Board accepted. The Fire Department workshop will be scheduled for October.

Roads & Roads Committee Report – The Board reviewed the written report.

Planning & Zoning Update – The Board reviewed the written report. Regarding the application of Benjamin and Dawn Davis requesting variances, motion **(7)** by B. Steele, second by E. Lee to recommend approval of deck and second story variances, and denial of the garage variance because the garage (new construction) could be moved to within the setback. 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 – The Parking Lot light pole needs replacement. Need to request an estimate for replacement from Timber Ridge Electric. Cracks in the tennis courts and cleaning will be addressed this Fall. Discussion occurred regarding raising the facility rental fees due to the cost of larger events. Purging outdated equipment through sale or scrapping will be pursued and brought back to the Board for approval.

Cemetery – Nothing to report.

Transfer Station Report – Gary Norwood is going to come out and pack down the dumpsters. E. Lee will arrange to get rid of the second garbage dumpster that is rusted on the bottom. It was again requested having the Transfer Station Attendant record users' names, addresses and usage (brush vs. roll offs) so we can gather meaningful data on Transfer Station usage.

Discussion/Action Items

- 1) Town Facilities Security Plan** – The new system will be installed this week.
- 2) Use of Facilities Policy** – The Board reviewed a memorandum from J. Auge on a potential Facility Use Policy and provided direction on the various options. A draft policy will be brought back for review at the September meeting.
- 3) Resolution 2025-10 Revising 2025 Fee Schedule for Driveway Permit Fee** – J. Auge made a motion **(8)** to adopt Resolution 2025-10 adding a Driveway Permit Fee to the schedule, second by B Steele. Voice vote with all supervisors voting aye. Motion carried.
- 4) Grass 2 Truck Replacement Thru MN DNR** – The Fire Chief requested postponing a decision on a Grass 2 truck replacement until 2026 to include in the next iteration of the Capital Plan.
- 5) Grant Opportunities Prioritization & Approval** – The Board reviewed the List of Potential Grant Opportunities dated 8-11-2025. Since we requested Sourcewell present their services and grant programs at the September meeting, prioritization of the list was postponed.
- 6) North Horseshoe Lake Road Cul-de-sac** - The Board authorized the Chair to Consult with our attorney on the options and process and bring it back to the Board for further direction.

Future Agenda Items & Schedule

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

Adjournment – B. Steele made a motion **(9)** to adjourn the August 11th, 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

*****August minutes are unapproved until the September 8th Regular Township Meeting *****

Mission Township, MN
'A QUIET PLACE TO BE'

[illegible]

August 12, 2025 @ 6:00pm

Reconvened Funk Cartway Petition Hearing Minutes

Present – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Clerk Naomi Scott and Town Attorney Troy Gilchrist. Christine Ostern from the DNR, Stacy Salvocold from The Conservation Fund, Alex and Katherine Funk, and Mike Franzen were also in attendance.

Call To Order – Chair J. Auge called the meeting to order at 6:06 PM.

The Board first considered the preferred route as requested by the petitioners. Attorney Gilchrist reviewed his memorandum to the Town Board containing his legal analysis on establishing a cartway across DNR Conservation Easement land. dated August 11, 2025. The memorandum outlined three Court of Appeals decisions establishing that 'using a general grant of authority to condemn state land is not absolutely prohibited, but it is only available in cases where the state has not put the land to public use or the establishment of the cartway would not interfere with or be inconsistent with the state's use'. In this instance the state has declared a public use and the Court of Appeals in the past has found that sufficient. The MN Supreme Court so far has not agreed to take up this matter. Based on the Court of Appeals decisions, Attorney Gilchrist recommended the Board not pursue this route since it seems legally not viable. Following discussion, the Board determined that while using Bittner Trail would be the best option, it does not seem legally viable per our attorney's recommendation.

The Board next considered alternative routes as defined in the document titled: Funk Cartway Alternative Routes 2 & 3 Summary dated 8-6-2025. Both alternative routes cross multiple parcels, will likely require variances from Crow Wing County, are adjacent to rivers which may require variances from the Mississippi Headwaters Board, require connecting to County Road 11 at or near a curve, in the case of Route 3 will encroach on significant wetlands, and may require an engineering feasibility study. Following much discussion, Attorney Gilchrist suggested options for the Board to consider are establishing a cartway on one of the alternative routes, leaving it to the petitioner to determine how to construct it; or hiring an engineer to assess the alternative routes and prepare a report for the Board at significant cost to the petitioner. Attorney Gilchrist indicated he felt the Board had done sufficient due diligence and had knowledge of the area and community to decide on the alternative routes. Following discussion, the Board determined Alternative Routes 2 and 3 are not viable routes.

Having determined there are no viable routes for the requested cartway, E. Lee made a **motion (1)** to direct Attorney Gilchrist to prepare a resolution denying the cartway petition for consideration by the Board at the September 7, 2025, regular monthly meeting, second by B. Steele. Voice vote with all supervisors voting aye. Motion carried unanimously.

Attorney Gilchrist explained the appeal rights of the petitioners to District Court with all costs assumed by the petitioners.

Adjournment - Having completed the business of the hearing, B. Steele made a **motion (2)** to adjourn, second by J Auge. Voice vote with all supervisors voting aye. Motion carried unanimously and the meeting was adjourned at 7:00 pm. With adjournment the Funk Cartway Petition Hearing is concluded.

Respectfully Submitted,

Naomi Scott
Clerk

Jon Auge
Chair

Clerk's Report-September 8th, 2025

1. Claims #11130 to #11154 totaling \$37,174.86
2. Correspondence includes:
 - a. Park Water Report – This report came in different mailings. Water collected in Mission Park 7/29/25.
 - b. Purchase Agreement.
 - c. Letter of Support per Jackson Purfeerst. Does the Board want to send this out?
 - d. CWC Association of Townships 10-22-25 Meeting Notice and 4/30/25 Spring Minutes.
 - e. Smart Salting for Roads Certification.
 - f. Sourcewell Programs – 9/24/25 Application Deadline.
 - g. Security System Information.



Protecting, maintaining and improving the health of all Minnesotans

August 1, 2025

Mission Township Park
c/o Township Clerk
PO Box 126
Merrifield, Minnesota 56465-4363

Water System Owner/Operator:

SUBJECT: Sanitary Survey Report for Mission Township Park, PWSID 5180692

Enclosed is the sanitary survey report summarizing the recent on-site inspection of your public water system. The sanitary survey includes a review of the system's water source, facilities, equipment, operation, and maintenance for the purpose of evaluating the adequacy of the system for producing and distributing safe drinking water.

This sanitary survey report includes the following information:

- identified deficiencies
- requirements and/or recommendations
- an inventory of potential contaminant sources found within 200 feet of your well(s)
- recommendations to assist you in effectively managing these potential contaminant sources in order to protect your water supply
- an inventory report related to the water system

Deficiencies may lead to a contamination of the water supply or failure of the system to maintain compliance with the Safe Drinking Water Act. Any deficiency identified in this report should be corrected promptly. Also, please take action to address additional requirements and recommendations.

For your convenience, an informational handout entitled *Isolation Distances from a Water-Supply Well* is also enclosed. Prior to determining the location of any new potential contaminant source, reference this handout to ensure that the proper isolation distances are met from all water-supply wells.

The enclosed report must be kept on file and made available for public review for not less than ten (10) years. If you have any questions regarding this report, please contact me at 320/250-6850.

Sincerely,
Ernie
Jorgensen
Digitally signed
by Ernie
Jorgensen
Date: 2025.08.01
15:40:52 -05'00'

Ernest Jorgensen
Noncommunity Public Water Supply Unit
Environmental Health Division
4140 Thielman Lane, Suite 101
St. Cloud, Minnesota 56301

EJ
Enclosures



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report

System Name: **Mission Township Park**
PWSID: **5180692**
System Contact: **Tim Moody, Groundskeeper**

Survey Date: **07/29/2025**
Surveyor: **Ernest Jorgensen**
PWS Type: **Transient Noncommunity**

Requirements and Recommendations

Requirements are based on regulation, code, and standard operating procedures across the water industry to be followed to maintain the public water supply and are listed here as informational guidance. Requirements not followed may be elevated to deficiencies. Recommendations are best practices for a public water supply to maintain the safe delivery of drinking water to consumers.

Water Source

It is required that all water well construction, well sealing, or alteration/repair work be performed by a water well contractor who is licensed in Minnesota. [Minn. Rules, Chapter 4725].

It is required that any well added to your public water system meets the current construction requirements of the Minnesota Well Code. If a previously existing well is added to your public water system, it may be subject to review under Minnesota Rules Chapter 4725 to determine whether it meets public water supply construction requirements. If a well is subject to review and does not meet requirements, repair or replacement may be necessary. (Minn. Rules 4725.5825)

No deficiencies observed.

Pumps/Pump Facilities and Controls

No deficiencies observed.

Treatment

No deficiencies observed.

Water Storage

No deficiencies observed.

Distribution

No deficiencies observed.

Monitoring/Reporting Data Verification

No deficiencies observed.

Water System Management/Operation

Prior to the construction or alteration of a public water supply system, it is required that complete plans and specifications be submitted to the Minnesota Department of Health Drinking Water Protection Section for approval. This includes plans for treatment, pumping, storage, and related facilities. [Minn. Rules, 4720.0010]

MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Report of Analytical Results



625 Robert St. N. St. Paul MN 55155
P.O. Box 64975 St. Paul MN 55164 - 0975

Final Report - Client Copy

The following are the results of your most recent sample analysis required for compliance with the Environmental Protection Agency's (EPA) Safe Drinking Water Rules. The results indicate the sample(s) collected was in compliance with Safe Drinking Water Rules. **This report pertains only to the contaminants which have a lab result listed below.** It may not address all regulated contaminants. These results must be kept in your files for a minimum of ten (10) years. If you have any questions, call 651/201-4700.

Program: HU Transient Noncommunity

System Name : **Mission Township Park**
City : Merrifield

PWSID: **5180692**

Laboratory : A.W. Research Laboratories, Inc.--Brainerd

Date Collected	: 07/29/2025	Lab Sample #	: 115003
Date Received	: 07/29/2025	Field #	: EJ72925E
Date Analyzed	: 07/29/2025	Sample Type	: B
Collector Name	: Ernest Jorgensen		
Collector ID	: 8079		
Sampling Site	: Distribution System		

BACTERIA RESULT: NO COLIFORM BACTERIA WERE DETECTED.

Date Report Generated: 08/01/2025

MISSION TOWNSHIP PARK
C/O TOWNSHIP CLERK
PO BOX 126
MERRIFIELD MN 56465-4363

MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION

Report of Analytical Results



625 Robert St. N. St. Paul MN 55155
P.O. Box 64975 St. Paul MN 55164 - 0975

Final Report - Client Copy

The following are the results of your most recent sample analysis required for compliance with the Environmental Protection Agency's (EPA) Safe Drinking Water Rules. The results indicate the sample(s) collected was in compliance with Safe Drinking Water Rules. **This report pertains only to the contaminants which have a lab result listed below.** It may not address all regulated contaminants. These results must be kept in your files for a minimum of ten (10) years. If you have any questions, call 651/201-4700.

Program: HU Transient Noncommunity

System Name : **Mission Township Park**
City : Merrifield

PWSID: **5180692**

Laboratory : Minnesota Department of Health--Env. Laboratory

Date Collected	: 07/29/2025	Lab Sample #	: 25H0093-01
Date Received	: 08/01/2025	Field #	: EJ72925E
Date Analyzed	: 08/05/2025	Sample Type	: B
Collector Name	: Ernest Jorgensen		
Collector ID	: 8079		
Sampling Site	: Well #1 EP		

Nitrate + Nitrite Nitrogen, Total: Less than .05 mg/L

Date Report Generated: 08/14/2025

MISSION TOWNSHIP PARK
C/O TOWNSHIP CLERK
PO BOX 126
MERRIFIELD MN 56465-4363



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report

System Name: **Mission Township Park**
PWSID: **5180692**
System Contact: **Tim Moody, Groundskeeper**

Survey Date: **07/29/2025**
Surveyor: **Ernest Jorgensen**
PWS Type: **Transient Noncommunity**

Requirements and Recommendations

Requirements are based on regulation, code, and standard operating procedures across the water industry to be followed to maintain the public water supply and are listed here as informational guidance. Requirements not followed may be elevated to deficiencies. Recommendations are best practices for a public water supply to maintain the safe delivery of drinking water to consumers.

Water System Management/Operation

No deficiencies observed.

Operator Compliance with State Requirements

Not applicable.

Wellhead Protection

In accordance with Minn. Rules 4720.5110 and 4725.4450, a public water supplier must:

- 1) Maintain the isolation distances for new potential contaminant sources located around a public water supply well(s).
- 2) Monitor potential contaminant sources that were in existence, recorded, or authorized before May 10, 1993, and are not in compliance with the isolation distances established in Minn. Rules 4725.4450.
- 3) Implement wellhead protection (WHP) measures for potential contaminant sources located within 200 feet of public water supply wells. WHP measures are methods to prevent the contamination of a public water supply system.

To assist you in complying with the preceding requirements, the Minnesota Department of Health has inventoried potential contaminant sources within 200 horizontal feet of your public water supply well(s) and provided a list of suggested WHP measures.

Potential contaminant sources identified:

Sewage holding tank
Operating well

Suggested WHP measures include:

-The condition of subsurface sewage treatment systems should be periodically evaluated, and any identified maintenance issues addressed. This can help minimize the potential for contamination of the water supply.



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report

System Name: **Mission Township Park**
PWSID: **5180692**
System Contact: **Tim Moody, Groundskeeper**

Survey Date: **07/29/2025**
Surveyor: **Ernest Jorgensen**
PWS Type: **Transient Noncommunity**

Wellhead Protection

-Have septic tanks periodically pumped by a licensed pumper. Tank baffles and integrity should be evaluated at the time of each pumping. See Minnesota Rules 7080.0175.
(www.revisor.leg.state.mn.us/forms/getrule.shtml)

-Assure sewage tanks, cover, inspection pipes, inlets, and outlets, and riser rings are watertight, to prevent surface/ground/rainwater intrusion. See MN Rules, 7080.2450, 7080.2010, Subp.1 and 7080.1970 (C). (<https://www.revisor.leg.state.mn.us/rules>)

Other WHP measures could be implemented including public education, best management practices, hazardous waste collection, water conservation, plan review, groundwater monitoring, or others.



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report



System Name: **Mission Township Park**
PWSID: **5180692**
System Contact: **Tim Moody, Groundskeeper**

Survey Date: **07/29/2025**
Surveyor: **Ernest Jorgensen**
PWS Type: **Transient Noncommunity**

Contact Information

<u>Name</u>	<u>Address</u>	<u>Phone/Email</u>
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Contact

Tim Moody,
Groundskeeper

Business Phone 1 218/332-8312

Naomi Scott, Township
Clerk

Business Phone 1 218/765-4377

Sample Bottles/General Correspondence

Mission Township Park c/o Township Clerk
PO Box 126
Merrifield, MN 56465-4363

Email Notification

Naomi Scott, Mission
Township Park Clerk

Email missionclerk@gmail.com

Tim Moody

Email timmoody2011@live.com

Classification Information

Owner Type:	Other	Population:	25
System Class:	Not applicable	Service Connections:	4
Service Area Characteristics: Recreation Area			

Source Information

Well #1

Unique Well No.: 00259398

Type: Well

Status: Active

Availability: Primary

Year Constructed:

Well Depth (ft):

Casing Depth (ft):

Casing Diameter (in): 4

Screen Length (ft):

Aquifer:

Source Type: Groundwater

Pump Capacity (gpm):

Pumping Rate (gpm):

Static Depth (ft):

Drawdown (ft):

Pump Type: Submersible

Treatment Information

Cartridge Filter

Treatment Objective

Particulate Removal

Treatment Process Mechanism

Fixed barrier technologies/Cartridge

Storage Information

Challenger PC66R

Type: Storage-Hydropneumatic

Capacity: 20 Gallons



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report



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Survey Date: **07/29/2025**
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PWS Type: **Transient Noncommunity**

Other Facilities

Distribution System

Type: Distribution System

Source Type: Groundwater



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report



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Survey Date: **07/29/2025**
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PWS Type: **Transient Noncommunity**

Bacteriological Sample Site Plan

Distribution System

<u>Sample Site ID</u>	<u>Sample Location</u>	<u>Status</u>	<u>Notes</u>
	Pump house	Active	
	Kitchen	Active	
	Ballfield DF	Active	
	Tennis Court DF	Active	
	Well #1	Active	

Well Management Section
Environmental Health Division
625 North Robert Street
P.O. Box 64975
St. Paul, Minnesota 55164-0975
651-201-4600 or 800-383-9808
health.wells@state.mn.us
www.health.state.mn.us/divs/eh/wells



Isolation Distances From a Water-Supply Well

Minnesota Rules, Chapter 4725
Rules Relating to Wells and Borings

The isolation distances below are from Minnesota Rules, chapter 4725. Distances must be measured horizontally from the water-supply well. Minnesota Statutes, section 103I.205, subdivision 6, prohibits constructing, placing, or installing an actual or potential contaminant source from a well that is less than the minimum distance prescribed by rule. The minimum isolation distance must be maintained between a new well and a contamination source, even if the contamination source is no longer in use. An isolation distance is not required if the contamination source and any related contaminated soil have been removed. Additional information and explanations can be found in the *Rules Handbook, A Guide to the Rules Relating to Wells and Borings* or contact the Well Management Section at the number above.

Absorption area of a soil dispersal system	
average flow is greater than 10,000 gallons/day.....	300 feet ¹
serving a facility handling infectious or pathological wastes.....	150 feet ¹
average flow 10,000 gallons/day or less.....	50 feet ¹
Agricultural chemical	
tank or container with 25 gallons or more or 100 pounds or more dry weight, or equipment filling or cleaning area without safeguards.....	150 feet
storage or equipment filling or cleaning area with safeguards.....	100 feet
storage or equipment filling or cleaning area with safeguards and roofed.....	50 feet
buried piping.....	50 feet
multiple tanks or containers for residential retail sale or use, no single tank or container exceeding, but aggregate volume exceeding 56 gallons or 100 pounds dry weight.....	50 feet
Anhydrous ammonia tank.....	50 feet
Animal	
feedlot, unroofed, 300 or more animal units.....	100 feet ¹
feedlot, more than 1.0, but less than 300 animal units.....	50 feet ¹
building or poultry building, including a horse riding area, more than 1.0 animal unit.....	50 feet ¹
rendering plant.....	50 feet
feeding or watering area within a pasture, more than 1.0 animal unit.....	50 feet ¹
area to bury more than one animal unit.....	50 feet
building, feedlot, confinement area, or kennel, 0.1 to 1.0 animal unit.....	20 feet ^{1,2}
Building, building projection, deck, overhang, permanent structure.....	3 feet ³
Cesspool.....	75 feet ¹
Cistern or reservoir, buried, nonpressurized water supply.....	20 feet
Commercial compost site.....	50 feet
Construction or demolition debris disposal area.....	50 feet ¹
Cooling water pond, industrial.....	50 feet ¹
Deicing chemicals, bulk road.....	50 feet ¹

Drainfield (see Absorption area)	
Dry well (sewage).....	75 feet ¹
Electric transmission line.....	10 feet ⁴
Electrical transformer storage area, oil-filled.....	50 feet
Elevator boring, not conforming to rule.....	50 feet
conforming to rule.....	20 feet
Fertilizer chemigation tank, safeguarded, from irrigation well only.....	20 feet ⁵
Floor drain, grate, or trough	
connected to a buried sewer.....	50 feet
if buried sewer is air-tested, approved materials, serving one building, or two or less single-family residences.....	20 feet ²
Frost-proof yard hydrant or discharge of a frost-proof hydrant draining into the soil, fire hydrant or flushing hydrant.....	10 feet

Gas (flammable or volatile) pipe.....	10 feet ⁴
Grave or mausoleum.....	50 feet
Gravel pocket or French drain for clear water drainage.....	20 feet
Gray-water dispersal area.....	50 feet ¹

Hazardous substance	
tank or container, above ground or underground, 56 gallons or more, or 100 pounds or more dry weight, without safeguards.....	150 feet
tank or container, above ground or underground, 56 gallons or more, or 100 pounds or more dry weight with safeguards.....	100 feet
buried piping.....	50 feet
multiple storage tanks or containers for residential retail sale or use, no single tank or container exceeding 56 gallons or 100 pounds, but aggregate volume exceeding.....	50 feet
Horizontal ground source closed loop heat exchanger buried piping.....	50 feet
Horizontal ground source closed loop heat exchanger buried piping and horizontal piping, approved materials and heat transfer fluid.....	10 feet ²
Household solid waste disposal area, single residence.....	50 feet ¹
Interceptor, including a flammable waste or sediment.....	50 feet
Land spreading area for sewage, seepage, or sludge.....	50 feet ¹
Landfill or dump, mixed municipal solid waste from multiple persons.....	300 feet ¹
Landfill, permitted demolition debris.....	300 feet ¹
Leaching pit.....	75 feet ¹
Liquid propane (LP) tank.....	10 feet ⁴

manure (liquid) storage basin or lagoon	300 feet ¹
unpermitted or noncertified	150 feet ¹
approved earthen liner	100 feet ¹
approved concrete or composite liner	100 feet ¹
Manure (solid) storage area, not covered with a roof	100 feet ¹
Ordinary high water level of a stream, river, pond, storm water retention pond, lake, or reservoir	35 feet ²
Petroleum	
tank or container, 1100 gallons or more, without safeguards	150 feet
tank or container, 1100 gallons or more, with safeguards	100 feet
tank or container, buried, between 56 and 1100 gallons	50 feet
tank or container, not buried, between 56 and 1100 gallons	20 feet ⁶
buried piping	50 feet
Petroleum or crude oil pipeline to a refinery or distribution center	100 feet
Pit or unfilled space more than 4 feet in depth	20 feet
Pollutant or contaminant that may drain into the soil	50 feet ¹
Privy, nonportable	50 feet ¹
portable (privy) or toilet	20 feet ²
Sand filter, watertight; peat filter; or constructed wetland	50 feet
Scrap yard	50 feet
Seepage pit	75 feet ¹
Septic tank	50 feet
Sewage holding tank, watertight	50 feet
Sewage sump	
capacity 100 gallons or more	50 feet
capacity less than 100 gallons, tested, conforming to rule	20 feet ²
Sewage treatment device, watertight	50 feet
Sewer, buried	
collector, municipal, serving a facility handling infectious or pathological wastes, open-jointed or unapproved materials	50 feet
approved materials, tested, serving one building, or two or less single-family residences	20 feet ²
Solid waste transfer station	50 feet
Storm water drain pipe, 8 inches or greater in diameter	20 feet ²
Swimming pool, in-ground	20 feet
Unused, unsealed well or boring	50 feet
Vertical heat exchanger (vertical) piping, conforming to rule	35 feet ²
horizontal piping conforming to rule	10 feet ²
Wastewater rapid infiltration basin, municipal or industrial	300 feet ¹
Wastewater spray irrigation area, municipal or industrial	150 feet ¹

Wastewater stabilization pond	
municipal, 500 or more gallons/acre/day of leakage	300 feet ¹
municipal, less than 500 gallons/acre/day of leakage	150 feet ¹
industrial	150 feet ¹
Wastewater treatment unit tanks, vessels and components (package plant)	100 feet
Water treatment backwash disposal area	50 feet ¹
Water treatment backwash holding basin, reclaim basin, or surge tank with a direct sewer connection	50 feet
with a backflow protected sewer connection	20 feet

Additional Isolation Distances for Community Public Water-Supply Wells

Highest water or flood level	50 feet
Property line, unless legally controlled through an easement	50 feet

- 1 A sensitive water-supply well must be located at least twice the indicated distance.
A sensitive water-supply well is a well with less than 50 feet of watertight casing, and which is not cased below a confining layer or confining materials of at least 10 feet in thickness.
- 2 A community public water-supply well must be a minimum of 50 feet from this contamination source.
- 3 A well or boring may not be constructed inside a building except as provided for by Minnesota Rules, part 4725.2175.
- 4 A well or boring may be located between 5 and 10 feet of an electric transmission line, gas pipe or LP tank if the well or boring is placarded, and work is not performed on the well or boring unless the electric line is deenergized and grounded or shielded, and the LP tank does not contain flammable gas.
- 5 The 20-foot distance applies only to an irrigation well and a fertilizer chemigation supply tank meeting the requirements of Minnesota Rules, chapter 1505.
- 6 A community public water-supply well must be a minimum of 50 feet from a petroleum tank or container with a capacity between 56 and 1,100 gallons, unless the tank or container is used to fuel emergency pumping equipment and is located in a room or building separate from the community well; and is of double-wall construction with leak detection between walls; or is protected with secondary containment.

Online Information

- * Well Management Program (www.health.state.mn.us/divs/eh/wells).
- * Minnesota Rules, Chapter 4725 Wells and Borings (<https://www.revisor.mn.gov/rules/4725/>).
- * Minnesota Statutes, Chapter 1031 Wells, Borings, and Underground Uses (<https://www.revisor.mn.gov/statutes/cite/1031>).

To obtain this information in a different format call 651-201-4600.
origs\Isolation Distances 11/30/2018R

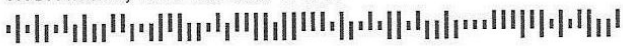
Hunter Dawson Hatch
330 S Second Ave Suite 200 #1304
Minneapolis, Minnesota 55401



8/13/2025
Reference #: CRW-MN-1088

Township Of Mission
PO Box 126
Merrifield, MN 56465-0126

000001



Township Of Mission:

We'd like to purchase your 4.64 acre property in Crow Wing County, MN.

We've included a **Purchase Agreement on page 2** that outlines our offer.

Hunter Dawson Hatch is a professional real estate investment company that buys land directly from property owners. We pay cash and close quickly.

Why sell your property to Hunter Dawson Hatch:

- We close quickly, as soon as the title can complete the paperwork.
- We pay ALL closing costs, including property taxes.
- We're experienced, professional, and the easiest buyer you'll ever deal with!

To learn more or RECEIVE AN OFFER (choose one):

- Give us a call at **(612) 208-7325**
- By Email - Give us an Email at **offers@americanprimeland.com**
- By Text - Give us a text at **(612) 208-7325**

Please review page 2 of this letter to see the details of our offer.

Thank you for your time,

Hunter Dawson Hatch Team



SCAN HERE
to submit your
counter offer



Something not right with our offer?
Submit a counter offer at www.americanprimeland.com

Purchase Agreement



Parcel Number: 77290594
Acreage: 4.64
County, State: Crow Wing, MN
Reference #: CRW-MN-1088

Purchase Price Range: \$21,963.65 to \$44,176.98

Closing Date: ASAP (as soon as the attorney/title/escrow paperwork is ready) - within 21 days

Closing Costs: Buyer to pay all Buyer and Seller Closing Costs (property taxes, City/County taxes, attorney/title fees, title policy, etc.)

Attorney/Title/Escrow: Transaction to be handled by a reputable attorney/title company of Buyer's choosing at Buyer's expense.

Offer Expiration Date: 11/11/2025

Additional terms of this agreement:

- Property is to be sold free and clear of all encumbrances, with a good and marketable title, and with full possession of property available to Buyer at the date of closing.
- Buyer to conduct a full investigation of the subject property to include all physical and legal aspects. If discoveries are made during the due diligence process that the buyer does not approve of, Buyer may choose not to complete the transaction without ramifications. Due diligence period to include the entire length of the escrow period until the closing has occurred.
- Buyer may choose, at its full discretion, to complete and/or assign this transaction to a separate entity of its choosing without further seller approval in order to facilitate an expeditious closing.
- All oil/gas/mineral rights to be transferred with the sale of the property.

(BUYER)

Hunter Dawson Hatch
330 S Second Ave Suite 200 #1304
Minneapolis, Minnesota 55401
(612) 208-7325

(SELLER)

Seller (sign):_____

Seller (print):_____

Date:_____

Address:_____

Phone:_____ Email:_____



Naomi Scott <missionclerk@gmail.com>

Letter of Support

1 message

Jackson Purfeerst <jpurfeerst@cityofcrosslake.org>

Thu, Aug 28, 2025 at 10:45 AM

To: "clerk@manhattanbeachmn.org" <clerk@manhattanbeachmn.org>, "kevinlarsen692@gmail.com" <kevinlarsen692@gmail.com>, "clerk@fiftylakesmn.com" <clerk@fiftylakesmn.com>, "info@idealtownship.com" <info@idealtownship.com>, City Clerk <cityclerk@cityofcrosslake.org>, "missionclerk@gmail.com" <missionclerk@gmail.com>

Hi All- Jackson Purfeerst here, mayor of Crosslake.

I have talked to each mayor and or supervisor/ board chair on this topic.

Please fill this out and add the needed information where its asked.
PLEASE put this letter on your letterhead as well.

I please ask if you could entertain this in front of your council and ask for a council action in passing this letter of support.

Please return letter with signatures, etc.

Thanks.

(Support Letter attached)

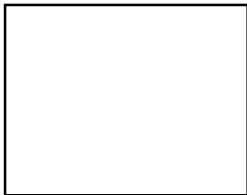
Thank you,

Jackson M. Purfeerst

Mayor

jpurfeerst@cityofcrosslake.org

815-904-9665



Crosslake Letter of Support for Ambulance Service.docx

8K

[Add Your City/Township Name Here and Use YOUR City/Township Letterhead]

[Add Date]

Dear North Memorial,

On behalf of the [City/Township of _____], we are writing to express our strong support for the return of dedicated ambulance service in Crosslake. Our community greatly benefited from this service, as we are within the same PSA as Crosslake and were served directly by the Crosslake North Memorial location.

Our community relies heavily on this service, which is an essential lifeline for residents, visitors, and businesses alike. Timely medical response is not a convenience—it is a necessity that can mean the difference between life and death. Unfortunately, in recent months, our community has also experienced delayed response times, similar to those reported in Crosslake. These delays place our residents at risk and underscore the urgent need to restore dedicated, reliable ambulance service in our region.

The ambulance service provided through North Memorial in Crosslake has long been a critical resource for all surrounding communities, not just Crosslake. Any reduction in this service jeopardizes the safety and well-being of our citizens.

This is not just a Crosslake issue—it is a **joint and team effort** among all of our communities within the PSA to restore dedicated ambulance service. Together, we share the responsibility to ensure that emergency medical care is available quickly and reliably for everyone who calls our region home or visits here.

We stand with Crosslake and our partner communities in advocating for renewed attention, resources, and commitment to ensuring the North location is staffed and supported to meet the growing needs of our region. Our communities cannot afford to wait for help in times of crisis.

We respectfully urge North Memorial to prioritize this issue and work toward a sustainable solution that restores confidence in our ambulance response system.

This letter of support has been passed unanimously by our council.

Sincerely,

[Add Name]

[Signature of Mayor or Township Supervisor/Chair]

[Title / City/Township]

Fall 2025 Crow Wing County Association of Township Meeting Notice

Dear Township Officers,

The Fall 2025 Crow Wing County Association of Officers Meeting will be held on Wednesday, October 22, 2025, at 7 pm at the Fort Ripley Town Hall located at 5190 Legend Lane, Fort Ripley 56449.

Enclosed, please find an agenda and a copy of the Spring Meeting minutes. Please distribute copies to your Township Officers. If you could bring your copies to the meeting, it would be appreciated.

Hope to see you all at the meeting.

Myron Stevens
CWCA of Township Officers Secretary

Crow Wing County Association of Township Officers
Fall Meeting
Wednesday, October 22, 2025, 7 pm
Fort Ripley Town Hall
5190 Legend Lane, Fort Ripley, MN 56449

Call Meeting to order – Chair Doug Kern

Pledge of Allegiance

Opening Remarks – Chair Doug Kern

Welcome

Sign In Log

Agenda handouts

Restrooms

Minutes from the Spring Meeting – Secretary Myron Stevens

Treasurer's Report – Ron Metzen

L & R Report – Dave Peterson, Kathy Stevens and Stan Dobosenski

Region 5 Report – Doug Kern

District 8 Report – Frank Hard

Introduction of incoming County Attorney Kelsey Hopps

Guest Speakers: Couri/Ruppe Atty – Paid Leave
Soucewell – Amy Piekarski

CWC Highway Dept – Tim Bray

CWC Land Services – Gary Griffin

Sheriff – Eric Klang

DNR – CO Jim Guida

County Commissioners

Other Business:

Set location of Spring Meeting

Adjournment

Fall 2025 Crow Wing County Association of Township Meeting Notice

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Enclosed, please find an agenda and a copy of the Spring Meeting minutes. Please distribute copies to your Township Officers. If you could bring your copies to the meeting, it would be appreciated.

Hope to see you all at the meeting.

Myron Stevens
CWCA of Township Officers Secretary

Spring 2025 Meeting
Crow Wing Township Town Hall
April 30, 2025

The meeting was called to order by Chair Doug Kern at 7pm.

The Pledge of Allegiance was recited.

Chair Kern provided the opening remarks.

Secretary Myron Stevens read the fall meeting minutes. Phillip Javrak motioned to accept the minutes and George Bernard seconded the motion. Motion passed unanimously.

Ron Metzen reported a balance of \$19,548.18. Dave Peterson motioned to accept the report. Mark Malanoski seconded the motion. Motion passed unanimously.

Kathy Stevens and Dave Peterson gave reports on the L & R. The priorities are Transportation Funding, Road and Bridges Funding, Broadband, EMS and Universal Cell Phone Coverage, especially the northern part of the State. They met with Davis and Eichorn.

Dave Peterson will be going to Washington, DC again with the Township Delegation.

Doug Kern reported that there is septic and new business start-up funding available through Region 5. At the present time money for farmers is on hold.

Frank Hard District 8 reported that the Annual Conference in St Cloud will be a 3 Day event scheduled for December 11-13-2025.

The January L & R was well attended. Townships had good representation at the Township Capitol Day. The District 8 meeting will be August 20, location TBA. Frank urged everyone to stay in contact with their legislators. There were 26 people indicted in the MATIT Fraud scheme.

Matt Kallroos of the CWC Highway Dept reported that there were no roundabouts scheduled for 2025. There will be 3 in 2026. He encouraged townships to partner with the County as a money saver. There will be a meeting in August to share the results of the recent survey. Location and time to be announce.

Gary Griffin reported that the 17 townships that hold Board of Equalization meetings are doing a good job. There will be a tax 101 for officers held in August. The date and location to be determined. Of the 2600 letters sent out regarding property consolidation, 13% responded.

The landfill has switched to their summer hours and will be open 8-12 on Saturdays as well. GIS will be upgraded late summer. He distributed brochures regarding property fraud alert program.

Sheriff Klang sent his apologies for not being able to attend.

CO Jim Guida is celebrating his 20th year as a CO. The Governor's open is in Crosslake on the Gull Chain. CWD was found previously in Merrifield area. There were found 0 cases this

year. There must be 3 years of Negative testing in zone 604 before the mandatory testing can be relaxed.

It is legal to launch a canoe from the roadside if it can reach a lake. Townships can apply for beaver permits.

Amy Piekarski of Sourcewell discussed Cooperative purchasing which can be accessed by registering on line July to June. There are small grants currently available in the amount of \$2000. They will be switching to online portals only and offer free training on data practice and open meeting law.

Mike Courri spoke on the Office of Cannabis management and the process of contacting the county. Deb Erickson said that the County has done all the footwork for retail in county townships.

Paul Koering complimented the Land Services staff for doing a great job.

John Lubke stated that the Minnesota budget is going to be interesting.

*Bill Kronstedt chose not to run for re-election. The township officers were asked to volunteer for the Board. No one came forward.

The Fall Meeting will be held at Bay Lake Townhall. The date to be determined.

Motion to adjourn was made by Carrie Allord and seconded by George Bendard Seconded.

Motion passed unanimously.

Meeting adjourned.

*Stan Dobosenski of Fort Ripley Township volunteered to join as a member of the boards.

Respectfully submitted,

Myron Stevens, Secretary

Smart Salting for Roads Certification Training Coming to Backus

1 message

Melissa Barrick <melissa@cswgcd.org>

Thu, Sep 4, 2025 at 12:25 PM

To: Melissa Barrick <melissa@cswgcd.org>

Cc: Jarrett Drileck <Jarrett@cswgcd.org>, Dana Gutzmann <dana.gutzmann@casscountymn.gov>, Heidi Lake <heidi@cswgcd.org>, "McCracken-Holm, Chandi (She/Her/Hers) (MPCA)" <chandi.mccracken-holm@state.mn.us>

Dear Crow Wing County Townships:

We invite you to attend and participate in the Minnesota Pollution Control Agency (MPCA) Smart Salting for Roads Certification Training from 8:00 a.m. - 1:30 p.m. On Oct. 8 at the Cass County Land Department Backus, MN.

Hosted by the MPCA, the Crow Wing Soil and Water Conservation District (SWCD), Cass SWCD, and the Pine River Watershed, the training equips road maintenance staff with knowledge and tools to balance public safety with environmental protection.

At the conclusion of the course, participants can take a test to earn a five-year MPCA Smart Salting for Roads Certification. The training is free, and lunch will be provided.

Registration is required by Oct. 1. For more information, visit cswgcd.org/smart-salting.

This training is funded by the Clean Water, Land, and Legacy Amendment.

Please share the flyer for the event with your township supervisors and any staff that does winter maintenance.

Thank you,

Melissa Barrick

District Manager

322 Laurel Street, Suite 22, Brainerd, MN 56401

218-828-6197

melissa@cswgcd.org

www.cswgcd.org



Vision: *Clean water, productive lands, and vibrant communities.*

Mission: *Fostering healthy lands and clean water through voluntary conservation.*

Values: *Stewardship, Support, Integrity, Leadership, and Partnerships.*

This e-mail and any attachments are intended to be read only by the intended recipient. This e-mail may be legally privileged or protected from disclosure by law. If you are not the intended recipient, any dissemination of this e-mail or any attachments is strictly prohibited, and you should refrain from reading this e-mail or examining any attachments. If you received this e-mail in error, please notify the sender immediately and delete this e-mail and any attachments. Thank you.

Training at Cass County Land Department - Backus

MPCA SMART SALTING FOR ROADS CERTIFICATION TRAINING

OCTOBER 8 8:00AM - 1:30pm

REGISTER HERE by Oct 1

Participants will learn to integrate science with practical winter maintenance that improve efficiency while minimizing impacts on the environment.

Training topics include:

- Application rates
- Weather conditions
- Environmental effects
- Deicing
- Calibration
- Storage
- New maintenance methods
- Anti-icing

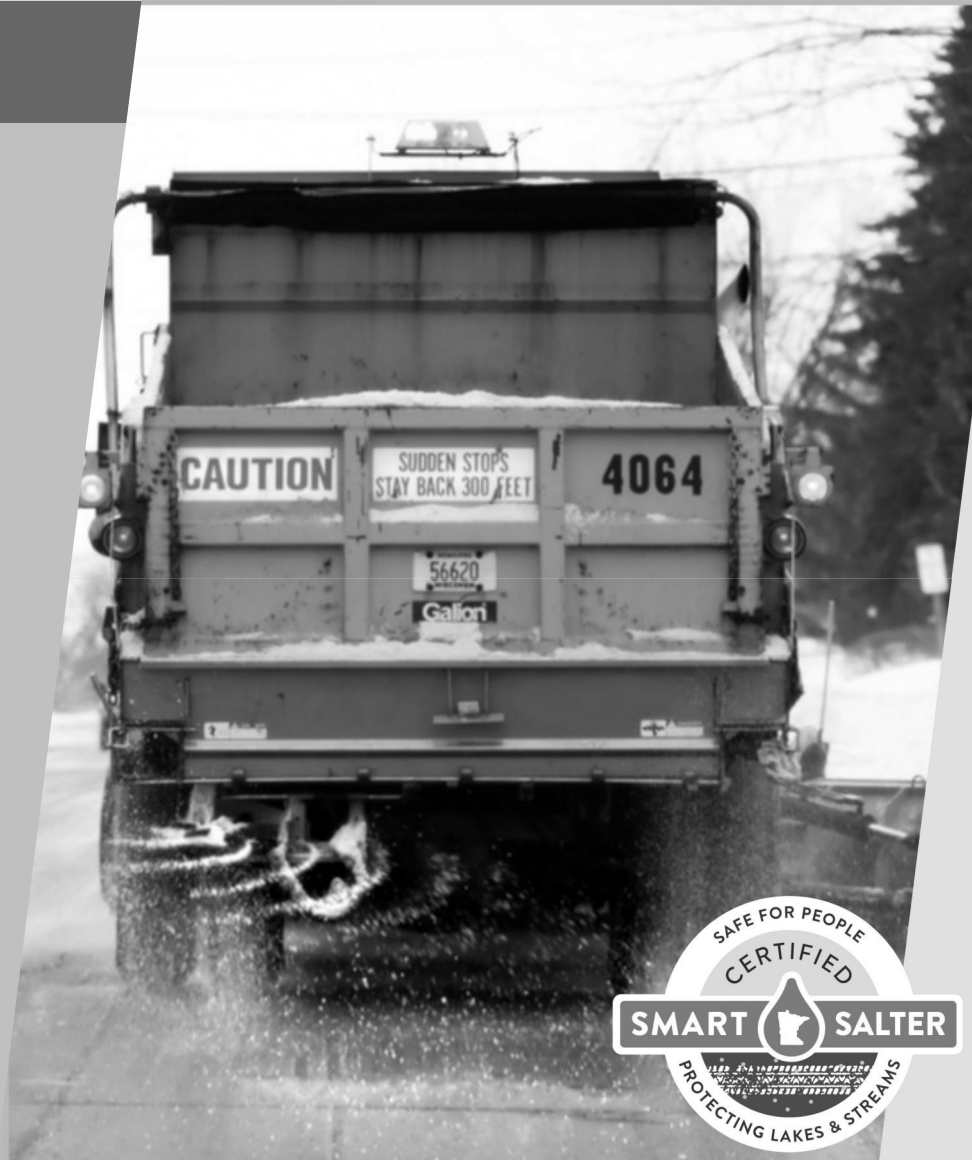
Participants complete a test at the end of training to obtain a 5 year certification.

For winter maintenance professionals and contractors maintaining city, county, state or other high or low speed roads

Hosted by Crow Wing & Cass SWCD & Pine River Watershed

Lunch is provided

email: smartsalting.pca@state.mn.us



visit our website for more information
on Smart Salting trainings



**m MINNESOTA POLLUTION
CONTROL AGENCY**

Sourcewell Programs for Local Government

Who is Sourcewell?

Sourcewell is a Minnesota Service Cooperative governed by Minnesota Statute 123A.21. Legislation passed in 1976 established nine educational cooperative service units across the state. Sourcewell is self-funded and has no taxing, levying, or borrowing authority.

Sourcewell at a glance

Today, Sourcewell partners with government, nonprofit, and education entities to boost student and community success, as well as provide funding, training, and shared services to help other public agencies do more with less.

Proposed projects must primarily benefit your community within Region 5. Projects cannot primarily benefit any individuals, businesses, or nonprofit entities. The project must relate to programs or services authorized under Sourcewell's enabling statute, Minnesota Statutes § 123A.21, subdivision 7, and serve a public purpose.

Final reports from the previous fiscal year must be submitted before new awards will be granted.

Boost Funds

Purpose: To allow member entities to address small projects with no match required.

- Applicant may request up to \$2,000 per fiscal year.
- Application must be submitted, and agreement finalized, before the project begins.

Match Funds

Applications will only be accepted July 15 - Sept. 24.

Purpose: To allow member entities to plan for a project, or a collection of projects, that enhance operations and programs.

Applicants may apply for one award up to \$40,000 per fiscal year. Applications require a 25% match of the Sourcewell amount. Each application will be reviewed for eligibility and completeness. Applications that meet all review criteria will move forward to one of the following steps:

- Entities not awarded Match Funds in the previous fiscal year will be entered into the first-round lottery drawing.

- Entities that received Match Funds in the previous fiscal year will be entered into a second-round lottery drawing based on fund availability.
- The funding agreement must be fully executed before the project begins.

Impact Funds

Applications will only be accepted July 15 - Sept. 24.

Purpose: To allow member entities to address basic needs projects that seek efficiencies or solutions. Applicants may apply for one award up to \$50,000 per fiscal year, no match required. Each application will be reviewed for eligibility and completeness. Applications that meet all review criteria will move forward to one of the following steps:

- Entities not awarded Impact Funds in the previous fiscal year will be entered into the first-round lottery drawing. Project collaborators are considered awardees.
- Entities that received Impact Funds in the previous fiscal year will be entered into a second-round lottery drawing based on fund availability.
- A resolution from the governing body is required.
- The funding agreement must be fully executed before the project begins.

Third-Party Services Reimbursement

Purpose: To allow member entities to access professional expertise outside their entity to enhance their operations and programs.

- Third-Party Services Reimbursements are awarded on a first-come, first-served basis while funds exist. Sourcewell will reimburse 100% of costs incurred up to \$15,000 per fiscal year per entity. You may split this total across a maximum of two reimbursements.
- Application for each service must be submitted and approved before you begin working with a third-party.
- A third-party is defined as an entity that would need to be contracted with because the applicant cannot provide the service in-house.

Internship Reimbursement

Purpose: To allow member entities to provide internships that offer real-world experiences, bolster recruitment efforts, and strengthen community workforce sustainability.

- Application for each internship must be submitted and approved before the hiring process begins.
- Sourcewell reimburses \$15/hour for 640 hours.
- One intern per discipline per semester.

Professional Education

- We use member feedback to bring the trainings you need to central Minnesota.
- Course offerings are updated continuously and can be found on our website.

Region 5 Networks

Connect with your peers at one of our regional networks:

- Human Resources
- City Clerks/Treasurers
- Zoning Administrators
- City & County Administrators
- Law Enforcement
- Dispatchers
- School Resource Officers
- Emergency Managers

EMS Training Reimbursement

- Sourcewell reimburses eligible entities for approved trainings including initial and refresher courses on CPR/AED, Basic First Aid, EMR, and EMT.

Community Development

- Get the help you need with all zoning-related inquiries. Using your community's ordinance, our team of administrators will answer questions and work with your city.

Cooperative Purchasing

- Sourcewell's cooperative purchasing program manages the solicitation requirements and offers members easy access to an established network of awarded contracts.
- As a regional member, you receive a 1% cash back award at the end of our fiscal year for all purchases made off Sourcewell contracts.

Partner Programs

Regional Safety Groups

Provided in partnership with the League of Minnesota Cities Insurance Trust.

- Sourcewell covers approximately 45% of costs for regional cities. LMC covers the remainder.
- Contact Ashley Edwardson, Loss Control Program Coordinator 651-281-1268

Driving Training

Provided in partnership with the Precision Driving Center of Minnesota.

- Sourcewell covers 100% of costs for law enforcement, city ambulance, fire departments, public works, and highway departments.
- Schedule directly with the Precision Driving Center of Minnesota.

Firefighter Training Reimbursements

Provided in partnership with the Minnesota Board of Firefighter Training and Education (MBFTE).

- Each entity is entitled to a per firefighter rate and can access funds by completing the reimbursement form at mbfte.org.

Peace officer Accredited Training OnLine (PATROL)

Provided in partnership with the League of Minnesota Cities Insurance Trust.

- Sourcewell covers 100% of costs for regional law enforcement.
- Contact Ashley Edwardson, Loss Control Program Coordinator 651-281-1268

Institute for Credible Leadership (ICLD)

Provided in partnership with the Minnesota Sheriff's Association.

- Only available for Cass, Crow Wing, Morrison, Todd, and Wadena county sheriff's offices.
- Sourcewell covers 100% of costs for this online training.

ACCOUNT NUMBER: 69-12824 PASSWORD: Pancakes

**TO CANCEL FALSE ALARM OR TEST SYSTEM,
CALL: 888-872-3640**

BE PREPARED TO PROVIDE YOUR PASSWORD



For system operating instructions, service, billing information
or data changes,

CALL: (218) 825-8844 OR (800) 525-1203
EMAIL: info@midwestsecurityandfire.com

ACCOUNT NUMBER: 69-12824 PASSWORD: Pancakes

**TO CANCEL FALSE ALARM OR TEST SYSTEM,
CALL: 888-872-3640**

BE PREPARED TO PROVIDE YOUR PASSWORD



For system operating instructions, service, billing information
or data changes,

CALL: (218) 825-8844 OR (800) 525-1203
EMAIL: info@midwestsecurityandfire.com

Call List

	ERIK LEE	10	☐	☐	(218)838-6963- Cell
	NAOMI SCOTT	20	☐	☐	(218)851-4525- Cell
	JON AUGÉ	30	☐	☐	(651)335-6555- Cell
	BOB STEELE	40	☐	☐	(651)335-6555- Cell
	JILL ALLORD	50	☐	☐	(218)831-3596- Cell

Treasurer's Report-Board Meeting-September 8th, 2025

1. Beginning Balance: \$2,246,215.13
 - a. Receipts: \$510,716.16
 - b. Disbursements: \$1,334,178.05
 - c. Ending Balance: \$1,418,883.02
2. Bremer Bank has merged with Old National Bank. As a part of the merger, we will need to sign a Bank of New York Third Party Custodian Agreement to handle and process our collateralized deposits. With the Township being a government entity, the bank is required to cover all funds in our accounts in excess of the normal \$250,000, which is covered by the FDIC. They use guaranteed investments to do this. This agreement gives them the ability to continue to do so after the merger is completed.
3. ESST-Currently both Naomi and Tim are eligible for ESST as per the State of Minnesota. Accumulated hours are shown on their paystubs.

Date Range : 9/8/2025 To 9/8/2025

<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>
09/08/2025	Van Horn Services	Invoice #2845 lawn mowing & tree removal & #2858 Tree cleaned from Old Bridge Road	11130	\$918.50	100-41125-390- 100-41125-391- 100-41125-391-	GENERAL GOVERNMENT GENERAL GOVERNMENT GENERAL GOVERNMENT	\$52.00 \$712.00 \$154.50
09/08/2025	Tim Yeager	Reimbursement for File Cabinets and Paint	11131	\$67.34	225-42210-201- 225-42210-201-	Fire Administration Fire Administration	\$51.62 \$15.72
09/08/2025	Galls, LLC	Invoice Number 032234609 Chief Uniform Shirt	11132	\$105.66	225-42210-229-	Fire Administration	\$105.66
09/08/2025	Studio Wraps LLC	Invoice #41487	11133	\$893.66	225-42210-229-	Fire Administration	\$893.66
09/08/2025	M-R Sign Co., Inc.	Quote No. 14653	11134	\$60.76	201-43050-270-	R & B ADMINISTRATION	\$60.76
09/08/2025	Paper Plan-It, LLC	Invoices #7380(\$572.07)7/31/25 & 7285(\$420.00)6/30/25 Payroll and Reconciliation	11135	\$992.07	100-41125-318- 100-41125-318-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$420.00 \$572.07
09/08/2025	M & R Services	Spring mowing of ditches	11136	\$5,150.00	201-43050-390-	R & B ADMINISTRATION	\$5,150.00
09/08/2025	Mary Zabilla	Reimbursement mileage	11137	\$92.40	100-41125-331-	GENERAL GOVERNMENT	\$92.40
09/08/2025	Northpoint Emergency Training	Invoices #1264(\$350) & #1306(\$350)	11138	\$700.00	225-42210-233-	Fire Administration	\$700.00

Date Range : 9/8/2025 To 9/8/2025

<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>
09/08/2025	Midwest Security and Fire	Invoice #28932 Security Installation and Monitoring from 8/26/25 thru 7/26/26	11139	\$12,306.02			
09/08/2025	Xcel Energy	Statement #941865268 Gas Bill	11140	\$46.32	100-41125-236-	GENERAL GOVERNMENT	\$12,306.02
09/08/2025	CTC-446126	Invoice #11375848 Phone and Internet at Town Hall	11141	\$228.16	100-41125-383-	GENERAL GOVERNMENT	\$46.32
09/08/2025	Bolton & Menk, Inc.	Invoice #0369441 - Survey Technician Mission Twp/E Bass Lake Rd SPRA	11142	\$175.00	100-41125-321-	GENERAL GOVERNMENT	\$228.16
09/08/2025	Crow Wing Power	July Electric for Town Hall and Park	11143	\$370.61	420-43050-303-	R & B ADMINISTRATION	\$175.00
09/08/2025	CWC Highway Department	Invoice #8745	11144	\$295.89	100-41125-381- 229-45010-381-	GENERAL GOVERNMENT Culture-Recreation Administration	\$323.50 \$47.11
09/08/2025	Timothy Moody	Reimbursement for Park supplies	11145	\$16.31	225-42210-231- 229-45010-231-	Fire Administration Culture-Recreation Administration	\$295.89 \$16.31
09/08/2025	Town Law Center PLLP	Bill Number 756 Funk Cartway: .3 hrs & General: .5 hrs	11146	\$203.50	100-41125-304- 100-41125-304-103	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$122.50 \$81.00

Date Range : 9/8/2025 To 9/8/2025

<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>
09/08/2025	Naomi Scott	Reimbursement-mileage(\$75.60) & media(\$47)	11147	\$93.20	100-41125-331- 100-41125-321-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$46.20 \$47.00
09/08/2025	Elan Financial Services	Credit Card - All receipts included	11148	\$2,538.18	100-41125-201- 229-45010-231- 229-45010-220-	GENERAL GOVERNMENT Culture-Recreation Administration Culture-Recreation Administration	\$159.90 \$32.06 \$300.90
					225-42210-229- 100-41125-220- 225-42210-207- 225-42210-201-	Fire Administration GENERAL GOVERNMENT Fire Administration Fire Administration	\$1,059.11 \$22.64 \$500.00 \$463.57
09/08/2025	Saebr Consulting	Invoice # August - Zoning Services	11149	\$275.00	100-41125-319-	GENERAL GOVERNMENT	\$275.00
09/08/2025	Nisswa Rolloff Service	Invoice #4017	11150	\$1,028.80	100-43210-395-	Sanitation Administration	\$1,028.80
09/08/2025	PERA-Public Emp Retirement Assoc	Mission Township 6329000 PERA	11151	\$478.50	100-41125-121-	GENERAL GOVERNMENT	\$478.50
09/08/2025	MN Dept of Revenue	Mn State Taxes - Direct Deposit - paid electronically via Paper Plan	11152	\$85.00	225-42210-125-	Fire Administration	\$85.00
09/08/2025	IRS-Internal Revenue Service	IRS-Paid electronically via Paper Plan-it	11153	\$1,498.64	100-41125-125- 229-45010-125- 225-42210-125- 100-41430-103-103 100-41110-103-103	GENERAL GOVERNMENT Culture-Recreation Administration Fire Administration Clerk & Treasurer Council/Town Board	\$583.85 \$130.06 \$729.80 \$48.19 \$6.74

Date Range : 9/8/2025 To 9/8/2025

<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>
09/08/2025	Payroll	Payroll-Direct Deposit - paid electronically via Paper Plan	11154	\$8,555.34	100-41430-103-103 100-41110-103- 100-41430-103- 225-42210-103- 229-45010-315-	Clerk & Treasurer Council/Town Board Clerk & Treasurer Fire Administration Culture-Recreation	\$37.77 \$951.69 \$1,439.35 \$4,179.26 \$729.72
					100-41125-311- 100-41110-103-103 100-43210-103-	Administration GENERAL GOVERNMENT Council/Town Board Sanitation Administration	\$55.41 \$275.58 \$886.56
Total For Selected Claims				\$37,174.86			\$37,174.86

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



Crosslake Police Department
Mission Township
Monthly Report: August 2025

Agency Assist	3
Background	1
Driving Complaint	1
Hazard In Road	1
Motorist Assist	2
Property Damage Accident	1
Suspicious Vehicle	1
Traffic Warning	55
Traffic Citation	34
Warrant Service Attempt	2

TOTAL: 101



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

2025	2024
Agency Assist – 3	Agency Assist – 3
Background – 1	ATV – 1
Driving Complaint – 1	Driving Complaint – 2
Hazard In Road – 1	Other – 1
Motorist Assist – 2	Property Damage Accident – 1
Property Damage Accident – 1	Traffic Arrest – 2
Suspicious Vehicle – 1	Traffic Warning – 51
Traffic Warning – 55	Traffic Citation – 15
Traffic Citation – 34	Welfare Check – 1
Warrant Service Attempt – 2	

TOTAL: 101

TOTAL: 77

2024 Year to Date: 627

2025 Year to Date: 603



SEPTEMBER 2025 MONTHLY FIRE DEPARTMENT REPORT

Monthly calls: 20 for AUGUST

Year to Date Calls:

August 2024 Calls

Mission Twp: EMS: 12 Fire: 2

Mission Twp: 71

7

Center Twp: EMS: 5 Fire: 0

Center Twp: 36

1

Pelican Twp: EMS: 1 Fire: 0

Pelican Twp: 14

0

Mutual Aid: Fire: 0

Mutual Aid: 6

0

Year to date calls for 2025: 127

YTD 2024: 110

Department Training:

- 1) 9/9 – FD Meeting and truck checks
- 2) 9/16 – Medical Training with North Point
- 3) 9/24 – Fire Training with Crosslake FD. (Changing training from Tues. to Wed.)

Trucks/Equipment:

- 1) Engine I is going in to have its tire looked at. Leaking air.
- 2) Engine II is going in to have the wiper motor looked at.
- 3) Tender II is going in to have the secondary tank looked at as it is leaking air. We are also checking to see if this is a warranty issue.

Personnel:

- 1) Received an application for the following applicant:
 - a. Vanessa Duval – medical only at this time

Other:

- 1) Auto aid for Adney Lake Rd. area. Documents attached.



City of Crosslake, Minnesota
FIRE DEPARTMENT

Wednesday August 20, 2025

*Mission Township
Mission Fire Department
PO Box 327
Merrifield, MN 56465*

Chief Allord,

We have discussed Fire and EMS coverage of Adney Lake Road, West Adney Lake Road, and Old Bridge Road located in your northwest fire district area. The Crosslake Fire Department would be willing to provide Auto Aid for Fire and EMS coverage for this area at no cost.

The location of this area in the Mission Fire Coverage requires responding units from Mission Fire Department to go through the City of Crosslake. The Crosslake Fire Department is located at 37028 County Road 66, and is 10.4 miles from that area of Mission Fire Coverage. Mission Fire Station 1 is approximately 15 miles from the Adney Lake area. The Crosslake Fire Department also has members that are located near this location for EMS calls. The Crosslake Fire Department would not be taking over the Adney Lake coverage area, but would be paged out as Auto Aid Mutual Aid for this location.

The Crosslake Fire Department has had many requests from homeowners in the Adney Lake Area to work with the Mission Fire Department on Auto Aid which would help these individuals with quicker response times for emergency situations.

I have attached a rough draft of an Auto Aid Agreement as well as County Information.

Let me know if you have any questions.

Thank you,

*Chip Lohmiller
Chief
Crosslake Fire Department
37028 County Road 66
Crosslake, MN 56442
612-868-6744
Chief1@crosslake.net*

AUTOMATIC AID AGREEMENT

This AUTOMATIC AID AGREEMENT (“Agreement”) is entered into this _____ day of _____ by and between the Township of Mission and the Town/ City of Crosslake.

DUAL RESPONSE AREA

1. **Dual Response Area - Geographic Limits.** This Agreement shall apply to all incidents requiring the need of a fire department including Emergency Medical Services, structure fires in residential, commercial, recreational and rural properties, requests for reported hazardous materials incidents, smoke or odor investigations, motor vehicle crashes (with or without injuries) and any other incident (“Emergency Incidents”) where the first response is provided by a local fire department. This Agreement applies to all Emergency Incidents received by the Crow Wing County Dispatch for addresses or occupancies within Adney Lake Road, West Adney Lake Road, and Old Bridge Road.
2. **Situations Where Aid is Provided.** All calls for fire services within the defined automatic aid agreement area shall result in an automatic, simultaneous response from Mission Fire Department and Crosslake Fire Department. To accomplish this, the Crow Wing County Dispatch shall simultaneously dispatch Fire Departments. This automatic aid Agreement shall be in effect 24 hours a day, seven days a week.
3. **No Reimbursement for Costs.** No party in this Agreement shall be required to reimburse any other party for the cost of providing the services set forth in the Dual Response and/or Automatic Aid sections of this Agreement. Each party shall pay its own costs for responding to the Emergency Incidents as described in said sections of this Agreement.

4.

AUTOMATIC AID ENGINE COMPANY RESPONSE

As part of this Agreement, The Crosslake Fire Department will respond when available with a staffed Engine company and Tender to all reported or confirmed structure fires at locations within either department’s fire district. The dispatch of the auto-aid engine company will be made with the initial dispatch to the reported fire by the Crow Wing County Dispatch.

PERSONNEL AND EQUIPMENT

The Mission Fire Chief and the Crosslake Fire Chief shall establish a response plan regarding the deployment of personnel and equipment in responding to Emergency Incidents under this Agreement. In virtually all cases, responses will be consistent with the established protocols. Any other required personnel and/or equipment will be determined by the incident Commander in his or her sole discretion. If first arriving responders determine that they can handle the incident with their own available resources, then they shall return the still responding units.

LIABILITY/INDEMNIFICATION

Each party waives all claims against the other party for compensation for any property loss or damage, and/or personal injury or death occurring as a consequence of the performance of this Agreement. Each party shall bear the liability and/or cost of damage to its equipment and the death of, or injury to, its personnel, whether the death, injury or damage occurs at an emergency within the described boundary. To the extent allowed by law, each department shall indemnify, defend and hold harmless all other parties for damages, claims, demands, suits, judgments, costs and expenses arising from loss of or damage to private property and/or the death of or injury to private persons whether caused by either department responding within the parameters of this Agreement. Provided, however, nothing contained herein shall expand the immunity of a party granted to it by law.

Each party waives all claims against the other party for compensation for any property loss or damage, and/or personal injury or death occurring as a consequence of any negligent acts, conduct, instructions or commands given by the individual that assumes command (Incident Commander) at any Emergency Incident. This provision shall not apply to any acts, conduct, instructions or commands given by an officer in the capacity of Incident Commander, which are later determined at any time to have been grossly negligent, willful, wanton or reckless.

PRIOR AGREEMENTS

This Agreement supersedes any other previous Agreements, either written or verbal, that may have existed to define the response of the two fire departments in this area.

TOWNSHIP OF MISSION

By: _____ Date: _____
Mission Board

By: _____
Mission Fire Chief

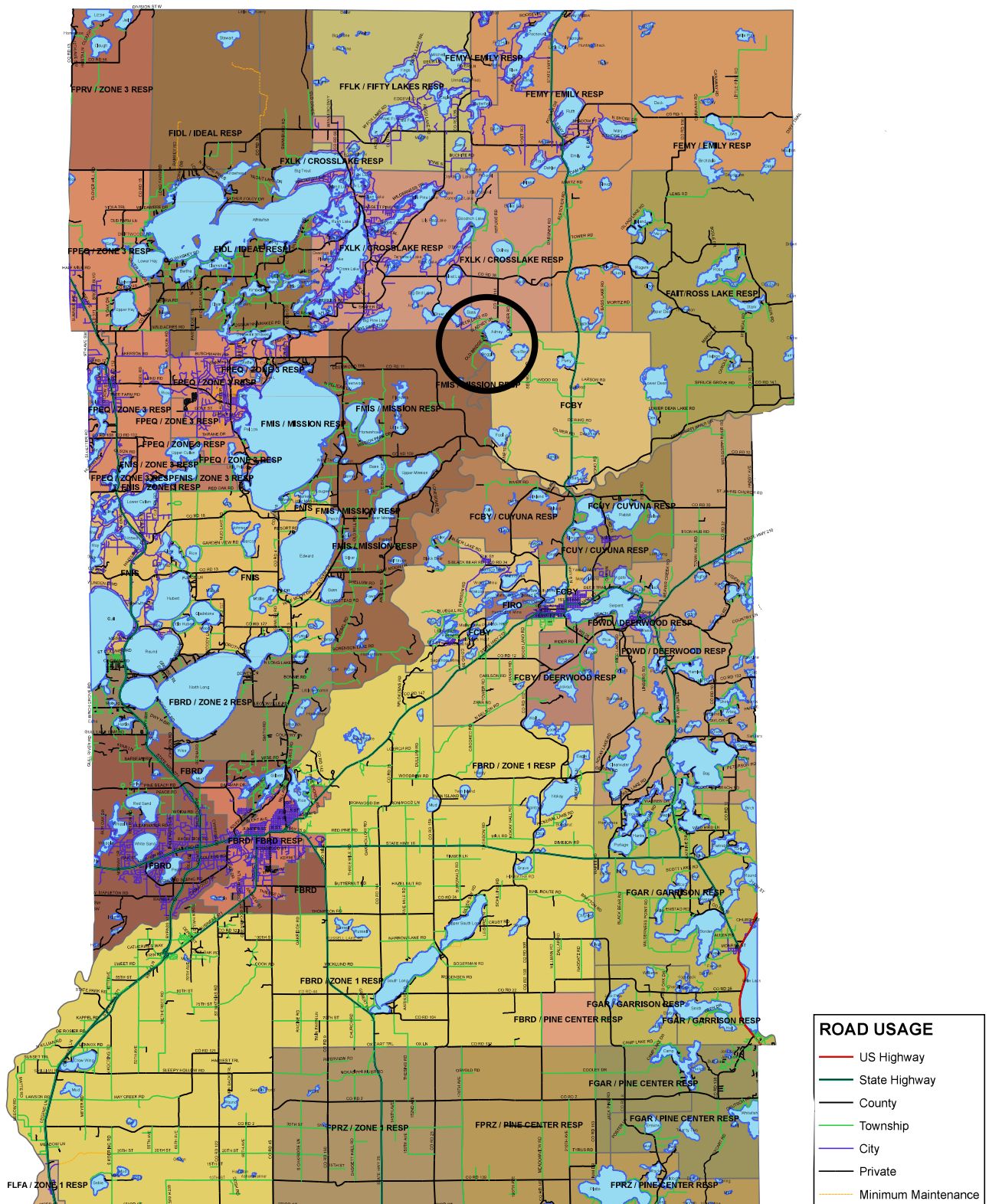
Witness _____ Date: _____

CITY/TOWN OF CROSSLAKE

By: _____ Date: _____
Mayor

By: _____
Crosslake Fire Chief

Witness _____ Date: _____





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 was included in the recently mailed Fall Newsletter. We received one application on 8-20-2025 on East Horseshoe Lake Road. The contractor began the work before the permit was issued, but when contacted stopped. The home owner was unaware work had begun. The permit (2025-01) was issued on 9-2-2025, once the fee was received. Now we're awaiting completion of the work and final inspection.
- ✓ **Mission Park Drive Residence Signage.** Brenda Ikola made contact about the deteriorating residence signs at the intersection of MPD and CSAH 3. One sign had fallen into the ROW, and the other was close to doing so. The Herker's on MPD agreed to take ownership to remove the old signs and create new ones, with the agreement of Brenda on location, and direction of the Town regarding the ROW. The new posts are up, and new residence signs are being placed. A good improvement at this intersection.
- ✓ **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 the summer maintenance work, having paved the ATV approach at CSAH 3 & Greenwood two weeks ago.
- ✓ **Anderson Brothers Status.** As background, Anderson Brothers in April agreed to pay \$1,295,610 to resolve allegations that it violated the federal False Claims Act and the Minnesota False Claims Act by routinely and knowingly falsifying test results to make its paving material appear higher quality than it was and submitting those false results to the government in seeking payments for road paving in Minnesota between 2017 and 2022. In July, the Federal Highway Administration ruled Anderson Brothers Construction is barred from bidding on contracts from government agencies that exceed \$35,000. MnDOT indicated that while Anderson has not been debarred or suspended by the State, the federal suspension has significant impacts to Anderson's contracting eligibility under Minnesota law. We need further clarification on all this as to how it might impact the East Bass Lake Road project and our routine summer maintenance work in 2026.

Upcoming Items:

- ✓ Annual Road Inspection is scheduled for 9-17-2025 @ 10 AM leaving from the Town Hall, weather permitting.
- ✓ Plow Truck DOT inspection will occur in late September.
- ✓ Next Roads Committee meeting is on 10-9-2025, @ 5:30 PM, at the Town Hall.



Planning & Zoning Tracking Report - 2025

Updated: 09-03-2025



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
Davis, Benjamin & Dawn	7/16/2025	77300501	12855 West Twin Lake Road	1) Lake setback of 106 feet where 150 feet is required to proposed second story addition to dwelling. 2) Lake setback of 99 ft. where 150 ft. is required for proposed second story deck. 2) Lake setback of 104 ft. where 150 ft. is required for proposed attached garage.	Recommended Approval of 2nd story addition & deck variances and Denial of variance for attached garage	✓DRT on 7-14-2025 ✓Town Board on 8-11-2025 ✓PC-BOA on 8-21-2025 Approved
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) New Conditional Use Permit for Commercial Storage.		✓DRT on 7-14-2025 ✓Town Board on 9-8-2025 ✓PC-BOA on 9-18-2025

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. DRT on 7-14-2025 to request rezoning to Commercial 1. Submitted application to CWC.

Sept. - Inquiry about obtaining approval for an IUP for cannabis cultivation @ 31956 CSAH 3, Parcel 77070543 Zoned C1. DRT on 9-8-2025.

2025 Permits by Type





MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2025-11

RESOLUTION DENYING THE FUNK CARTWAY PETITION

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

WHEREAS, the Petitioner provided the Town the required security and the Town Board adopted a hearing order scheduling a site inspection and hearing on the requested cartway for June 23, 2025;

WHEREAS, the Town Board called the hearing to order, conducted the inspection, and, after allowing the Petitioner and potentially affected owners to speak to the matter, voted to continue the hearing until August 12, 2025 to allow additional time to gather information on the feasibility of establishing a cartway to the Property;

WHEREAS, the Town Board reconvened the hearing on August 12, 2025, reviewed the additional materials provided regarding potential routes, and allowed the Petitioner and the potentially affected owners to once again speak to the requested cartway;

WHEREAS, the Town Board hereby finds and determines as follows regarding this matter:

- a. The Town Board understands its mandate under Minnesota Statutes, section 164.08, subdivision 2 to process and act on a cartway petition.
- b. The route requested by the Petitioner follows an existing private road called Bittner Trail that crosses property (PID Nos. 77250513 and 77250505) owned by The Conservation Fund and over which the Minnesota Department of Natural Resources (“DNR”) has a conservation easement.
- c. Bittner Trail is not a platted road and is not a Town road.
- d. The DNR submitted a letter to the Town dated June 17, 2025 expressing concerns regarding the requested cartway, cited to the *Silver v. Ridgeway* decision, and stated:

“The Conservation Fund land has been put to public use through the creation of a conservation easement that preserves the property as a working forest and allows recreational use by the public. Establishing a cartway across the property for the benefit

of a private landowner is inconsistent with this public use. Thus, DNR believes that Mission Township lacks the authority to subject this conservation easement to a cartway.”

- e. A representative from DNR was present during both parts of the hearing and indicated the DNR would likely not consent to allowing any greater use of Bittner Trail than is strictly required under the existing private access easements.
- f. On June 23, 2025, the Town Attorney sent an email to the DNR’s attorney asking for clarification of the DNR’s position. The Town Attorney pointed out that the existing private road already provides access to six lots and any route that avoids the conservation easement land would be a much longer route that would disrupt more land and trees than using a route that is already built up and used as an access road to private properties.
- g. The DNR responded the same day indicating that the Petitioner’s Property is not benefited by the existing private access easements and that in “order to provide access to the Funks, the township would have to condemn a cartway across so-called Bittner Trail and the easement extending south from Bittner Trail, and the township lacks the authority to do this. DNR continues to object to the condemnation of a cartway across The Conservation Fund property subject to the DNR conservation easement.”
- h. During the hearing, the Town Board discussed whether it has the authority to establish a cartway over the conservation easement land despite the DNR’s position or, if not, whether there are viable alternative routes to provide access to the Property. The Town Board recognized the challenges associated with any other route since the Property is bordered on the south by the Mississippi River, on the west by the Pine River, significant wetlands to the east, and approximately 70 acres of the 80 acre conservation easement land lies between the Property and County Road 11 to the north. The Town Board determined to continue the hearing to August 12, 2025 to allow time for the Town Attorney to conduct legal research and evaluate the Town Board’s authority to select a route that crosses the conservation easement land, and for the Town to explore the feasibility of alternate routes that would avoid the conservation easement land.
- i. At the reconvened hearing on August 12, 2025, the Town Attorney went through the memo he prepared, which is attached hereto as Exhibit A and is incorporated into this Resolution. The memo summarizes cases on the issue of condemning public property for a cartway, discussed the statutory provisions for acquiring an easement over state land, provides an analysis, and a recommendation to the Town Board that it not attempt to establish a cartway over the DNR’s conservation easement land.
- j. The Town Board also examined two potential alternative routes that avoid the DNR’s conservation easement land – one that runs to the west from the Property (“Alternative Route 2”) and the other that runs to the east (“Alternative Route 3”), both of which then connect to County Road 11. The Town Board reviewed a memo that discusses these alternate routes, which is attached hereto as Exhibit B and is incorporated into this Resolution. The Town Board recognized it is extremely unlikely that either route would be a viable alternative.

- k. Alternative Route 2 would be roughly 2,370 feet long (0.45 miles), crosses several small lots, and essentially runs into the Pine River to avoid the northwest corner of the conservation easement land. The Town Board suspects it would be virtually impossible to obtain the necessary shoreland permits to construct an access along that route, even if one were to assume it would be physically possible to construct a road through that area.
- l. Alternative Route 3 would be roughly 3,300 feet long (0.63 miles) and would cross a substantial amount of wetlands. The Town Board stated that it would likely be cost prohibitive for the Petitioner to purchase the amount of wetland credits that would be required to cross that much wetland, even if it was possible to secure the required wetland permit.
- m. The Petitioner was present at the reconvened hearing and the Town Board offered to hire, at the Petitioner's expense, an engineering firm to further explore the alternative routes and develop a feasibility report identifying if either route could reasonably serve as access to the Property. The Petitioner did not express support for that level of examination as it seemed a pointless waste of funds given the obvious challenges of either route.
- n. The Town Board recognizes it was in the same position as the Court of Appeals in *Silver v. Ridgeway*, 733 N.W.2d 165, 170 (Minn. App. 2007):

“We are not insensitive to the impact of this holding on private landowners in areas where the state owns large tracts of land, but given the controlling caselaw, any change would involve matters of public policy for the legislature or the supreme court.”
- o. Being left with no other reasonable choice, the Town Board passed a motion directing the Town Attorney to prepare a resolution denying the Petition for review and action at its September 8, 2025 meeting.

NOW, THEREFORE, based on the findings contained herein, the attached documents, and the record of this matter, the Town Board hereby resolves as follows:

- 1. The Petition submitted by the Petitioner to the Town requesting the establishment of a cartway to the Property is hereby denied.
- 2. The Town Clerk is authorized and directed to do each of the following:
 - a. Provide the Petitioner and the affected owners a copy of this Resolution; and
 - b. Once all bills related to this proceeding have been paid, return the unused portion of the security to the Petitioner without interest.

NOTICE OF RIGHT TO APPEAL

Those affected by this denial have a right of appeal as provided in Minnesota Statutes, section 164.07, subdivision 7 to seek judicial review of the Town Board's decision in this matter. To bring an appeal, notice of the appeal must be filed with the court administrator of the district court of Crow Wing County within 40 days of September 8, 2025. The notice of appeal must identify the grounds for the appeal, the land to which it relates, and be accompanied by a bond of at least \$250, with sufficient surety approved by the judge or the county auditor conditioned to pay all costs arising from the appeal in case the award is sustained. A copy of the notice of appeal must be mailed by registered or certified mail to the Mission Town Clerk or other member of the Town Board.

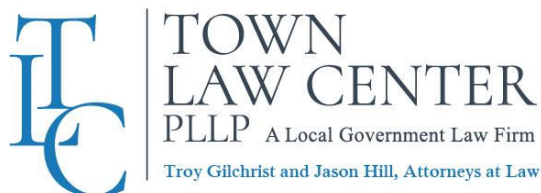
Adopted this 8th day of September 2025.

BY THE TOWN BOARD

Jon Auge, Chair

Attest: _____
Naomi Scott, Clerk

Exhibit A - Town Attorney Memo



Troy Gilchrist, Attorney
(612) 234-7539
troy@townlawcenter.com

MEMORANDUM

To: Mission Town Board

From: Troy Gilchrist, Town Attorney

Date: August 11, 2025

Re: Establishing a Cartway Across DNR Conservation Easement Land

This memo relates to cartway petition submitted by Katherine and Alex Funk (“Petitioners”) to establish a cartway to their landlocked property in Mission Township. The Town Board initiated the hearing process, conducted an inspection, and gave all the interested parties an opportunity to be heard. During the hearing it became clear there are significant challenges in attempting to find a viable route to the landlocked property. The most obvious route, and the one requested by the Petitioners, crosses land over which the state has a conservation easement. The DNR’s position in this matter is that it opposes establishing a cartway over the conservation easement.

I was asked to further examine the Town Board’s options in this case, including whether it could reasonably proceed with establishing a cartway over the state’s conservation easement despite the DNR’s opposition. The following provides a summary of the cases that have dealt with the condemnation of state land for a cartway, an analysis of the situation, and my recommendation to the Town Board.

CASE SUMMARIES

Silver v. Ridgeway, 733 N.W.2d 165 (Minn. App. 2007)

This is the first case to address the question of whether a town can establish a cartway across state land without the state’s consent. The case involved a request for a cartway and one of the possible routes was over state wildlife management area (“WMA”) land. The DNR opposed the establishment of a public road over state land as it would not be compatible with the purpose of a wildlife management area.

The court found the cartway statute involves the exercise of eminent domain and provides a general grant of the right of condemnation. A general right of condemnation does not include taking state land unless taking state land is expressly provided for in the statute. Therefore, the court held that “because Minn. Stat. § 164.08 does not expressly provide a town board with authority to take state land for a cartway, the statute grants a town board only general condemnation authority.” *Id.* at 170.

The court next addressed the argument that the authority to take state land for a cartway can be implied when the state has not put the land to a public use and the proposed use is not substantially inconsistent with the state's use. The court found that because the state had issued a letter saying the proposed cartway would be inconsistent with its use of the land, "we are compelled to conclude that authority to take state WMA land for the cartway cannot be clearly implied, and the district court erred by holding that the board has authority to establish a cartway over the WMA. We are not insensitive to the impact of this holding on private landowners in areas where the state owns large tracts of land, but given the controlling caselaw, any change would involve matters of public policy for the legislature or the supreme court." *Id.*

In re Harri, 2018 WL 2090854 (Minn. App. 2018)

This case involved a request to establish a cartway over several tracts of land, including one owned by the University of Minnesota, which was donated to the University for research. The University argued the town could not establish a cartway across its property because its land has the same status as state land and the cartway would be inconsistent with the University's use of the land as a research center. "The town board denied the petition, reasoning that (1) a township cannot establish a cartway over state land when the state land has been put to public use and the cartway's use would be inconsistent with the state's use, and (2) no clearly implied or expressly conferred authority exists that allows the township to exercise eminent domain over state land." *Id.* at 1. The petitioner appealed the denial.

The court agreed that University land constitutes state-owned land and so the limitations associated with a general grant of condemnation authority applied. However, the petitioner argued that the facts are different than in *Silver* because here they have no other way to access to their land. The court did not agree that the lack of alternate routes changed the analysis from the prior case. "*Silver* broadly held that Minn. Stat § 164.08, subd. 2 did not provide a lesser subdivision of government with implied authority to establish a cartway over state-owned land that was being put to public use." *Id.* at 3. The court referred to its decision in *Town of Fayal v. City of Eveleth*, which discussed the scope of a town's general condemnation authority.

"We agree with the district court's conclusion that, under these circumstances, the town board did not have implied authority to exercise eminent domain over the University's land. Although we are sympathetic to appellants' difficulties in accessing their land, we cannot say that the district court misapplied Minn. Stat. § 164.08, subd. 2(a) or our previous holding in *Silver* by affirming the town board's denial of appellants' cartway petition. As we have said before, 'given the controlling caselaw, any change would involve matters of public policy for the legislature or the supreme court.' *Silver*, 733 N.W.2d at 170." *Id.* at 4.

In re Wartman, 2022 WL 6272043 (Minn. App. 2022)

This case involved an affected owner challenging the town's cartway order, arguing the cartway should have been established over DNR administered land. The district court found that the town was "prohibited" from establishing a cartway over state-owned land.

The Court of Appeals found "the district court erred by reading *Silver* to hold that the township was 'prohibited' from establishing a cartway for Rothbart's property over DNR land." *Id.* at 4. The court did not elaborate because it found the district court's error to be harmless under the

facts, but the court's point was that *Silver* does not stand for the proposition that towns are prohibited from condemning state land in every case. Instead, it is a matter of determining whether the authority to condemn state land can be implied under the particular facts of the case.

Town of Fayal v. City of Eveleth, 587 N.W.2d 524 (Minn. App. 1999)

This case discussed the scope of the general grant of condemnation authority in the context of a town attempting to condemn city water lines located within the town for the town's own use in serving its residents. The court set forth the following rules regarding implied condemnation authority:

- “[A] government entity to whom the right of eminent domain has been delegated may not, as a general rule, condemn public property or property devoted to a public use unless such authority is expressly or impliedly granted by statute.” *Id.* at 528.
- “The general rule relating to the power of eminent domain over public property is: A government entity to whom the right of eminent domain has been delegated may not condemn public property or property already devoted to public use unless the authority is expressly or impliedly granted by statute. The question then becomes whether an implied intent exists as an exception to the general rule requiring express legislative authority to take public property.” *Id.*
- “[L]egislative power to condemn public land under a general grant of eminent domain may be implied when the condemnee has not put its land to public use.” *Id.*
- “But, when the land is already dedicated by the state or one of its governmental agencies for a specific public use and is actually used for the specified purpose, the rule is that mere general authority to condemn is insufficient to interfere with authorized public uses.” *Id.*
- “The rule against taking property already devoted to a public use, in the absence of express authority, generally does not apply when the second use does not materially or seriously interfere with the first use, or, when the second use is consistent and the two uses may be enjoyed together without interference with the first use.” *Id.* at 529.
- “This implied power may not be invoked when the proposed use of the property would destroy or essentially impair the existing use.” *Id.*
- “Whether the taking will materially interfere with, or is inconsistent with, the prior use is necessarily one of fact.” *Id.*

STATUTORY PROCESS TO ESTABLISH ACCESS OVER STATE LAND

The legislature has provided a means for both local governments and private parties to seek easements across state land. Under Minn. Stat. § 84.63, the DNR Commissioner is authorized to convey to local governments an easement across state-owned lands for roads and “roads including limitation of right of access from the lands to adjacent highways and roads.” The Commissioner may also agree to convey a road easement in exchange for a road easement that

provides access to state or federal land. Minn. Stat. § 84.633. Finally, Minn. Stat. § 84.631 indicates the Commissioner “may” convey a road easement across state land to a private person requesting access to their property if certain requirements are met.

The limiting factor in exploring these statutory options is that the state does not actually own the land the cartway would cross. The state’s interest in the land is limited to the terms and conditions of the conservation easement it holds. The state could consent to the establishment of an easement over its conservation easement, but lacks the authority to independently grant others an easement over the land. Therefore, applying for an easement under one of these statutes is not an option.

ANALYSIS

The Town Board will need to discuss this, but given the location of the Petitioners’ property there appears to be no other viable options to provide access except over the property owned by The Conservation Fund (“TCF”), over which the DNR holds a conservation easement. TCF attended the hearing and did not express opposition to establishing a cartway over the existing private road that already provides access to private properties (including a different parcel owned by the petitioners). However, in a letter dated June 17, 2025, an attorney for the DNR indicated the TCF land “has been put to public use through the creation of a conservation easement that preserves the property as a working forest and allows recreational use by the public.” Furthermore, that “[e]stablishing a cartway across the property for the benefit of a private landowner is inconsistent with this public use. Thus, DNR believes that Mission Township lacks the authority to subject this conservation easement to a cartway.”

Immediately before the hearing I sent the enclosed email to the DNR’s attorney pointing out the likely more significant public impacts of an alternate route. The DNR responded by repeating its opposition to establishing a cartway over its conservation easement.

If there are no other routes available that would provide the petitioners reasonable access to a usable portion of their land, the question becomes whether the Town can exercise the general grant of condemnation authority provided in the cartway statute to establish a cartway over the existing private road. As noted above, using a general grant of authority to condemn state land is not absolutely prohibited, but it is only available in cases where the state has not put the land to public use or the establishment of the cartway would not interfere with or be inconsistent with the state’s use. Here, the DNR’s letter asserts both that there is an existing public use of the TCF property due to the conservation easement and that establishing a cartway over it would interfere with that use. However, the letter does not explain the nature of that interference.

The rules stated above from the *Town of Fayal* decision both indicated that public use of the land precludes condemnation, but also states that condemnation may be possible if the proposed new use would not interfere with the existing public use. The cases that have explored the scope of general condemnation authority are very fact specific, but it seems logical to read the rules together so that it is more likely a local government would be able to condemn state land if the state has not put it to any use, but public use is not an absolute bar to condemnation. Instead, the next level of examination would be whether the use for which the condemnation is being undertaken would interfere with or otherwise be inconsistent with the state’s use of the land. For example, a town would likely lack the authority to condemn state conservation land to construct

a new town hall on it, but condemning a small portion of state land to place an underground water line to connect a neighborhood to the town's water system would arguably not interfere with the state's use.

Here, the petitioners' requested route is over an existing private road that provides access to six properties. However, access to those lots is pursuant to privately granted easements and not a road dedicated to the public. As such, only those properties expressly benefited by those easements are allowed to use it as access. Because the property the petitioners are seeking access to is not included among those properties benefited by the private easements, they cannot legally use the road to access their property. Because allowing the road to be used to access one additional property would place an additional burden on the state's easement, the DNR asserts that establishing the requested cartway would constitute the condemnation of state land.

RECOMMENDATION

The cartway statute imposes a mandate on town boards to establish a cartway to provide access to landlocked property upon receipt of a proper petition. However, there are times when that obligation is frustrated by the limitations imposed on a town's condemnation authority.

The Town Board must determine if it is possible to provide the petitioner meaningful and useable access to a usable portion of the landlocked property. First, the Town Board needs to consider whether there are any routes that provide access that does not require crossing state conservation easement land. If the Town Board determines that no such routes reasonably exist, then it needs to determine whether proceeding with the requested route over the state's conservation easement is reasonable given the restraints discussed above.

Considering the public use component of the analysis, it appears the courts accept the state's assertion of public use without explanation or proof of actual use. In *In re Harri*, the University's assertion that construction of a cartway would interfere with land set aside for research was enough to constitute a public use. In *Silver*, the court appeared to accept the state's designation of the land as a wildlife management area and assertion a cartway would be inconsistent with that use as being sufficient.

With a claimed public use, the next question is whether establishing a cartway over the existing private road would interfere with the public use. As noted above, the DNR asserts that establishing a cartway would be inconsistent with the public use of the TCF property. The DNR does not explain the nature of the interference but given how the courts have analyzed these cases it appears a simple assertion of interference is sufficient.

While I think this case presents a better argument for allowing condemnation over a state-held easement than the cases noted above, it appears nearly impossible to get over the very high bar established by the courts when it comes to condemning state land to establish a cartway. Despite the Court of Appeals expressly acknowledging the limitations this imposes on establishing a cartway, the resulting frustration for petitioners, and the undermining of the purpose behind the statute, the Supreme Court has refused to take up the issue. Therefore, in my opinion the more legally sound approach for the Town Board to take, if it cannot find a reasonable alternate route, is to direct me to prepare a resolution denying the Petitioners' cartway petition. The Town Board would then take up and act on the resolution at its next regular meeting.

As in the *In re Harri* case, if the only viable route is over state land, the state refuses to allow access, and the state asserts public use and interference, there is really nothing the Town Board can realistically do to overcome that barrier under existing law. The Town Board is in the same position as the Court of Appeals in the cases noted above – expressing understanding but needing to point out this is a public policy issue that needs to be resolved by the legislature or the Supreme Court.

I will attend the reconvened hearing and will be happy to answer any questions the Town Board may have regarding this matter.

Exhibit B - Memo on Alternative Routes



SUBJECT: Funk Cartway Alternative Routes 2 & 3 Summary
DATE: 08-06-2025

At the Funk Cartway Petition Hearing on June 23, 2025, the Town Board agreed that it would be prudent for the Chair to work with Crow Wing County Land Services to gather additional information on alternative routes 2 & 3, roughly identified on the attached map labeled 'Attachment A'. It is important to note, both routes avoid any encroachment on Parcels 77250505 & 77250513 whose fee owner is The Conservation Fund. This research was then formally authorized by motion at the July 14, 2025, regular monthly Town Board meeting. The Chair met with Chris Pence on July 29, 2025, to review the alternative routes and gain insight into their feasibility with the key findings summarized below.

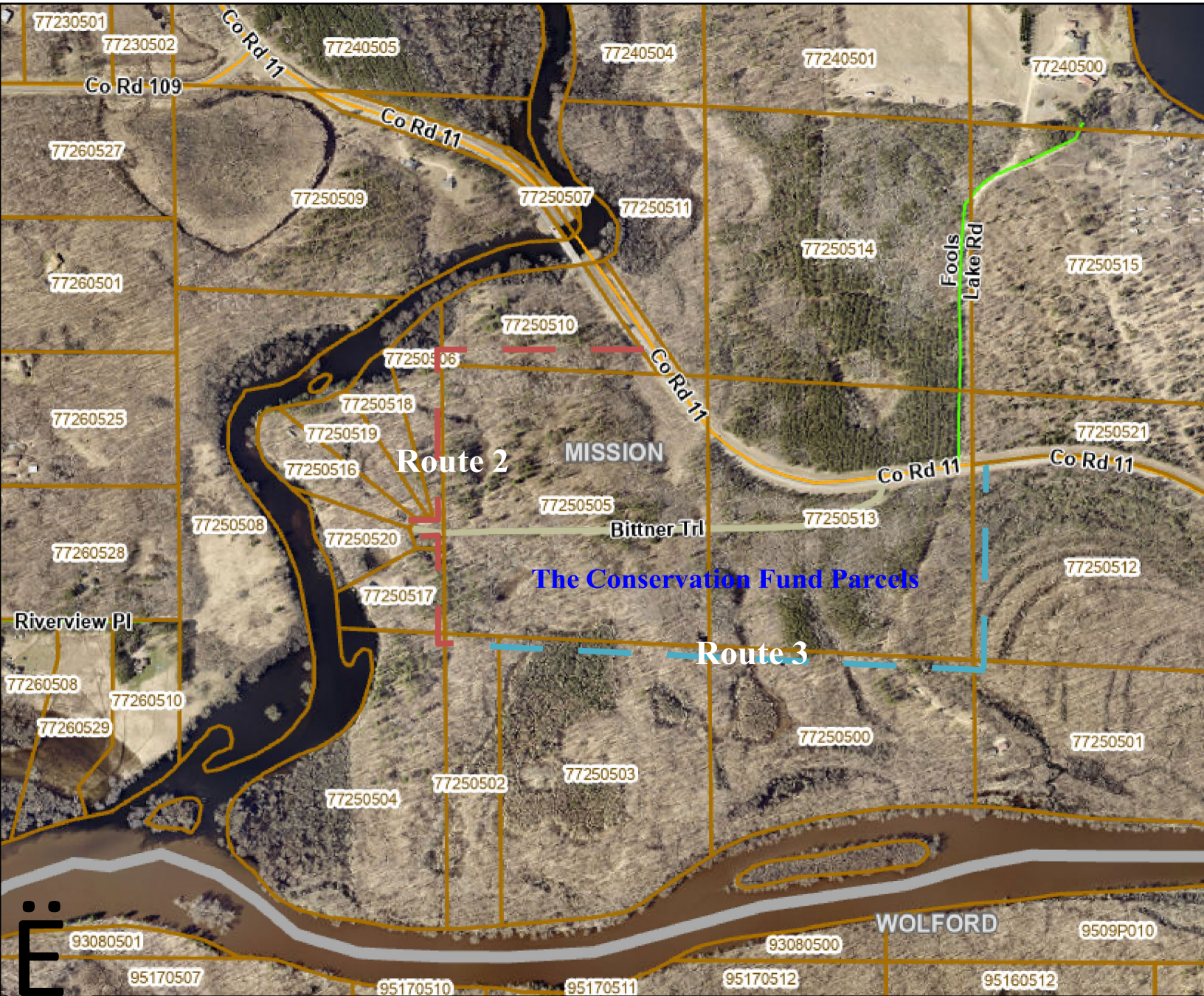
Alternative Route 2

1. The route crosses eight parcels (77250504, 77250517, 77250520, 77250516, 77250519, 77250518, 77250506 and 77250510).
2. The route avoids any encroachment on parcels owned by The Conservation Fund (Parcels 77250505 & 77250513) and the Bittner Trail Conservation Easement.
3. The route runs adjacent to the Pine River and at Parcels 77250506 & 77250510 is near or potentially in the river.
4. The route is also in proximity to the Mississippi River at Parcels 77250502 & 77250504.
5. An engineering feasibility assessment may be required.
6. The route may require variances from Crow Wing County and the Mississippi Headwaters Board.
7. Approval of a new connection to County Road 11 will be required from the Crow Wing County Highway Department. It's noted the connection would be approaching a curve which is not desirable.

Alternative Route 3

1. The route crosses four parcels (77250503, 77250500, 77250501 and 77250512).
2. The route avoids any encroachment on parcels owned by The Conservation Fund (Parcels 77250505 & 77250513) and the Bittner Trail Conservation Easement.
3. The route runs adjacent to the Mississippi River.
4. It appears that significant wetlands exist on at least two of the parcels as identified in 'Attachment B'.
5. An engineering feasibility assessment may be required.
6. The route may require variances from Crow Wing County and the Mississippi Headwaters Board.
7. Approval of a new connection to County Road 11 will be required from the Crow Wing County Highway Department. It's noted the connection would be approaching a curve which is not desirable.

ATTACHMENT A



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Mission Township Funk Cartway Petition Potential Routes 2 & 3

Land Use Classification

- Agricultural/Forestry District
- Airport District

Commercial District

- Commercial District 1
- Commercial District 2
- Commercial/Heavy Industrial District

Commercial/Light Industrial District

- Rural Residential - 20
- Rural Residential - 10

Rural Residential - 5

- Rural Residential - 2.5
- Rural Residential - 1

Sensitive Shoreland District

- Shoreland District
- Urban Growth District

Waterfront Commercial

- Waterfront Commercial

ATTACHMENT B



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Crow Wing County GIS

Date: 7/31/2025 Time: 1:24 PM



Mission Township, Crow Wing County, Minnesota Facility Reservation and Use Policy

5.7 Facility Reservation & Use

The Town provides and maintains facilities for the use of residents, property owners and the public. The Town Hall and Park Pavillion are available to be reserved subject to compliance with this policy and payment of the applicable fee per the Town's Fee Schedule. The following serves as the policy for the reservation and use of town facilities.

I. Definitions. For the purposes of this policy, the following terms shall have the meaning given in this section.

- A. **Alcohol.** "Alcohol" means wine, beer, liquor, and any other beverage containing more than one-half of one percent alcohol by volume.
- B. **Applicant.** "Applicant" means the person that submits a Facility Reservation Application and is responsible for the Event. Applicants must be age twenty-one (21) or older.
- C. **Event.** "Event" means the entire period for which a reservation has use of the facility, including any permitted set-up or clean-up periods.
- D. **Facility Reservation Application.** "Facility Reservation Application" means the form developed by the Town to be completed and submitted to the Town by the Applicant to seek permission to reserve the facility.
- E. **Grounds.** "Grounds" means the land immediately adjacent to and surrounding the facility. For the Town Hall this includes the entire site and for the Pavillion, this includes the Park.
- F. **Guests.** "Guests" means those who attend the Event.
- G. **Pavillion.** "Pavillion" refers to the Pavillion at Mission Town Park and does not include any portion of the park beyond the Pavillion or any amenities.
- H. **Reservation Request.** "Reservation Request" means the submission of a completed "Facility Reservation Application" by a proposed Applicant to the Town Clerk.
- I. **Town Hall.** "Town Hall" refers to the Town Hall meeting space and does not include any other facility or the grounds at the Town Hall site.
- J. **Town.** "Town" means Mission Township, Crow Wing County, Minnesota, and any reference to actions or approvals by the Town are to its Town Board of Supervisors.

II. Applicants Bound by Policy.

Reservation of the Town Hall or Pavillion constitutes acceptance of the terms and conditions of this policy. The Applicant assumes full responsibility for any damage caused in connection with the Event and for the actions of the Guests attending the Event. Applicants are responsible for informing their Guests of the Facility Use Guidelines. If a corporation or organization is reserving the facility, an officer of the entity must be designated on the application as the Applicant for the reservation. Doing so does not limit

the liability of the corporation or organization for the reservation or what occurs during the Event.

III. Facility Reservations.

- A. **Reservation Process.** All reservation requests must be made on the Facility Reservation Application and shall be delivered to the Town Clerk. All reservation requests must be made 14 days prior to the Event. A reservation is considered complete when the required fee has been paid. Applicants will be notified by the Town Clerk when their application is approved.
- B. **Reservation Hours.** The Town Hall is available for reservation from 8:00 AM until 10:00 PM daily, except when Town Meetings or events are scheduled. The Pavillion is available for reservation from 8:00 AM until 9:00 PM daily. The Town may approve additional hours for set-up and clean-up before and after each Event. All guests must vacate the facility at the end of the reservation period.
- C. **Sublet or Transfer.** Applicants may not sublet the facility, nor may the application be transferred or assigned.
- D. **Cancellation.** Reservations must be cancelled by the Applicant 10 days prior to an Event, and if so, the reservation fee will be refunded. Reservations cancelled by the Applicant within 10 days of an Event may forfeit all or a portion of their reservation fee at the discretion of the Town Clerk. Reservations may be cancelled by the Town at any time should the Applicant fail to pay their fee or comply with conditions of this policy. The Town may also cancel for any reason provided notice is given to the Applicant at least thirty (30) days prior to the Event and shall refund the reservation fee. Reservations may also be cancelled at any time for reasons beyond the Town's control such as an emergency, unsafe environment or health concerns, or interruption of utilities, and the reservation fee will be refunded. The Applicant acknowledges and agrees that the Town shall not be liable for any claims of disruption, loss or damages resulting from the Town's cancellation of a reservation as provided in this section.
- E. **Reservation Fees.** Applications must be accompanied by a nonrefundable reservation fee as provided in the Town's Fee Schedule. Resident/property owner fees apply to Applicants who reside or own property in the Town on the date of the Event. If a corporation or organization is reserving the facility, it will only be considered a resident/property owner if a majority of its officers or members reside or own property in the Town on the date of the Event. Applicants will be considered Employees if they are employed by the Town in any capacity as of the date of the Event.
- F. **Insurance.** Applicants may be required to provide proof of liability insurance before an Event in an amount determined by the Town. If proof of insurance is required, it must be provided to the Town at least seven (7) days prior to the Event. Failure to provide adequate proof of insurance subjects the Event to cancellation.

IV. Facility Use Guidelines. Applicants and Guests must comply with the following.

- A. **Alcohol.** The use of Alcohol is prohibited at the Town Hall. Alcohol is allowed at

the Pavillion. No alcohol may be sold or otherwise exchanged for compensation in connection with use of the Pavillion. The Applicant is solely responsible for supervising the use of alcohol during the Event.

- B. **Adult Supervision.** The Applicant is responsible to provide sufficient adult supervision for Events that include Guests under the age of 21.
- C. **Charging Admission.** The Applicant may not charge admission for the Event. No 'for-profit' Events are permitted.
- D. **Clean-up.** Applicants are responsible for clean-up and returning the facility to at least the same condition it was found at the start of the Event following the Clean-up Checklist provided by the Town Clerk.
- E. **Disorderly Conduct.** Disorderly conduct of any kind is prohibited and any person engaging in such conduct is subject to being removed from the facility. The Applicant is solely responsible for supervising the conduct of Guests during the Event.
- F. **Gambling.** Gambling of any nature or manner is prohibited, except for non-profit events approved by the Town Board.
- G. **Parking.** Guests must park in the designated parking areas for each facility. Parking in other areas requires prior approval and must not cause damage to the grounds or interfere with traffic or safety.
- H. **Security.** Applicants may be required to have a licensed law enforcement officer present during the Event to provide security and help enforce the provisions of this policy. Applicants are responsible for making such arrangements, paying for the service, and providing the person with a copy of this policy.
- I. **Set-up & Decorations.** Set-up is to occur during the approved hours as listed on the Facility Reservation Application. Decorations may not be affixed so as to cause damage to the facility. Confetti, birdseed, rice or other like items are prohibited.
- J. **Smoking.** The Town Hall is smoke-free and smoking of any kind is prohibited in the Hall and within thirty (30) feet of the Hall.

IV. Assumption of Responsibility & Indemnification.

The Applicant assumes full responsibility for the appropriate conduct of the Guests during reservation hours. The Applicant also assumes full responsibility for any loss, breakage, or damage caused to the facility, its contents, or the surrounding grounds. The Town is not liable for any loss, damage, injury, or illness suffered during the use of the facility by the Guests. The Town is not responsible for any items that are left at the facility by the Guests.

The Applicant agrees to defend, indemnify, and hold harmless the Town, its officers, agents and employees, against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Town, its officers, agents or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Guests.



MISSION TOWNSHIP, CROW WING COUNTY, MINNESOTA

FACILITY RESERVATION APPLICATION

Applications must be submitted to the Town Clerk at least 14 days prior to the Event along with payment of the applicable fee

Facility Information:

Requested Facility: _____ Town Hall _____ Pavillion

Date of Event: _____ Type of Event: _____

Hours of Event _____

Set-up Date & Time: _____ Clean-up Date & Time: _____

Note: The Town Hall has a security system so it's important you comply with the requested/scheduled hours.

Expected Number of Guests attending the Event: _____

Alcohol: Will alcohol be brought to or consumed at the event? _____ Yes _____ No

Note: Alcohol is not permitted at the Town Hall. No alcohol may be sold or otherwise exchanged for compensation in connection with the Event.

Applicant Information:

Name: _____

Organization: _____

Position in Organization: _____

Address: _____

Cell Phone: _____ Email: _____

Residency: Is the applicant a resident, property owner or employee of the Town? _____ Yes _____ No

Rental Fee & Damage Deposit: All fees and a damage deposit, if required, must be paid to the Town at least 14 days prior to the Event or this application is voided. The applicable fees are those set by the Town Board in its Town Fee Schedule.

Applicant understands and agrees that if their application is approved, Applicant is fully responsible for the Event, including the conduct of their Guests, and is subject to the terms and conditions of the Town's Facility Reservation & Use Policy.

Applicant Signature: _____ Date: _____

Town Clerk Use

Application Approved: _____ Yes _____ No Date: _____

If No, reason for denial: _____

Fees: Rental Fee: \$ _____ Damage Deposit: \$ _____

A copy of the Facility Reservation & Use Policy and the applicable Clean-up Checklist must be provided to each applicant prior to their Event.



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 Value 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	



Proposal for Comprehensive Planning

Mission Township



SAVANNAH WINKLER | REGIONAL PLANNER

SWINKLER@REGIONFIVE.ORG

218-330-0554

Letter of Intent: Mission Township

To:

Jon Auge Town Board Chair
Mission Township
29474 Co RD 3
Merrifield, MN 56465

Dear Mission Township Representatives,

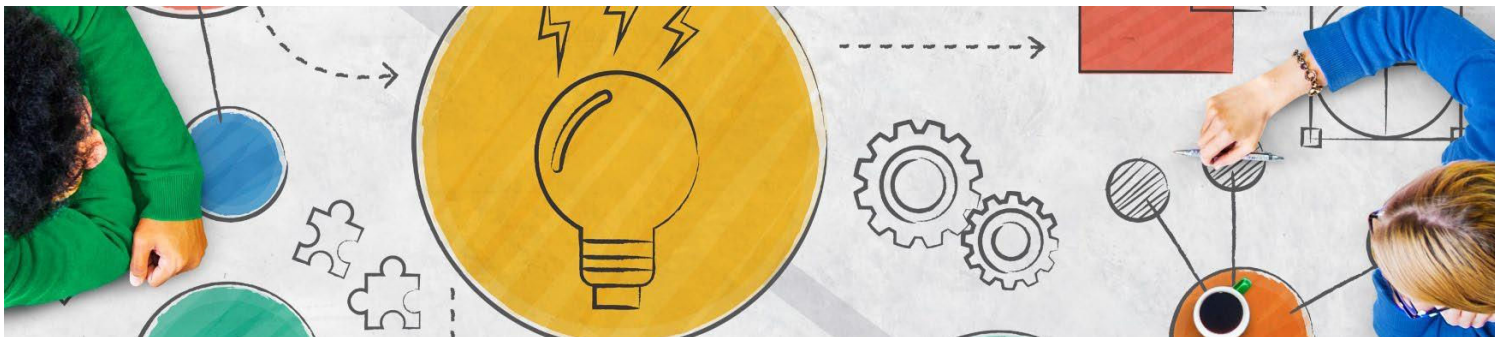
Thank you for the opportunity to submit a proposal for Comprehensive Planning. Region Five Development Commission (R5DC) values its relationship with cities, townships and counties, aiming to provide added capacity and create opportunities for multiple voices to participate. Pairing Comprehensive Planning and Climate Planning is a benefit to the township and all partners involved. It allows for expanded conversations about how to navigate the ever-changing landscape of public administration and considers changes to the environment that could impact the health & well-being of your residents. As a result of this dual planning process, community representatives will have an actionable plan with a common objective and feel better prepared to tackle future challenges.

R5DC has a long history of planning throughout the region. One of the many benefits of planning facilitation with our county partners is understanding the vision held for your community. Once realized, we use our resources at R5DC to break down any barriers that may exist. Many times, we find the hardest step is the one toward implementation of the plan itself. R5DC can add capacity for committee facilitation, grant writing capacity, or in a technical advisory role if you need to bridge resources. Being a part of the planning process allows us to take a bigger role in achieving your mission, which adds to the success of our entire region.

We understand that comprehensive planning is a significant lift for staff. By partnering with R5DC, we can help eliminate some of the burden by preparing materials, engaging the community, facilitating meetings, and leveraging our expertise to design a roadmap to success. Thank you for considering our services as you embark on this crucial planning process.

Respectfully,

Savannah Winkler
Regional Development Planner
Region Five Development Commission
Swinkler@regionfive.org
218-330-0554



Region Five Development Commission Overview

Region Five Development Commission (R5DC) focuses on enhancing the quality of life in central Minnesota through community and economic development, transportation initiatives, and strategic partnerships. Our programs support comprehensive planning, agriculture, local foods, and energy and environment planning, aiming to create resilient, inclusive communities. Additionally, we facilitate transportation planning, including safe routes to schools and regional transit coordination, while promoting sustainable economic growth through various development initiatives and our non-profit lending arm NCEDA.

We are committed to helping the region respond to challenges by implementing strategies that expand the focus within regional economic development and local Comprehensive Plans, including technical assistance and other opportunities offered to small businesses. R5DC collectively raises the economic prospects of our region by utilizing the power of regional collaboration.

OFFICES:

Staples, MN
200 1st Street NE
Suite 2
Staples, MN 56479
Ph. [218.894.3233](tel:218.894.3233)
(Mailing Address)

Baxter, MN
14391 Edgewood Drive
Suite 203
Baxter, MN 56425

Our professional services include:

- Grant writing Capacity
- Meeting Facilitation
- Regional Planning
- Strategic Planning
- Community Surveys
- Grant, Loan & Contract Administration
- Fiscal Administration
- Energy & Environment Planning
- Local Food Initiatives
- **And much more...**

Key Personnel: Planning and Public Engagement Effort



Cheryal Hills | Executive Director R5DC & NCEDA

Cheryal joined Region Five Development Commission (R5DC) in 2006 and has a 25+ year national reputation as an action-oriented convener with experience in securing resources through authentic relationships that have spurred equitable economic ecosystems and honor environmental stewardship commitments in rural Central Minnesota communities. Cheryal professionally oversees seven lending programs and community development planning in transportation, workforce development, climate & broadband and delivers projects related to renewable energy, local foods, and arts/culture.



Savannah Winkler | Regional Planner

Savannah joined Region Five Development Commission (R5DC) in 2023. Her primary role, as a planner, includes working with local cities to create comprehensive plans driven by local community input. She conducts public workshops, facilitates, and plans meetings, and drafts planning documents. She is also engaged in energy and environment planning, grant writing and implementation projects for the region, led by the community.



Angela Anderson | Marketing Director

Angela is responsible for branding, marketing, and communications for Region Five Development Commission and North Central Economic Development Association (NCEDA). Her duties include website design, webpage creation and content updates across six websites. She creates graphics and marketing collateral, creates reports, and manages digital marketing across various social media platforms, including video and podcasting.



Scope of Work

A comprehensive plan is intended to be a long-range planning document; typically having a five (5) to ten (10) year time horizon. Furthermore, municipalities in Minnesota derive their authority to plan from Minnesota State Statute 462.351—462.358 which includes the authority to plan, the definition of planning terms, community-based planning, organization for planning, as well as the preparation, adoption, and amendment of the comprehensive municipal plan and zoning and subdivision authority.

Comprehensive plans are intended to guide a community's vision for growth and development. Therefore, all other plans are designed to enhance the goals and objectives of the comprehensive plan. This is the intention of the Energy & Environment planning process which works alongside the comprehensive plan. In addition, other township plans are considered (i.e. housing, parks & recreation, zoning, etc.) in the process so there is a clear, actionable result at the end of the comprehensive planning process. As the natural starting point, the comprehensive plan will guide and drive the outcomes of all other subordinate planning documents.

Furthermore, pairing the comprehensive plan with energy & environment planning allows for deeper conversations about how external factors are affecting current plans and identifying ways to correct the course. This dual-planning process involves a high degree of community engagement and input. Therefore, the comprehensive planning process is a way for residents and business owners to provide input into the foundational elements of their community's public policy and remain involved in activities that will help the whole community thrive.

Project Timeline Option 1

Proposed Timeline (Recommended/Tentative) Daytime Meetings		
Month	Description	Responsible Party
January 2026	Execute Contract and Assemble Local Planning Team	R5DC, Township Members, Township Board
April / May 2026	Meeting #1: Kickoff meeting & introduction to planning process and objectives (Could be an evening)	R5DC, Township Members, Township Board
July 2026	Meeting #2:	R5DC, Local Planning Team
September 2026	Meeting #3:	R5DC, Local Planning Team
November 2026	Meeting #4:	R5DC, Local Planning Team
January 2027	Meeting #5:	R5DC, Local Planning Team
February – March 2027	Adoption Process	R5DC, Local Planning Team
April 2027	Implementation	R5DC, Local Planning Team

Project Timeline Option 2

Proposed Timeline (Recommended/Tentative) Evening Meetings		
Month	Description	Responsible Party
October 2026	Execute Contract and Assemble Local Planning Team	R5DC, Township Members, Township Board
February 2027	Meeting #1: Kickoff meeting & introduction to planning process and objectives (Could be an evening)	R5DC, Township Members, Township Board
April 2027	Meeting #2:	R5DC, Local Planning Team
June 2027	Meeting #3:	R5DC, Local Planning Team
August 2027	Meeting #4:	R5DC, Local Planning Team
October 2027	Meeting #5:	R5DC, Local Planning Team
November – December 2027	Adoption Process	R5DC, Local Planning Team
January 2028	Implementation	R5DC, Local Planning Team

Estimated Costs

Estimated Costs		
Deliverable	Description/Quantity	Total
Meeting Prep & Facilitation	Staff Time (70 Hrs. @ \$100/Hr.), mileage	\$7,300
Outreach to community	Promotion of kick-off meeting, survey, and public engagement	\$700
Document Creation/Printing Costs	Staff Time/ Professionally printed plans	\$1,000
Printing Costs	Professionally Printed Plans	\$500
Meals/Nutrition	Snacks/Water for meetings	\$300
	Total Mission Township:	\$9,800

Outreach does not include expenses associated with mailings

Deliverables

Should Mission Township and the Region Five Development Commission (R5DC) enter into a formal agreement to execute the workplan presented in this proposal.

This section describes the deliverables that will be provided by R5DC.

- **Assistance in developing a local planning team**
 - Utilizing the R5DC network and working with township representatives to engage in recruitment strategy.
 - Recruit members at the public kick-off meeting.
 - Send welcome email to local planning team members and communicate expectations.
- **Development and execution of a public engagement plan to include:**
 - Facilitation of a public informational kickoff meeting
 - A vision statement developed in coordination with the planning team that are in alignment and based on public input.
 - Development and administration of a community wide survey (not to include expenses associated with mailings)
 - Development and administration of a business survey (not to include expenses associated with mailings)
 - Share updates on R5DC social media networks and newsletters.
 - A list of observations from the planning team on issues, concerns and opportunities.
 - A list of guiding principles developed in coordination with the planning team that are in alignment and based on public input.
- **Facilitate the planning process**
 - A list of guiding principles developed in coordination with the planning team that are in alignment and based on public input.
 - A list of goals developed in coordination with the planning team that are in alignment and based on public input.
 - A list of strategies/action items developed in coordination with the planning team that are in alignment with and based on public input.
 - Open communication between township staff and R5DC facilitators to ensure a smooth and efficient process.
- **Draft the Comprehensive and Energy & Environment Plans**
 - Facilitate a 60-day public review period for the DRAFT plan.
 - Creation of a dual-purpose, Comprehensive and Energy & Environment Plan if required.
 - 3x printed, bound, color copies of the final approved and adopted plan
 - Both a Microsoft Word and a PDF version of the final approved and adopted plan

This section describes the deliverables that will be provided by the township.

- **Township Support and Participation Requirements:**
 - Designate a minimum of one Township board representative to participate in all planning team meetings throughout the project duration.
 - Maintain consistent planning team attendance of at least five (5) participants at each scheduled meeting.
 - Should participation fall below the minimum threshold for three consecutive meetings, R5DC reserves the authority to suspend or discontinue the project pending restoration of adequate participation levels.
- **Community Outreach and Communication**
 - Partner with R5DC to execute comprehensive promotional strategies for the kickoff meeting and all subsequent meetings through established municipal communication channels including official website, newsletters, community bulletin boards, and other local media outlets.
 - Provide regular project updates and progress reports to the Township Board at designated intervals throughout the planning process.
 - Actively promote community participation in surveys, public forums, and related engagement activities.
- **Plan Development, Review, and Implementation**
 - Ensure that any modifications requested by the Township Board to the publicly reviewed DRAFT plan undergo a 30-day public review phase before returning to Township Board for approval in accordance with R5DC's commitment to inclusive and transparent community participation standards.
 - Assume full responsibility for final plan adoption procedures following the completion of the mandated 60-day public review period.
 - The township must either formally adopt the updated Comprehensive Plan as a replacement of its prior plan or choose not to adopt it. The updated plan may not be adopted solely as an addendum to an existing plan, as doing so diminishes the integrity of the process and public input. Adoption must follow the townships standard procedures for Comprehensive Plan approval.

Terms and Conditions

- A. QUALIFICATIONS.** R5DC represents that it is qualified and willing to perform the services set forth herein.
- B. AMENDMENTS.** Any alterations, variations, modifications or waivers of terms of this Agreement shall be binding upon the Client and R5DC only upon being reduced to, writing, signed by a duly authorized representative of the Client and R5DC. Changes that result in an increase to the scope of work can be made but would result in additional hours and subsequent charges at the R5DC billable rate of \$100.00/Hour.
- C. ASSIGNMENT.** R5DC represents that it will utilize only its personnel in the performance of services set forth herein; and further agrees that it will neither assign, transfer, or subcontract any rights or obligations under this Agreement without prior written consent of the Client.
- D. DATA AND COPYRIGHT.**
1. The Client agrees that it will make available all pertinent information, data, and records under its control for R5DC to use in the performance of this Agreement, or to assist R5DC wherever possible to obtain such records, data, and information.
 2. All reports, data, information, and documentation, and material given to or prepared by R5DC pursuant to this Agreement will be confidential and will not be released by R5DC during the Contract period without prior authorization from the Client.
 3. No reports, maps, data, commentaries, or other documentation produced in whole or in part under this agreement will be the subject of an application for copyright by or on behalf of R5DC or R5DC's agents or employees.
- E. COMPLIANCES.** R5DC agrees to abide by and assures that no person in the United States shall on the grounds of sex, age, race, or religion be eluded from participating in, be denied the benefit of, or be otherwise subject to discrimination in connection with the operations of this Contract.
- F. FINANCIAL RECORDS.** R5DC agrees that it will establish and keep for a period of three (3) years following the receipt of payment from the final invoice for services performed hereunder such financial records as will fully disclose the amount and disposition of the funds received pursuant to this Contract.
- G. TERMINATION.**
1. If either party shall fail to fulfill its obligations hereunder, or shall violate any terms of this Contract, the other party shall have the right to terminate this Contract by giving written notice to the defaulting party at least fourteen (14) days prior to termination. Such written notice shall specify the nature of the default.

H. In the event of the termination of this Contract prior to normal completion, all unfinished documents, data, studies, surveys, drawings, maps, photographs, and reports prepared by R5DC in carrying out the work tasks hereunder shall become the property of the Client. R5DC shall be entitled to receive from Client the reasonable value.

I. PUBLISHING.

1. R5DC reserves the right to publish all final reports and/or documents that are created through this contract on the R5DC websites.
2. Following R5DC's completion of the draft plan and 60-day public review period, the Township is responsible for all actions related to final plan adoption.

Terms of Contract:

We approve the project as described above and authorize the R5DC team to proceed.

_____ Date _____
Authorized Client Representative

_____ Date _____
Authorized R5DC Representative