



**Mission Township, Crow Wing County, Minnesota**  
**Regular Town Board Meeting Agenda**  
**October 13, 2025 – 7:00 PM – Mission Town Hall**

*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) Rick Aulie – Crosby-Ironton School District on 2025 Referendum
- 2) Crossthree LLC – Bill Palmer – Parcel 77070543 @ 31956 CSAH 3 for Interim Use Permit for cannabis cultivation

**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:** September 8, 2025, Regular Meeting.
- 2) **Clerk Report & Correspondence**
- 3) **Treasurer's Report**
- 4) **Claims for Approval**
- 5) **Park Maintenance Expenditures for Approval**
- 6) **Crosslake Monthly Police Call Report**

**Town Operations Reports:**

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

**Discussion/Action Items:**

- 1) **Use of Facilities Policy** – Discussion and Board input on draft policy
- 2) **Comprehensive Plan Update** – Consider Region 5 proposal & Initiative Foundation information
- 3) **MN Paid Leave Program** – Update on implementation planning
- 4) **Crosslake PSA Ambulance Initiative** – Status update
- 5) **Refinishing of Town Hall Floor** - Review Quotes & consider approval
- 6) **Funk Cartway Security Settlement** – Review Settlement summary & consider approval
- 7) **2025 Key Initiatives** – Review & Update

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

- 1) Regular Monthly Town Board Meeting – November 10, 2025 @ 7:00 PM

**Adjournment**



**PLANNING COMMISSION/BOARD OF ADJUSTMENT**  
**October 16, 2025**  
**3:00 PM**

Historic Court House, 3<sup>rd</sup> Floor, County Board Room  
 326 Laurel Street, Brainerd MN 56401  
 (218) 824-1125, Fax (218) 824-1126, Web: [www.crowwing.us](http://www.crowwing.us)

**PUBLIC HEARING NOTICE**

**Applicant:** GWC MN - Interim Use Permit

**Site Address:** 31956 COUNTY ROAD 3, MERRIFIELD, MN 56465

**Township:** MISSION

**Request:**

**Interim Use Permit for:**

- **Cannabis Mezzo business (MN Statutes 342.29 Subd 1) to include**
  - **Cultivation of Cannabis - 15,000 square foot canopy of flowering cannabis**
  - **Manufacture/Process Cannabis Products**
  - **No retail will be allowed as part of this permit**

**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 Board of Adjustment. Property owners have been notified according to MN State Statute 394.26 & published in the local newspaper. Please share this notice with any of your neighbors who may not have been notified by mail.

**Information:** Information is available at [www.crowwingcountymn.igmm2.com](http://www.crowwingcountymn.igmm2.com)  
 Please submit your comments in writing including your name and mailing address to ([landservices@crowwing.us](mailto:landservices@crowwing.us)). Please contact Environmental Services with any questions.





Property Owner: CROSSTHREE LLC

Applicant: GWC MN

Parcel Number: 77070543

Physical Address: 31956 COUNTY ROAD 3, MERRIFIELD, MN 56465

Township: MISSION

Legal Description: NW1/4 of the NE1/4  
Section 07 Township 136 Range 27

Application Submitted: 09/16/2025

Action Deadline:

60 Day Waiver: N/A

Wetland Delineation: 09/11/2025

Septic: Certificate of Installation- 10/01/2021

Current Zoning: Commercial

Adjacent Land Use/Zoning:

North: Commercial

South: Commercial

East: Rural Residential 2.5 + Shoreland

West: Commercial + Rural Residential 2.5

Request:

Interim Use Permit for:

- Cannabis Mezzobusiness (MN Statutes 342.29 Subd 1) to include
  - Cultivation of Cannabis – 15,000 square foot canopy of flowering cannabis
  - Manufacture/Process Cannabis Products
  - No retail will be allowed as part of this permit

Impervious Coverage: 55.8%

10/02/2025 On-Site Comments: Maske, Best, Auge, Dunlap, Hartman, Pence

- Facility has its own sewer and water
- Will employee up to 50 people when up and running
- Already zoned commercial – right location/ facility for business
- Screening is no issue
- Access off of Hwy 3 and Hwy 11
- Two of the buildings will be put together
  - 13,000 sq. ft of canopy
- Has Mezzo license through the State for manufacturing and production
  - Per state product has to be in vault and under lock in and key

Attachment: 1. PCBOA Packet - Crossthree LLC\_ IUP (6949 : GWC MN - Interim Use Permit)



**09/08/2025 Development Review Team Meeting Notes:**

- Current use of property – It is vacant and zoned commercial
- Interim use permit for Mezzo cultivation site
  - Mezzo license allows – 15,000 sq. ft canopy and three stores – MN Roots
  - No retail
- Will be utilizing the main structure at first
  - Back ¾ grow facility
  - Additional space will be used for manufacturing
  - Possible wholesale or sublet options for the rest of the property
- Indoors grow only
- The back entrance will be gated
- Hwy asked about employee traffic
  - Fully operational will bring 50 -60 employees roughly
  - Deliveries and pickup are 3-4 per day
- Hwy stating a turning lane may be required down the lines and they would work with applicant if needed
- Questions on Wastewater plan
  - A system will be in play for re-capture of the water
  - Will submit plan on water system
  - There are currently 2 wells and 2 septic on the property

**Permit History:**

- 7.17.1996 – Permit to construct 40 x 99 storage shed
- 9.21.1998- Permit to construct 28 x 40 workshop/ storage building
- 3.10.1999- Public hearing for LUMA
- 10.04.1999- Certificate of compliance
- 10.08.1999- Permit to construct 40 x 32 addition + 40 x 96 addition
- 8.04.2000 – Permit for construction of 84 x 100 storage building
- 6.24.2014- Septic compliance
- 8.11.2020- Septic compliance
- 5.24.2021 – Permit to construct 60 x 80 commercial building
- 10.01.2021- Certificate of septic installation
- 1.08.2021 – Permit for installation of 118.25 sq.ft illuminated sign
- 9.20.2022 – Permit to construct 90 sq. ft commercial wall sign

**Agencies Notified and Responses Received:**

SWCD: No comment received as of 10/16/2025

CWC HWY- Comment received 10/08/25

Township Recommendation: None as of 10/16/2025

**Potential Conditions:**

1. This interim use permit is for a Cannabis Mezzobusiness (MN Statutes 342.28 Subd 1) to include:
  - Cultivation of Cannabis – 15,000 square foot canopy of flowering cannabis

Attachment: 1. PCBOA Packet - Crossthree LLC\_IUP (6949 : GWC MN - Interim Use Permit)





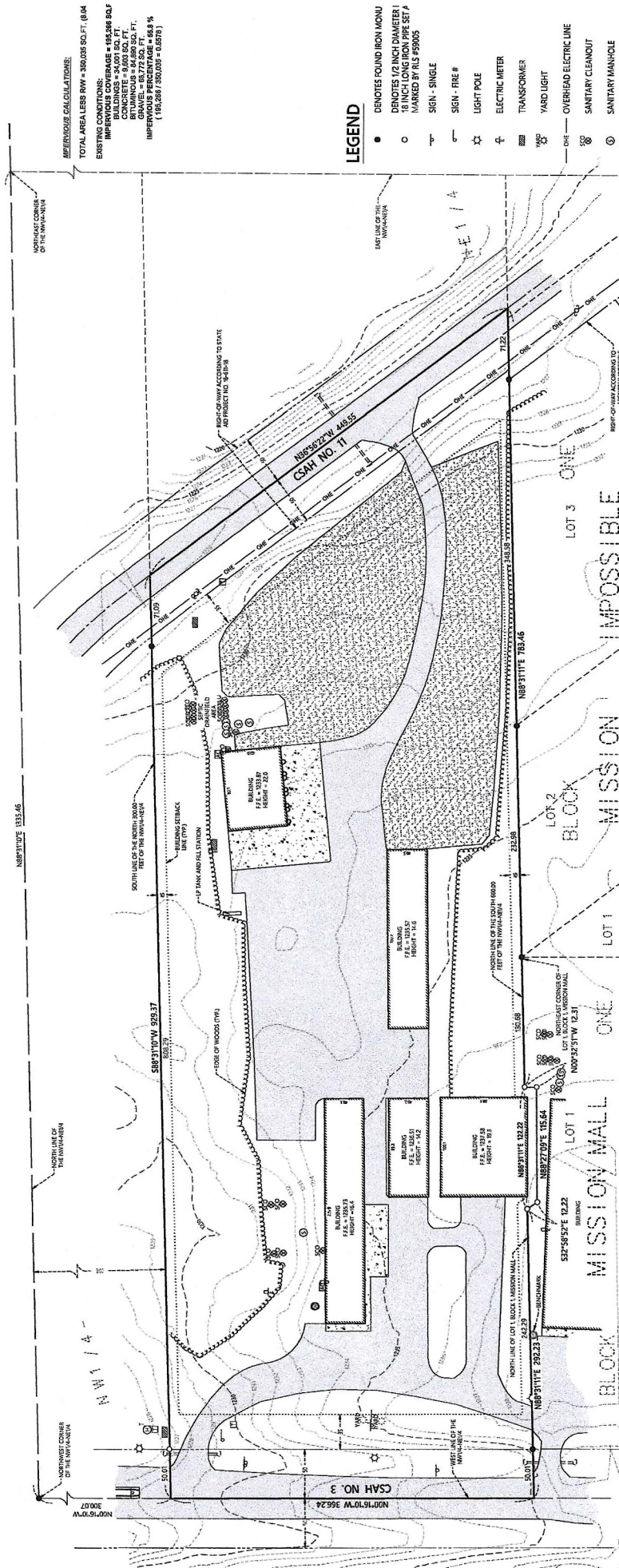
- **Manufacture/Process Cannabis Products**
  - **Wholesale of Cannabis Products**
  - **Retail of Cannabis Products is Not Allowed**
2. **This parcel must be zoned commercial for this interim use permit to remain in effect. If the zoning changes to something other than commercial, this permit is null and void.**
  3. **This interim use permit is approved for GWC MN. Any future change in ownership will cause this interim use permit to be null and void. A new interim use permit would need to be approved by the County prior to a cannabis based business being re-established on this parcel by a new owner.**
  4. **Applicant gives the Land Services Department permission to enter said property to perform inspections of the property to verify compliance with this interim use permit.**
  5. **A land use permit must be obtained from the Land Services Department prior to the construction of any structures.**
  6. **This interim use permit is only valid if there is an approved license to operate from the Minnesota Office of Cannabis Management (OCM). If the OCM license is ever revoked or cancelled, this interim use permit shall be immediately considered null and void. A new interim use permit would need to be approved by the County prior to a cannabis-based use being re-established on this parcel.**
  7. **The applicant shall be required to conform to all aspects of Article 16 of the Land Use Ordinance (Commercial and Commercial-Industrial District Standards)**

Per findings of fact discussed 10/16/2025, the application submitted 09/16/2025, the staff report, on-site conducted 10/02/2025, public testimony, and as shown on the Certificate of Survey dated 09/15/2025; Located in Mission township, Crow Wing County, Minnesota

Attachment: 1. PCBOA Packet - Crossthree LLC\_ IUP (6949 : GWC MN - Interim Use Permit)



CERTIFICATE OF SURVEY  
PART OF THE NW1/4-NE1/4 AND PART LOT 1, BLOCK ONE, MISSION MALL,  
SECTION 7, TOWNSHIP 136, RANGE 27,  
CROW WING COUNTY, MINNESOTA



SURVEY NOTES

1. Benchmark: Top of well, located in the northwest portion of Lot 1, Block One, Mission Mall. Elevation = 1240.64 NAVD 88
2. The 1911 address for the subject property is: 31956 County Road 3, Merrifield, Mn
3. Property Identification Number: 77070543
4. Total Property Area: 390,816 sq.ft. or 8.97 acres.
5. Contours shown are according to 2 foot smoothed and aggregated LIDAR derived by MNDNR.
6. According to Brady Hauko, Minnesota Wetland Professional-In-Training #5589, there are no wetlands on site.
7. The property is zoned Commercial according to the Crow Wing County online GIS mapping.
8. The building setback lines as shown are according to the Crow Wing County land use ordinance.
9. This survey was completed without the benefit of a title commitment or opinion. There may be easements or other limiting factors not shown on this survey which affect the subject property.
10. The utilities shown on this survey are according to observed evidence only. Wideseth assumes no responsibility for the completeness and accuracy of these locations. Further locations and verifications are recommended before any construction or excavation.

Existing Legal Description — According to Doc. No. 944030

The Northwest Quarter of the Northeast Quarter, Section Seven, Township One Hundred Thirty-six, Range Twenty-seven, Except the North 300 feet thereof and Except the South 680 feet thereof and Except that part of said NW1/4 NE1/4 lying North and East of the centerline of CSAH #11.

AND

That part of Lot 1, Block 1, Mission Mall, according to the recorded plat thereof, Crow Wing County, Minnesota, containing the Northeast Quarter of said Lot 1, Block 1, Township One Hundred Thirty-six, Range Twenty-seven, South 88 degrees 31 minutes 11 seconds West 130.63 feet, assumed bearing along the north line of Lot 1, Block 1, Township One Hundred Thirty-six, Range Twenty-seven, South 00 degrees 51 minutes 51 seconds East 12.31 feet; thence South 89 degrees 27 minutes 09 seconds West 115.64 feet; thence North 32 degrees 58 minutes 52 seconds West 12.22 feet to said north line of Lot 1; thence North 88 degrees 31 minutes 11 seconds East 122.27 feet along said north line to the point of beginning.

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE CROW WING COUNTY COORDINATE DATABASE NAD 83 ELEVATIONS ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988.

LEGEND

- DENOTES FOUND IRON MONUMENT
- DENOTES 1/2 INCH DIAMETER 18 INCH LONG IRON PIPE SET A MARKED BY RLS #59005
- SIGN - SINGLE
- SIGN - PRE #
- ☆ LIGHT POLE
- ☆ ELECTRIC METER
- TRANSFORMER
- YARD LIGHT
- OVERHEAD ELECTRIC LINE
- SANITARY CLEANOUT
- SANITARY MANHOLE
- TELECOM HANDHOLE
- TELECOM FIDUSTAL
- AC UNIT
- GUARD POST (ROLLARD)
- ♀ NATURAL GAS METER
- ♀ WATER WELL
- BITUMINOUS SURFACE
- CONCRETE SURFACE
- GRAVEL SURFACE

INTERFEROUS CALCULATIONS:

TOTAL AREA LESS RW = 350,038 SQ. FT. (8.04 ACRES)  
EXISTING CONDITIONS:  
IMPERVIOUS COVERAGE = 49,528 SQ. FT.  
CONCRETE = 9,603 SQ. FT.  
BITUMINOUS = 84,880 SQ. FT.  
IMPERVIOUS PERCENTAGE = 58.8%  
(195,887 / 350,038 = 0.5578)

**WIDSETH**  
ARCHITECTS • ENGINEERS • SURVEYORS

DRAWN BY: AMS  
CHECKED BY: OPS

DATE: 07/15/2023  
LIC. NO.: 59005

AMENDMENT DESCRIPTION  
DATE: 07/15/2023

BILL PARKER

PROJECT #:

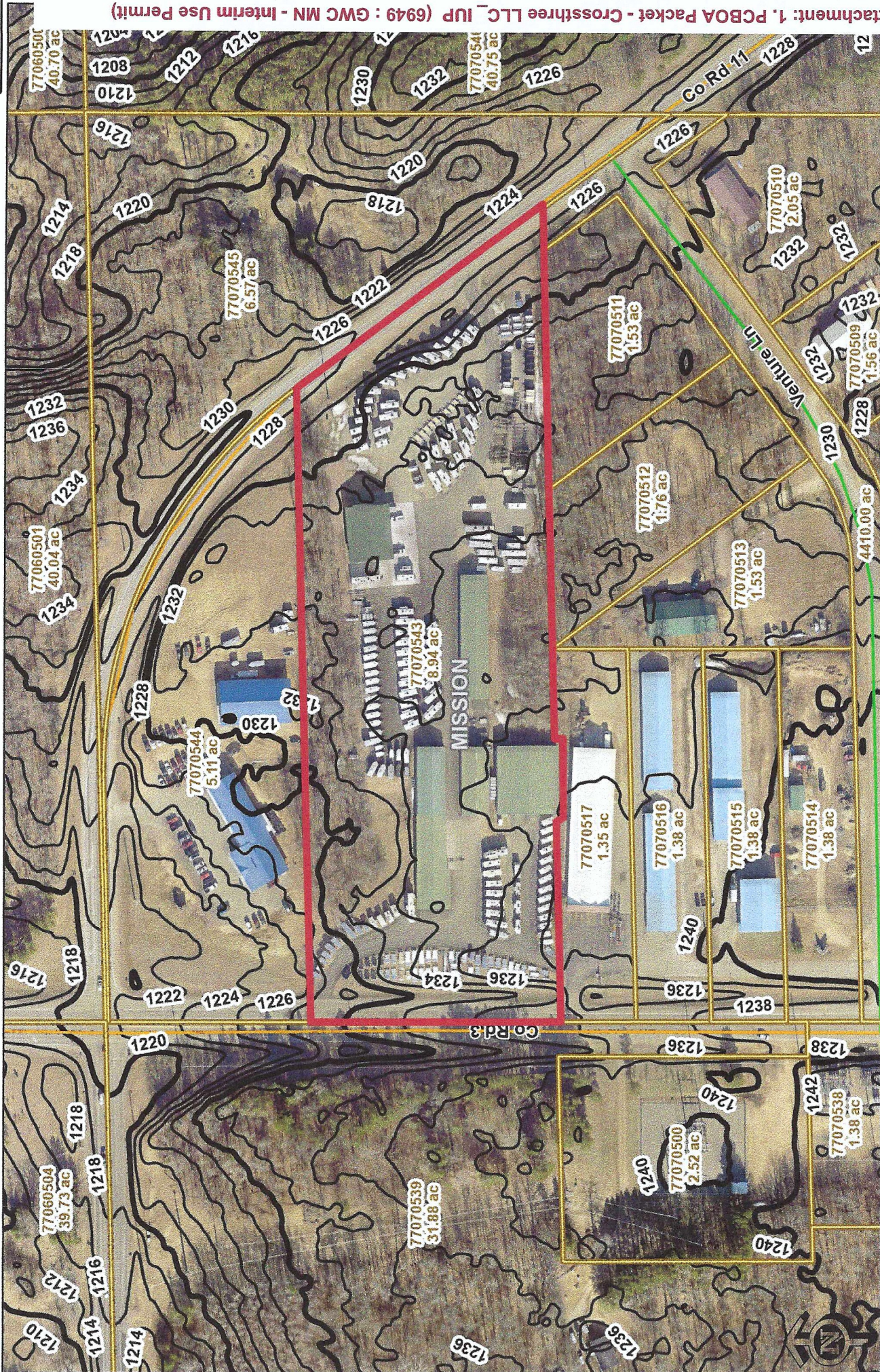




Aerial View

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.





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.

# TOPO





## Septic System Certificate of Installation

Dear Homeowner: Lakes Storage LLC

Date of Installation: 10/1/2021

This Certificate of Installation has been issued in accordance with the installation of a conforming septic system meeting the minimum requirements at the following location:

Address: 31596 County Rd 3  
Size: - Bedrooms / 370 GPD  
Drainfield: Rock Trench

Parcel Number: 77070543  
Permit Number: 2003810  
Other: Shop

This system is not sized for a garbage disposal and the installation/use of one is discouraged.  
This system is not sized for a basement lift station.

Your new septic system is built to treat normal residential sewage and water use:

- Increases in sewage strength such as a small catering business or introducing strong medications may require an increase in the maintenance frequency of your system.
- Bedroom additions (more water) may require an upgrade to the size of your system.

As part of the original design, your designer has created a guide for the maintenance of your system and it is enclosed with this Certificate. Following it will help ensure the longevity of your system.

Specifics of this installation including the size and types of tank(s) and drain field are outlined in the technical sheet and hand drawn sketch enclosed with this Certificate. Keep these documents with your other paperwork for your home, they will be of importance in the future.

This Certificate is valid for a period of 5 years from the date of issue for Land Use Permits and Property Transfers. If the need for a permit or property transfer occurs after that time, a private inspector will need to perform a Compliance Inspection on your system.

Thank you for allowing us to be of service to you and if there are questions in the future please do not hesitate to call Land Services at (218)824-1010.

Respectfully,

Greg Kossan: On Contract with Crow Wing County Land Services. License Number: 2776  
Installer: Dan Rudlang - MPCA License Number: 925

**Our Vision:** Being Minnesota's favorite place.

**Our Mission:** Serve well. Deliver value. Drive results.

**Our Values:** Be responsible. Treat people right. Build a better future.

Attachment: 1. PCBOA Packet - Crosstree LLC\_IUP (6949 : GWC MN - Interim Use Permit)



## Crow Wing County New Septic System Installation Inspection



OCT 04 2021

31596 CR 3

Date: 10-1-21

Name &amp; Address: Lakes Storage LLC

Parcel: 77070543

Permit: 2103810  
2003810

| New Construction | Shallow Well | Deep Well | Bedrooms | Flow | Soil Rate | Garbage Disposal | Basement lift | System Type |
|------------------|--------------|-----------|----------|------|-----------|------------------|---------------|-------------|
| X                |              | X         | Shop     | 370  | 1.27      | NO               | NO            | 1           |

Tank Type☒ Combo ☐ Single ☐ Holding ☐ Lift ☐ ExistingTank DataManufacture: Sather  
Tank Capacity: 2450 Comp New

Lift Capacity: —

Inlet Baffle: yes

Outlet Baffle: yes

Cover Over Tank: 1ft

Tank Insulated: NO

Riser Type: Dual wall

Manhole Cover Secured: Cement

Pump Brand/Model: —

Alarm Type: —

Pressure Tested (20-49ft): NO

Distance to Well: &gt;50'

Distance to Home: 15'

Distance to Property Line: NA

Distance to Lake or Stream: NA

Effluent Filter: NO

Drainfield Type☒ Rock Trench ☐ Chambers ☐ Pressure BedMound ☐ At-Grade ☐ OtherDrainfield Design Data

Depth of Rock, Yards: 12" 20yds

Chamber Brand &amp; No.: —

Inspection Pipes: yes

No. &amp; Type, Drop Boxes: 84 Tuft files

Yards of Clean Sand: —

Header Diameter: —

No. of Lots &amp; Size: —

Perf: — Spacing: —

Geotextile Fabric over Rock: yes

Depth of Drainfield: 24"

Meets Soil Separation: yes

Sq. Ft. Required: 375

Sq. Ft. Installed: 384

Distance to Home: &gt;20'

Distance to Well: &gt;50'

Distance to Property Line: &gt;10'

Distance to Lake or Stream: NA

Installer First Name: Dan Last Name: Rudlung

Installer Signature: Dan Rudlung

Inspector: Gregg Kossan

Date: 10-1-21

Date: 10-1-21

License Number: L-925

License Number: L-2776

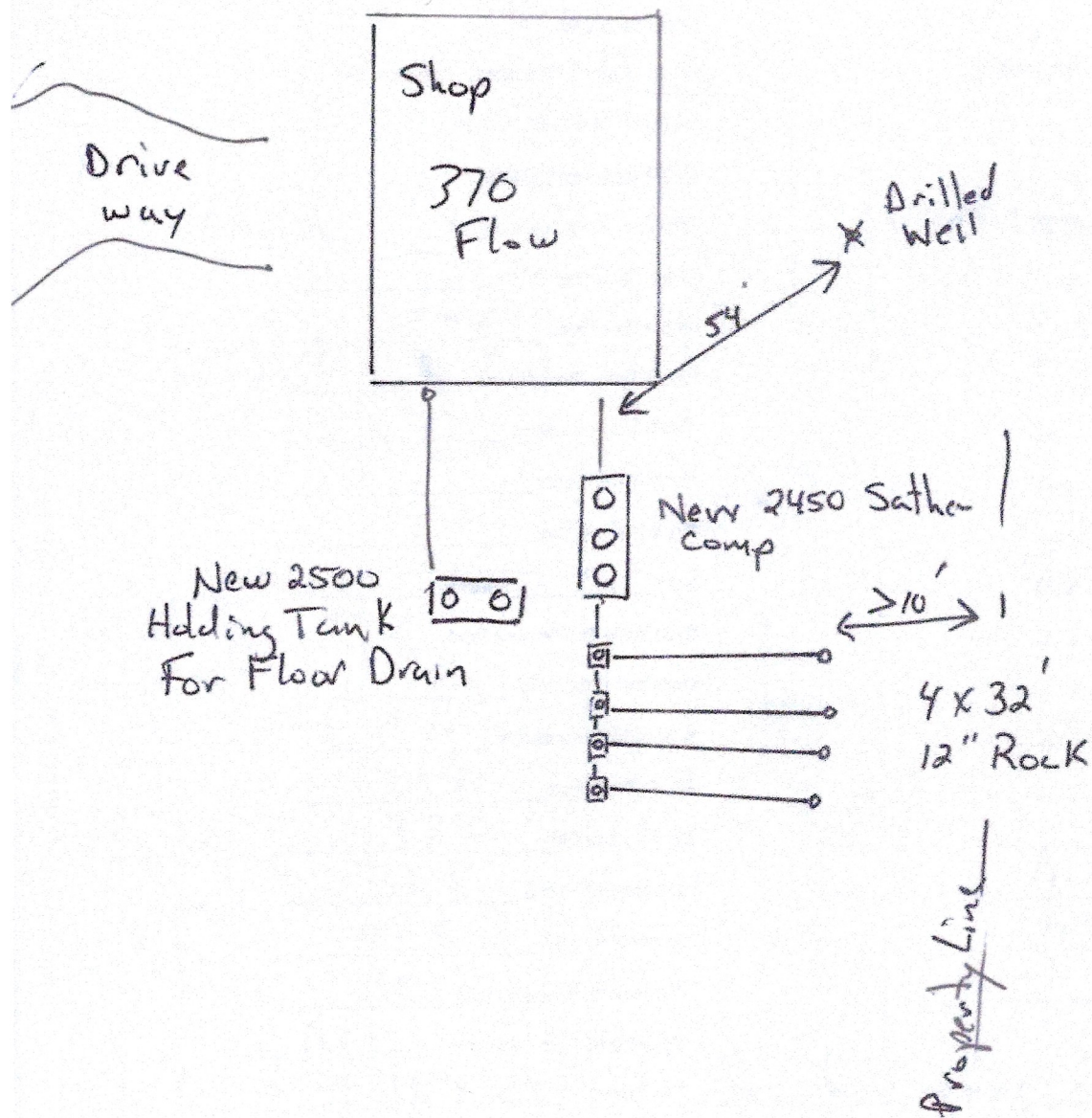
324  
1228  
284

Attachment: 1. PCBOA Packet - Crosstree LLC\_IUP (6949 : GWC MN - Interim Use Permit)



Lake Select Storage LLC  
31956 County Rd. 3  
# 770 70543

4.4.a



Attachment: 1. PCBOA Packet - Crossthree LLC\_IUP (6949 : GWC MN - Interim Use Permit)





21947 Co. Rd. 3  
Merrifield, MN, 56465  
218-829-9678 or 800-829-5755

### Tank Installation Instructions

#### Site Conditions

The site must be accessible for a heavy truck 10.5' wide, 13' height, 28' – 35' long and heavy weight up to 75,000 lbs. Free of items like trees, stumps, sharp objects, construction materials, vehicles, ext. Notified of overhead wires and/or underground wires, gas lines, old tanks ext. trucks must be on flat level ground conditions may vary and might interfere with the delivery or installation 3' to 6' from placement of tank for installing.

#### Excavation

Excavation should be 12" minimum larger than length and width of tank size to allow adequate backfill. Excavation should be level on the bottom so the weight bears on outside of tank walls and 4" greater than invert height to allow proper bedding. This may vary with soil conditions

#### Bedding

Proper bedding material is important to ensure service life of the tanks structure. Bedding must be capable of bearing the weight of a full tank. Bedding material shall have the ability of 100% to be able to pass through ¾ inch screen. Bedding thickness shall be 4" minimum compacted (thickness may vary with existing soil conditions)

#### Joint seal

Mid seam tanks or tanks that need to be set in two pieces need to be cleaned, dried, and properly place according to the manufactures recommendations for models-SCP2400,SCP2450,SCP2250,SCP2500,SCP2800,SCP2850,SCP2950, tanks

#### Water Table

When tanks are being placed where water levels can potentially be higher than the elevation of the tank cover, an alternate location should be considered.

#### Backfill material

Sidewall of tanks require dry backfill materials that have the ability of 100% to be able to pass through a 2" screen and a minimum of 12" on all sides from bottom to top of tank. Backfill material shall be placed to avoid loads on the sidewall of the tank.

#### Cover Material

Cover material shall be dry soil, materials that have the ability of 100% to be able to pass through a 4" screen. Cover material shall be mounded over tank and around risers to direct run-off away from tank and risers.

#### Risers

All risers on tanks should be completely sealed to prevent water from coming in around them into the tank. Sealant used should be placed between the tank and the riser. Sealant should be placed on clean dry surface and full circumference of riser should be placed on the sealant. All sealing of the risers is the responsibility of the installer upon installation and in the future.

#### Rubber Boots

All inlet and outlet pipe should be placed inside the rubber boot and tightened with the clamp provided to ensure a leak proof seal. All inlet and outlet pipe sealing is the responsibility of the installer upon installation and in the future unless the rubber boot or clamp is defective.

#### Inlet & Outlet

Pipe not to exceed 1" past interior wall of tank where baffle is used.

#### Burial Depth

Tanks to be installed to depths according to each models maximum bury recommendations

Model # 2450H Manufacturers Date 9/28/21  
Gallons 1651/809 Maximum buried depth 8 Ft

SCP IS NOT RESPONSIBLE FOR TANK INSTALLATION



**Brainerd/Baxter**7804 Industrial Park Road  
Baxter MN 56425

218.829.5117

Baxter@Widseth.com

Widseth.com

**MEMO**

**Date:** September 11, 2025  
**To:** Bill Parker  
**From:** Brady Haukos - Widseth  
**Subject:** Wetland Assessment of Property

---

Mr. Bill Parker,

Brady Haukos of Widseth assessed your property located at 31956 County Road 3, near Crosslake MN, on September 11, 2025, to determine if wetlands were present on the Property. The Crow Wing County Parcel ID Number for your property is 77070543. Upland vegetation is dominant throughout the area assessed. Dominant vegetation found within the area includes big-leaf aster (*Eurybia macrophylla*), bur oak (*Quercus macrocarpa*), common tansy (*Tanacetum vulgare*) ironwood (*Ostrya virginiana*), Pennsylvania sedge (*Carex pensylvanica*), quaking aspen (*Populus tremuloides*), red maple (*Acer rubrum*), and red oak (*Quercus rubra*). The entire Property was mapped as having non-hydric soils and no wetlands were mapped on the NWI. According to MN TOPO the site topography varied from approximately 1228 feet above sea level (asl) to 1237 feet asl. No wetlands are present on the property.

Figure 1 includes the delineated area.

Appendix A includes a photo log of the delineated area.

Sincerely,



Brady Haukos

Certified Minnesota Wetland Professional In-Training #: 5589

Attachment: 1. PCBOA Packet - Crossthree LLC\_IUP (6949 : GWC MN - Interim Use Permit)



# FIGURE 1

## Property Map



**FIGURE 1****BILL PARKER**

0 100 200 300 400



FEET

 **Project Area**

9/11/2025  
Image: Crow Wing Co. 2022 6in  
Widseth Job No: 2025-11568





# APPENDIX A

## Photo Log



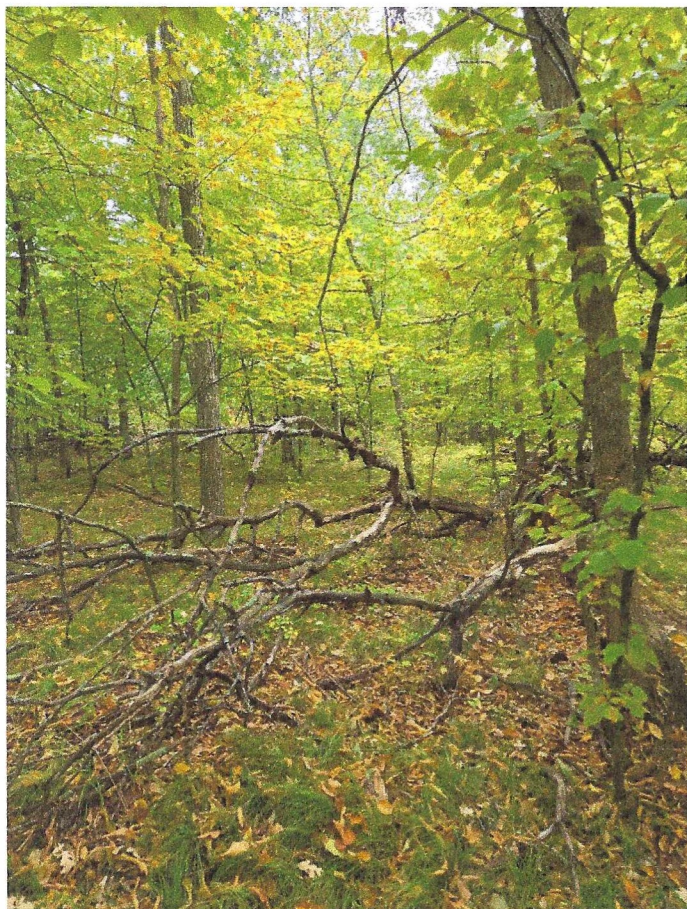


Photo 1: Facing west.



Photo 2: Facing east.





Photo 3: Facing west.

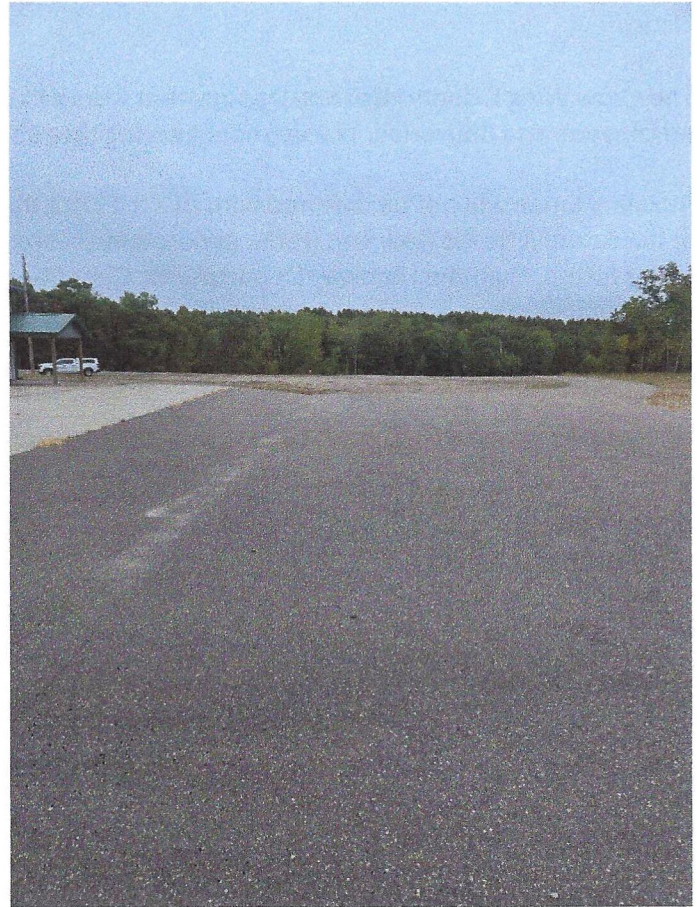


Photo 4: Facing east.



## Nichollette Dunlap

**From:** Matt Kallroos  
**Sent:** Wednesday, October 8, 2025 11:02 AM  
**To:** Kathy Hartman  
**Cc:** Nichollette Dunlap; Rob Hall  
**Subject:** RE: NOTICE- PCBOA PUBLIC HEARING 10-16-2025 - Interim Use permit -Crossthree-Parker

Hello,

The Crow Wing County Highway Department would like to know which access point will be utilized for future employees and deliveries. The applicant states that access to CSAH 11 will be gated, but who will be using it?

Auxiliary lanes will not be required with this IUP, but the Highway Department reserves the right to auxiliary lanes in the future if traffic flow and traffic generation creates the need for them. If auxiliary lanes are deemed necessary in the future, then the Highway Departments Cost Share Policy will be followed.

The comment regarding the auxiliary lane is based on the Highway Department's understanding that the facility will employ up to 50 people and operate in shifts.

Thank you!

**Matt Kallroos**  
**Transportation Planner**

Office: (218)824-1110

Direct: (218)822-2694

[www.crowwing.us](http://www.crowwing.us)

Crow Wing County Highway Department  
 16589 County Road 142  
 Brainerd, MN 56401

We value your opinion, please let us know how we are doing by taking our [Customer Service Survey](#).



**Our Vision:** Being Minnesota's favorite place.

**Our Mission:** Serve well. Deliver value. Drive results.

**Our Values:** Be responsible. Treat people right. Build a better future.

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**From:** Kathy Hartman <Kathy.Hartman@crowwing.gov>

**Sent:** Friday, October 3, 2025 10:24 AM

**To:** missionsupjon@gmail.com; Anna Anderson <missionclerk@gmail.com>; Cruikshank, Thomas (DOT) <thomas.cruikshank@state.mn.us>; Jon Lubke <Jon.Lubke@crowwing.gov>; Jarrett Drileck <jarrett@cswcd.org>; Rob Hall <Rob.Hall@crowwing.gov>; Matt Kallroos <Matt.Kallroos@crowwing.gov>

**Subject:** NOTICE- PCBOA PUBLIC HEARING 10-16-2025 - Interim Use permit -Crossthree- Parker



**Potential Conditions - Crossthree LLC – IUP**

1. This interim use permit is for a Cannabis Mezzobusiness (MN Statutes 342.28 Subd 1) to include:
  - Cultivation of Cannabis – 15,000 square foot canopy of flowering cannabis
  - Manufacture/Process Cannabis Products
  - Wholesale of Cannabis Products
  - Retail of Cannabis Products is Not Allowed
2. This parcel must be zoned commercial for this interim use permit to remain in effect. If the zoning changes to something other than commercial, this permit is null and void.
3. This interim use permit is approved for GWC MN. Any future change in ownership will cause this interim use permit to be null and void. A new interim use permit would need to be approved by the County prior to a cannabis based business being re-established on this parcel by a new owner.
4. Applicant gives the Land Services Department permission to enter said property to perform inspections of the property to verify compliance with this interim use permit.
5. A land use permit must be obtained from the Land Services Department prior to the construction of any structures.
6. This interim use permit is only valid if there is an approved license to operate from the Minnesota Office of Cannabis Management (OCM). If the OCM license is ever revoked or cancelled, this interim use permit shall be immediately considered null and void. A new interim use permit would need to be approved by the County prior to a cannabis based use being re-established on this parcel.
7. The applicant shall be required to conform to all aspects of Article 16 of the Land Use Ordinance (Commercial and Commercial-Industrial District Standards)



# CROW WING COUNTY STAFF PRELIMINARY FINDINGS OF FACT SUPPORTING/DENYING AN INTERIM USE PERMIT

Name of Applicant: GWC MN

Date:

October 16, 2025

PID(s):

77070543

## FINDINGS OF FACT:

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

- There will be a minimal impact on the health, safety, and welfare of the occupants in the surrounding neighborhood based on the area surrounding the parcel to be primarily commercial zoning.
- The applicant will be required to follow and implement all commercial requirements found in Article 16 of the Land Use Ordinance.

Planning Commission Agrees with preliminary findings: Yes ☐ No ☐

2. *Is the proposed use able to meet the standards of the County Land Use Ordinance?*

Yes ☒ No ☐ Why or why not?

- Table 10.3 of the Land Use Ordinance allows for a commercial cannabis cultivation, manufacturing, and retail within Commercial District areas through an Interim Use Permit.

Planning Commission Agrees with preliminary findings: Yes ☐ No ☐

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

Yes ☒ No ☐ Why or why not?

- Resiliency Goal 1: Foster a diverse business environment focusing on growth in designated infrastructure supported areas. Support business development that creates livable-wage jobs enhances tourism and improves residents' quality of life. Address blight to enhance community character and preserve quality of life. (pg. 55)
  - Policy 1: Cultivate business development along strategically recognized commercial corridors and where supporting infrastructure currently exists.
  - Policy 3: Promote redevelopment of sites that detract from the community's character

Planning Commission Agrees with preliminary findings: Yes ☐ No ☐

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

Yes ☐ No ☒ Why or why not?

- The property has adequate screening as noted during the on-site 10/02/25
- The applicant will be required to follow and implement all commercial requirements found in Article 16 of the Land Use Ordinance.



- Table 10.3 of the Land Use Ordinance allows for a commercial cannabis cultivation and manufacturing within Commercial District areas through an Interim Use Permit.
- Commercial cannabis cultivation and manufacturing within the Commercial District meets ordinance and Comprehensive Plan requirements
- There are no proposed new buildings as part of this permit and will be using the existing buildings on the property

Planning Commission Agrees with preliminary findings: Yes ☐ No ☐

5. *Will the proposed use have an effect on public utility, public services, road and schools?*  
Yes ☐ No ☒ Why or why not?

- This proposal will not impact any schools.
- This proposal will have direct access to County Road 3 and County Road 11. No new roads are planned as part of this proposed interim use permit.
- This proposal will not impact public utility or public services because all parking will be contained on the property.
- A comment received from the Highway Department on 10/08/25 stating auxiliary lanes will not be required with this IUP, but the Highway Department reserves the right to auxiliary lanes in the future if traffic flow and traffic generation creates the need for them. If auxiliary lanes are deemed necessary in the future, then the Highway Departments Cost Share Policy will be followed.
- The comment regarding the auxiliary lane is based on the Highway Department's understanding that the facility will employ up to 50 people and operate in shifts.

Planning Commission Agrees with preliminary findings: Yes ☐ No ☐

6. *Will the proposed use have an impact on the environment including its impact on groundwater, surface water and air quality?*  
Yes ☐ No ☒ Why or why not?

- There will be no impact to groundwater or surface water as there is an existing septic system onsite with a certificate of installation dated 10/01/21.
- The applicant will be required to follow and implement all commercial requirements found in Article 16 of the Land Use Ordinance.
- A stormwater management plan will be required

Planning Commission Agrees with preliminary findings: Yes ☐ No ☐

7. *Does the proposed use have adequate water supply, subsurface sewage treatment system facilities, erosion control and stormwater management pursuant to applicable standards?*  
Yes ☒ No ☐ Why or why not?

- There will be no impact to groundwater or surface water as there is an existing septic system onsite with a certificate of installation dated 10/01/21.
- The property has adequate space for parking and stormwater management as noted during the on-site 06/30/25
- The applicant will be required to follow and implement all commercial requirements found in Article 16 of the Land Use Ordinance.
- A stormwater management plan will be required



**Present** – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Clerk Naomi Scott; and Fire Chief Jill Allord.

**Zoom** – Dave Hauser, Roads Committee Chair

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

**Open Forum** – No one spoke under Open Forum.

**Approval of Agenda** – Board approved the agenda as presented.

**Presentations:**

1. Marlee Morrison and Amanda Peterson of Sourcewell shared materials and provided an overview regarding Services and Grant Programs
2. Jason and Joy Luedtke – New Wave Storage (Parcel 77190503) were present to explain their application for a Land Use Map Amendment (LUMA) from Shoreland & RR 2.5 to Commercial District and a new Conditional Use Permit (CUP) for Commercial Storage, replacing the one from 2003. E. Lee made a motion **(1)** to recommend to the PC-BOA approval of the LUMA amendment, B. Steele seconded. Voice vote with B. Steele and E. Lee voting aye, and J. Auge abstaining due to his role on the PCBOA. Motion carried. B. Steele made a motion **(2)** to recommend to the PC-BOA approval of the new CUP, second by E. Lee. Voice vote with B. Steele and E. Lee voting aye, and J. Auge abstaining due to his role on the PCBOA. Motion passed.

**Consent Agenda –**

- **Minutes** – August 11, 2025, Regular Meeting and August 12, 2025 Funk Cartway Continued Hearing.
- **Clerk Report & Correspondence** – Claims #11130 to #11154 totaling \$37,174.86. and correspondence. E. Lee made a motion **(3)** to send a letter of support to the City of Crosslake regarding reinstating a dedicated North Memorial Ambulance, second by B. Steele. All supervisors voted aye. Motion carried.
- **Treasurer Report** – M. Zabilla reported:
  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
- **Park Maintenance Expenditures for Approval** – Board agreed to the purchase of a \$100 green garden cart from Fleet Farm for the Park.
- **Crosslake Police Report** – 101 Calls for August 2025.

A motion **(4)** to accept the consent agenda was made by B. Steele, second by E. Lee. 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](http://missiontownship.org), under Board Meeting Materials.

**Mission Fire Department Report** – The Chief reviewed her written report. J. Auge made a motion **(5)** to hire EMT Vanessa Duvall pending the result of her background check. Second by E. Lee. All supervisors voted aye, motion passed. Chief Allord presented an agreement with the Crosslake Fire Department to provide 'Automatic Aid' in the Adney Lake area. This means both Crosslake & Mission departments will be dispatched when a call is received from this area with no cost or liability to the Town. J. Auge made a motion **(6)** to approve the Auto Aid Agreement, second by B. Steele. All supervisors voted aye, motion passed. J. Auge made a motion **(7)** to schedule a special meeting for a Fire Department Planning Workshop on 10/8/25 at 6pm. B. Steele second. All supervisors voted aye, motion passed.



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

**Planning & Zoning Update** – The Board reviewed the written report. J. Auge noted a forthcoming application for an Interim Use Permit(IUP) for cannabis cultivation at 31956 CSAH 3.

**Park/Park Committee Report** – B. Steele presented a verbal estimate for replacing the parking lot light pole at the park. B. Steele made a motion **(8)** to accept the bid for the replacement light pole at the park, not to exceed \$3,000. J. Auge second. All supervisors voted aye, motion passed.

**Cemetery** – Nothing to report.

**Transfer Station Report** – E. Lee reported the hazardous signs have been installed.

#### **Discussion/Action Items**

- 1) Resolution 2025-11 Denying the Funk Cartway Petition** – E. Lee made a motion **(9)** to adopt Resolution 2025-11 denying the Funk Cartway Petition. Second by B. Steele. All supervisors voted aye, motion passed.
- 2) Use of Facilities Policy** – Discussion and Board input on Draft Policy. Discussion centered on how to monitor pavilion reservations and clean-up. This will be on October's agenda for further discussion.
- 3) Grant Opportunities Prioritization & Approval** – Given the deadline for 2025 Sourcewell grants is this month, the Board decided to defer grant decisions to 2026.
- 4) Comprehensive Plan Update** – Discussion occurred on the Region 5 Proposal. B. Steele expressed concern that the City of Crosslake had decided not to use Region 5 and offered to get information about the Initiative Foundation who assisted with the Town's 2003 plan. J. Auge will send out the link for Ideal Township's recent plan assisted by Region 5. This will be on October's agenda for further discussion.
- 5) ESST & MN Paid Leave Program** – M. Zabilla reported employees Tim Moody & Naomi Scott are eligible for ESST. Their designated supervisor should communicate their eligibility. Employees can track their available ESST hours on their pay stubs using their Paper Plan-it log-in. M. Zabilla will check on eligibility for Jim Roach and John South. J. Auge & M. Zabilla will coordinate our planning for the new MN Paid Leave Program which begins on 1-1-2026 and keep the Board informed.

#### **Future Agenda Items & Schedule**

- 1) Annual Road Inspection - October 1<sup>st</sup> @ 10:00 AM
- 2) Planning Workshop with Fire Department - October 8<sup>th</sup> @ 6:00 PM
- 3) Road Committee Meeting - October 9 @ 7:30 PM
- 4) Regular Monthly Town Board Meeting - October 13, 2025 @ 7:00 PM

**Adjournment** – E. Lee made a motion **(10)** to adjourn the September 8<sup>th</sup>, 2025, Regular Township meeting at 9:05 pm, seconded by B. Steele. Voice vote with all supervisors voting aye. Motion carried and the meeting was adjourned.

Respectfully Submitted,

Naomi Scott  
Clerk

Jon Auge  
Chair

\*\*\*\*\*September minutes are unapproved until the October 13<sup>th</sup> Regular Township Meeting \*\*\*\*\*



Clerk's Report-October 13th, 2025

1. Claims #11155 to #11184 totaling \$81,606.50
2. Correspondence includes:
  - a. 9-10-25 Letter from CWC regarding Future Seal Coat Contract
  - b. 10-2-25 Letter from CWC regarding resurfacing between Clow and Hwy 11





September 10, 2025

RE: Future County Highway Project  
2026 Bituminous Seal Coat

Once again, it is time to start thinking about next year's seal coat contract. This letter is sent to inform you that the Crow Wing County Highway Department will be administering a smaller than usual seal coat contract for 2026. Since your City/Township has participated in past seal coat projects, we ask that you begin thinking about any joint or tied projects that may create a cost savings opportunity for the community.

For 2026, the Crow Wing County Highway Department is planning to seal coat portions of County State Aid Highway (CSAH) 36 and County Road (CR) 142. Additional County Road miles may be added or subtracted in the near future, but this is our plan moving forward.

Currently, these projects are on schedule for a bid letting date in March 2026. If the City/Township wishes to bid a seal coat project jointly, please contact me by **December 1, 2025**, so your concerns can be addressed. Meeting this deadline will ensure the project remains on schedule for the projected letting date. For cost estimating purposes, using \$37,000 per mile is a good starting point.

The County is currently looking into the possibility of switching over to micro-surfacing instead of seal coating in the future. If you are curious about what that final product looks like, we had some done this summer on CR 170 in Baxter, east of the schools. MnDOT is also doing a micro-surfacing project on Trunk Highway (TH) 210 between Brainerd and Ironton.

For those of you that participated in the 2025 seal coat project, I plan on sending invoices out here in the next month or so after the contract has been finalized.

If you have questions relating to the project, please contact me at 218-822-2691, or e-mail at [Jordan.larson@crowwing.gov](mailto:Jordan.larson@crowwing.gov). Also, please check our website for updates on current and upcoming projects.

Sincerely,

Jordan D. Larson, P.E.  
Senior Engineer

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

**Our Vision:** Being Minnesota's favorite place.

**Our Mission:** Serve well. Deliver value. Drive results.

**Our Values:** Be responsible. Treat people right. Build a better future.

Office: (218) 824-1110  
Fax: (218) 824-1111  
[www.crowwing.us](http://www.crowwing.us)





October 2, 2025

Mission Township  
C/O Naomi Scott  
PO Box 126  
Merrifield, Minnesota 56465

Re: Future County Highway Project SAP 018-603-028

Dear Township Officials,

The Crow Wing County Highway Department is planning to resurface CSAH 3, between Clow Stamping and CSAH 11, in the summer of 2027. I am reaching out as the project manager for the above-referenced project, which is located within the limits of Mission Township. The purpose of this letter is to share preliminary information about the upcoming project and to offer the Township an opportunity to provide input.

The proposed project involves mill and overlay surface reconditioning. In addition, the highway will be evaluated for potential safety improvements, including turn or bypass lanes, rumble strips, and updated signage. Currently, the project is in the preliminary planning and design phase.

We encourage the Township to begin considering any potential joint or coordinated activities that may offer cost-saving opportunities for the community. If you have any concerns regarding the project, or if there is interest in pursuing a collaborative effort, we welcome your feedback and look forward to exploring potential partnerships.

If the Township would like a representative from the Crow Wing County Highway Department to present this project at an upcoming board meeting, or if you have any questions, please feel free to contact me using the phone number or email provided below. For updates on current and upcoming projects, please visit our website.

Sincerely,

*Steve Stroschein*

Steve Stroschein  
Engineering Manager  
Crow Wing County Highway Department  
[steve.stroschein@crowwing.gov](mailto:steve.stroschein@crowwing.gov)  
Office 218-824-1110  
Cell 218-838-5547

Highway Department  
16589 County Road 142  
Brainerd, MN 56401

**Our Vision:** Being Minnesota's favorite place.  
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Office: (218) 824-1110  
Fax: (218) 824-1111  
[www.crowwing.us](http://www.crowwing.us)



Treasurer's Report-Board Meeting-October 13th, 2025

1. Beginning Balance: \$2,246,215.13
  - a. Receipts: \$515,269.16
  - b. Disbursements: \$1,371,347.36
  - c. Ending Balance: \$1,386,025.19
2. I have an audit meeting tomorrow with the State regarding the sales tax we pay for the transfer station.
3. We received an additional payment from the county for Supplemental Homestead tax from December 2024. There was a problem with the new software that does the calculation for this piece of the taxes. The error has been corrected and we received an additional \$13,141.39 in taxes due on October 3<sup>rd</sup>.
4. I would like to finish up with the inventory for the Township. Can you please send me the information you have for the departments you are responsible? I think everyone has the information. I just need to get it to put it together in one place. I would like this by October 24<sup>th</sup>.



Date Range : 10/13/2025 To 10/13/2025

| <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>       |
|-------------|-----------------------------------|------------------------------------------------------------------------------------|----------------|--------------|----------------------------------|------------------------------------------------------------|---------------------|
| 10/13/2025  | Town Law Center PLLP              | Bill Number 820 Funk<br>Cartway: 14.90 hrs<br>\$200.20 travel &<br>General: .1 hrs | 11155          | \$4,247.70   |                                  |                                                            |                     |
|             |                                   |                                                                                    |                |              | 100-41125-304-                   | GENERAL GOVERNMENT                                         | \$24.50             |
|             |                                   |                                                                                    |                |              | 100-41125-304-103                | GENERAL GOVERNMENT                                         | \$4,023.00          |
|             |                                   |                                                                                    |                |              | 100-41125-331-103                | GENERAL GOVERNMENT                                         | \$200.20            |
| 10/13/2025  | Anderson Brothers<br>Construction | Invoice #37722<br>Greenwood Lane @<br>CSAH 3                                       | 11156          | \$4,640.00   |                                  |                                                            |                     |
|             |                                   |                                                                                    |                |              | 201-43050-525-                   | R & B ADMINISTRATION                                       | \$4,640.00          |
| 10/13/2025  | Crow Wing Power                   | August Electric for Town<br>Hall and Park                                          | 11157          | \$404.47     |                                  |                                                            |                     |
|             |                                   |                                                                                    |                |              | 100-41125-381-<br>229-45010-381- | GENERAL GOVERNMENT<br>Culture-Recreation<br>Administration | \$354.06<br>\$50.41 |
| 10/13/2025  | Northpoint Emergency<br>Training  | Invoices #1307                                                                     | 11158          | \$350.00     |                                  |                                                            |                     |
|             |                                   |                                                                                    |                |              | 225-42210-233-                   | Fire Administration                                        | \$350.00            |
| 10/13/2025  | M-R Sign Co.                      | Invoice #229099 shipping<br>portion                                                | 11159          | \$11.80      |                                  |                                                            |                     |
|             |                                   |                                                                                    |                |              | 201-43050-270-                   | R & B ADMINISTRATION                                       | \$11.80             |
| 10/13/2025  | CTC-446126                        | Invoice #11389194<br>Phone and internet at<br>Town Hall                            | 11160          | \$229.54     |                                  |                                                            |                     |
|             |                                   |                                                                                    |                |              | 100-41125-321-                   | GENERAL GOVERNMENT                                         | \$229.54            |
| 10/13/2025  | Xcel Energy                       | Statement #946024790<br>Gas Bill                                                   | 11161          | \$46.04      |                                  |                                                            |                     |
|             |                                   |                                                                                    |                |              | 100-41125-383-                   | GENERAL GOVERNMENT                                         | \$46.04             |
| 10/13/2025  | Lakes Printing                    | Invoice # 00228276<br>Fall Mailing                                                 | 11162          | \$838.86     |                                  |                                                            |                     |
|             |                                   |                                                                                    |                |              | 100-41125-201-                   | GENERAL GOVERNMENT                                         | \$838.86            |
| 10/13/2025  | Plunketts                         | Invoice #10129124 -<br>9/5/25 Pest Contral                                         | 11163          | \$144.93     |                                  |                                                            |                     |
|             |                                   |                                                                                    |                |              | 100-41125-235-                   | GENERAL GOVERNMENT                                         | \$144.93            |



Date Range : 10/13/2025 To 10/13/2025

| <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> |
|-------------|------------------------------------|-----------------------------------------------------------------------------------|----------------|--------------|------------------|--------------------------------------|---------------|
| 10/13/2025  | Norwood & Son<br>Excavating        | Invoice #1719<br>2 Dump pushes, 8/13 &<br>8/30                                    | 11164          | \$400.00     |                  |                                      |               |
|             |                                    |                                                                                   |                |              | 100-43210-313-   | Sanitation Administration            | \$400.00      |
| 10/13/2025  | Midwest Machinery Co               | Account #167707 Blades<br>for mower                                               | 11165          | \$70.60      |                  |                                      |               |
|             |                                    |                                                                                   |                |              | 229-45120-220-   | Participant Recreation               | \$70.60       |
| 10/13/2025  | CWC Highway<br>Department          | Invoices #8903 & #9039                                                            | 11166          | \$401.33     |                  |                                      |               |
|             |                                    |                                                                                   |                |              | 225-42210-231-   | Fire Administration                  | \$221.82      |
|             |                                    |                                                                                   |                |              | 225-42210-231-   | Fire Administration                  | \$179.51      |
| 10/13/2025  | The Paper Plan-it                  | Invoices #7514 & #7548                                                            | 11167          | \$675.00     |                  |                                      |               |
|             |                                    |                                                                                   |                |              | 100-41125-318-   | GENERAL GOVERNMENT                   | \$300.00      |
|             |                                    |                                                                                   |                |              | 100-41125-318-   | GENERAL GOVERNMENT                   | \$375.00      |
| 10/13/2025  | Galls, LLC                         | Invoice Number<br>032299481 & 032161573<br>Uniform Shirts & Seals                 | 11168          | \$125.01     |                  |                                      |               |
|             |                                    |                                                                                   |                |              | 225-42210-229-   | Fire Administration                  | \$125.01      |
| 10/13/2025  | Waster Partners, Inc               | Sanitation<br>Administration Invoice<br>58X01353(August) &<br>59X01463(September) | 11169          | \$748.24     |                  |                                      |               |
|             |                                    |                                                                                   |                |              | 100-41125-395-   | GENERAL GOVERNMENT                   | \$121.12      |
|             |                                    |                                                                                   |                |              | 100-43210-395-   | Sanitation Administration            | \$386.12      |
|             |                                    |                                                                                   |                |              | 229-45010-395-   | Culture-Recreation<br>Administration | \$241.00      |
| 10/13/2025  | Mission Fire Relief<br>Association | Payment Reference<br>0009907792                                                   | 11170          | \$37,469.09  |                  |                                      |               |
|             |                                    |                                                                                   |                |              | 226-42210-126-   | Fire Administration                  | \$37,469.09   |
| 10/13/2025  | Momentum Truck Group               | Acct No 17612                                                                     | 11171          | \$1,027.11   |                  |                                      |               |
|             |                                    |                                                                                   |                |              | 201-43125-232-   | Ice and Snow Removal                 | \$1,027.11    |
| 10/13/2025  | Greg Junker                        | Reimbursement for<br>tennis balls for Park                                        | 11172          | \$203.24     |                  |                                      |               |



Date Range : 10/13/2025 To 10/13/2025

| <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>      |
|-------------|--------------------------|------------------------------------------------|----------------|--------------|----------------------------------|---------------------------------------------------------|--------------------|
|             |                          |                                                |                |              | 229-45010-427-                   | Culture-Recreation Administration                       | \$203.24           |
| 10/13/2025  | Jim Peterson             | Reimbursement for tennis court cleaner         | 11173          | \$182.01     |                                  |                                                         |                    |
|             |                          |                                                |                |              | 229-45010-238-                   | Culture-Recreation Administration                       | \$182.01           |
| 10/13/2025  | Naomi Scott              | Reimbursement-mileage( \$75.60) & media(\$47)  | 11174          | \$112.80     |                                  |                                                         |                    |
|             |                          |                                                |                |              | 100-41125-331-<br>100-41125-321- | GENERAL GOVERNMENT<br>GENERAL GOVERNMENT                | \$65.80<br>\$47.00 |
| 10/13/2025  | Timothy Moody            | Reimbursement for Park supplies                | 11175          | \$238.80     |                                  |                                                         |                    |
|             |                          |                                                |                |              | 229-45010-235-                   | Culture-Recreation Administration                       | \$238.80           |
| 10/13/2025  | Jon Auge                 | Reimbursement for nuts and bolts for road sign | 11176          | \$38.57      |                                  |                                                         |                    |
|             |                          |                                                |                |              | 201-43050-270-                   | R & B ADMINISTRATION                                    | \$38.57            |
| 10/13/2025  | Outdoor Specialties, LLC | Invoice #7186                                  | 11177          | \$1,580.00   |                                  |                                                         |                    |
|             |                          |                                                |                |              | 229-45010-511-                   | Culture-Recreation Administration                       | \$1,580.00         |
| 10/13/2025  | Peter & Kellina Quigley  | Refund of Driveway Permit                      | 11178          | \$200.00     |                                  |                                                         |                    |
|             |                          |                                                |                |              | 201-41912-100-                   | Driveway Permit                                         | \$200.00           |
| 10/13/2025  | Elan Financial Services  | Credit Card - All receipts included            | 11179          | \$393.06     |                                  |                                                         |                    |
|             |                          |                                                |                |              | 100-41125-201-<br>229-45010-231- | GENERAL GOVERNMENT<br>Culture-Recreation Administration | \$280.93<br>\$9.31 |
|             |                          |                                                |                |              | 229-45010-220-                   | Culture-Recreation Administration                       | \$102.82           |
| 10/13/2025  | City of Crosslake        | 11/1/25 thru 1/31/26 Contract for Services     | 11180          | \$18,035.35  |                                  |                                                         |                    |
|             |                          |                                                |                |              | 100-42110-312-                   | Police Administration                                   | \$18,035.35        |



Date Range : 10/13/2025 To 10/13/2025

| <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>                                    |
|----------------------------------|-------------------------------------|-------------------------------------------------------------------------------|----------------|--------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 10/13/2025                       | PERA-Public Emp<br>Retirement Assoc | Mission Township<br>6329000 PERA                                              | 11181          | \$372.80           |                                                                      |                                                                                                        |                                                  |
|                                  |                                     |                                                                               |                |                    | 100-41125-121-                                                       | GENERAL GOVERNMENT                                                                                     | \$372.80                                         |
| 10/13/2025                       | MN Dept of Revenue                  | Mn State Taxes - Direct<br>Deposit - paid<br>electronically via Paper<br>Plan | 11182          | \$87.00            |                                                                      |                                                                                                        |                                                  |
|                                  |                                     |                                                                               |                |                    | 225-42210-125-                                                       | Fire Administration                                                                                    | \$87.00                                          |
| 10/13/2025                       | IRS-Internal Revenue<br>Service     | IRS-Paid electronically via<br>Paper Plan-it                                  | 11183          | \$1,247.24         |                                                                      |                                                                                                        |                                                  |
|                                  |                                     |                                                                               |                |                    | 100-41125-125-<br>229-45010-125-                                     | GENERAL GOVERNMENT<br>Culture-Recreation<br>Administration                                             | \$535.50<br>\$48.96                              |
|                                  |                                     |                                                                               |                |                    | 225-42210-125-                                                       | Fire Administration                                                                                    | \$662.78                                         |
| 10/13/2025                       | Payroll                             | Payroll-Direct Deposit -<br>paid electronically via<br>Paper Plan             | 11184          | \$7,085.91         |                                                                      |                                                                                                        |                                                  |
|                                  |                                     |                                                                               |                |                    | 100-41110-103-<br>100-41430-103-<br>225-42210-103-<br>229-45010-315- | Council/Town Board<br>Clerk & Treasurer<br>Fire Administration<br>Culture-Recreation<br>Administration | \$864.76<br>\$1,564.48<br>\$3,772.44<br>\$274.72 |
|                                  |                                     |                                                                               |                |                    | 100-41125-311-<br>100-43210-103-                                     | GENERAL GOVERNMENT<br>Sanitation Administration                                                        | \$55.41<br>\$554.10                              |
| <b>Total For Selected Claims</b> |                                     |                                                                               |                | <b>\$81,606.50</b> |                                                                      |                                                                                                        | <b>\$81,606.50</b>                               |



Date Range : 10/13/2025 To 10/13/2025

| <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> |
|---------------|---------------|--------------------|----------------|--------------|------------------|---------------------|---------------|
| <hr/>         |               |                    |                |              |                  | <hr/>               |               |
| Erik Lee      |               | Town Supervisor    |                |              |                  | Date                |               |
| <hr/>         |               |                    |                |              |                  | <hr/>               |               |
| Jon Auge      |               | Town Supervisor    |                |              |                  | Date                |               |
| <hr/>         |               |                    |                |              |                  | <hr/>               |               |
| Robert Steele |               | Town Supervisor    |                |              |                  | Date                |               |





Crosslake Police Department  
Mission Township  
Monthly Report: September 2025

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|                    |    |
|--------------------|----|
| 911 Hangup         | 1  |
| Agency Assist      | 6  |
| Background         | 1  |
| Civil Problem      | 1  |
| EMS                | 3  |
| Hazard In Road     | 2  |
| Suspicious Vehicle | 2  |
| Traffic Warning    | 51 |
| Traffic Citation   | 10 |

TOTAL: 77





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

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| 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





## OCTOBER 2025 MONTHLY FIRE DEPARTMENT REPORT

| Monthly Calls: 16 calls for Sept |         | Year to Date Calls: 143 Calls | Sept 2024 Calls |
|----------------------------------|---------|-------------------------------|-----------------|
| Mission: EMS: 10                 | Fire: 2 | Mission: 83                   | 7               |
| Center: EMS: 2                   | Fire: 0 | Center: 38                    | 1               |
| Pelican: EMS: 3                  | Fire: 0 | Pelican: 16                   | 0               |
| Mutual Aid:                      | Fire: 0 | Mutual: 6                     | 0               |

### Department Training/Event Schedule:

- 10/14: Meeting and Truck Checks
- 10/21: Training
- 10/28: Training

### Apparatus:

- Engine 1 tire has been repaired
- Engine 2 windshield wiper unit has been replaced
- Tender 2 leak has been repaired

### Personnel:

- Will be getting C Duval and E Klein signed up for a Fire I & II class once one is available.
- Will be getting V Duval signed up for an EMR class once one is available

### Miscellaneous:

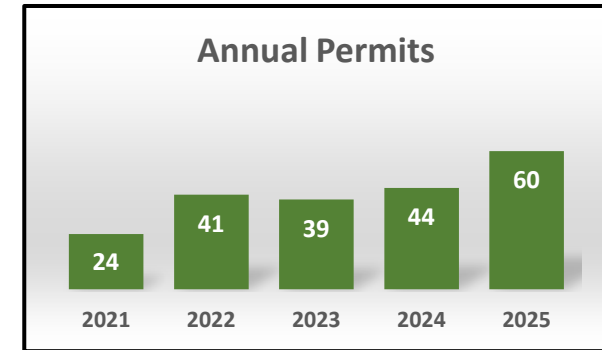
- We applied for the Firehouse Sub grant. We should hear if we receive it in the next couple of months.
- Working on a mission statement for the FD.
- Tim and I attended the NERIS training in Crosslake last month. We will be transitioning over within the next couple months.





## Planning & Zoning Tracking Report - 2025

Updated: 10-08-2025



| Applicant                        | Date Submitted | Parcel   | Location                     | Request                                                                                                                                                      | Town Board Action            | Status & Disposition                                                                                                                                                                                               |
|----------------------------------|----------------|----------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kolle<br>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<br><b>Denial</b> | ✓DRT on 4-14-2025<br>✓Town Board on 5-12-2025<br>✓PC-BOA on 5-15-2025<br><b>Approved</b>                                                                                                                           |
| 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.                                            | <b>Approved</b>              | ✓DRT on 11-25-2024<br>✓MT Planning Commission on 5-12-2025<br>✓Town Board on 5-12-2025<br>✓PC-BOA on 6-18-2025<br>✓CWC Board on 7-8-2025<br><b>Approved</b>                                                        |
| 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<br><b>Denial</b> | ✓DRT on 4-14-2025<br>✓Town Board on 7-14-2025<br>✓PC-BOA on 7-17-2025<br>Requested 66 ft. for Patio & 82 ft. for Dwelling - <b>Denied</b><br>Variance of 78 ft. for Patio & 96 ft. for Dwelling<br><b>Approved</b> |



| 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.<br>2) Lake setback of 99 ft. where 150 ft. is required for proposed second story deck.<br>2) Lake setback of 104 ft. where 150 ft. is required for proposed attached garage. | Recommended <b>Approval</b> of 2nd story addition & deck variances and <b>Denial</b> of variance for attached garage | ✓DRT on 7-14-2025<br>✓Town Board on 8-11-2025<br>✓PC-BOA on 8-21-2025<br><b>Approved</b>                                                                                       |
| 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.<br>2) New Conditional Use Permit for Commercial Storage.                                                                                                                                        | Recommended <b>Approval</b> of the LUMA and new CUP                                                                  | ✓DRT on 7-14-2025<br>✓Town Board on 9-8-2025<br>✓PC-BOA on 9-18-2025<br>Recommended <b>Approval</b> of LUMA to Cty. Board & <b>Approved</b> CUP<br>✓County Board on 10-14-2025 |
| Crossthree LLC - Bill Parker, Authorized Agent   | 8/27/2025      | 77070543 | 31956 CSAH 3              | Interim Use Permit for cannabis cultivation                                                                                                                                                                                                                                        |                                                                                                                      | ✓DRT on 9-8-2025<br>✓Town Board on 10-13-2025<br>✓PC-BOA on 10-16-2025                                                                                                         |



| Applicant | Date Submitted | Parcel | Location | Request | Town Board Action | Status & Disposition |
|-----------|----------------|--------|----------|---------|-------------------|----------------------|
|-----------|----------------|--------|----------|---------|-------------------|----------------------|

#### **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.

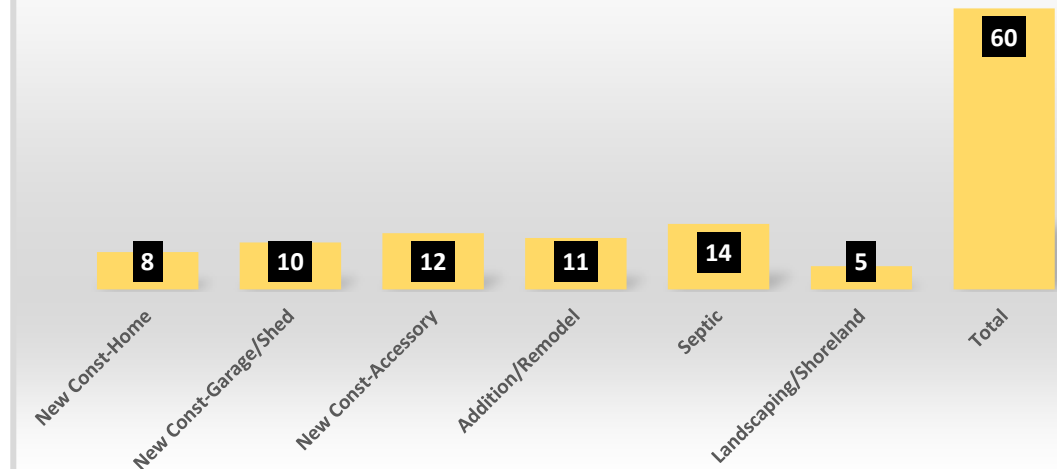
**May**-Residents concern about potential landscaping business on west side of EHLR, north of CR 109. CWC verified no active business on the property. Continue to monitor.

**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. Submitted application to CWC.

**Oct.** - Advised that Parcels 77170550, 77170548, 77170564, 77170569 off N. Horseshoe Lake Road were split into 10 acre parcels as allowed by ordinance.

#### **2025 Permits by Type**







## 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.**





# Proposal for Comprehensive Planning

## Mission Township



**REGION FIVE**  
Development Commission

SAVANNAH WINKLER | REGIONAL PLANNER

[SWINKLER@REGIONFIVE.ORG](mailto: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.

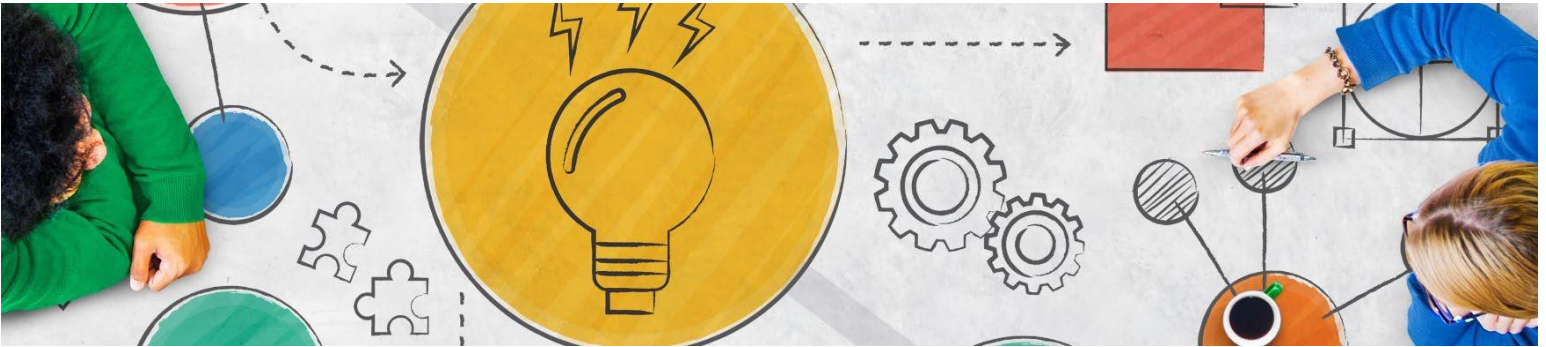
R5DC has a long history of planning throughout the region. One of the many benefits of planning facilitation with our county partners is understanding the vision held for your community. Once realized, we use our resources at R5DC to break down any barriers that may exist. Many times, we find the hardest 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](mailto: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

| <b>Proposed Timeline (Recommended/Tentative) Daytime Meetings</b> |                                                                                                     |                                        |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Month</b>                                                      | <b>Description</b>                                                                                  | <b>Responsible Party</b>               |
| 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

| <b>Proposed Timeline (Recommended/Tentative) Evening Meetings</b> |                                                                                                     |                                        |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Month</b>                                                      | <b>Description</b>                                                                                  | <b>Responsible Party</b>               |
| 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          |
|                                  | <b>Total Mission Township:</b>                               | <b>\$9,800</b> |

*\*\*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



Northland Steam Cleaners  
PO Box 413  
Pine River, MN 56474  
+12185874155  
nscleaners@gmail.com

ADDRESS  
Mission township

Estimate 217454

DATE 10/07/2025

| ACTIVITY                             | AMOUNT     |
|--------------------------------------|------------|
| Strip and wax 40x40 area of VCT tile | 1,600.00T  |
|                                      |            |
| SUBTOTAL                             | 1,600.00   |
| TAX                                  | 118.00     |
| TOTAL                                | \$1,718.00 |

Accepted By

Accepted Date



Naomi Scott <missionclerk@gmail.com>

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## Re: Estimate 217454 from Northland Steam Cleaners

1 message

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**Northland Steam Cleaners** <nscleaners@gmail.com>  
To: Naomi Scott <missionclerk@gmail.com>

Fri, Oct 10, 2025 at 10:40 AM

Hi Naomi,

It will take a full day to do the job. We'll have to strip off the wax, clean it, and then reapply coats of wax and wait for it to dry inbetween coats. At the moment Wednesday, October 22nd is our earliest opening for an all day appointment. The tables and chairs will need to be out of the space for the job, and we can go up to the cabinets and desks.

Thanks,

Sarah Norman  
Northland Steam Cleaners  
218-587-4155

On Oct 10, 2025, at 9:24 AM, Naomi Scott <missionclerk@gmail.com> wrote:

Hello -

Thank you for the quote.

Could you let me know how far out you are in scheduling?

Also, how long do you think the job will take?

How does it work when there are tables and chairs to move? And a smaller office where the desk and cabinets are attached to the walls?

Thank you for your thoughts.

Naomi Scott  
Mission Clerk



On Tue, Oct 7, 2025 at 4:06 PM Northland Steam Cleaners <quickbooks@notification.intuit.com> wrote:

ESTIMATE 217454

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Northland Steam Cleaners

**\$1,718.00**



## Review and approve

Powered by QuickBooks

Please review the estimate below. Feel free to contact us if you have any questions.

We look forward to working with you.

Thanks for your business!

Northland Steam Cleaners

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Northland Steam Cleaners

PO Box 413 Pine River, MN 56474

+12185874155    nscleaners@gmail.com

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If you receive an email that seems fraudulent, please check with the business owner before paying.



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# **Town Board 2025 Key Initiatives**

*Updated 7-14-2025*



| Key Initiative                                                                        | Leader                  | Timing | Status/Notes                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------|-------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transition from elected to appointed Town Clerk and establish Clerk Office            | Auge<br>Steele<br>Scott | ☑      | <ul style="list-style-type: none"> <li>✓ Establish 2025 Expectations (Q1)</li> <li>✓ Purchase equipment &amp; supplies for office (Scott)</li> <li>✓ Complete office construction (Steele)</li> </ul>                                                                  |
| Determine the next steps regarding town maintenance position                          | Board                   | ☑      | <ul style="list-style-type: none"> <li>✓ Determine 2025 plan for Park maintenance &amp; plowing</li> <li>✓ Advertise &amp; hire per plan</li> </ul>                                                                                                                    |
| Finalize Clerk transition                                                             | Auge                    | ☑      | <ul style="list-style-type: none"> <li>✓ Complete 6-month review of clerk transition</li> </ul>                                                                                                                                                                        |
| Cleanup Transfer Station site, install hazardous signage, and evaluate rate structure | Lee                     | Q3     | <ul style="list-style-type: none"> <li>✓ Cleanup debris &amp; transfer items to CC site</li> <li>✓ Install hazardous signage on hill &amp; entrance</li> <li>✓ Evaluate rate structure (cost/benefit) for Board review</li> </ul>                                      |
| Complete Asset Inventory for all departments                                          | Zabilla                 | Q3     | <ul style="list-style-type: none"> <li>✓ Update Fire inventory for new Equipment (Chief)</li> <li>✓ Finalize Park inventory (Steele)</li> <li>✓ Finalize Roads &amp; Town Hall Site inventory (Auge)</li> <li>✓ Install asset tags on significant equipment</li> </ul> |
| Review & revise Cemetery policies & brochure                                          | Scott                   | Q3     | <ul style="list-style-type: none"> <li>✓ Identify policy changes for Board approval</li> <li>✓ Draft new brochure and print</li> </ul>                                                                                                                                 |
| Revise town policies to comply with FEMA grant requirements                           | Steele                  | Q3     | <ul style="list-style-type: none"> <li>✓ Identify &amp; draft policy revisions for Board approval</li> </ul>                                                                                                                                                           |
| Determine final CIP projects utilizing 2024 bonds                                     | Auge<br>Zabilla         | Q3     | <ul style="list-style-type: none"> <li>✓ Identify available funds (bonds + reserves)</li> <li>✓ Identify potential projects &amp; est. cost from CIP list</li> <li>✓ Board to select projects and authorize planning</li> </ul>                                        |
| Organize town records and archive or destroy older documents                          | Scott                   | Q3     | <ul style="list-style-type: none"> <li>✓ Prepare Record Retention Schedule for Board approval (Q1)</li> <li>✓ Cleanup town records per adopted schedule</li> </ul>                                                                                                     |
| Document Cemetery processes and cleanup records                                       | Scott                   | Q3     | <ul style="list-style-type: none"> <li>✓ Document Cemetery processes for sale of lots &amp; coordinating &amp; recording burials (Q2)</li> <li>✓ Cleanup &amp; organize existing Cemetery records</li> </ul>                                                           |
| Explore digitization of town records, including a Cemetery records system             | Auge<br>Scott           | Q4     | <ul style="list-style-type: none"> <li>✓ Explore options &amp; cost to digitize records</li> <li>✓ Explore options &amp; cost for a Cemetery records system</li> </ul>                                                                                                 |
| Redesign town website                                                                 | Auge                    | Q4     | <ul style="list-style-type: none"> <li>✓ Develop RFP for Board approval (Q2)</li> <li>✓ Board to choose provider &amp; approve contract (Q3)</li> <li>✓ Complete work (Q4)</li> </ul>                                                                                  |
| Develop proposal to update Town's Comprehensive Plan                                  | Auge                    | Q4     | <ul style="list-style-type: none"> <li>✓ Develop a proposal, including timing &amp; cost, for an update of the Town's Comprehensive Plan</li> </ul>                                                                                                                    |