



**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 limited to 5 minutes*)

3. Approval of the Agenda (*Consent*)

4. Presentations

4.1 None.

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 (*11-10-2025 regular meeting & 12-01-2025 reorganization meeting*)

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 – (*Consider approving Saehr Consulting Memorandum for Services dated 11-26-25*)

6.7 Roads/Roads Committee

6.8 Transfer Station – (*Continue discussion from 12-1 reorganization meeting*)

7. Discussion/Action Items:

7.1 Consider Preliminary Plat for “Turtle Bay” as recommended by the Planning Commission (*Adopt Resolution 2025-19 – motion & vote*)

7.2 Consider Ordinance 2025-03 Amending the Mission Township Subdivision Ordinance Regarding Administrative Subdivisions as recommended by the Planning Commission (*Adopt Ordinance & Resolution 2025-18 Approving Summary Publication Language- motion & vote*)

7.3 Crosslake PSA Ambulance Initiative (*Update*)

7.4 Roads Committee Appointment – Don Gabrielson (*Appoint – motion & vote*)

7.5 Policy revisions (*Consider & approve-motion & vote*)

8. Adjournment (*Motion & vote*)

Present – Chair Jon Auge; Supervisors Erik Lee & Bob Steele; Clerk Naomi Scott; Treasurer Mary Zabilla and Fire Chief Jill Allord. Steve Pittman, Buck McAlpin, Don Gabrielson, Darlene Roach and Maintenance Worker Tim Moody were also in attendance.

Zoom – Zoom participants included John and Palma Zoia.

Call to Order, Pledge of Allegiance & Roll Call – J. Auge called the November 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 by consent.

Presentations:

1. GWC MN – Buck McAlpin, GWC board chair provided an overview of planned operations and answered questions.

Consent Agenda –

- **Minutes**
 1. October 8th Special Meeting-MTFD Planning Workshop.
 2. October 13th Regular Meeting.
- **Clerk Report & Correspondence** – Claims #11210 to #11231 totaling \$36,777.00, and correspondence. Claims 11185 to 11209 voided due to printing error. The board accepted a \$100 donation from Teresa McLean in memory of Ray Holm and authorized B. Steele to write a letter on behalf of the board supporting the CWC Land Use Ordinance changes on OHW buffers by consent.
- **Treasurer Report** – M. Zabilla reported:
 1. Beginning Balance: \$2,246,215.13
 - a. Receipts: \$570,949.94
 - b. Disbursements: \$1,454,036.57
 - c. Ending Balance: \$1,359,236.95

M. Zabilla requested approval for her and N. Scott to attend MAT training in November which was approved by consent.

Motion (1) by J. Auge, second by B. Steele, to approval the next bond payment to Ehler's for \$100,875.00. Voice vote with all supervisors voting aye. Motion passed.

- **Park Maintenance Expenditures for Approval** – see Park Report.
- **Crosslake Police Report** – 38 Calls for October 2025.

A motion (2) to accept the consent agenda was made by E. Lee, second by J. Auge. Voice vote with all supervisors voting aye. Motion passed.

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

- **Mission Fire Department Report** – 14 calls for October 2025 compared to 11 calls for October 2024, Year-to-Date calls is 157. The Chief reviewed her written report. Motion (3) by B. Steele, second by J. Auge to accept Cory Lane's resignation from the Mission Fire Department effective 11/10/25. Voice vote with all supervisors voting aye. Motion passed.
- **Roads & Roads Committee Report** – The Board reviewed the written report.
- **Planning & Zoning Update** – The Board reviewed the written report.
- **Park/Park Committee Report** – Switching out the tractor for winter Snow blowing.
- **Cemetery** – Nothing to report.

- **Transfer Station Report** – Closed for the year. Keys will be given to Waste Partners and Nisswa Rolloff in the spring.

Discussion/Action Items

- 1) **Mission Lakes Improvement District (LID) Petition** – Presentation by John Zoia and Steve Pittman on the LID petition. Following discussion, Motion (4) by B. Steele, second by J. Auge to go on record as supporting the Mission Lakes LID objectives without commenting on the budget and proposed assessment. Voice vote with all supervisors voting aye. Motion passed. The chair will send a letter of support to the CWC Board of Commissioners.
- 2) **Use of Facilities Policy – Motion (5)** by J. Auge, second by B. Steele, to approve the Facilities Use Policy and Facility Reservation Application as presented. Voice vote with all supervisors voting aye. Motion passed.
- 3) **MN Paid Leave Program** – J. Auge reviewed the updated information on the program. Motion (6) by J. Auge, second by B. Steele to adopt Resolution 2025-12- Adopting MN Paid Family and Medical Leave Law Policies. Voice vote with all supervisors voting aye. Motion passed. Copies of the Employee Notification letter were distributed to be signed by each employee by 12/1/2025 and retained in our Personnel Files.
- 4) **2025 Annual Road Inspection** – Motion (6) by B. Steele, second by J. Auge to accept the Mission Township 2025 Road Inspection Summary Report as presented. Voice vote with all supervisors voting aye. Motion passed.
- 5) **Revision to Subdivision Ordinance** – The Board discussed a proposed revision to the Subdivision Ordinance- Administrative Subdivisions further clarifying the language. There was agreement to place it on the agenda for the December 8, 2025, Planning Commission meeting.
- 6) **Schedule Planning Commission Meeting** – Scheduled for December 8, 2025 @ 6:00 PM. Agenda items include the ordinance revision and a preliminary plat application from Ray and Mary Zabilla.
- 7) **Crosslake PSA Ambulance Initiative** – J. Auge provided an update.

Future Agenda Items & Schedule

- 1) Mission Township Reorganization Meeting – December 1, 2025 @ 6:00 PM
- 2) Regular Township Board Monthly Meeting – December 8, 2025 @ 7PM
- 3) Fire Department and Fire Relief Meeting – December 9, 2025 @ 8PM

Adjournment – E. Lee made a motion (7) to adjourn the November 10th, 2025, Regular Township meeting at 8:59 pm, second by B Steele. Voice vote with all supervisors voting aye. Motion carried and the meeting was adjourned.

Respectfully Submitted,

Naomi Scott, Clerk

Attest: Jon Auge, Chair

*****November minutes are unapproved until the December 8th Regular Township Meeting *****

1. **Call to Order and Roll Call** – Present in person were Chair Jon Auge; Supervisor Bob Steele; Treasurer Mary Zabilla; and Clerk Naomi Scott. Supervisor Erik Lee was not in attendance. Chair J. Auge called the Reorganization Meeting to order at 6:04pm.
2. **Approval of the Agenda** – Board reviewed and approved as presented.
3. **Discussion/Action Items:**
 - 3.1 **Review Town Board Responsibilities document** – Accepted document as presented.
 - 3.2 **Resolution 2025-14-Making appointments to certain offices & positions and establishing meeting times for 2026.** There were no changes to the resolution as presented. J. Auge made a motion (1) to Adopt Resolution 2025-14, second by B. Steele. Voice vote with Supervisors J. Auge and B. Steele voting aye. Motion passed.
 - 3.3 **Resolution 2025-16-Establishing compensation and delegated approval authority for 2026.** Updates made to Resolution 2025-16 include deleting Fire Mechanic, adjusting Custodian hourly rate to \$22/hour and Election Judge hourly rate to \$21/hour. It was noted that since election judges are considered employees, should an elected official serve as an election judge, the town board will need to adopt a Conflict-of-Interest resolution for that official. J. Auge made a motion (2) to adopt Resolution 2015-16, second by B. Steele. Voice vote with Supervisors J. Auge and B. Steele voting aye. Motion passed.
 - 3.4 **Resolution 2025-17-Establishing Fee Schedule for 2026.** Updates to Resolution 2025-16 include: setting Winter burial season as November 1 through April 30; eliminating Administrative Fee on burials; charging a Park Pavilion usage fee for town residents/property owners on groups over 50 people to \$150, changing Preliminary Plat Review to \$450 and removing lot charge fees; changing Other Review to \$145 per hour; changing Construction Debris to a \$25 minimum and eliminating ½ and full dumpster rates; and eliminating garbage as an accepted item. There was discussion on additional Transfer Station rate changes that were deferred to the December regular meeting. Additional discussion was to ensure we ‘check-in’ Transfer Station users with their name, address and usage; add a ‘check-in’ spot at the entrance with signage for acceptable items and rates, consider adjusting hours to 8 am to 2 pm, and note that garbage is collected at the Crosslake Roll-off location for a fee. Following discussion, B. Steele made a motion (3) to adopt Resolution 2025-17, second by J. Auge. Voice vote with Supervisors J. Auge and B. Steele voting aye. Motion passed.
 - 3.5 **Resolution 2025-13-Designating the optional holiday days as not holidays in 2026.** J. Auge made a motion (4) to adopt Resolution 2025-13 second by B. Steele. Voice vote with Supervisors J. Auge and B. Steele voting aye. Motion passed.
 - 3.6 **Resolution 2025-15-Designating Annual Polling Place for 2026.** J. Auge made a motion (5) to adopt Resolution 2025-15, second by B. Steele. Voice vote with Supervisors J. Auge and B. Steele voting aye. Motion passed.
 - 3.7 **Review status of Town Contracts.** B. Steele will contact Center Township regarding a new 1-year contract. Since their contract expires in February, we will not hold a joint meeting with their board in December.
 - 3.8 **Consider revisions to Operating Policies & Procedures.** The board agreed to add the recent Minnesota Paid Leave Policy and Facility Use Policy.
 - 3.9 **Establish 2026 Town Meeting Schedule.** The Board accepted the 2026 Town Meeting Schedule as presented.
 - 3.10 **Consider 2026 Initiatives.** The Board accepted the 2026 Initiatives as presented.
 - 3.11 **Consider changes to Mission Township Master Planning Calendar.** The Board accepted the Mission Township Master Planning Calendar as presented. It was noted that board members should continue to identify additions to the calendar.
 - 3.12 **Consider revised agenda format for regular meetings.** The Board accepted the new agenda format as presented.

4. **Adjournment** B. Steele made a motion (6), second by J. Auge to adjourn the meeting at 7:37pm. Voice vote with Supervisors J. Auge and B. Steele voting aye. Motion passed.

Respectfully Submitted,

Naomi Scott, Clerk

Attest: Jon Auge, Chair

Date Range : 12/8/2025 To 12/8/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/08/2025	M & R Services	Fall mowing of ditches Receipt #50177112	11235	\$5,150.00	201-43050-390-	R & B ADMINISTRATION	\$5,150.00
12/08/2025	Saehr Consulting	Invoice #October & #November - Zoning Services	11236	\$905.50	100-41125-319- 100-41125-319-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$220.00 \$685.50
12/08/2025	Crow Wing Power	October Electric for Town Hall and Park	11237	\$165.93	100-41125-381- 229-45010-381-	GENERAL GOVERNMENT Culture-Recreation Administration	\$126.93 \$39.00
12/08/2025	Bolton & Menk, Inc.	Invoice #0377563	11238	\$14,415.50	420-43050-303-	R & B ADMINISTRATION	\$14,415.50
12/08/2025	Town Law Center PLLP	Bill Number 946	11239	\$333.50	100-41125-304-	GENERAL GOVERNMENT	\$333.50
12/08/2025	AutoSmith Service Group	#21846-Fixed air leak in Freightliner	11240	\$343.44	225-42210-232-	Fire Administration	\$343.44
12/08/2025	Van Horn Services	Invoice #2948 2-lawn mowing & 2-tree removal	11241	\$654.00	100-41125-390- 100-41125-391- 100-41125-391-	GENERAL GOVERNMENT GENERAL GOVERNMENT GENERAL GOVERNMENT	\$104.00 \$150.00 \$400.00
12/08/2025	Napa Crosslake	Diesel Exhaust Fluid-194208	11242	\$286.96	225-42210-220-	Fire Administration	\$286.96
12/08/2025	Paper Plan-It, LLC	Invoices #7657 October & #7703 November Payroll and Reconciliation	11243	\$1,021.90	100-41125-318- 100-41125-318-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$616.90 \$405.00

Date Range : 12/8/2025 To 12/8/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/08/2025	Timber Ridge Electric	Invoice #16171045	11244	\$2,875.00	100-41125-235-	GENERAL GOVERNMENT	\$2,875.00
12/08/2025	MN State Fire Dept Association	2026 MSFDA Membership Dues	11245	\$225.00	225-42210-355-	Fire Administration	\$225.00
12/08/2025	Mission Township Firefighters Relie	Hunt Donation	11246	\$100.00	100-41125-720-	GENERAL GOVERNMENT	\$100.00
12/08/2025	Mary Zabilla	Mileage reimbursement for November	11247	\$217.00	100-41125-331-	GENERAL GOVERNMENT	\$217.00
12/08/2025	Midwest Security and Fire	Invoice #29299 Installation of keypad to North Fire Hall Door	11248	\$359.00	100-41125-236-	GENERAL GOVERNMENT	\$359.00
12/08/2025	Nisswa Rolloff Service	Invoice #4190	11249	\$7.00	100-43210-395-	Sanitation Administration	\$7.00
12/08/2025	Jon Auge	Reimbursement for Office Supplies: name plates & posters	11250	\$169.19	100-41125-201-	GENERAL GOVERNMENT	\$169.19
12/08/2025	Elan Financial Services	Credit Card - All receipts included	11251	\$1,537.61	100-41125-201- 229-45010-220-	GENERAL GOVERNMENT Culture-Recreation Administration	\$71.77 \$60.66
					229-45010-231-	Culture-Recreation Administration	\$14.29
					100-41125-207- 225-42210-201- 225-42210-230-	GENERAL GOVERNMENT Fire Administration Fire Administration	\$24.80 \$898.93 \$467.16
12/08/2025	Naomi Scott	Reimbursement for media	11252	\$47.00	100-41125-321-	GENERAL GOVERNMENT	\$47.00

Date Range : 12/8/2025 To 12/8/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/08/2025	Optimal Yardscapes, LLC	Invoice #1919 Snow Plowing, 2 Burials(1,800) & Winter Mark Out(1,300.00)	11253	\$3,175.00	100-49010-392- 100-49010-406- 100-49010-405-	Cemetery Cemetery Cemetery	\$75.00 \$1,800.00 \$1,300.00
12/08/2025	CTC-446126	Invoice #11402542 Phone and internet at Town Hall	11254	\$228.46	100-41125-321-	GENERAL GOVERNMENT	\$228.46
12/08/2025	Xcel Energy	Statement #954343192 Gas Bill	11255	\$409.44	100-41125-383-	GENERAL GOVERNMENT	\$409.44
12/08/2025	Waste Partners, Inc.	Sanitation Administration Invoice 5BX62823	11256	\$241.92	100-41125-395- 100-43210-395-	GENERAL GOVERNMENT Sanitation Administration	\$51.76 \$190.16
12/08/2025	Mission Fire Relief Association	Received from Center Township for Fire Relief	11257	\$3,240.50	226-42210-126-	Fire Administration	\$3,240.50
12/08/2025	PERA-Public Emp Retirerment Assoc	Mission Township 6329000 PERA	11258	\$387.00	100-41125-121-	GENERAL GOVERNMENT	\$387.00
12/08/2025	Crow Wing County Highway Department	Invoice #9312 - Gas and Diesel	11259	\$433.02	225-42210-231- 201-43125-231-	Fire Administration Ice and Snow Removal	\$337.17 \$95.85
12/08/2025	MN Dept of Revenue	Mn State Taxes - Direct Deposit - paid electronically via Paper Plan	11260	\$91.00	225-42210-125-	Fire Administration	\$91.00

Date Range : 12/8/2025 To 12/8/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/08/2025	IRS-Internal Revenue Service	IRS-Paid electronically via Paper Plan-it	11261	\$1,596.20	100-41125-125- 229-45010-125-	GENERAL GOVERNMENT Culture-Recreation Administration	\$604.32 \$53.56
					225-42210-125- 201-43125-125-	Fire Administration Ice and Snow Removal	\$886.14 \$52.18
12/08/2025	Payroll	Payroll-Direct Deposit - paid electronically via Paper Plan	11262	\$9,181.48	100-41110-103- 100-41430-103- 225-42210-103- 229-45010-315-	Council/Town Board Clerk & Treasurer Fire Administration Culture-Recreation Administration	\$864.77 \$1,651.83 \$5,116.76 \$300.47
					100-41125-311- 100-43210-103- 201-43125-106-	GENERAL GOVERNMENT Sanitation Administration Ice and Snow Removal	\$46.18 \$886.56 \$314.91
Total For Selected Claims				\$47,797.55			\$47,797.55

Erik Lee

Town Supervisor

Date

Jon Auge

Town Supervisor

Date

Robert Steele

Town Supervisor

Date



Crosslake Police Department
Mission Township
Monthly Report: November 2025

Agency Assist	5
Driving Complaint	2
Housewatch	1
Motorist Assist	2
Open Door	1
Traffic Warning	29
Traffic Citation	7
Welfare Check	2

TOTAL: 49



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

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

TOTAL: 101

TOTAL: 77

2024 Year to Date: 627

2025 Year to Date: 603

2026 MINNESOTA NATURAL GAS RATE PROPOSAL

IMPROVING THE NATURAL GAS SYSTEM THAT SERVES OUR CUSTOMERS



OUR SERVICE AT A GLANCE



We serve 492,000 natural gas customers in 29 Minnesota counties.



Our Minnesota natural gas system includes 9,840 miles of distribution mains, 64 miles of transmission pipeline and nearly half a million gas meters.

IN THE COMMUNITY



Last year, we spent more than \$1.2 billion with Minnesota suppliers, including \$179 million with small and local suppliers.



Xcel Energy paid \$200 million in property taxes last year, the most in Minnesota. As one of the state's largest employers, we provide jobs for more than 5,700 Minnesotans.

With two out of three Minnesotans heating their homes with natural gas, customers rely on safe and reliable service. At Xcel Energy, we know it is our job to provide gas safely, 24 hours a day, 365 days a year. That's why we're committed to upgrading and strengthening our infrastructure to ensure system resiliency.

In order to make energy work better for our customers, we submitted a proposal to the Minnesota Public Utilities Commission on Oct. 31, 2025, for new natural gas rates. While the commission considers our request, we have proposed interim rates to begin Jan. 1, 2026. Xcel Energy last proposed new natural gas rates in 2023.

Proposed rates

If new rates are approved as requested:

- The average residential natural gas customer bill would be 8.7%, or \$7.11, higher per month compared to their current bill. Business customer bills will vary depending on energy usage.
- While the Commission considers our rate proposal, we are proposing interim rates that begin Jan. 1, 2026. The interim rate increase will add about 7.1% or \$5.84, to an average residential customer's monthly bill. If final rates approved by the Commission are lower than interim rates, we would apply a refund in the form of a one-time credit with interest on customers' bills.

Improvements we're proposing to the natural gas delivery system

- Fire safety systems at our gas peaking plants to ensure continued operational safety and reliability of these plants, which support our overall natural gas system
- Gas transmission and distribution infrastructure to support system reliability for new and existing customers
- Replacing aging vehicles and infrastructure and transitioning to electric vehicles and related equipment
- Updating information technology assets to ensure customers and employees have reliable technology

Safety is always Xcel Energy's top priority

We design and operate our natural gas system to ensure the safety of our customers, our employees and contractors, and the public. Accordingly, our rate proposal centers around past and near-term safety and reliability investments. It also reflects increasing expenses through ongoing natural gas pipeline initiatives, integrity programs, emergency response and damage prevention programs.

Our safety programs are recognized as some of the best in the industry. Since the beginning of our pipeline renewal programs in Minnesota in 2015, we have renewed and replaced more than 580 miles of distribution pipeline and 21,000 service lines, upgrading to more durable, better-performing materials.

WE'RE HERE TO HELP

We encourage customers to reach out if they need help paying their energy bills. Find more information at xcelenergy.com/Residential or xcelenergy.com/Business.

Learn to save energy and money at xcelenergy.com/Tips

Xcel Energy offers customers options such as payment plans and assistance to get them through difficult times. Learn more about assistance and the programs listed below at xcelenergy.com/EnergyAssistance or call **800-895-4999**.

INCOME-QUALIFIED PROGRAMS INCLUDE:

- Gas Affordability program (GAP)
- Energy Assistance program (EAP) in Minnesota funded by Low Income Home Energy Assistance program (LIHEAP)
- Low Use Affordability Credit program supports customers who need assistance but may not typically qualify for programs like PowerON and GAP
- Flexible payment plans, budget billing and ability to set a custom monthly due date for bills

Our vision

Natural gas is a key part of a low-carbon future. We have a goal to achieve net-zero greenhouse gas emissions from our natural gas business by 2050. This proposal's investments align with our Net-Zero Vision to achieve the State's clean energy goals over the coming decades. Our proposal will bring us one step closer to operating the cleanest natural gas delivery system possible while maintaining reliable, affordable service for customers.

Keeping bills below the national average

We are committed to making investments that deliver value for customers while keeping bills low. Since 2013, our average Minnesota residential customer's natural gas bills increased by 0.76% per year on average, well below the rate of inflation. If our proposal is approved as requested, our average Minnesota residential customer's natural gas bills will also remain well below the national average.





Naomi Scott <missionclerk@gmail.com>

Mission Township, Crow Wing Co. updates

1 message

Sanda, Amy (DOT) <amy.sanda@state.mn.us>
To: "missionclerk@gmail.com" <missionclerk@gmail.com>

Fri, Dec 5, 2025 at 2:03 PM

Clerk Naomi Scott

Treasurer Mary Zabilla

Supervisors Erik Lee, Bob Steele, Jon Auge

From: Amy Sanda, MnDOT
Geographic Information and Mapping Section

Township Status Report

The Geographic Information and Mapping Section of the Minnesota Department of Transportation has created new maps using GIS. We request your assistance in updating our Township Mapping Road Status Report. Please review the enclosed map and indicate any changes or corrections that should be made to the map. (If there are no changes or corrections, just send a note and state: "No Changes".) Please send us the edits if there are any changes, by **January 30, 2026**.

See PDF above.

Send information to Amy Sanda at amy.sanda@state.mn.us

Your Road Status Report should include any new road construction, realignments, and vacated roads. Include street names, route system designations, pavement and other details. Please continue to note all road additions or corrections (including private roads which serve more than one postal address.) Please indicate whether roads are public or private. The map should depict existing roads only, not roads that are platted.

Your report may include other map features which need correction, such as bridges, rivers, lakes, rail lines, street names, or indicating one-way streets. Municipal boundary changes should be indicated with a circle and notation. Our section will research the municipal boundary adjustment documentation as approved by the Minnesota Office of Administrative Hearings and plot these changes on our map products. We appreciate feedback regarding the mileage within all townships in Minnesota.

Your cooperation and assistance in compiling this data will be greatly appreciated.

Amy Sanda

Geographic Information and Mapping

TDA, OTSM

Minnesota Department of Transportation

[395 John Ireland Boulevard](#)

[Saint Paul, MN 55155](#)

Email: amy.sanda@state.mn.us

Checklist:

CSAH (County State Aid Highway) Construction projects completed this year

County Road resolutions and construction projects completed this year

New streets/township roads completed this year

Private streets containing multiple addresses (differentiate between public/private)

All proposed roads that will open next year

Any corrections needed to be made on current map:

- Street names
- Historic landmarks
- One-way streets
- Roundabouts
- Lake names
- Other corrections
-

Additional information (if available) that can help populate MnDOT's LRS:

- Number of lanes
- Pavement (surface) type
- Shoulder type/width
- Rumble strips (if present are they on centerline, fog-line or in the shoulder)
- Posted speed limit
- Access control

2 attachments

 [township-order-form-38637519-v1.docx](#)
32K

 [mission.pdf](#)
2277K

TOWNSHIP OF MISSION

PREPARED BY THE
MINNESOTA DEPARTMENT OF TRANSPORTATION
OFFICE OF TRANSPORTATION SYSTEM MANAGEMENT

IN COOPERATION WITH
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

SCALE
0.25 0.125 0 0.5 0.75 1 Miles
0 0.25 0.5 1 1.5 2 Kilometers
1 in = 1,600 ft

2024

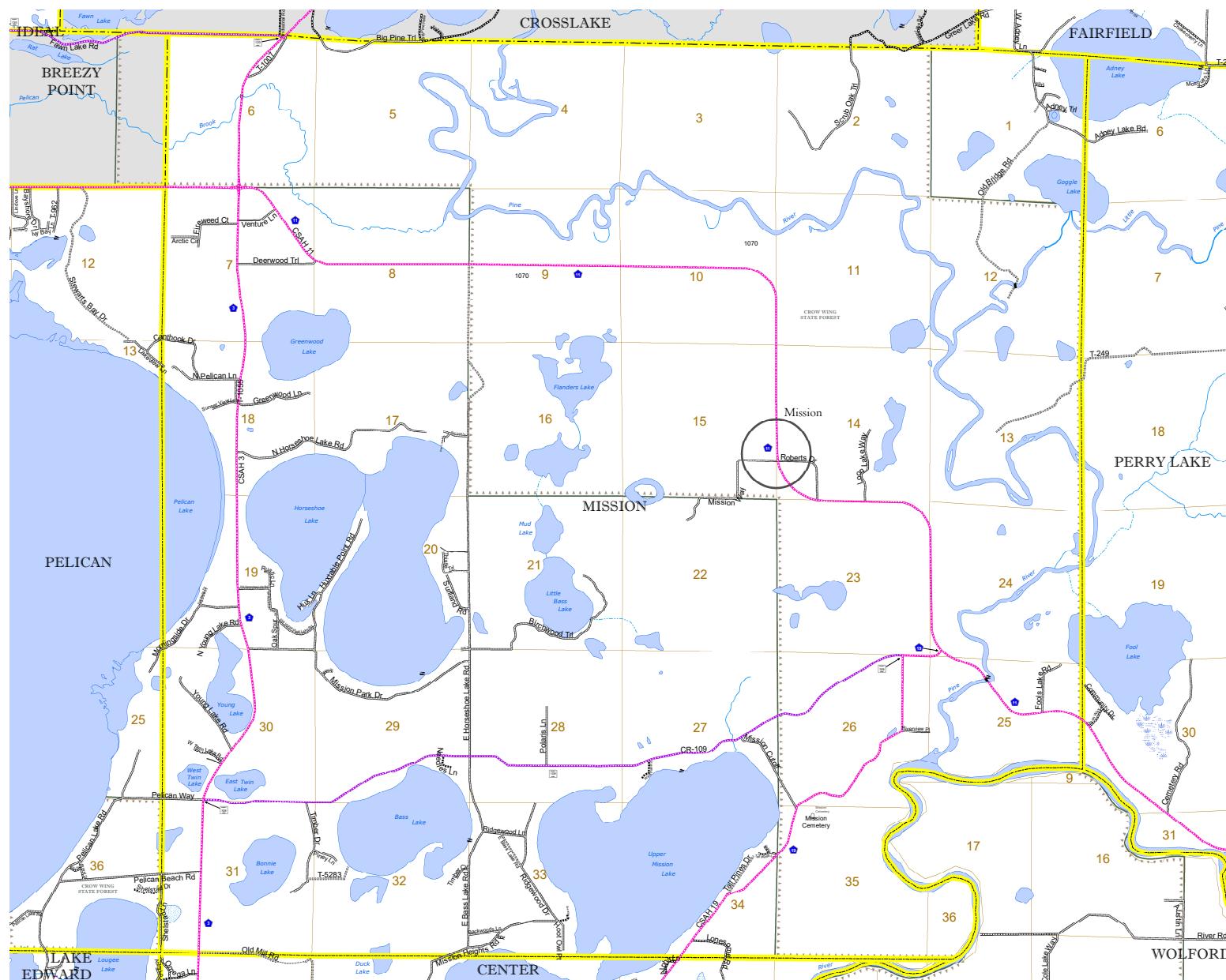


North American Datum of 1988

Projection: Transverse Mercator
NAD 1988
UTM Zone 15



Population (U.S. Census 2010): 817



TOWNSHIP ORDER FORM

Maps are 24 x 36: Please print "County" name, and list quantity after each "Township" map name.

Maps are available upon request by mail: Please write checks or money orders payable to: "Minnesota Department of Transportation". **Mail to: Minnesota Department of Transportation. Map Sales. MS-260. 395 John Ireland Blvd. St. Paul, MN 55155-1800.** Any questions, contact Map Sales. **Phone:** 651-366-3017. **Email:** maps.and.manual.sales.dot@state.mn.us

Please print information for return shipping:

Name: _____

Township, County: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

County Name: _____ Quantity: _____

Township Name: _____

NO REFUNDS, ALL SALES FINAL.

_____ **Total number of 24x36 sheets at \$1.50 each = \$ _____**

(Flat rate: one map, or more) Shipping Charges = \$ 3.50

Township Order Total = \$ _____

Local Government Tax Exemption: Purchases made by local governments (cities, counties and towns) are generally exempt.

**Sales Tax for private organizations: Tax amounts will be according to the city or county where the maps are shipped.*

**Sales Tax (Private company or citizen): \$ _____*

Total = \$ _____

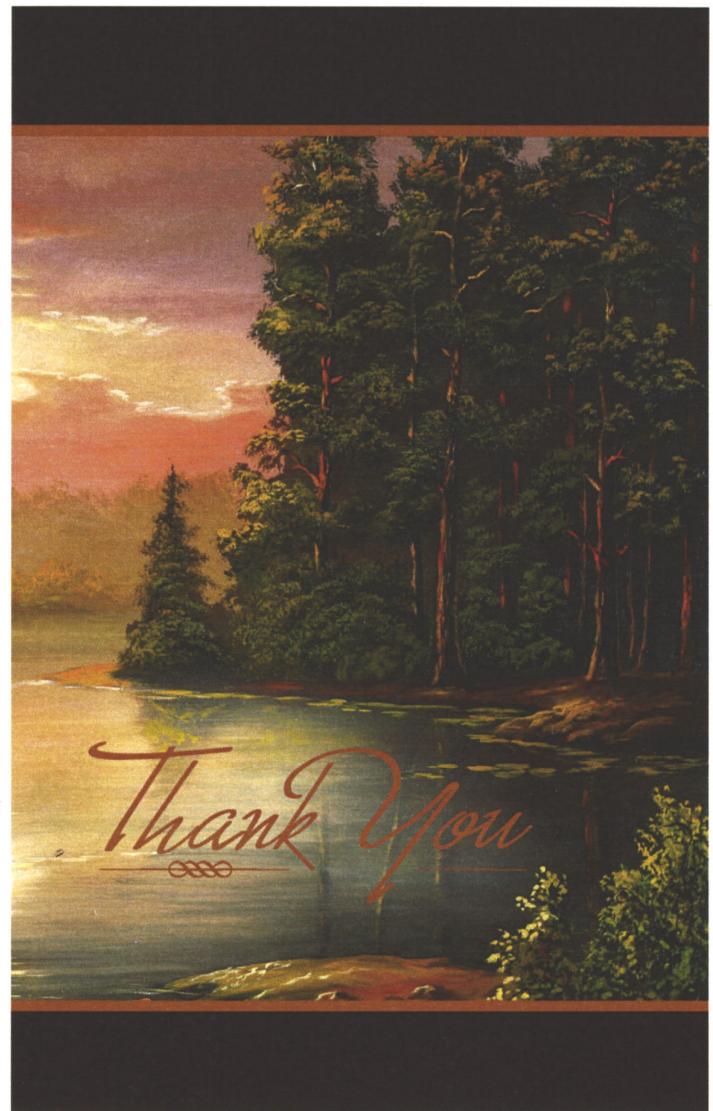
***Make checks or money order payable to: "Minnesota Department of Transportation".** If you want to order several different Township maps, they must all be in the same County. Add more on the back if you need more room, or on another page.

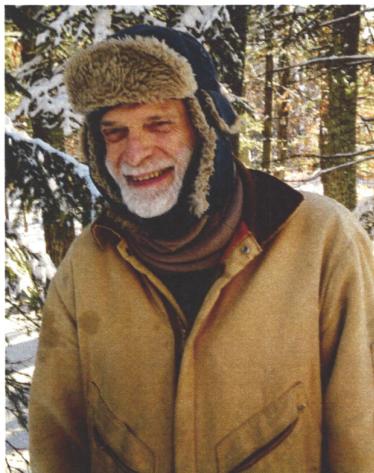
Mail Order to: MINNESOTA DEPARTMENT OF TRANSPORTATION.

MAP SALES. MS-260.

395 John Ireland Boulevard.

Saint Paul, MN 55155-1800.





In Memory Of
RAYMOND HOLM

JULY 10, 1941 - OCTOBER 7, 2025

Dear Naomi

Thank you so much for opening the Townhall. There sure have been a lot of remodeling on the inside to make it useable for the fire dept.

The funeral was well attended by friends and family. The fire dept participation was a wonderful addition. Ray's spirit would be happy with the celebration and where it may lead. Thanks Naomi. - Col

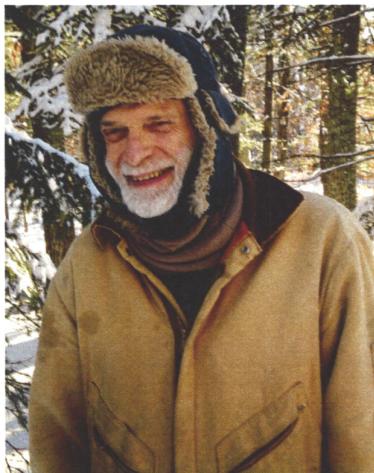
Thank you for
your words of sympathy,
your voice of concern,
your gesture of caring
and the love you offer.

Dear Naomi,

Thank you for your generosity & patience with us as we organized the celebration for Ray from afar and then up close.

All the best to you + your family -

Kristen



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All the best to you + your family -

Kristen



December 2, 2025

MN ID: 2888227
Letter ID: L1662082400

#BWBBMRR
#0000 0166 2082 4009#
MISSION TOWN OF
PO BOX 126
MERRIFIELD MN 56465-0126

Minnesota Department of Revenue Tax Order

MN ID: 2888227

Notice Date: December 4, 2025

Amount Due: \$1,009.87

Payment Due Date: February 2, 2026

The Minnesota Department of Revenue reviewed your **Sales & Use Tax** liability for December 2022 - December 2024 and made changes. Our review resulted in this tax change, as allowed by state law. (See Minnesota Statutes, 289A.50, 270C.03, subdivision 1(2), and 270C.33, subdivision 4.)

This table is a summary of your amount due.

Tax Change	Penalty	Interest	Claims	Total
\$908.34	\$0.00	\$101.53	\$0.00	\$1,009.87
Offset				\$0.00
Amount Due				\$1,009.87

How was the amount calculated?

The enclosed report explains the changes made and how we calculated your amount due.

What happens next?

If you agree with this order, you must pay the full amount due by February 2, 2026, to avoid additional late payment penalty and additional interest.

If you need to contact us about payment options:

Email: mdor.collection@state.mn.us

Mail: Collection Division
PO Box 64564

St. Paul, MN 55164-0564

Phone: 651-556-3003 or 1-800-657-3909

Payment Options

- Pay electronically from your bank account. Go to www.revenue.state.mn.us and type

make a payment into the Search box. We do not charge you for this service.

- **Pay by credit card or debit card.** Go to www.revenue.state.mn.us and type **make a payment** into the Search box. A third party processes these payments and charges a fee for this service
- **Pay by check or money order.** Include the enclosed voucher. Write the Letter ID on the memo line, and mail to the address on the voucher. You can find the Letter ID in the top right corner of this letter.
- **Pay by ACH credit transfer through your financial institution.** Go to www.revenue.state.mn.us and type **ACH Credit** into the Search box.

Payment Agreements

If you cannot pay this debt in full go to www.revenue.state.mn.us and type **payment agreement** into the Search box or call us at 651-556-3003 or 1-800-657-3909 (toll-free) to request one.

Note: You cannot enter into a payment agreement if your business is subject to Cannabis Gross Receipts Tax or has an active liquor license.

What if I disagree?

If you disagree with this order, you have the right to appeal. For details, see the enclosed information sheet, "Your right to appeal (ask for a change in our decision)." **Note:** Contacting our audit staff will not extend your deadline to appeal.



Gina Amacher, Director
Sales and Use Tax Division



Your Right to Appeal

What's an appeal?

An appeal is a written request to change a decision made by the Minnesota Department of Revenue.

If you disagree with a decision, you may ask us or the Minnesota Tax Court to change it.

If we deny your appeal, you may appeal our decision to the Tax Court.

How do I appeal to the Department of Revenue?

You can submit your appeal to us online or by mail. Appeals must be submitted or postmarked within 60 days of the letter's Notice Date.

Online

Go to www.revenue.state.mn.us and enter **Electronic Appeal** into the Search box.

You will need:

- Letter ID
- Letter date
- Amounts, including the tax years or periods, you are appealing
- Why you disagree with our decision
- Supporting documentation
- Tax return if you did not file but should have

By Mail

Send us a letter with the following:

- Name
- Address
- Minnesota Tax Identification Number or Social Security Number
- For corporations:
 - State of incorporation
 - Principal place of business
- Letter date
- Tax type involved
- Amounts, including the tax years or periods, you are appealing
- Why you disagree with our decision
- Tax return if you did not file but should have
- Your signature or that of your authorized representative (the person who is named on your power of attorney form)

Mail the letter and supporting documentation to:

Minnesota Revenue
Special Taxes - Appeals
Mail Station 3331
St. Paul, MN 55146-3331

What if I need more time to appeal?

You can request a one-time 30-day extension to appeal the decision. You must submit the request within 60 days of the letter's Notice Date.

Can someone help me with my appeal?

Yes. You may have an accountant, attorney, or other eligible adult represent you during the appeal. You must give that person written permission.

Fill out and sign a power of attorney (POA) form and submit it with your appeal. For more information, go to www.revenue.state.mn.us and enter **Power of Attorney** into the Search box. You can also call us at 651-296-3781 or 1-800-652-9094 to request a POA form.

How do I appeal to Minnesota Tax Court?

You may appeal your tax order to Minnesota Tax Court within 60 days of the Notice Date on the commissioner's order. You can find information for filing a tax court appeal, including the forms, instructions, extensions, and filing fees on the Minnesota Tax Court's website or by contacting them directly:

Mail: Minnesota Tax Court
Minnesota Judicial Center, Suite 245
25 Rev Dr. Martin Luther King Jr. Blvd
St. Paul, MN 55155
Phone: 651-539-3260
Website: <https://mn.gov/tax-court>

What if the order denies my claim for a refund?

If we denied your claim for a refund, you may either:

- Appeal to us or to the Minnesota Tax Court
- Sue us to recover your refund in Minnesota District Court within 18 months of the date of the order

What if I only disagree with the penalty amount?

You may ask us to reduce or cancel a penalty for filing or paying late (called an abatement).

If you disagree with any penalties other than those for filing or paying late, you must appeal the order.



How do I ask for an abatement?

Send us a letter explaining in detail why you believe you have reasonable cause for filing or paying late. Your request must be postmarked within 60 days of the Notice Date on the order. Include a copy of the order with your letter.

If you want to ask for an abatement and appeal other aspects of an order, you may do both at the same time in an appeal to the Department of Revenue. Mail your abatement letter to:

Minnesota Revenue
Special Taxes - Appeals
Mail Station 3331
St. Paul, MN 55146-3331

What happens after I ask for an abatement?

We will consider your request and notify you of our decision.

- **If we agree** to reduce or cancel the penalty and interest on the penalty, you must still pay the taxes and interest on those taxes.
- **If we deny** your request for an abatement, you may appeal our denial. You cannot ask for an abatement again. If you still disagree with the penalty, you must file an appeal. The denial will tell you how to appeal.

Where can I get more information about my appeal rights?

See Minnesota's statutes (laws) and administrative rules for more information.

For information about	See
Appealing to the Department of Revenue	Minnesota Statutes, Section 270C.35, available at www.revisor.mn.gov
Appealing to the Minnesota Tax Court	Minnesota Tax Court website at https://mn.gov/tax-court
Reducing or cancelling (abating) a penalty	Minnesota Statutes, Section 270C.34, available at www.revisor.mn.gov

Cut carefully along this line to detach.

Your check authorizes us to make a one-time electronic fund transfer from your account.



Sales & Use Tax Audit

MISSION TOWN OF

Letter ID: L1662082400

MN ID: 2888227

2888227

Due Date: 02/02/26

02/02/26

Amount Due: \$1,009.87

\$1 009 87

Make check payable to:

Make check payable
Minnesota Revenue

Minnesota Revenue
PO Box 64649, Saint Paul, MN 55164-0649

Amount of Check: _____



December 2, 2025

MN ID: 2888227
Letter ID: L0909139296

#WBMMRR
#0000 0090 9139 2960#
MISSION TOWN OF
PO BOX 126
MERRIFIELD MN 56465-0126

Explanation of Adjustments**ST310C**

Revenue Tax Specialist	Period Covered by Report
Nate Anderson	Notice Date
651-556-4752	Additional Tax (From Tax Summary)

Based on an examination of your records, we made adjustments for the periods shown above.

As part of this audit, we advised you of certain incorrect actions relating to your Minnesota sales and use tax responsibilities. Minnesota tax law authorizes the assessment of a 10 percent negligence penalty. We did not apply the penalty to this audit. If we discover underreporting issues in the future, this penalty may apply. Since we discussed your errors and advised you of correct procedures, continued failure to file a return or filing a false or fraudulent return or claim for refund with the intent to evade or defeat a tax or payment of tax may subject you to the 50 percent fraud penalty. (M.S. 289A.60, Subd 5)

Minnesota sales and use tax law is governed by Minnesota Statutes, Chapter 297A (M.S. 297A) and Minnesota Rules, Chapter 8130. Statute cites or Rule references appear in parentheses whenever an item is defined as taxable or is specifically exempt under Statute or Rule. We also listed cites to tax administration and compliance law (M.S. 289A). For more specific information on each item, refer to the reason code (Reason) column on each schedule.

This report was based on the laws in effect during the review period and should not be considered a comprehensive list of sales and use tax issues that affect your business. Subsequent statutory changes and court decisions could affect the tax treatment of similar transactions. Because efforts were made to efficiently identify significant sales and use tax issues that affect your business, it is possible that your business records could contain sales and use tax issues not addressed in this audit.

If you paid a tax in excess of the taxes lawfully due, you can file a written claim for refund within 3-1/2 years from the date the tax return was due or one year from the date of an order assessing tax, an order determining an appeal or a commissioner filed return, whichever is later, provided that you paid in full the amount shown on the order or return made by the commissioner. The refund claim must identify the taxpayer, the type of tax paid, the period for which the tax was paid, the amount of the overpayment and the grounds on which the refund is being claimed.

Table of Contents

- Tax Summary by Taxline
- Computation of Tax, Penalty, and Interest
- Schedule 1 - SWMT
- Schedule 2 - refund

Tax Summary by Tax Line

		Taxable	Appt	Rate	Tax
Schedule 1:	SWMT				
Commercial SWM Tax (17.00%)		\$9,202.00		17%	\$1,564.34
		Schedule 1 Total:			\$1,564.34
Schedule 2:	refund				
Variable Rate Purchases		(\$656.00)		100%	(\$656.00)
		Schedule 2 Total:			(\$656.00)
			Total Tax:		\$908.34



December 2, 2025
Page 3

MN ID: 2888227
Letter ID: L0909139296

Computation of Tax, Penalty, and Interest by Period - through 12/04/2025
Tax, Penalty, and Interest

Periods	Tax	Interest	Total
01/01/2022 - 12/31/2022	\$130.20	\$25.92	\$156.12
01/01/2023 - 12/31/2023	\$301.29	\$44.05	\$345.34
01/01/2024 - 12/31/2024	\$476.85	\$31.56	\$508.41
		\$101.53	\$1,009.87

Amount Due: \$1,009.87

Tax, Penalty, and Interest Explanations

Explanations

We calculated interest from the date the tax was due to the notice date. (M.S. 289A.55)

The chart below shows the interest rate by period.

PERIOD	RATE
01/2010 - 12/2016	3%
01/2017 - 12/2018	4%
01/2019 - 12/2020	5%
01/2021 - 12/2022	3%
01/2023 - 12/2023	5%
01/2024 - 12/2025	8%
01/2026 - current	7%



December 2, 2025
Page 5

MN ID: 2888227
Letter ID: L0909139296

Schedule 1: SWMT

Date	Name	Description	Rsn	Invoice	Taxable Amt	Tax	Grp
12/31/22			603		\$1,360.00	\$231.20	1
	December 2022				Period Total:	\$1,360.00	\$231.20
12/31/23			603		\$3,137.00	\$533.29	1
	December 2023				Period Total:	\$3,137.00	\$533.29
12/31/24			603		\$4,705.00	\$799.85	1
	December 2024				Period Total:	\$4,705.00	\$799.85
		Schedule 1 Total (to Tax Summary):					\$1,564.34

Schedule 1: SWMT

Part 2: Tax Rates

Tax Rate Groups

Group 1 Commercial SWM Tax (17.00%)

Group 1 Tax Rates

Commercial SWM Tax (17.00%)

01/01/1998 - 12/31/2024 Rate: 17%

Reason Explanations

603 A 17% solid waste management tax is imposed upon the sales price of mixed municipal solid waste management services received by a commercial generator or a self-hauler. (M.S. 297H.03, subd. 1 and 2 and M.S. 297H.05)



December 2, 2025
Page 7

MN ID: 2888227
Letter ID: L0909139296

Schedule 2: refund

Date	Name	Description	Rsn	Invoice	Taxable Amt	Tax	Grp
12/31/22			901		(\$101.00)	(\$101.00)	1
	December 2022				Period Total:	(\$101.00)	(\$101.00)
12/31/23			901		(\$232.00)	(\$232.00)	1
	December 2023				Period Total:	(\$232.00)	(\$232.00)
12/31/24			901		(\$323.00)	(\$323.00)	1
	December 2024				Period Total:	(\$323.00)	(\$323.00)
		Schedule 2 Total (to Tax Summary):					(\$656.00)

Schedule 2: refund

Part 2: Tax Rates

Tax Rate Groups

Group 1 Variable Rate Purchases

Group 1 Tax Rates

Variable Rate Purchases

07/31/1967 - 12/31/2024 Rate: 100%

Reason Explanations

901 Use this code to create any additional explanations.

Clerk's Report-December 8th, 2025

1. Claims #11235 to #11262 totaling \$47,797.55.
2. Correspondence includes:
 - a. 11-13-25 Treasurer's and Clerk's MAT Training Recap
 - i. Election Judges are employees.
 - ii. Names and amounts paid separate on reports posted on website.
 - iii. Three signatures required on checks.
 - b. Minnesota Natural Gas Rate Proposal from Xcel Energy for 2026, pages 1-2.
 - c. DOT Request for Information, pages 3-7.
 - d. Thank You from Holm Family, pages 8-9.
 - e. Letter from MN Department of Revenue, Pages 11-24.
3. 11/22/25 Full Burial at Mission Old Cemetery.

Naomi Scott, Mission Township Clerk

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

1. Beginning Balance: \$2,246,215.13
 - a. Receipts: \$575,773.45
 - b. Disbursements: \$1,591,900.71
 - c. Ending Balance: \$1,226,196.62
2. The sales tax audit is completed. I found an error in the audit and let the Auditor know. He revised the audit and the total due is \$758.40.
3. Naomi and I attended the EOY Clerks and Treasurers training this month, which was a good refresher for the upcoming year regarding what reporting is due when. It is also good to hear different perspectives from some of the other townships.
4. Paper PlanIT switched the township to Gusto for payroll reporting. Paper PlanIT is switching to a monthly service plan going forward. In looking at the plans and the offerings, my recommendation is to go with the Core plan, which is the lowest cost plan available. The Core plan will provide the Township with everything we currently receive from them. In addition to the Core plan, Paper PlanIT will also start charging a per employee cost for payroll as they can no longer absorb the payroll costs into their business. That amount will be \$5 per month, per employee.
5. If the Board approves the recommendation to go with the Core plan, I would also like to request approval for the invoicing to be billed to the Township credit card. Paper PlanIT would like to bill either by ACH or credit card and a credit card approval would provide a better paper trail for us.



DECEMBER 2025 MONTHLY FIRE DEPARTMENT REPORT

Monthly calls: 14 for NOVEMBER

Mission Twp: EMS: 4 Fire: 0
Center Twp: EMS: 5 Fire: 2
Pelican Twp: EMS: 2 Fire: 0
Mutual Aid: Fire: 0

Year to Date Calls:

Mission Twp: 92	4
Center Twp: 49	3
Pelican Twp: 23	0
Mutual Aid: 6	0

November 2024 Calls

Year to date calls for 2025: 170

YTD 2024: 139

****There was an error last month in the # of calls For 2024. I inadvertently used the previous Month's numbers. I apologize for the error.**

Department Training:

- 1) 12/4 – Tim and I attended Chief's Meeting at Brainerd Fire Hall
- 2) 12/9 – FD Meeting and truck checks
- 3) 12/16 – Fire Training
- 4) No other training this month due to the holidays.

Trucks/Equipment:

1. The tracks will be put on the ATV on 12/9/2025.

Personnel:

- 1) Received resignation letter from Damon Eklund effective 11/17/2025.
- 2) Branden Cluever submitted a letter of resignation to Bob when he met with him to sign his FMLA form. Bob turned the letter into Naomi.
- 3) We received an application and conducted an interview for Konnor Dik. He would like to join for Fire and Medical.

Training/Classes:

1. Hazmat the First Two Hours – held at CWC Land Services Building. No charge for this class. There will be two options for this class: 2/19/2026 from 1:00 – 4:00 or 6:00 – 9:00.
2. Sourcewell is hosting an Active Violence tabletop that is also free to attend. This will be held on 2/10/2026 at Sourcewell in Staples from 9 – 2.



3. Firefighter I & II with Fire, Inc. – We will be sending 2 personnel to this class. There is an organizational meeting on 1/8/2026 at the Brainerd Fire Hall beginning at 6:30.
4. CRMC has an EMR class beginning in January 2026. Would like to send Vanessa Duval through this EMR class.
5. I talked to Bob about attending a Leadership Development Training that is put on through the MBFTE. This is a 44-hour divided into four real-world modules and is intended for the students to go through the entire course together, thereby creating a professional relationship with each other for the future in their fire service career. The course begins with Leadership: a module focusing on leadership styles, ethics, communication, crisis management, and strategic and succession planning. This module will serve as the platform for students to build from as they continue to take the next three modules: Human Resources; Financial Management; and Marketing. The training is located in St. Cloud and is held on 4 Fridays and 4 Saturdays in Jan. – April. The MBFTE covers the cost for the training, hotel and meals.
6. ICS 300 (Intermediate) is for personnel needing advanced application of ICS) & ICS 400 (Advanced is for senior personnel managing incident with Area Commands or Multi-Agency Coordination Entities). These will be held at CWC Land Services Building. Dates are: ICS 300 – 3/24/26 – 3/26/2025 and ICS 400 – 4/7 – 4/8. There is no charge for these classes.

Other:

- 1) Received the quote from First Due.
- 2) Would like to purchase coats for the fire department personnel. We have a lot of new people on the department and have not purchased coats recently.
- 3) Received invitation for Firefighter's Ball which is held in Brainerd on 2/21/26.
- 4) Snowplowing at the hall. Snowblower is not working properly. Options?
- 5) North Ambulance in Crosslake update.



107 Seventh St
Garden City, NY 11530, United States

First Due Quote

Prepared By: Kevin Mulligan

Valid Until: Dec 31, 2025

Quote Number: 1545132000581058059

Mission Township Fire Department (MN)

We are excited to present pricing for the First Due Suite! Please see below detailed breakdown. It is important to note that First Due is a cloud-based system, and all Support, Maintenance, Hosting and Upgrades are ALWAYS INCLUDED.

First Due Modules Included - Description

Occupancy Management & Pre-Incident Planning	\$ 800.00
Manage Occupancies, Pre-Incident Mapping, ArcGIS Maps, Fire Systems, Hazardous Material, and Contacts.	
Responder	\$ 800.00
Web Responder dashboard and Responder iOS/Android App with notifications, statusing and routing.	
Incident Reporting - NFIRS	\$ 800.00
NFIRS Incident Documentation, State and Federal Compliance with automated submission.	
AI Enhanced Documentation: Fire Reporting	\$ 300.00
AI powered transcription and documentation solution to assist with completing NFIRS/NERIS reports.	
Personnel Management	\$ 500.00
Store, Manage and Access Employee Records including demographic data, certifications and employment information.	
Basic Training Records	\$ 1,000.00
Assign Training, Record Completions, View Training Logs, and Manage Certifications.	
Events & Activities	\$ 500.00
Create Events, View Global Activity Log, and Access Global Calendar.	
Assets & Inventory	\$ 1,200.00
Assets, vehicles, equipment and inventory management, assets and equipment checks, and work order management.	
CAD Integration (Other)	\$ 1,000.00
Receive CAD Data to support First Due Responder and Incident Reporting modules via sFTP, XML, or API.	
Essentials Online Training Package	\$ 800.00
Up to 4 Hours Online Training with certified First Due Instructor	
Implementation and Configuration Services	\$ 400.00
Services related to configuring and customizing the First Due Platform as described in the Statement of Work.	
One-Time Subtotal	\$ 1,200.00
Subscription Subtotal	\$ 6,900.00
Total Year 1	\$ 8,100.00

*Excluding Tax

Terms and Conditions



NEW CLASS DATES!

crmc.education

EMS Full Courses

EMR

Are you ready to make a difference in your community? The Emergency Medical Responder (EMR) course prepares individuals to provide immediate lifesaving care to patients who access the emergency medical system. This comprehensive course is ideal for law enforcement, firefighters, public safety personnel, and community members looking to respond confidently during emergencies.

As a participant, you will learn classroom instruction, scenario-based learning, and hands-on skills training to properly assess, stabilize, and manage medical and trauma emergencies until higher-level EMS providers arrive. This 6-week course meets all requirements set forth by the OEMS - Office of Emergency Medical Services.

EMT

The EMT course is designed to prepare individuals to be part of a career-based, emergency care team. EMTs typically partner with other EMTs or Paramedics on an ambulance crew but can also assist in caring for patients in hospital emergency departments, including the ED at CRMC. CRMC ambulance and ED are both great places to build a career in healthcare.

CRMC offers the EMT course as a hybrid education model. With this model the class will meet onsite one night weekly for 18 weeks with additional required course work being completed independently at a structured pace. While this allows flexibility, all students are required to actively participate in course work and assignments.

Mondays & Wednesdays starting Feb. 9th 2026

or

Mondays & Wednesdays starting March 30th, 2026

Time: 6:00 PM - 10:00 PM

Location: CRMC, Crosby, MN

Cost

CRMC Staff: \$650.00

Non-CRMC Participants: \$700.00

Current Highschool Students (18 & under): \$525
(materials and book included)

Tuesdays starting February 17th, 2026

Time: 6:00 PM - 10:00 PM

Location: CRMC, Crosby, MN

Cost: \$1,500.00

**Potential for Tuition Reimbursement for CRMC Staff*

(materials and book included)

Register today by contacting CRMC Education.

218-546-4367

jodi.bedard@cuyunamed.org

Celebrate the bonds that run deeper than any call.

Firefighter's Ball

ALL DEPARTMENTS WELCOME | *Class A uniform & formal wear*

February 21, 2026

Northern Pacific Center | Blacksmith Main

5:30pm Cocktail Hour & Red Carpet Welcome

6:30pm Plated Dinner Service

8-11:00pm Dancing & Late Night Snacks



Sponsored by Northern Pacific Center and the Brainerd YMCA

1511 Northern Pacific Road, Brainerd, MN | TICKETS: northernpacifccenter.com





Planning & Zoning Tracking Report - 2025

Updated: 12-05-2025

Annual Permits



Applicant	Date Submitted	Parcel	Location	Request	Town Board Action	Status & Disposition
Kolle Agent: Andrew Ranweiler	4/15/2025	77200620	29907 E. Horseshoe Lake Road	Scrap & re-build with a 70' OHW setback where 100' is required, and setback variances for new septic. Existing garage limits moving further away from lake.	Recommended Denial	✓DRT on 4-14-2025 ✓Town Board on 5-12-2025 ✓PC-BOA on 5-15-2025 Approved
Rocket Rentals, LLC	4/1/2025	77060524	32786 CSAH 3	Preliminary Plat for "Pelican Valley" consisting of 6 lots with no roads and intended for residential home sites.	Approved	✓DRT on 11-25-2024 ✓MT Planning Commission on 5-12-2025 ✓Town Board on 5-12-2025 ✓PC-BOA on 6-18-2025 ✓CWC Board on 7-8-2025 Approved
Schoenecker, Michael	6/11/2025	77190573	13222 SW Horseshoe Lake Road	Scrap & re-build with walkout into hill at 48' OHW setback where 100' is required. New cabin will be closer to the lake & may require a CUP for dirt moving.	Recommended Denial	✓DRT on 4-14-2025 ✓Town Board on 7-14-2025 ✓PC-BOA on 7-17-2025 Requested 66 ft. for Patio & 82 ft. for Dwelling - Denied Variance of 78 ft. for Patio & 96 ft. for Dwelling Approved

Applicant	Date Submitted	Parcel	Location	Request	Town Board Action	Status & Disposition
Davis, Benjamin & Dawn	7/16/2025	77300501	12855 West Twin Lake Road	1) Lake setback of 106 feet where 150 feet is required to proposed second story addition to dwelling. 2) Lake setback of 99 ft. where 150 ft. is required for proposed second story deck. 2) Lake setback of 104 ft. where 150 ft. is required for proposed attached garage.	Recommended Approval of 2nd story addition & deck variances and Denial of variance for attached garage	✓DRT on 7-14-2025 ✓Town Board on 8-11-2025 ✓PC-BOA on 8-21-2025 Approved
New Wave Property Management LLC - Jason Luedtke	7/15/2025	77190503	13128 Mission Park Drive	1) Land Use Map Amendment from Shoreland District & RR 2.5 to Commercial District. 2) New Conditional Use Permit for Commercial Storage.	Recommended Approval of the LUMA and new CUP	✓DRT on 7-14-2025 ✓Town Board on 9-8-2025 ✓PC-BOA on 9-18-2025 Recommended Approval of LUMA to Cty. Board & Approved CUP ✓County Board on 10-14-2025 - Approved
Crossthree LLC - Bill Parker, Authorized Agent	8/27/2025	77070543	31956 CSAH 3	Interim Use Permit for cannabis cultivation	No Recommendation	✓DRT on 9-8-2025 ✓Town Board on 10-13-2025 ✓PC-BOA on 10-16-2025 - Approved
Raymond M. and Mary Kay Zabilla	11/10/2025	77010540	18224 Turtle Bay Trail	Preliminary Plat for Turtle Bay, platting a 5.48-acre parcel into 2 individual parcels meeting all requirements.		✓DRT on 10-13-2025 ✓MT-Planning Commission on 12-08-2025 ✓Town Board on 12-08-2025 ✓PC-BOA on 12-18-2025 ✓County Board

Applicant	Date Submitted	Parcel	Location	Request	Town Board Action	Status & Disposition
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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. On the market as of November.

2025 Permits by Type



MEMORANDUM FOR SERVICES

To: Jon Auge, Board Chair of Mission Township
From: Scott Saehr, Saehr Consulting
Date: 12/5/25
Re: Community Development Services
Proposed Start Date for Services: January, 2026

This memorandum serves as a proposal of professional community development services for Mission Township. These services would be for the Township's Planning Commission in the role as the planning and zoning authority in the area limits of the Township that is subject to the ordinances adopted by the Planning Commission and Board.

Saehr Consulting proposes to the Planning Commission Board Members in assistance to its property owners and potential development interests through the following services, as directed by an appointed or designated Planning Commission Member (Board Chair):

- Prepare reports, complete with zoning considerations, concerning agenda items which deal with zoning, subdivision, and boundary issues, etc.
- At time, attend public, Planning Commission, Board, or other meetings as directed by the Board Chair.
- Serve as the point of contact for the public regarding the interpretation and administration of zoning ordinances and related applications, permits, and requests.
- Review applications and supporting documentation to determine compliance with applicable requirements of the Township's ordinance.
- Assist administration, planning commission, or board in following the appropriate notice, hearing, and other procedural requirements as required by law.
- Upon request, perform site inspections during development or building process to ensure improvements comply with site plans.
- Other planning, zoning, and development needs as agreed upon between the parties.

Saehr Consulting will make decisions based on facts, materials, statutes, and Township subdivision ordinances to avoid any conflicts of interest as well as avoid political pressure through influences of the decision-making process. If a conflict of interest occurs, Saehr Consulting staff will remove themselves from the topic or discussion at hand.

The proposed 2026 fee will be based on an hourly amount. Saehr Consulting fees are \$145 per hour with a minimum 30-minute increment for general questions and duties as well as a minimum 2-hour charge for subdivision plat and plan review. Travel to and from meetings or site visits will be charged at the hourly rate. The rate for planning commission and board meetings will be \$165. Mileage will be subject to the current IRS mileage rate.

For zoning purposes, Saehr Consulting will request access to the Township's ordinances as well as login access for County's GIS interactive mapping (if available). Saehr Consulting will also request contact information to communicate with the Township's Engineering firm. Any legal review or feedback needed for Township projects will be directed to the Board Chair.

This memorandum runs month-to-month until revised at the request of either party.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

Mission Township, Crow Wing County, MN (Client)

By: _____ Date: 12-08-2025

Title: Jon Auge, Town Board Chair Attest: _____
Naomi, Scott, Clerk

Saehr Consulting

By: _____ Date: _____
Founder | Director of Services



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		Winter Season is 11-1 to 4-30. \$200.00 of fee retained by Town to cover additional costs
Cremation Burial-Summer	\$200.00		
Cremation Burial-Winter	\$600.00		Winter Season is 11-1 to 4-30.
Driveway Access Permit			
Access Permit	\$250.00		\$200.00 refundable at Town's discretion after approved installation
Facility Use			
Park Pavilion-50 or < Participants	\$150.00		Fee is per event
Park Pavilion-> 50 Participants	\$300.00	\$150.00	Fee is per event
Town Hall	\$150.00	None	Fee is per event. Occupancy is limited to XX people.
Planning & Zoning			
Preliminary Plat Review	\$450.00		
Final Plat Review	\$300.00		Additional approval required if proposed Final Plat is significantly different from Preliminary Plat
Other Review	\$145.00 per hour		Town reserves the right to assess additional fees for unforeseen issues with notice to the applicant.
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	\$25.00 minimum \$123.00 per $\frac{1}{4}$ dumpster		No commercial use allowed
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 No. 2025-19

**RESOLUTION APPROVING THE PRELIMINARY
PLAT OF TURTLE BAY**

WHEREAS, Raymond M and Mary Kay Zabilla (“**Applicant**”) submitted an application to Mission Township (“**Town**”) for preliminary approval of a plat to be located on property within the Town that is legally described in the attached Exhibit A (“**Property**”);

WHEREAS, the Applicant proposes to create two (2) lots without creating any new streets, parks, or other public ways, as part of the plat to be called “Turtle Bay” (“**Subdivision**”);

WHEREAS, a copy of the plat for the proposed Subdivision to be located on the Property is attached hereto as Exhibit B;

WHEREAS, Crow Wing County (“**County**”) is ultimately responsible under the County’s subdivision regulations for processing and acting on Applicant’s request for preliminary plat approval and then final plat approval for the Subdivision, however, pursuant to the Mission Township Subdivision Ordinance (“**Town Ordinance**”) and Minnesota Statutes, section 505.09, the County is prohibited from approving a plat within the Town unless the Town Board first approves the plat and the laying of streets and other public ways shown on it;

WHEREAS, under Section 8 of the Town Ordinance, the Applicant must apply to the Town for preliminary plat approval for the Subdivision before seeking preliminary approval from the County;

WHEREAS, the Mission Township Planning Commission reviewed the preliminary plat and conducted a public hearing on December 8, 2025 and recommended approval of the preliminary plat with the findings contained in this resolution;

WHEREAS, under Section 8(c) of the Town Ordinance, the Town Board is to review an application for approval of a preliminary plat at a regular meeting, with the Applicant expected to attend to answer questions from the Town Board, and the Town Board may condition its approval of the preliminary plat; and

WHEREAS, the Town Board considered the Applicant’s request for preliminary plat approval at its December 8, 2025 meeting and hereby finds and determines as follows:

- a. The proposed Subdivision uses the conventional development design, not the conservation development design, and so is consistent with the Town Ordinance.
- b. The proposed Subdivision does not create any new infrastructure for which the Town may be responsible.
- c. The lots being established as part of the Subdivision have access to a public road, though any new accesses to be constructed must first receive approval from the affected road authority.

- d. The County is responsible for determining compliance of the Subdivision with the County's subdivision regulations and with any other County zoning regulations which may apply.
- e. The Town Board determines the Subdivision is consistent with the Town Ordinance and the public interests.

NOW, THEREFORE, BE IT RESOLVED, by the Town Board, that it hereby approves the preliminary plat of the Subdivision, subject to compliance with all of the following conditions:

- 1. The Applicant is solely responsible for seeking and obtaining all approvals for the proposed Subdivision from the County and for complying with all other applicable federal, state, and local, laws, rules, regulations, and ordinances and for obtaining any permits or permissions which may be required.
- 2. The Applicant is not required to enter into a development agreement with the Town regarding the proposed Subdivision.
- 3. The Applicant is responsible to provide for Town approval signatures on the final plat registered with Crow Wing County and the Town Chairperson is authorized to execute the final plat on the Town's behalf once the County issues its final approval for the Subdivision.
- 4. Under Section 8(d) of the Town Ordinance, approval of the preliminary plat is conditioned on the final plat being substantially similar to the preliminary plat approved by the Town Board. If there are any significant changes between the approved preliminary plat and the proposed final plat, the developer shall be required to obtain Town Board approval of the proposed final plat before seeking final approval from the county. A significant change in the plat requiring additional approval from the Town Board includes, but is not necessarily limited to, a change in the number of proposed lots, the addition, extension, or relocation of any platted roads, or the addition or removal of any dedicated park land or stormwater facilities.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Town Board, that a notarized copy of this resolution of preliminary plat approval shall be transmitted to the applicant, or their authorized agent, and the Crow Wing County Land Services Department by the clerk.

Adopted this 8th day of December 2025.

BY THE TOWN BOARD

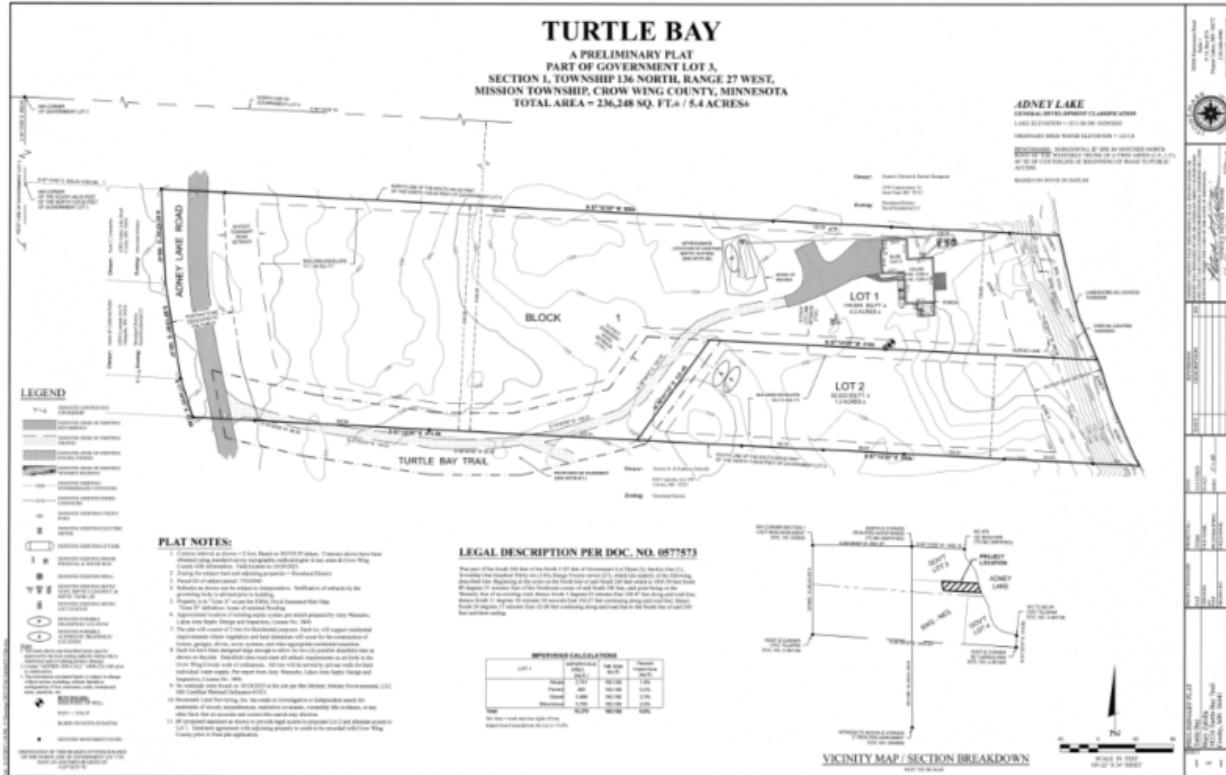
Jon Auge, Chair

Attest: _____
Naomi Scott, Clerk

EXHIBIT A
Legal Description of the Property

That part of the South 240 feet of the North 1125 feet of Government Lot Three (3), Section One (1), Township One Hundred Thirty-six (136), Range Twenty-seven (27), which lies easterly of the following described line: Beginning at the point on the North line of said South 240 feet which is 1005.59 feet South 89 degrees 51 minutes East of the Northwest corner of said South 240 feet, said point being on the Westerly line of an existing road; thence South 5 degrees 23 minutes East 100.47 feet along said road line; thence South 11 degrees 56 minutes 20 seconds East 102.27 feet continuing along said road line; thence South 20 degrees 15 minutes East 42.68 feet continuing along said road line to the South line of said 240 feet and there ending.

EXHIBIT B
Preliminary Plat of the Subdivision





**MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA**
Ordinance Number: 2025-03

**AN ORDINANCE AMENDING THE MISSION TOWNSHIP SUBDIVISION
ORDINANCE REGARDING ADMINISTRATIVE SUBDIVISIONS**

The Board of Supervisors of the Town of Mission ordains:

Article I. Administrative Subdivisions. Section 7 of the Mission Township Subdivision Ordinance is amended as follows:

Section 7. Administrative Subdivisions. No more than a total of three lots containing less than 10 acres may be established through the Administrative Subdivision process ~~within a five year period~~. The total number of allowed lots includes any remaining portion of the property, meaning that no more than two additional lots may be created if the entire property is not being subdivided. No further subdivision of the property shall occur except by plat preapproved by the Town Board in accordance with the Development Process and Standards of this Ordinance. Any subdivision of property in the shoreland district shall be platted if it results in one or more new riparian lots.

Article II. Effective Date. This Ordinance shall take effect and be in full force on the first day of publication after its passage.

Article III. Incorporate Amendments. The Town Attorney is authorized and directed to incorporate the amendment made by this Ordinance into the Mission Township Subdivision Ordinance. The numbering shall be updated, and other non-substantive changes shall be made as may be needed. The updated subdivision ordinance shall constitute the official Mission Township Subdivision Ordinance.

Adopted this 8th day of December 2025.

BY THE TOWN BOARD

Jon Auge, Chair

Attest: _____
Naomi Scott, Clerk

Double underlined material is being added, and the ~~stricken~~ material is being deleted.



**MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
RESOLUTION No. 2025-18**

WHEREAS, the Town Board of Mission Township adopted Ordinance No. 2025-03, “An Ordinance Amending the Mission Township Subdivision Ordinance Regarding Administrative Subdivisions” (“Ordinance”);

WHEREAS, Minnesota Statutes, section 365.125, subdivision 2 allows the publication of a summary of an ordinance instead of publishing the entire Ordinance; and

WHEREAS, the Town Board determines it is impractical to publish the entire text of the Ordinance and that publication of a summary is sufficient to clearly inform the public of the intent and effect of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby decides to publish the following summary language, which is hereby approved, in lieu of publishing the full text of the Ordinance:

**MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
ORDINANCE NO. 2025-03**

**AN ORDINANCE AMENDING THE MISSION TOWNSHIP SUBDIVISION
ORDINANCE REGARDING ADMINISTRATIVE SUBDIVISIONS**

On December 8, 2025, the Town Board of Mission Township adopted the above-captioned ordinance amending Section 7 of the Mission Township Subdivision Ordinance to limit the total number of lots that may be created on a property through the administration subdivision process to three. The limit includes any remaining portion of the property. A copy of the ordinance is posted on the Town’s website, is available for inspection at the Crosslake Community Library, the County Law Library, and a copy may be obtained by contacting the Town Clerk.

Naomi Scott, Town Clerk

BE IT FINALLY RESOLVED, that the Town Clerk is hereby authorized and directed to:

- Publish the approved summary language once in the Town’s official newspaper;
- Record a copy of the full Ordinance in the office of the County Recorder;
- Keep a copy of the full Ordinance in the office of the Town Clerk and make it available for inspection upon reasonable request;

- Place a copy of the full Ordinance at the Crosslake Community Library;
- Place a copy of the full Ordinance at the Crow Wing County Law Library; and
- Within 20 days place a copy of the full Ordinance in the Town's Ordinance Book along with a copy of this Resolution and a copy of the affidavit of having published the approved summary language.

Adopted this 8th day of December 2025.

BY THE TOWN BOARD

Jon Auge, Chair

Attest: _____
Naomi Scott, Town Clerk

4.2 Personnel Records

Employee records are maintained in a location designated by the town clerk. Access to employee data is limited to the employee's supervisor, and town officers. Personnel data is retained in personnel files, and finance files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc. Employees have the right to know what data is retained, where it is kept, and how it is used. These files are maintained in accordance with laws related to the collection and retention of information. Employees may view their personnel file by written request to the town clerk, and only in the presence of the designated board supervisor. **Employees who are separated from employment, upon written request to the town clerk, shall be provided with a copy of their personnel records at no charge to the employee.** The town will release copies of records in the personnel file only in accordance with federal and state laws or town policy.

4.3 Job Descriptions

A job description will be prepared and maintained for each position within the town. Each job description will include position title, department, supervisor's title, primary objectives of the position, essential functions of the position, minimum requirements, desired requirements, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to the position. Good attendance and compliance with work rules and policies are essential functions of all town positions.

Prior to posting a vacant position the existing job description will be reviewed by the town board and the hiring supervisor to ensure the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description will be provided for new employees. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions must be approved by the town board.

4.4 Hiring & Termination Process

The hiring process is a key responsibility for the town. The town will comply with all applicable federal and state laws and generally accepted hiring practices. Our goal in hiring new employees, or promoting existing ones, is to ensure we maintain a respectful workplace and serve our citizens by exhibiting conduct that is ethical, professional, responsive and of standards becoming of a town representative. The town will maintain forms to properly conduct the hiring process. Those forms are included in Appendix A and are incorporated herein. The Hiring Checklist outlines the desired hiring process for the town and must be followed unless a deviation has been approved by the town board. The town board is the final authority on all hiring decisions.

Background checks will be obtained for all new employees and at the town board's discretion for any promotion or re-assignment of existing employees. The checks will be performed by the Crosslake Police Department. The designated supervisor responsible for the hiring process will initiate the request using the form provided by Crosslake and advise the town board of the outcome. All hiring decisions are contingent on an acceptable background check. The email confirming the background check will be retained in the employee's personnel file.

town clerk for referral to the town board for resolution.

In all instances care must be taken to respect individual's rights and privacy. The town board is the final arbiter for all grievances.

4.13 Health & Safety

Safety is a priority for the town. All employees and contractors operating on behalf of the town are expected to act in a safe manner following industry guidelines for the type of work performed. Individuals, whether employees, contractors, or officers may not be under the influence of alcohol or drugs while on town property, operating town equipment, or providing services to the public.

4.14 Earned Sick & Safe Time (ESST)

Earned Sick and Safe Time (ESST) is paid leave provided to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member, or to seek assistance if an employee or their family member has experienced domestic abuse. An employee is eligible for leave if they work at least 80 hours in a calendar year and are not an independent contractor. Temporary and part-time employees are eligible. An employee earns one hour of sick and safe time for every 30 hours worked to a maximum of 48 hours each year. Time will be paid at the same hourly rate an employee earns when they are working. Eligible leave and a definition of included family members is defined in Appendix B1, which is incorporated herein.

Employees can carry over and accrue a maximum of 50% of earned ESST (maximum of 24 hours) in a calendar year which is non-cumulative. No payout of accrued ESST will be made when an employee separates from the town.

4.15 Training

The town encourages appropriate training for all employees as an investment in the productivity and effectiveness of town operations. Supervisors should work with their employees to identify training needs and available resources for required training. Outsourcing of training requires prior town board approval.

4.16 Disability Access Policy

The town prohibits discrimination on the basis of disability in all programs provided by the township and all services and activities provided to township residents. The town will provide equal opportunity to access programs, services and activities. If a reasonable modification is needed for access to any programs or services, please contact the town clerk at missionclerk@gmail.com. The town will review the modification request and notify the requestor of the modification that can be made.

4.17 Resignations

Resignation by an employee should be submitted in writing with an effective date for the resignation. The resignation should be accepted by the Town Board at their next regularly scheduled meeting following submittal of the resignation and noted in the minutes. In the case of a resignation of a member of the Mission Township Fire Department, notice of the resignation should be provided to the Mission Township Firefighters Relief Association President. It is customary for the Town Board Chair to send a letter accepting the resignation on behalf of the Town Board and thanking the individual for their service to the

Town.

Resignation by an elected Town Board member should be submitted in writing with an effective date for the resignation. The resignation should be accepted by the Town Board at their next regularly scheduled or special meeting following submittal of the resignation and noted in the minutes. Once accepted the Town Board declares a vacancy and solicits candidates to fill the open position following Minn. Statute § 367.03, Subd. 6.

4.18 References

Only town officers or department heads may respond to requests for employment reference information for current or former employees. In responding to requests, and consistent with Minn. Statute § 181.967, only the following information shall be provided: (1) dates of employment, (2) compensation history, (3) job description and duties, and (4) training & education provided by the town. No additional information may be provided without written authorization from the current or former employee and the consent of the designated supervisor for the department or board chair. Reference requests shall be documented via email to the town clerk listing the requestor, their organization, date of request, employee name, and employment reference information provided which shall be kept on file per the town's Record Retention Schedule.

SECTION 5: TOWN OPERATIONS

5.1 Town Hall

The Town Hall is used to conduct the official business of the town as well as a venue to host community celebrations, groups, and associations. It is available rent free to property owners of the town for family events such as reunions, showers, and funeral lunches, as well as town community groups for their meetings. All use of the Town Hall requires a reservation obtained through the clerk, which includes signing a waiver form, and compliance with the Town's Facility Use Policy (Section. 5.7). All users are expected to ensure the hall is clean and returned to its original layout after their usage and are responsible for any damage to equipment or furniture caused by their use. ~~The plastic tables and metal folding chairs may be used by property owners off site with the permission of the clerk.~~

5.2 Fire Department

All Fire Department personnel are required to know and follow the MTFD Standard Operating Guidelines. The fire chief shall periodically review said guidelines and submit updates to the town board for approval. These guidelines are considered an extension of these policies.

The fire chief is responsible for informing the town board of any involvement by the MTFD in a public activity at a regular monthly meeting prior to the event. Should this not be possible due to unexpected circumstances, he/she must notify the designated board supervisor who will in turn notify the board via email.

The fire chief is responsible for establishing minimum service requirements to earn service credit, calculating the service credit for each firefighter, and determining whether each firefighter is in good standing. Such service requirements require the approval of the town board. Once established, the fire chief shall submit the MTFD service credit certification annually by March 1 for town board approval.

Prior to submitting to the town board, the fire chief must also provide to each active volunteer firefighter notification of the amount of service credit rendered by the firefighter for the previous calendar year. The service credit notification must be provided to the firefighter 60 days prior to the fire chief's certification to the town board, along with a description of the process and deadlines for the firefighter to challenge the fire chief's determination. All challenges will be referred to the town board for resolution.

The ~~fire chief~~ clerk is responsible for preparing Form FA-1 in a timely manner for approval of the town board, and subsequent submission to the state.

The fire chief is responsible for providing a monthly report on department activities and issues to the town board. The fire chief must maintain a log of calls by service area and category and report monthly on same to the town board.

The fire chief is responsible for maintaining records on training and certifications for the department.

5.3 Mission Town Park

The town park pavilion is available, rent free, to property owners of the town for family events such as reunions, showers, and funeral lunches, as well as town community groups for their meetings, ~~for groups of fifty or less. Larger groups are required to pay a fee per the Town's Fee Schedule. All use of the pavilion requires a reservation obtained through the clerk, which includes signing a waiver form, and compliance with the Town's Facility Use Policy (Section. 5.7). All users are expected to ensure the pavilion is clean after their usage and returned to its original layout after their usage and are responsible for any damage caused by their use.~~

5.4 Transfer Station

The transfer station is provided for property owners to dump leaves, grass clippings, trees, brush and stumps free-of-charge, as well as dispose of approved items for a fee. All vehicles must stop upon entering the site for the attendant to inspect their items and provide instructions on disposal. No hazardous items or industrial waste will be accepted. Contractors needing to use the site during the week must make arrangements in advance through the designated board supervisor. No firearms will be discharged in and around the property.

The list of approved items accepted by the transfer station and their corresponding fees are determined annually by the town board when adopting the Fee Schedule ~~resolution~~.

5.5 Mission Cemetery

Mission Cemetery is primarily operated for the burial of town residents and property owners. Grave lots may be sold to residents or property owners by the clerk. The sale of lots to family members of residents and property owners, as well as former residents and property owners, may be considered on a case-by-case basis requiring the approval of the town board. The sale of a cemetery lot is not valid until it is registered with the town. Use of the gravesites is limited to the burial of human remains.

The cemetery is operated according to the Mission Township Cemetery Rules and Regulations as approved by the town board and incorporated herein. Any changes to the rules and regulations require the approval of the town board. The clerk shall provide a copy of the Cemetery Rules and Regulations to those purchasing lots and when burials are scheduled. Cemetery fees are determined annually by the town board when adopting the Fee Schedule ~~resolution~~.

5.6 Emergency Management

Situations arise, such as weather events, that may create an emergency for the town. Should such a situation arise, the board chair, or in his/her absence any supervisor, is authorized to convene an emergency meeting of the board for the purpose of declaring an emergency and considering any immediate consideration of actions needed to protect public safety (Minn. Statutes § 13D.04, Subd. 3). No public notice is required. During an emergency, the town board may let contracts without notice and use of competitive bidding. Town officers may perform work without following the conflict-of-interest procedure, provided the necessary resolution is adopted at the next regular meeting. Minutes must eventually be formally prepared to capture any actions, and to delineate the circumstances that led to declaring an emergency.

The town board shall designate an officer to coordinate the emergency until it is deemed resolved. This includes working with other agencies, contractors, and town employees to ensure proper coordination and use of resources. It is critical that records be kept of all expenditures for use in applying for reimbursement should a disaster declaration be declared by the Governor.

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 Pavilion 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 Pavilion, 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.

practicable to mailboxes located in the road right-of-way. To achieve this goal, the town encourages the use of swing-away mailbox supports across the town since such supports provide for ease of plowing while minimizing damage to town and personal property. To accomplish this objective, the town has adopted the following policy.

1. Whenever a town road is reclaimed/reconstructed, the town shall install swing-away mailbox supports on the reclaimed road at the town's expense.
2. Whenever a new mailbox is placed on a reclaimed/reconstructed road, the town shall install a swing-away mailbox support at the town's expense.
3. Property owners remain responsible for providing their individual mailbox, and for ongoing maintenance.
4. Mailboxes must conform to the standards established by Minnesota Rules Chapter 8818. Mailboxes that do not conform to the established standards are considered a public nuisance and are prohibited by law (Minnesota Statutes § 169.072)
5. The important features of an approved, conforming mailbox design for rural roadways include the following:
 - The post is located a minimum of 3 feet from the edge of the road shoulder.
 - The front of the mailbox is located above the edge of the shoulder.
 - The bottom of the box at the proper height (normally 38-inch minimum to 42 inch maximum-check with the mail carrier).
 - An installation that will pivot or rotate in some fashion when a snowplow or heavy snow hits the mailbox.
6. Newspaper boxes or other accessory boxes shall not be installed underneath the mailbox, whether attached to the mailbox support or on a separate post. The area underneath the mailbox must be free of obstruction to allow passage of the snowplow's wing blade.
7. The mailbox owner assumes all risk of damage including damage from third parties, pushed or piled snow thrown from plows during snowplowing, or acts of mother nature.
8. In the event of damage from direct contact with snowplowing vehicles, the town will pay to repair or replace any conforming mailbox. Should the mailbox support be damaged, the town shall install a swing-away mailbox support to replace the existing support at the town's expense. The town will not pay to repair or replace any mailbox that does not substantially comply with the established standards.
9. **Mailbox supports are not installed during the Winter season.**

SECTION 7: PLANNING & ZONING

7.1 Planning Commission

The town board established a planning commission pursuant to Minnesota Statutes, section 462.354. The planning commission serves as the town's planning agency and shall be known as the Mission Township Planning Commission ("Commission"). The commission shall serve in an advisory capacity