



**Mission Township, Crow Wing County, Minnesota
Annual Board Reorganization Meeting Agenda
December 01, 2025 – 6:00 PM – Mission Town Hall**

1. Call to Order and Roll Call

2. Approval of the Agenda

3. Discussion/Action Items:

- 3.1** Review Town Board Responsibilities document – (revise & approve)
- 3.2** Resolution **2025-14**-Making appointments to certain offices & positions and establishing meeting times for 2026. (adopt-motion & vote)
- 3.3** Resolution **2025-16**-Establishing compensation and delegated approval authority for 2026. (adopt-motion & vote)
- 3.4** Resolution **2025-17**-Establishing Fee Schedule for 2026. (adopt-motion & vote)
- 3.5** Resolution **2025-13**-Designating the optional holiday days as not holidays in 2026. (adopt-motion & vote)
- 3.6** Resolution **2025-15**-Designating Annual Polling Place for 2026. (adopt-motion & vote)
- 3.7** Review status of Town Contracts. (Identify renewal requirements)
- 3.8** Consider revisions to Operating Policies & Procedures.
- 3.9** Establish 2026 Town Meeting Schedule. (approve-motion & vote)
- 3.10** Consider 2026 Initiatives. (approve-motion & vote)
- 3.11** Consider changes to Mission Township Master Planning Calendar. (revise & approve)
- 3.12** Consider revised agenda format for regular meetings. (approve by consent)

4. Adjournment (motion & vote)



MISSION TOWNSHIP TOWN BOARD RESPONSIBILITIES

Revised: 12-01-2025

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

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

Cemetery

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

Fire Department

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

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

Park

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

Planning & Zoning

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

Roads

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

Transfer Station

1. General oversight of the facility including:
 - Maintenance.
 - Supervision of contractors. (Dumpsters, roll-offs, & brush pile maintenance)
 - Identification and development of facility improvements.
 - Identification, development and implementation of CIP projects.

- Responding to issues and complaints.
- 2. Immediate supervisor of the Transfer Station Attendant.
- 3. Oversight for spring start-up and fall shutdown of facility.
- 4. Annual evaluation of costs/fees and recommendations for fee changes to the town board.
- 5. Point of contact for citizens on Transfer Station questions and concerns.

Town Hall Site

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

Town Board Assigned Responsibilities

- Asset Inventory (Zabilla).
- Bonds and Investments management (Zabilla).
- Budget Process (Auge/Zabilla).
- Capital Planning Process & reporting (Auge/Zabilla).
- Coordination of legal services (Auge).
- Newsletter publication (Steele).
- Operating Policy & Procedures Handbook (Auge/Scott).

Addendum A – Mission Park Maintenance Schedule

Month	Activity
January/February	<ul style="list-style-type: none"> ▪ Complete periodic park & bathroom checks. ▪ Keep paved trails clear of snow. ▪ Remove snow after each snowfall and keep the path to the parking lot open after the lot is plowed.
March	<ul style="list-style-type: none"> ▪ Keep paved trails clear of snow. ▪ Inventory tennis wind screens, tennis & pickleball nets, and order new items as needed. ▪ Move tennis benches and roll ball field. ▪ Install tennis & pickleball nets weather permitting. ▪ Install toilet dispensers. ▪ Trim trees as needed. ▪ Schedule rest rooms to be pumped in April.
April	<ul style="list-style-type: none"> ▪ Put out disc golf equipment & rake/seed around areas as needed. ▪ Check picnic tables and repair as needed. ▪ Turn on water. ▪ Complete general spring clean-up, including roofs. ▪ Drag gravel portion of parking lot. ▪ Remove branches and debris from trails. ▪ Schedule trash pick-up.

	<ul style="list-style-type: none"> Check playground equipment to ensure its operational and schedule/complete any needed maintenance.
May	<ul style="list-style-type: none"> Crack seal courts and paved trails. Rake & seed around basketball court. Rake volleyball court and install net. Put out bases on ballfield and mow outfield. Weed & feed ballfield. Put out cornhole game. Power wash pavilion and courts. Trim parking lot and plant flowers.
June	<ul style="list-style-type: none"> Spray insecticide inside the pavilion and kitchen. Crack seal walkways. Move aluminum benches. Schedule rest rooms to be pumped.
July/August	<ul style="list-style-type: none"> Continue with general maintenance of park, trails and courts; mowing, trimming and removing debris.
September	<ul style="list-style-type: none"> Power wash tennis, basketball and pickleball courts. Schedule rest rooms to be pumped at the end of the month. Schedule and post park seasonal closing date.
October	<ul style="list-style-type: none"> Turn off water. Check equipment for needed repairs and store for winter. Cancel trash pick-up.
November/December	<ul style="list-style-type: none"> Complete periodic park & bathroom checks. Keep paved trails clear of snow. Remove snow after each snowfall and keep the path to the parking lot open after the lot is plowed.

Ongoing Responsibilities

Rest Rooms:

- Clean weekly or whenever needed.
- Replace supplies and sweep areas.
- Order 5 gallons of blue septic liquid in March/April.
- After each pumping, put ½ gallon of blue septic liquid in each rest room then run water in each tank for 15 minutes.
- Add 8 ounces of blue septic liquid weekly to control the odor.

Water Well:

- Put 3 cups of bleach into each well at spring start-up.
- Run water for ½ day until bleach odor is gone.
- Turn on the 2 controls found in the water lines.
- Call State of MN for well/water check and certification. When it is received, give it to the clerk.

Pavillion Reservations:

- Monitor reservations and coordinate with the clerk.
- Put out 3 tables if needed and turn on pavilion lights.
- Clean picnic tables and sweep the pavilion floor.

- Open the gate by the parking lot if users are planning to deliver items.
- Following the event, close and lock the gate and store the tables.

Park Committee:

- Participate in Committee meetings to discuss ongoing maintenance items and identify longer-term projects.



MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2025-14

**RESOLUTION MAKING APPOINTMENTS TO CERTAIN OFFICES
AND POSITIONS AND ESTABLISHING MEETING TIMES**

WHEREAS, the Town Board of Supervisors desires to make annual appointments to fill certain offices and positions within town government, establish official designations for communication and banking, and set the meeting schedule for the Planning Commission and Town Board.

NOW, THEREFORE, BE IT RESOLVED that the Town Board establishes the following:

1. The following people are appointed by the Town Board to the following offices and positions until such items may be changed at the next reorganization meeting or otherwise by the Town Board:

Position	Appointment/Designation
Board Chair	Jon Auge
Board Vice-Chair	Bob Steele
Town Attorney	Troy Gilchrist, Town Law Center PLLP
Town Engineer	Bryan Drown, Bolton & Menk
Planning & Zoning Administrator	Scott Saehr, Saehr Consulting
Fire Relief Board of Trustees	Bob Steele & Mary Zabilla
Official Posting Location	Town Hall Notice Board & Website
Official Newspaper	Brainerd Dispatch
Official Depositories	Old National Bank & Mellon Bank of New York

2. The following people are designated to provide supervision and oversight of Town operations:

Assignment	Designated Supervisor
Cemetery	Erik Lee
Clerk	Board Chair
Fire Department	Bob Steele
Park	Bob Steele

Planning & Zoning	Jon Auge
Roads	Jon Auge
Town Hall Site	Erik Lee
Transfer Station	Erik Lee
Weed Inspector	Jon Auge

3. Regular meetings of the Town Board of Supervisors shall be held on the second Monday of each month at the Mission Town Hall, beginning at 7:00 PM, unless otherwise changed by action of the Town Board and noted on the posted meeting schedule.
4. Regular meetings of the Planning Commission shall be held by duly noticed call of the Chair.
5. That such appointments shall take effect on the first day of January and shall continue for the remainder of the year or until such time as a successor is appointed by the Town Board of Supervisors.

Adopted this 1st day of December 2025.

BY THE TOWN BOARD

Attest: _____
Naomi Scott, Clerk

Jon Auge, Chair



MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2025-16

**RESOLUTION ESTABLISHING COMPENSATION AND
DELEGATED APPROVAL AUTHORITY FOR 2026**

WHEREAS, it is the practice of the Mission Town Board to review annual and hourly compensation, meeting compensation rates, mileage reimbursement, and delegated spending authority, at the annual Reorganization Meeting of the board or at other times as determined by the Board;

WHEREAS, the town board wishes to establish the rates for 2026;

NOW THEREFORE BE IT RESOLVED that the Mission Town Board adopts the following rates by category for 2026 and in so doing supersedes all previously established rates for the listed categories.

Annual Base Compensation:

Position	2026	2025	2024	2023	2022	2021	2020
Supervisor	\$2,700	\$2,700	\$2,700	\$2,100	\$2,100	\$2,100	\$2,100
Treasurer	\$7,800	\$7,800	\$7,800	\$6,600	\$6,000	\$6,000	\$7,800
Fire Chief	\$4,800	\$4,800	\$4,800	\$3,000	\$3,000	\$3,000	\$3,000
Asst. Fire Chief	\$2,400	\$2,400	\$2,400	\$1,000	\$1,000	\$1,000	\$1,000
Fire Captain	\$1,200	\$1,200	\$1,200	\$ 750	\$ 750	\$ 750	\$ 750
Fire Lieutenant	\$ 700	\$ 700	\$ 700	\$ 500	\$ 500	\$ 500	\$ 500

Hourly Compensation Rates:

Position	2026	2025	2024	2023	2022	2021	2020
Clerk	\$ 22	\$ 22	Elected position until 2025				
Election Judges	\$ 20	\$ 20	\$ 19	\$ 19	\$ 13	\$ 12	\$ 12
Fire Fighters	\$ 20	\$ 20	\$ 19	\$ 19	\$ 19	\$ 18	\$ 18
Fire Mechanic/Engineer	\$ 21	\$ 21	\$ 20	\$ 20	\$ 20	\$ 19	\$ 19
Plow Driver	\$ 31	\$ 31	\$ 30	\$ 30	\$ 30	\$ 23	\$ 23
Park Maintenance	\$ 20	\$ 20	\$ 19	\$ 19	\$ 19	\$ 18	\$ 18
Town Hall Custodian	\$ 20	\$ 20	\$ 19	\$ 19	\$ 19	\$ 18	\$ 18
Transfer Station Attendant	\$ 20	\$ 20	\$ 19	\$ 19	\$ 19	\$ 18	\$ 18

Meeting Attendance Rates:

Position	2026	2025	2024	2023	2022	2021	2020
Board Chair	\$115	\$115	\$115	\$115	\$115	\$115	\$115
Supervisor	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Treasurer	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Fire Chief - External	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Annual Meeting Moderator	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25
Committee Members	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	----	----

Note: Committee members per diem is payable annually via submission of a timesheet to the Clerk. The Fire Chief is only compensated for external meetings approved by the Town Board.

Elected officials are eligible for meeting compensation for attendance at the following meetings:

Regular Board	Special Board
Annual Town – Clerk only @ hourly rate	Town Committees – designated supervisor only
Board of Appeals & Equalization	Annual Road Inspection
Fire Department – designated supervisor only	Fire Relief Association – board trustees only
MAT Annual Conference & Training Courses	District Township Association
County Township Officers Association	

Note: The treasurer can be compensated for participating in meetings (including video/phone meetings and activity with outside consultants) related to their official responsibility at the standard meeting rate.

Mileage Reimbursement:

Mileage will be reimbursed at the current published IRS rate for approved travel. Township elected officials and employees are eligible for mileage reimbursement for Town business only upon submission of documented mileage records. Travel outside the town generally requires prior Town Board approval for reimbursement.

Delegated Approval Authority:

Minnesota statutes delegate power to the Town Board as a group and not to individuals, for the exercise of Town business. The Town Board has limited discretion to redelegate authority provided exclusively to the Town Board in cases **involving operational issues only**. It is understood in redelegating such authority the Town Board **retains the authority for all policy issues/decisions**. The Town Board expressly redelegates the following operational approval authority without prior Board approval, with the understanding the dollar limit is the **total monthly limit**.

Position	\$ Limit	Comments
Supervisor – designated by department	\$2,000	A Supervisor can approve a one-time higher spend in an emergency (i.e. storm or critical equipment failure) provided it is documented in an ‘information only’ email to the Town Board
Clerk	\$1,000	
Fire Chief	\$3,000	
Other town employees	\$ 250	

Capital Project Change Order Delegated Approval:

The Town Board authorizes the designated supervisors with oversight for departments implementing approved capital plan projects to have change order approval involving **operational issues not to exceed \$5,000/month** for the capital plan projects in their respective departments, with the understanding these change orders will be presented and approved at the next regular Board meeting.

ADOPTED this 1st day of December 2025.

BY THE TOWN BOARD

Attest: _____
Naomi Scott, Clerk

Jon Auge, Chair



MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2025-17

RESOLUTION ESTABLISHING 2026 FEE SCHEDULE

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

NOW THEREFORE BE IT RESOLVED that the Town Board adopts the following fees by category for 2026. In doing so this resolution supersedes all prior resolutions establishing Town fees.

2026 Fee Schedule

Fee Type	Fee	Town Resident or Property Owner Fee	Comments
Cemetery			
Single Lot Purchase	\$600.00	\$300.00	
Casket Burial-Summer	\$600.00		
Casket Burial-Winter	\$1200.00		\$200.00 of fee retained by Town to cover additional costs
Cremation Burial-Summer	\$200.00		
Cremation Burial-Winter	\$600.00		
Burial Administrative Fee	\$50.00		For recording costs paid at time of burial
Driveway Access Permit			
Access Permit	\$250.00		\$200.00 refundable at Town's discretion after approved installation
Facility Use			
Park Pavillion-50 or < Participants	\$150.00	None	Fee is per event
Park Pavillion-> 50 Participants	\$300.00	None	Fee is per event
Town Hall	\$150.00	None	Fee is per event
Planning & Zoning			
Preliminary Plat Review-Minor	\$150.00 + \$20.00 per lot		
Preliminary Plat Review-Major	\$300.00 + \$20.00 per lot		
Preliminary Plat-Final	\$300.00		Additional approval required if proposed Final Plat is significantly different from Preliminary Plat
Other Review	\$150.00 per hour		
Development Escrow	\$3,000.00 or as defined in		

	Development Agreement		
Recreation Programs			
Adult Summer Tennis League	\$40.00 per season or \$5.00 per session		
Pickleball Reservations	\$50.00 per season	\$25.00 per season	Requires reservation system registration
Transfer Station			
Appliances	\$20.00 each		
Brush & Leaves	No Fee		No commercial use allowed
Construction Debris	\$10.00 minimum \$123.00 per ¼ dumpster \$245.00 per ½ dumpster \$490.00 per full dumpster		No commercial use allowed
Garbage	\$5.00 per bag		
Scrap Metal	\$10.00 minimum \$10.00 per cubic yard		No commercial use allowed
Tires-Auto	\$5.00 each		
Tires-Truck	\$10.00 each		
Tires-With Rims Surcharge	\$2.00 each		
Items without an established fee are not accepted			

ADOPTED this 1st day of December 2025.

BY THE TOWN BOARD

Attest: _____
Naomi Scott, Clerk

Jon Auge, Chair



**MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution 2025-13**

**RESOLUTION DESIGNATING THE OPTIONAL
HOLIDAY DAYS AS NOT HOLIDAYS in 2026**

WHEREAS, Minn. Stat. § 645.44, Subd. 5 gives political subdivisions the option of determining whether Christopher Columbus Day (the second Monday in October) will be a holiday;

WHEREAS, no public business may be transacted on any holiday except the optional holiday days if the political subdivision designates them as not holidays;

WHEREAS, the Town Board determines there are already a significant number of holidays designated by statute;

WHEREAS, the Town Board determines it is in the public's interest to not further limit the days on which public business may be transacted;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Mission Township, Crow Wing County, Minnesota, determines and hereby designates Christopher Columbus Day as not a holiday in 2026 and so public business may be transacted thereon.

Adopted this 1st day of December 2025.

BY THE TOWN BOARD

Attest: _____
Naomi Scott, Clerk

Jon Auge, Chair



**MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2025-15**

RESOLUTION DESIGNATING ANNUAL POLLING PLACE

WHEREAS, it is important that citizens exercise their right to vote at their local polling place;

WHEREAS, Minnesota Statute § 204B.16 requires the Town Board to designate its polling place for elections annually;

WHEREAS, Minnesota Statute § 204B.16 Subd. 3 allows the Town to designate one location for all state and federal and one location for all Town only elections.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Mission Township, Crow Wing County, Minnesota does hereby designate the Mission Town Hall, located at 29474 County Road 3, Mission Township in Crow Wing County as its polling place for all state, federal, and town elections in 2026.

BE IT FINALLY RESOLVED, that the Town notify residents of this designation by following the requirements of Minnesota Statute § 205.16.

Adopted this 1st day of December 2025.

BY THE TOWN BOARD

Attest: _____
Naomi Scott, Clerk

Jon Auge, Chair

Mission Township Contracts & Agreements

Updated: 11-10-2025



Purpose	Parties	Date Created	Term	Expiration Date	Cost Summary	Current Insurance Certificate on File	Notes
Fuel Purchases	Crow Wing County	9/1/2022	3 Years	12/31/2025	\$300 Account set-up fee Cost per gallon for fuel 10% overhead fee for administration & maintenance	N/A	✓ Fuel is Dispensed per cards supplied by CWC with one per each Fire vehicle & the plow truck.
Fire & EMS Services - Center Township	Center Township	3/1/2021	5 Years	2/28/2026	\$46,287/Fire Svcs. + \$3,900/Fire Relief 3% Annual Increase Cap	N/A	✓ Requires Annual Meeting of Boards to review service & discuss budget ✓ Requires notice by 3/1 for any increase in the following year's rate
Fire & EMS Services - Pelican Township	Pelican Township	3/1/2025	1 Year	3/1/2026	\$23,392/Fire Svcs. + \$5,067/Fire Relief	N/A	✓ Clerk to invoice in March & August for payments due 4/1 & 9/1.
Snow Plowing Emergency Assistance	Borden Excavating Inc.	11/13/2023	3 Years	12/31/2026	\$250/Hour	Yes	✓ Primarily for equipment issues and not manpower
Cemetery	Optimal Yardscapes	1/13/2025	2 Years	12/31/2026	Burials per Fee Schedule Spring Cleanup - \$1,800 Mowing - \$175/event Plowing - \$75/event	Yes	
Transfer Station & Park	Gary Norwood & Son Excavation	1/13/2025	2 Years	1/15/2027	Brush Pile Burn - \$700 Brush Pile Maintenance - \$200/push Skid Steer & Operator - \$150/hour Skid Steer with Brush Cutter & Operator - \$200/hour	Yes	
Crosslake Police Services	City of Crosslake	5/1/2024	3 Years	4/30/2027	2024 - \$69,367 2025 - \$72,141 2026 - \$75,027	N/A	✓ Payments due quarterly by 5/1, 8/1, 11/1, & 2/1

Purpose	Parties	Date Created	Term	Expiration Date	Cost Summary	Current Insurance Certificate on File	Notes
Misc. Services	Van Horn Services	1/13/2025	3 Years	12/31/2027	Town Hall Site Snowplowing-\$82-\$86/event Park Spring Clean-up-\$3,811-\$4,042/Yr. Misc. Road clean-up-\$103-\$109/hr. Raking Town Hall-\$206-\$218/event Mowing Town Hall-\$52-\$56/event Hydrant snow removal-\$31-\$33/event Storm Damage clean-up-\$257-\$273/hr	Yes	✓ Rates increase approximately 3% annually 2025-2027. ✓ Storm Damage cleanup rates require prior approval.
Ditch Mowing, Road Sign Repair & Replacement	M & R Services (Merle Roberts)	7/1/2024	4 Years	12/31/2027	2024 - \$5,000 per mowing 2025 - \$5,175 per mowing 2026 - \$5,355 per mowing 2027 - \$5,545 per mowing Signs - \$75 per sign/post	Yes	
Roads Blowing	Pequot Sand & Gravel	4/10/2025	3 Years	4/1/2028	2025 - \$2,725 2026 - \$2,834 2027 - \$2,947 \$100/Hr. for additional requested sweeping	Yes	✓ Annual blowing required by Memorial Day weekend, weather permitting.
Town Hall Site Security System	Midwest Security and Fire	8/1/2025	3 Years	8/1/2028	\$51.99/Month for Monitoring	N/A	
Internet & Phone Service	CTC	3/6/2025	5 Years	3/6/2030	Standard rates with contract discount	N/A	
Cooperative Purchasing Agreement	MN Department of Administration	2/20/2024	None	None	Purchasing Contract Rates	N/A	✓ Town Permit/Access Code is 544401
Snow Plowing & Sanding of Adney Lake Road, Old Bridge Road and Whispering Pines	Fairfield Township	2/12/2013	None	None	\$100/Hour	N/A	✓ Confirm annually with Fairfield Clerk and/or Roads Supervisor
Agreement to Allow Utility Work in Town ROW	Crow Wing Power	2/12/2024	None	None	None	N/A	✓ Requires advance Notice of work ✓ Requires compliance with ROW Ordinance



2026 TOWN MEETING SCHEDULE

MONTH	DATE	TIME	MEETING
January	8	5:00 PM	Roads Committee
	12	7:00 PM	Regular Monthly Town Board
	13	8:00 PM	Monthly Fire Department
	14	6:00 PM	Town Board Internal Audit
February	9	7:00 PM	Regular Monthly Town Board
	10	8:00 PM	Monthly Fire Department
	11	6:00 PM	Town Board Budget/Levy
March	9	7:00 PM	Regular Monthly Town Board
	10	7:00 PM	ANNUAL TOWNSHIP MEETING
	10	8:00 PM	Monthly Fire Department
April	9	5:00 PM	Roads Committee
	13	7:00 PM	Regular Monthly Town Board
	14	8:00 PM	Monthly Fire Department
May	11	7:00 PM	Regular Monthly Town Board
	12	8:00 PM	Monthly Fire Department
June	8	7:00 PM	Regular Monthly Town Board
	9	8:00 PM	Monthly Fire Department
July	13	7:00 PM	Regular Monthly Town Board
	14	8:00 PM	Monthly Fire Department
August	10	7:00 PM	Regular Monthly Town Board
	11	8:00 PM	Monthly Fire Department
	13	5:00 PM	Roads Committee
September	8	8:00 PM	Monthly Fire Department
	14	7:00 PM	Regular Monthly Town Board
October	7	10:00 AM	Annual Road Inspection (weather permitting)
	8	5:00 PM	Roads Committee
	12	7:00 PM	Regular Monthly Town Board

	13	8:00 PM	Monthly Fire Department
November	9	7:00 PM	Regular Monthly Town Board
	10	8:00 PM	Monthly Fire Department
December	7	6:00 PM	Town Board Reorganization
	8	8:00 PM	Monthly Fire Department
	14	7:00 PM	Regular Monthly Town Board
Jan-2027	11	7:00 PM	Regular Monthly Town Board

NOTE: The Town Board may reschedule a meeting, or add additional meetings, and should that occur, the meeting will be posted on the official notice board and on the website as required. Also, a quorum of supervisors may attend Town Committee or Fire Department meetings occasionally.

Town Board 2026 Initiatives

Created 12-01-2025



Key Initiative	Board Leader	Timing	Key Activities/Status
Update Comprehensive Plan	Auge	Q1-27	<input checked="" type="checkbox"/> Contract with Region 5 to facilitate process (10-26) <input type="checkbox"/> Create local planning team (Q1-26) <input type="checkbox"/> Follow Region 5 framework to create draft plan <input type="checkbox"/> Adopt updated Comprehensive Plan (Q1-27)
Redesign Town Website, including transition to .gov domain	Auge Scott	Q3-26	<input type="checkbox"/> Develop RFP for Board Approval (Q1-26) <input type="checkbox"/> Select provider & approve contract (Q2-26) <input type="checkbox"/> Create & publish new website (Q3-26)
Develop 2027-2031 Capital Improvement Plan	Auge Zabilla	Q2-27	<input type="checkbox"/> Identify projects for inclusion in plan (Q2-26) <input type="checkbox"/> Prioritize projects, estimate costs, & explore financing (Q3-26) <input type="checkbox"/> Create draft plan (Q4-26) <input type="checkbox"/> Review plan with Electors at Annual Meeting (Q1-27) <input type="checkbox"/> Finalize plan & authorize Year 1 projects (Q2-27)
Explore digitization of town records, including a Cemetery records system	Scott	Q3-26	<input type="checkbox"/> Explore options & cost to digitize records (Q1-26) <input type="checkbox"/> Select provider & approve contract (Q2-26) <input type="checkbox"/> Complete work and archive records (Q3-26)
Review & revise Cemetery policies & brochure	Lee Scott	Q3-26	<input type="checkbox"/> Identify policy changes for Board approval (Q1-26) <input type="checkbox"/> Create new brochure and document templates (Q2-26) <input type="checkbox"/> Approve documents, print brochure & revise Policy Manual (Q3-26)
Resolve North Horseshoe Lake Road cul-de-sac issue	Auge	Q4-26	<input type="checkbox"/> Identify options to address lack of a turnaround (Q1-26) <input type="checkbox"/> Analyze options and prepare report for Board (Q2-26) <input type="checkbox"/> Select preferred option & prepare action plan (Q3-26) <input type="checkbox"/> Implement approved action plan (Q4-26)



Mission Township Master Planning Calendar

Revised: 7-24-2025

		Assigned Owner/Department										
Month	Task/Action	C	DS	E	FC	P	R	T	TB	TS	TB Appv. or Report	
January	Submit following year's preliminary budget recommendations to Treasurer		X		X	X	X			X		
	Report on outstanding indebtedness due to CWC Auditor by 2/1							X			R	
	Q4 budget status report due to town board							X			R	
	Submit MN Sales Tax annual payment for fee income							X			R	
	PERA audit report due to MN by 3/31							X			R	
	Fire FA-1 Report due to MN by 2/1 (clerk prepares for town board approval)	X									A	
	In election years, Oath of Office administered to newly elected officers	X										
	Prepare previous year's financial reports for Internal Audit meeting	X						X				
	Complete periodic park checks and keep snow cleared from paved trails					X						
February	Prepare preliminary budget for following year & revisions to current year							X				
	Conduct Internal Audit meeting								X			
	Conduct Budget/Levy meeting								X			
	Prepare levy recommendation for following year (electors approve @ Annual Mtg.)								X		A	
	Prepare Annual Meeting agenda								X		A	
	Prepare materials for Annual Meeting (publish on website)	X						X				
	Workers Comp Audit due to MN by 2/15							X			R	
	Fire Dept. annual Service Certification due to MN by 3/1				X						A	
	Complete periodic park checks and keep snow cleared from paved trails											
	Prepare new annual fire contract with Pelican Township		X								R	
March	Electors set levy for following year and consider items submitted for approval											
	Approval Pelican Township annual fire contract								X		A	
	State Auditor files due by 3/31							X				
	Prepare for Transfer Station start-up in April		X							X		
	Complete periodic park checks and keep snow cleared from paved trails					X						
	Send invoice to Pelican Township for 1H fire contract payment due by 4/1	X									R	
April	Review bids for summer road maintenance & recommend to town board						X					
	Approve summer road maintenance quotes								X		A	
	Conduct Board of Appeals & Equalization meeting								X			
	Q1 budget status report due to town board							X			R	
	Adopt final budget for following year based on levy approved by electors								X		A	
	Schedule & complete spring road sweeping (by Memorial Day weekend)		X									

		Assigned Owner/Department										
Month	Task/Action	C	DS	E	FC	P	R	T	TB	TS	TB Appv. or Report	
	Transfer Station opens for season									X		
	Complete end of season plow cleaning and maintenance assessment		X				X					
	Schedule spring Park clean-up					X						
	Complete Park spring start-up activities (see Park tab)					X						
May	Review and revise MATIT insurance coverage & policy								X		A	
	Send invoice to Center Township for 1H fire contract payment due by 6/1	X										
	Certify levy to CWC (due by 9/15)	X									R	
	Schedule & complete summer ditch mowing		X									
	Schedule & complete Cemetery spring clean-up		X									
	2023 Bonds interest payment due by 6/1										R	
	Complete Park seasonal maintenance activities (see Park tab)					X						
June	Complete Park seasonal maintenance activities (see Park tab)					X						
	Submit payment for MATIT insurance policy	X									R	
July	Q2 budget status report due to town board							X			R	
	Complete Park seasonal maintenance activities (see Park tab)					X						
August	MAT District meeting are held								X			
	Send invoice to Pelican Township for 2H fire contract payment due by 9/1	X									R	
	Verify levy has been certified to CWC (due by 9/15)	X									R	
	Complete Park seasonal maintenance activities (see Park tab)					X						
September	Schedule & complete DOT inspection & annual maintenance for plow truck		X				X					
	Complete Park seasonal maintenance activities (see Park tab)					X						
October	Solicit projects to update the Capital Plan (CIP) when required								X			
	Identify any road projects for CWC Large Bid List (deadline to submit is 12/15)		X				X		X		A	
	Q3 budget status report due to town board							X			R	
	Schedule & complete fall ditch mowing		X									
	Submit road mileage certification to CWC (used in State Aid formula)	X										
	Prepare for Transfer Station shut-down in Mid-October		X							X		
	Complete Annual Roads Inspection and prepare report & work quotes		X				X					
	Complete Park Fall seasonal activities (see Park tab)					X						

		Assigned Owner/Department										
Month	Task/Action	C	DS	E	FC	P	R	T	TB	TS	TB Appv. or Report	
November	Schedule annual fire service review meeting with Center Township	X							X		A	
	Begin budget process by sending out budget data & template							X	X			
	Send invoice to Center Township for 2H fire contract payment due by 12/1	X									R	
	2023 Bonds interest & principal payment due by 12/1							X			R	
	Approve Annual Road Inspection Report & Request for Quotes		X						X		A	
	Submit winter projected sand usage & submit to CWC Highway Dept.		X									
	Prepare Canvass Report in town board election years	X										
	Conduct Board of Canvass in town board election years	X							X		A	
	Complete periodic park checks and keep snow cleared from paved trails					X						
December	Send out RFQ's for following year's summer road maintenance work		X				X				R	
	Revise & adopt resolutions on compensation, meeting rate & approval levels								X		A	
	Revise & adopt fee resolution								X		A	
	Review status of contracts, verify we have current insurance certificates, & assign ownership for contracts requiring renewal								X		A	
	Conduct Reorganization meeting								X			
	Elect Board officers & assign designated supervisor roles for the following year								X		A	
	Review and revise Town Operating Policies & Procedures as needed								X		A	
	Designate polling place annually by resolution	X							X		A	
	Prepare & approve Meeting Calendar + resolution on Optional Holidays if needed	X							X		A	
	Approve & submit approved projects for CWC's Large Bid List (due by 12/15)		X						X		A	
	Submit PERA Exclusion Report to MN by 1/1							X			R	
	Complete periodic park checks and keep snow cleared from paved trails					X						

Assigned Owners/Departments

C = Clerk DS = Designated Supervisor E = Electors FC = Fire Chief

P = Park R = Roads T = Treasurer TB = Town Board TS = Transfer Station



Mission Township, Crow Wing County, Minnesota
Regular Town Board Meeting Agenda
December 08, 2025 – 7:00 PM – Mission Town Hall

Please silence cell phones. Meetings are conducted via Zoom so please limit private conversations. Meeting materials are usually available for public viewing on our website prior to the meeting and at the board table.

1. Call to Order, Pledge of Allegiance and Roll Call

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

3. Approval of the Agenda *(consent)*

4. Presentations

4.1

5. Consent Agenda *(Consent Agenda items are reviewed in advance by the board. Any supervisor can request discussion of any item. The agenda is approved by a single motion. (Motion & vote))*

5.1 Minutes

5.2 Claims for Approval

5.3 Crosslake Police Report

5.4 Correspondence

6. Town Operations Reports: *(Reports from officers, departments & committees)*

6.1 Clerk

6.2 Treasurer

6.3 Cemetery

6.4 Fire Department

6.5 Park/Park Committee

6.6 Planning & Zoning

6.7 Roads/Roads Committee

6.8 Transfer Station

7. Discussion/Action Items

7.1

7.2

7.3

7.4

7.5

7.6

8. Adjournment *(motion & vote)*