



**Mission Township, Crow Wing County, Minnesota  
Regular Town Board Meeting Agenda  
February 09, 2026 – 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** - 01-12-2026 regular meeting & 01-14-2026 Internal Audit 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** – *2026 Expense Reimbursement Agreement/Job Expectations*

**6.2 Treasurer**

**6.3 Cemetery**

**6.4 Fire Department** – *MBFTE Form Submission Process/Asset Inventory*

**6.5 Park/Park Committee**

**6.6 Planning & Zoning** –

**6.7 Roads/Roads Committee** – *Sweeping contract*

**6.8 Transfer Station** –

**7. Discussion/Action Items:**

**7.1 Pavillion Use Agreement with Clow Mfg.** (*update*)

**7.2 Fire Contract with Center Township** (*update*)

**7.3 East Bass Lake Road Construction Cost Share Agreement** (*approval*)

**7.4 CWC Crack Sealing Cost Sharing Agreement** (*approval*)

**7.5 Committee Appointments** (*action-re-appointing members for 2-year terms*)

**7.6 Annual Meeting Agenda** (*review & approval*)

**7.7 Hiring Process** (*review & Adoption*)

**7.8 Treasurer Role** (*discussion*)

**8. Adjournment** (*motion & vote*)

**Present** – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Clerk Naomi Scott; Treasurer Mary Zabilla and Fire Chief Jill Allord. Maintenance Worker Tim Moody was also in attendance. Zoom participants included Park Committee Chair Jim Peterson.

**1.0 Call to Order, Pledge of Allegiance & Roll Call** – J. Auge called the December Regular Township Meeting to order at 7:02 pm. All stood for the Pledge of Allegiance. Roll Call - all board members were present.

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

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

**4.0 Presentations** - None.

## 5.0 Consent Agenda

### 5.1 Minutes

- December 8<sup>th</sup> Regular Meeting.
- December 17<sup>th</sup> Special Town Meeting to Consider Adopting a Moratorium on Subdivisions.

**5.2 Claims for Approval.** Claims #11263 to #11291 totaling \$43,519.56.

**5.3 Crosslake Police Report** – Received.

**5.4 Correspondence** – A revised 2026 meeting calendar was presented adding the April 20 date for the Board of Appeal & Equalization. B. Steele moved (1) to approve the floor cleaning quote from Northland Steam Cleaners, second by J. Auge. Voice vote with all supervisors voting aye. Motion passed.

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

## 6.0 Town Operations Reports

All prepared reports can be found in their entirety on the town website – [missiontownship.org](http://missiontownship.org), under Board Meeting Materials.

**6.1 Clerk** – Received.

**6.2 Treasurer** – M. Zabilla reviewed the Treasurer's Report.

Beginning Balance: \$2,246,215.13

Receipts: \$ 833,440.25

Disbursements: \$ 1,639,899.82

Ending Balance: \$ 1,434,177.11

B. Steele made a motion (3) to transfer \$52,328.38 to the Debt Service fund from the 2nd half tax receipts for Debt Service payments in 2025 and to make the intra fund transfers for the end of the year, second by E. Lee. Voice vote with all supervisors voting aye. Motion passed.

**6.3 Cemetery** – No report.

**6.4 Fire Department** – Chief Allord reviewed her report. The Board discussed the desired action if a new hire fails to submit the required paperwork in a timely manner and agreed on a timeframe of 30 days to be added to the Policy Manual. As a result, the offer of employment for KD has been withdrawn. Ice dams are leaking water into the Fire Department which will be addressed by E. Lee.

**6.5 Park/Park Committee** – Trails are busy and Park is being maintained.

**6.6 Planning & Zoning** – J. Auge reviewed the 1/12/26 Planning & Zoning Report.

**6.7 Roads/Committee** – The MNDot approved specifications for the EBLR project will be submitted to the County by 1/24.

**6.8 Transfer Station** – Closed for the year.

## 7.0 Discussion/Action Items

**7.1 Interim Ordinance 2025-04 Proposed Study Outline** – J. Auge presented a memorandum outlining the proposed Subdivision Moratorium Study including estimated costs. E. Lee made a **motion (4)** to approve the not-to-exceed cost of \$2,400 for the Study, second by B. Steele. Voice vote with all supervisors voting aye. Motion passed.

**7.2 Pavilion Use Agreement with Clow Manufacturing** – B. Steele will be meeting with Clow in the near future, specific concerns to discuss are parking for the event and bathroom capacity.

**7.3 Fire Contract with Center Township** – B. Steele is preparing using current budget numbers and proposing a two year contract.

**7.4 Crosslake PSA Ambulance Initiative** – The next meeting is February 9. A key issue is obtaining a service level contractual commitment from North.

**8.0 Adjournment** – B. Steele made a motion **(5)** to adjourn the January 12<sup>th</sup>, 2026, Regular Township meeting at 8:40 pm, seconded by E. Lee. Voice vote with all supervisors voting aye. Motion carried and the meeting was adjourned.

Respectfully Submitted,

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Naomi Scott, Clerk

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Attest: Jon Auge, Chair

\*\*\*\*\***January minutes are unapproved until the February 9<sup>th</sup> Regular Township Meeting** \*\*\*\*\*

January 14, 2026 @ 6:00pm

## Internal Audit Meeting

**Present** – Chair Jon Auge; Supervisor Bob Steele; Treasurer Mary Zabilla; Clerk Naomi Scott

**Call to Order** – J. Auge called the Internal Audit Meeting to order at 6:12pm.

### 2025 Year-end Financials:

▪ Beginning Balance	\$2,292,091.10
▪ Receipts	\$575,773.45
▪ Disbursements	\$1,591,900.71
▪ Ending Balance	\$1,226,196.62

The Board will review and accept the final 2025 YE Financial Reports at the February regular monthly meeting.

The Board reviewed the following disbursements selected by the supervisors.

- **February – Claim 10877**
- **March – Claim 10921**
- **April - Claim 10962**
- **May – Claim 10989**
- **June – Claim 11024**
- **July – Claim 10634**
- **August – Claims 11074 and 11103**
- **September – Claims 11130, 11132, 11138, and 11150**
- **October – Claims 11158 and 11175**
- **December – Claim 11243**

After reviewing, no specific actions on individual claims were noted.

The board noted the following overall policy actions after reviewing the claims:

1. All claims will be paid from approved invoices that detail items purchased/services provided with their corresponding costs. We will no longer pay off unvalidated statements. **To support this change, the clerk will require the responsible department head/supervisor to provide signed approval on invoices.** Approval indicates the item/service was authorized, it was received, and the Town Board should approve for payment.
2. For contracted services, the designated supervisor/officer is responsible to approve and ensure the charges match our contracted rate.
3. For businesses where we maintain Town accounts, the clerk will maintain a list of allowed purchasers. The purchaser should ensure their name is associated with the purchase.
4. For MTFD Training, the training invoice must include the date of training, a description of the training, and a list of participants.

J. Auge will add the above-mentioned changes to the Policy Manual.

B. Steele made a **motion (1)** to adjourn the Internal Audit meeting, second by J. Auge. Motion carried with all supervisors voting aye. Meeting was adjourned at 7:34 pm.

Respectfully Submitted,

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Naomi Scott  
Clerk

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Attest: Jon Auge  
Chair

Date Range : 2/9/2026 To 2/9/2026

<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>
02/09/2026	Crow Wing Power	December Electric for Town Hall and Park	11292	\$402.24	100-41125-381- 229-45010-381-	GENERAL GOVERNMENT Culture-Recreation Administration	\$348.44 \$53.80
02/09/2026	Town Law Center PLLP	Bill Number 1057	11294	\$1,102.50	100-41125-304-	GENERAL GOVERNMENT	\$1,102.50
02/09/2026	Bolton & Menk, Inc.	Invoice #0383298 Professional Services from 11/08/25-12/5/25	11295	\$950.00	420-43050-303-	R & B ADMINISTRATION	\$950.00
02/09/2026	Fairfield Township	Plow & Sand: Adney Rd, Bridge Rd & Whispering Pines.	11297	\$1,544.51	201-43125-392-	Ice and Snow Removal	\$1,544.51
02/09/2026	First Due	Invoice #7371	11299	\$8,100.00	225-42210-309-	Fire Administration	\$8,100.00
02/09/2026	Crow Wing County Assoc. of Township	2026 Association Dues	11300	\$200.00	100-41125-355-	GENERAL GOVERNMENT	\$200.00
02/09/2026	Central MN Door Service	Invoice #21674	11301	\$150.00	201-43050-220-	R & B ADMINISTRATION	\$150.00
02/09/2026	Jill Allord	Mileage reimbursement for training in St Cloud	11302	\$106.00	225-41125-331-	GENERAL GOVERNMENT	\$106.00
02/09/2026	Naomi Scott	Reimbursement for media, mileage and Clerk's Office shade	11303	\$213.38	100-41125-321- 100-41125-331- 100-41125-220-	GENERAL GOVERNMENT GENERAL GOVERNMENT GENERAL GOVERNMENT	\$47.00 \$53.20 \$113.18
02/09/2026	Great Plains Fire	Invoice #9307	11304	\$1,440.62	225-42210-220-	Fire Administration	\$1,440.62

Date Range : 2/9/2026 To 2/9/2026

<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>
02/09/2026	Northpoint Emergency Training	Invoices #1345-EMS 1/20/26 x 2	11305	\$450.00	225-42210-233-	Fire Administration	\$450.00
02/09/2026	F.I.R.E.	Invoice #7899	11306	\$3,000.00	225-42210-233-	Fire Administration	\$3,000.00
02/09/2026	Optimal Yardscapes, LLC	Invoices #2020: SP-1/22 & #2024:SP-2/1	11307	\$150.00	100-49010-392-	Cemetery	\$150.00
02/09/2026	Galls, LLC	Inv#033878553 & 033793314 & 033944318 pants, pins name plates	11308	\$225.93	225-42210-229- 225-42210-229- 225-42210-229-	Fire Administration Fire Administration Fire Administration	\$98.45 \$31.63 \$95.85
02/09/2026	Crow Wing County Highway Department	Inv #9528-Dec Gas/Diesel, Inv #9540 & 9599-Dec & Jan Sand/Salt	11309	\$3,328.76	225-42210-231- 201-43125-231- 201-43125-394- 201-43125-394-	Fire Administration Ice and Snow Removal Ice and Snow Removal Ice and Snow Removal	\$298.68 \$306.71 \$1,696.75 \$1,026.62
02/09/2026	Mary Zabilla	Mileage reimbursement for January	11311	\$48.58	100-41125-331-	GENERAL GOVERNMENT	\$48.58
02/09/2026	Waste Partners, Inc.	Sanitation Administration Invoice 61XO1118	11312	\$90.50	100-41125-395- 100-43210-395-	GENERAL GOVERNMENT Sanitation Administration	\$65.50 \$25.00
02/09/2026	Northland Steam Cleaners	Invoice #2174544 - Strip and Wax Town Hall	11313	\$1,793.00	100-41125-311-	GENERAL GOVERNMENT	\$1,793.00

Date Range : 2/9/2026 To 2/9/2026

<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>
02/09/2026	Napa Crosslake	Inv #206653-204333-202801 -plow fluid, fire truck fluids and supplies	11314	\$168.34	201-43050-220- 225-42210-220- 225-42210-220-	R & B ADMINISTRATION Fire Administration Fire Administration	\$37.72 \$88.27 \$42.35
02/09/2026	Lakes Printing	Invoice # 00229275 Medical Run Reports	11315	\$168.80	225-42210-230-	Fire Administration	\$168.80
02/09/2026	Victory Automotive Service	Inv#1404263-Repair Squad 2 tire	11316	\$20.00	225-42210-220-	Fire Administration	\$20.00
02/09/2026	CTC-446126	Invoice #11425341 12/25 & 1/26 Phone and internet at Town Hall	11317	\$458.36	100-41125-321-	GENERAL GOVERNMENT	\$458.36
02/09/2026	Xcel Energy	12/25 & 1/26 Gas Bill	11318	\$2,100.27	100-41125-383- 100-41125-383-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$923.54 \$1,176.73
02/09/2026	Elan Financial Services	Credit Card - All receipts included	11319	\$1,182.60	100-41125-201- 100-41125-318- 201-43050-220- 100-41125-392- 100-41125-235-	GENERAL GOVERNMENT GENERAL GOVERNMENT R & B ADMINISTRATION GENERAL GOVERNMENT GENERAL GOVERNMENT	\$278.98 \$530.00 \$342.51 \$7.51 \$23.60
02/09/2026	Dan Imbrock	Adjust Clerk office door & Install office blind	11320	\$100.00	100-41125-220-	GENERAL GOVERNMENT	\$100.00
02/09/2026	PERA-Public Emp Retirerment Assoc	Mission Township 6329000 PERA	11321	\$383.00	100-41125-121-	GENERAL GOVERNMENT	\$383.00

Date Range : 2/9/2026 To 2/9/2026

<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>
02/09/2026	MN Dept of Revenue	Mn State Taxes - Direct Deposit - paid electronically via Paper Plan	11322	\$182.58	100-42210-125- 100-41125-125- 201-43125-125- 100-41125-136- 201-43125-136- 229-45010-136- 225-42210-136-	Fire Administration GENERAL GOVERNMENT Ice and Snow Removal GENERAL GOVERNMENT Ice and Snow Removal Culture-Recreation Administration Fire Administration	\$84.00 \$35.00 \$5.00 \$22.08 \$3.17 \$0.53 \$32.80
02/09/2026	Payroll	Payroll-Direct Deposit - paid electronically via Paper Plan	11323	\$7,829.00	100-41110-103- 100-41430-103- 225-42210-103- 229-45010-103- 100-41125-103- 201-43125-106-	Council/Town Board Clerk & Treasurer Fire Administration Culture-Recreation Administration GENERAL GOVERNMENT Ice and Snow Removal	\$1,048.48 \$1,772.21 \$4,462.32 \$68.41 \$40.48 \$437.10
02/09/2026	IRS-Internal Revenue Service	IRS-Paid electronically via Paper Plan-it	11324	\$1,384.20	100-41125-125- 229-45010-125- 225-42210-125- 201-43125-125-	GENERAL GOVERNMENT Culture-Recreation Administration Fire Administration Ice and Snow Removal	\$512.18 \$12.24 \$786.16 \$73.62
<b>Total For Selected Claims</b>				<b>\$37,273.17</b>			<b>\$37,273.17</b>

Date Range : 2/9/2026 To 2/9/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	Erik Lee	Town Supervisor				Date	
	Jon Auge	Town Supervisor				Date	
	Robert Steele	Town Supervisor				Date	



Crosslake Police Department  
Mission Township  
Monthly Report: January 2026

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Agency Assist	9
Animal Complaint	1
EMS	1
Hazard In Road	1
Property Damage Accident	1
Suspicious Vehicle	1
Theft	1
Traffic Warning	40
Traffic Citation	5
Vehicle Off Road	1

TOTAL: 61



Crosslake Police Department  
Mission Township  
Monthly Report: January 2026/January 2025

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<b>2026</b>	<b>2025</b>
Agency Assist – 9	Agency Assist – 6
Animal Complaint – 1	Alarm – 1
EMS – 1	Motorist Assist – 1
Hazard In Road – 1	Traffic Warning – 49
Property Damage Accident – 1	Traffic Citation – 6
Suspicious Vehicle – 1	
Theft – 1	
Traffic Warning – 40	
Traffic Citation – 5	
Vehicle Off Road – 1	

TOTAL: 61

TOTAL: 63

2026 Year to Date: 61

2025 Year to Date: 63

Clerk's Report-February 9th, 2026

1. Claims #11292 to #11324 totaling \$37,273.17
2. Correspondence includes:
  - Legal documents regarding Xcel Energy price increase effect 1/1/26, p1-4 & 5-13.
3. Crow Wing County Fair Association donation request, p14.
4. Cemetery Caretake Open House and Appreciation, p16.
5. MAT Township Day at the Capital, p16-17.
6. MAT training: Monday, March 23, 2026 Breezy Point, 8a – 3p. \$75. I'd like to attend.

Naomi Scott, Mission Township Clerk

**Notice to Counties and Municipalities**  
**Under Minn. Stat. §216B.16, Subd. 1**

On October 31, 2025, Northern States Power Company, doing business as Xcel Energy (Xcel Energy or the Company), filed an application with the Minnesota Public Utilities Commission (MPUC) to increase natural gas rates. The request with the MPUC is to increase gross retail natural gas rates by 8.2 percent or \$63.40 million effective January 1, 2026, sixty-two (62) days after filing, without suspension, pursuant to Minn. Stat. § 216B.16.

The Company requested, pursuant to Minn. Stat § 216B.16, subd. 3, that a temporary (interim) rate increase of approximately 6.8 percent or \$51.47 million overall bill increase, be effective on January 1, 2026. The MPUC elected to suspend the proposed rate increase under Minn. Stat. 216B.16, subd. 2, as discussed in the Company's Notice and Petition for Interim Rates (Petition), included in the Application. The Commission authorized an interim rate increase of approximately 6.8 percent or \$51.47 million, overall bill increase, that will be effective on January 1, 2026. The interim revenue request for 2026 will be uniformly billed as a 16.19 percent increase on the base rate portion of customers' bills, which includes the customer charge, distribution charge, and distribution demand charge where applicable (exclusive of fuel and purchased energy costs and certain rate riders). An interim rate will remain in effect until a final rate level is determined.

The typical residential gas customer uses 71 therms per month. On average, the proposed \$63.40 million rate change would increase the bill for a typical residential natural gas customer by \$7.11 per month or \$85.32 annually. The interim increase, for that same monthly amount of 71 therms on average, will be \$5.84 per month or \$70.08 per year for 2026.

In addition, the Company proposes to implement certain other tariff revisions in its Gas Rate Book, Volume 2D.

Over the past several years, the Company has proceeded through a cycle of capital investments necessary for the safe and reliable operation of its gas system and has continued to incur costs to serve new and existing customers. Xcel Energy has also experienced significant annual increases in inflation, labor costs, and other expenses necessary to serve our customers. Recovering these costs is critical to Xcel Energy's ability to continue to successfully provide safe, reliable, and affordable natural gas service to its customers long into the future.

Typically, final rates become effective within 10 months of the date of the Application, unless the review period is extended by the MPUC. The Company anticipates that the review period will be extended in this proceeding. Any over-collection of interim rates during the review period will be refunded with interest to customers in a manner determined by the MPUC.

Xcel Energy is requesting this rate increase to meet its current cost of providing natural gas services, including a reasonable return on equity. The following tables contain the effect of the interim and proposed rates increases on customer classes:

#### Average Monthly Bills

#### Residential Service

Monthly Therm Use	Present Rates*	Interim Rates	Proposed Rates
10	\$19	\$21	\$23
30	\$40	\$43	\$44
50	\$60	\$65	\$66
71	\$82	\$88	\$89
100	\$111	\$119	\$120
200	\$214	\$227	\$228
300	\$316	\$336	\$336

## Small Commercial/Industrial Service

Monthly Therm Use	Present Rates*	Interim Rates	Proposed Rates
50	\$67	\$73	\$80
100	\$114	\$123	\$131
189	\$199	\$211	\$221
200	\$209	\$222	\$232
250	\$256	\$272	\$282
350	\$350	\$371	\$383
500	\$492	\$520	\$534
750	\$728	\$769	\$786
1,000	\$964	\$1,017	\$1,039
3,000	\$2,851	\$3,006	\$3,056
5,000	\$4,738	\$4,994	\$5,073

## Interruptible Retail Service

Class	Monthly Therm Use	Present Rates*	Interim Rates	Proposed Rates
Small	6,745	\$4,633	\$4,898	\$5,001
Medium	46,220	\$27,353	\$28,555	\$30,196
Large	617,483	\$350,615	\$364,315	\$379,449

## Interruptible Transportation Service

(Does not include the cost of natural gas)

I. Class	Monthly Therm Use	Present Rates*	Interim Rates	Proposed Rates
Small	6,745	\$1,729	\$1,998	\$2,097
Medium	118,174	\$19,722	\$22,724	\$26,990
Large	2,119,680	\$88,455	\$99,345	\$88,455

\* The present rate levels identified in this application represent the rates authorized in Docket No. G002/GR-23-413.

Public hearings will be held at various locations in Xcel Energy's natural gas service area. Counties, municipalities, and customers will be notified once the hearings are scheduled.

The proposed rate schedules and a comparison of present and proposed rates are available at:

[https://www.xcelenergy.com/company/rates\\_and\\_regulations/filings/minnesota\\_natural\\_gas\\_rate\\_proposal](https://www.xcelenergy.com/company/rates_and_regulations/filings/minnesota_natural_gas_rate_proposal) (Make sure "Minnesota" is selected in the top left-hand corner) The documents may be examined during normal business hours at either our General Offices located at 414 Nicollet Mall in downtown Minneapolis or at the Minnesota Department of Commerce, Division of Energy Resources, 85 7th Place East, Suite 280, St. Paul, Minnesota 55101.

Those who wish to intervene or testify in this case should contact the Minnesota Court of Administrative Hearings, P.O. Box 64620, St. Paul, Minnesota 55164-0620, Telephone: (651) 361-7900, TTY: (651) 361-7878. Public notice of hearing dates and locations will be published in local newspapers in Xcel Energy's service area.

Questions on the rate increase may be directed to Amber Hedlund at (612) 337-2268. Comments may also be mailed to Amber Hedlund at 414 Nicollet Mall, 401-7th Floor, Minneapolis, MN 55401.

BEFORE THE MINNESOTA PUBLIC UTILITIES COMMISSION

Katie J. Sieben  
Hwkwon Ham  
Audrey C. Partridge  
Joseph K. Sullivan  
John A. Tuma

Chair  
Commissioner  
Commissioner  
Commissioner  
Commissioner

In the Matter of the Application of Northern  
States Power Company for Authority to Increase  
Rates for Natural Gas Service in Minnesota

ISSUE DATE: December 26, 2025

DOCKET NO. G-002/GR-25-356

NOTICE OF AND ORDER FOR  
HEARING

**PROCEDURAL HISTORY**

On October 31, 2025, Northern States Power Company d/b/a Xcel Energy (Xcel or the Company) filed a general rate case application requesting a \$63.40 million annual increase, or 8.2 %, to its Minnesota retail natural gas rates, effective January 1, 2026.

By November 13, 2025, the Commission had received comments from the Department of Commerce, Division of Energy Resources (the Department); the Office of the Attorney General—Residential Utilities Division (the OAG); and the Citizens Utility Board (CUB); CUB's comments included a petition to intervene in the case under Minn. R. 7829.0800 and 7829.2400, subp. 6.

On December 11, 2025, the application came before the Commission. By separate order, the Commission has accepted the application, suspended the rates, and set interim rates.<sup>1</sup> In this order, the Commission refers the application to the Court of Administrative Hearings for contested-case proceedings

**FINDINGS AND CONCLUSIONS**

**I. Jurisdiction and Referral for Contested Case Proceedings**

The Commission has jurisdiction over proposed rate changes under Minn. Stat. § 216B.16. If the Commission is unable to resolve all significant issues regarding the reasonableness of the

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<sup>1</sup> See Order Accepting Filing and Suspending Rates; and Order Setting Interim Rates, both entered in this docket on this date.

proposed rates on the basis of the filing alone, the Commission refers the matter to the Court of Administrative Hearings for contested-case proceedings.<sup>2</sup>

The Commission finds that it cannot satisfactorily resolve all questions regarding the reasonableness of the proposed rates on the basis of the Company's filing. The Commission will therefore refer the matter to the Court of Administrative Hearings for contested-case proceedings.

## II. Issues to be Addressed

Over the course of this case, the Commission expects the parties will thoroughly develop a full record, addressing, at a minimum, the following issues:

- a. The standard rate case issues;<sup>3</sup>
- b. Whether the base cost of gas proposed in Docket No. G-002/MR-25-357 needs to be updated;
- c. Reasons for the significant changes of the following costs since the last rate case:
  - Cost of Gas – Increased by 24.1%
  - Gas Distribution – Increased by 30.2%
  - Customer Service – Increased by 28.7%
  - Administrative & General – Increased by 25.4%
  - Depreciation – Increased by 24.3%
  - Amortization – Increased by 410.5%
  - Property Tax – Increased by 57.8%
- d. Whether the proposed Top Ten executive pay compensation is appropriate.
- e. As Xcel adopts an electrification-first focus to 2030, how does the company expect the new strategy to maintain its alignment with its goal to be a net-zero energy provider by 2050? What cost recovery mechanisms or rate design changes are being considered to support long-term investment in electrification infrastructure?
- f. With greater than expected use of Efficient Fuel Switching(EFS), what adjustments are being made to reflect potential revenue shifts, stranded asset risks, changes in cost allocations, or other financial impacts?

The Commission will also request that the Department seek authorization under Minn. Stat. § 216B.62 from the Commissioner of Management and Budget to incur costs for specialized technical professional investigative services to develop and evaluate the record on the

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<sup>2</sup> Minn. Stat. § 216B.16, subd. 2(b).

<sup>3</sup> The standard rate case issues are: 1) Is the test year revenue increase sought by the Company reasonable or will it result in unreasonable and excessive earnings by the Company? 2) Is the rate design proposed by the Company reasonable? and 3) Are the Company's proposed capital structure and return on equity reasonable? Notice and Order for Hearing, *In the Matter of the Application of Minnegasco, a Division of NorAm Energy Company, for Authority to Increase Natural Gas Rates in Minnesota*, Docket No. G-008/GR-95-700, p. 3, (October 4, 1995).

Company's rate case, including but not limited to, the proposal to include in rate base its prepaid pension asset and its accrued retiree medical and post-employment benefit liability.

The Commission will also require the following:

- a. The Company shall mail copies of the order resulting from this decision to all municipalities, counties, and local governing bodies in its Minnesota service area.
- b. The Administrative Law Judge will convene public hearings in this matter at locations within the service area of the Company.
- c. The Company shall file draft notices of the evidentiary and public hearings, file them for Commission approval, and, after receiving approval, disseminate them as follows:
  - Individual written notice to each customer, which may be in the form of a bill insert, to be served at least ten days before the first day of hearings.
  - Written notice to the governing bodies of all municipalities, counties, and local governing bodies in the area affected and to all parties in the Company's last two rate cases, to be mailed at least ten days before the first day of hearings.
  - Advertisements in legal newspapers of affected counties and other newspapers of general circulation within the Company's Minnesota service area, to appear at least ten days before the first day of hearings. These advertisements shall include the heading RATE INCREASE NOTICE, which shall appear in bold face type no smaller than 30 points.

### **III. Procedural Outline**

#### **A. Administrative Law Judge**

The Administrative Law Judge (ALJ) assigned to this case is Kimberly Middendorf. Her address is as follows: Court of Administrative Hearings, 600 North Robert Street, St. Paul, Minnesota 55101. Her mailing address is P.O. Box 64620, St. Paul, Minnesota 55164-0620. She can be reached through her legal assistant, Samantha Cosgriff, 651-361-7845 or [samantha.cosgriff@state.mn.us](mailto:samantha.cosgriff@state.mn.us).

#### **B. Hearing Procedure**

##### *Controlling Statutes and Rules*

Hearings in this matter will be conducted in accordance with the Administrative Procedure Act, Minn. Stat. §§ 14.57–14.62; the rules of the Court of Administrative Hearings, Minn. R. 1400.5100–1400.8400; and, to the extent that they are not superseded by those rules, the Commission's Rules of Practice and Procedure, Minn. R. 7829.0100–7829.4000.

Copies of these rules and statutes may be purchased from the Print Communications Division of the Department of Administration, 660 Olive Street, St. Paul, Minnesota 55155; (651) 297-3000. These rules and statutes also appear on the State of Minnesota's website at [www.revisor.mn.gov/pubs](http://www.revisor.mn.gov/pubs).

The Court of Administrative Hearings conducts contested case proceedings in accordance with the Minnesota Rules of Professional Conduct and the Professionalism Aspirations adopted by the Minnesota State Bar Association.

- *Right to Counsel and to Present Evidence*

In these proceedings, parties may be represented by counsel, may appear on their own behalf, or may be represented by another person of their choice, unless otherwise prohibited as the unauthorized practice of law. They have the right to present evidence, conduct cross-examination, and make written and oral argument. Under Minn. R. 1400.7000, they may obtain subpoenas to compel the attendance of witnesses and the production of documents.

Parties should bring to the hearing all documents, records, and witnesses necessary to support their positions.

- *Discovery and Informal Disposition*

Any questions regarding discovery under Minn. R. 1400.6700–1400.6800 or informal disposition under Minn. R. 1400.5900 should be directed to Christine Pham (651) 201-2249, [christine.pham@state.mn.us](mailto:christine.pham@state.mn.us), or Minnesota Public Utilities Commission, 121 7th Place East, Suite 350, St. Paul, Minnesota 55101-2147.

- *Protecting Not-Public Data*

State agencies are required by law to keep some data not public. Parties must advise the ALJ if not-public data is offered into the record. They should take note that any not-public data admitted into evidence may become public unless a party objects and requests relief under Minn. Stat. § 14.60, subd. 2.

- *Accommodations for Disabilities; Interpreter Services*

At the request of any individual, this agency will make accommodations to ensure that the hearing in this case is accessible. The agency will appoint a qualified interpreter if necessary. Persons must promptly notify the ALJ if an interpreter is needed.

- *Scheduling Issues*

The times, dates, and places of public and evidentiary hearings in this matter will be set by order of the ALJ after consultation with the Commission and intervening parties.

- *Notice of Appearance*

Any party intending to appear at the hearing must file a notice of appearance (as attached) with the ALJ within 20 days of the date of this Notice of and Order for Hearing.

- *Sanctions for Non-Compliance*

Failure to appear at a prehearing conference, a settlement conference, or the hearing, or failure to comply with any order of the ALJ, may result in facts or issues being resolved against the party who fails to appear or comply.

### **C. Parties and Intervention**

The current parties to this case are the Company, the Department, the OAG, and CUB. Other persons wishing to become formal parties shall promptly file petitions to intervene with the ALJ. They shall serve copies of such petitions on all current parties and on the Commission.<sup>4</sup>

### **D. Prehearing Conference**

A prehearing conference will be held on Monday, January 26, 2026, at 11:00 a.m. using the following call-in information.

+1 651-395-7448  
Phone Conference ID: 877 564 896#

Persons participating in the prehearing conference should be prepared to discuss time frames, scheduling, discovery procedures, and similar issues. Potential parties are invited to attend the pre-hearing conference and to file their petitions to intervene as soon as possible.

### **E. Time Constraints**

The Commission is required to act on substantially complete rate case filings within ten months, although this ten-month period can be extended under certain circumstances. The Commission has extended, by separate order, the timeline for a final determination under Minn. Stat. § 216B.16, subd. 2(f) to November 26, 2026.<sup>5</sup> The Commission therefore requests the ALJ's report on or before August 25, 2026. If, however, the deadline for the Commission's decision is extended for any reason (e.g., settlement discussions, waiver, etc.) beyond ten months plus ninety days at any point during this proceeding, the Commission requests the ALJ's report at least three months before the extended deadline for the Commission's decision. The Commission requests that the ALJ refer any all-issues, all-parties settlement back to the Commission on an expedited basis.

---

<sup>4</sup> Minn. R. 1400.6200.

<sup>5</sup> See Order Accepting Filing and Suspending Rates; and Order Setting Interim Rates, both entered in this docket on this date.

#### **IV. Application of Ethics in Government Act**

The lobbying provisions of the Ethics in Government Act, Minn. Stat. § 10A.01 et seq., apply to general rate cases. Persons appearing in this proceeding may be subject to registration, reporting, and other requirements set forth in that Act. All persons appearing in this case are urged to refer to the Act and to contact the Campaign Finance and Public Disclosure Board, telephone number (651) 539-1190, with any questions.

#### **V. Ex Parte Communications**

Restrictions on *ex parte* communications with Commissioners and reporting requirements regarding such communications with Commission staff apply to this proceeding from the date of this Order. Those restrictions and reporting requirements are set forth at Minn. R. 7845.7300–7845.7400, which all parties are urged to consult.

### **ORDER**

1. The Commission hereby refers the matter to the Court of Administrative Hearings for a contested case proceeding.
2. The Commission requests the ALJ's report on or before August 25, 2026. If the deadline for the Commission's decision is extended for any reason (e.g., settlement discussions, waiver, etc.) beyond ten months plus ninety days at any point during this proceeding, the Commission requests the ALJ's report at least three months before the extended deadline for the Commission's decision. The Commission requests that the ALJ refer any all-issues, all-parties settlement back to the Commission on an expedited basis.
3. The Commission identifies the issues set forth above for development of a complete record in this case.
4. The Commission requests that the Department seek authorization under Minn. Stat. § 216B.62 from the Commissioner of Management and Budget to incur costs for specialized technical professional investigative services to develop and evaluate the record on the Company's rate case, including but not limited to, the proposal to include in rate base its prepaid pension asset and its accrued retiree medical and post-employment benefit liability.
5. The Company shall mail copies of the order resulting from this decision to all municipalities, counties, and local governing bodies in its Minnesota service area.
6. The Company shall file draft notices of the evidentiary and public hearings, file them for Commission approval, and, after receiving approval, disseminate them as follows:
  - Individual written notice to each customer, which may be in the form of a bill insert, to be served at least 10 days before the first day of hearings. These notices shall prominently display the email address for public comments and identify the docket number of the rate case.

- Written notice to the governing bodies of all municipalities, counties, and local governing bodies in the area affected and to all parties in the Company's last two rate cases, to be mailed at least ten days before the first day of hearings.
- Advertisements in legal newspapers of affected counties and other newspapers of general circulation within the Company's Minnesota service area, to appear at least ten days before the first day of hearings. These advertisements shall include the heading RATE INCREASE NOTICE, which shall appear in bold face type no smaller than 30 points.

7. The Commission delegates authority to the Executive Secretary to approve notices, bill inserts, and bill format for the duration of this proceeding.
8. The Commission delegates authority to the Executive Secretary to extend deadlines and modify timelines throughout the duration of this proceeding.
9. This order shall become effective immediately.

BY ORDER OF THE COMMISSION



Sasha Bergman  
Executive Secretary



This document can be made available in alternative formats (e.g., large print or audio) by calling 651.296.0406 (voice). Persons with hearing or speech impairment may call using their preferred Telecommunications Relay Service or email [consumer.puc@state.mn.us](mailto:consumer.puc@state.mn.us) for assistance.

In the Matter of the Application of Northern States Power  
Company for Authority to Increase Rates for Natural Gas  
Service in Minnesota

**NOTICE OF APPEARANCE**

**PLEASE TAKE NOTICE that:**

1. The party/agency named below (Party/Agency) will appear at the prehearing conference and all subsequent proceedings in the above-entitled matter.
2. By providing its email address below, the Party/Agency acknowledges that it has read and agrees to the terms of the Office of Administrative Hearings' e-Filing policy and chooses to opt into receiving electronic notice from the Office of Administrative Hearings in this matter. **Note: Provision of an email address DOES NOT constitute consent to electronic service from any opposing party or agency in this proceeding.<sup>6</sup>**
3. The Party/Agency agrees to use best efforts to provide the Office of Administrative Hearings with the email address(es) for opposing parties and their legal counsel.

**Party's/Agency's Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**Party's/Agency's Attorney:** \_\_\_\_\_  
**Firm Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**Respondent's/Opposing Party's Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**Dated:** \_\_\_\_\_ **Signature of Party/Agency or Attorney**

<sup>6</sup> In order to opt in to electronic notice, this form must be emailed to [OAH.efiling.support@state.mn.us](mailto:OAH.efiling.support@state.mn.us). If the party does not wish to opt in to electronic notice, this form may be filed with the Office of Administrative Hearings via facsimile, U.S. Mail, or personal service. See Minn. Stat. § 14.58, Minn. R. 1400.5550, subps. 2-5.

**CERTIFICATE OF SERVICE**

I, Leesa Norton, hereby certify that I have this day, served a true and correct copy of the following document to all persons at the addresses indicated below or on the attached list by electronic filing, electronic mail, courier, interoffice mail or by depositing the same enveloped with postage paid in the United States mail at St. Paul, Minnesota.

**Minnesota Public Utilities Commission**  
**NOTICE OF AND ORDER FOR HEARING**

Docket Number **G-002/GR-25-356**

Dated this 26th day of December, 2025

/s/ Leesa Norton

# CROW WING COUNTY FAIR ASSOCIATION

A Non-Profit Organization

P.O. Box 643

Brainerd, Minnesota 56401

(218) 829-6680

P.O. Box 643  
Brainerd, MN 56401  
January 14, 2026

Greeting Township Officers and Residents,

As you are planning your township's yearly levy and budget, please consider donating or sponsoring an event at the fair or improvements to the buildings.

Many of the improvements were completed in 2025 due to your generous donations. None of the improvements could have happened without your support. We still need your support to make additional improvements.

The arena livestock addition is still a work in progress, the windows in the administration building leak and need replacement as to not ruin records and the microphone/camera system, lights in the Fine Arts Building need to be updated to LED lights and the horse arena needs to be resided.

Please note in the memo of your check, the designated item you would like the donation applied and it will be deposited as a restricted donation and applied to one of the designated projects. If there is no notation in the memo, the funds will be deposited to the general fund and will be used for the general operating needs of the fair.

Donors or Sponsors will be recognized in the Crow Wing County Fair Book if submitted by the deadline and be placed on a donor sign at the fair entrance acknowledging their support of the 5<sup>th</sup> largest county fair in Minnesota, Crow Wing County Fair.

Please contact me with any questions you may have regarding this request.

Thank you in advance for your continued support of the Crow Wing County Fair.

Sincerely,



Katherine Stevens

Assistant Administrator

218-839-6042





BRAINERD MONUMENT

employee owned | established 1917

## Cemetery Caretaker Appreciation & Open House

**615 Washington St NE, Brainerd, MN**

*(Across from Super One Foods)*

**February 19th, 2026 | 2:00 PM – 6:00 PM**

We appreciate all that you do and are thankful for the  
relationships we have built! Let's celebrate YOU!

Snacks, desserts & beverages (alcoholic & non-alcoholic) will be provided.

Please bring a guest!

**RSVP to Marci • 218-293-5090 • [Marcik@SunburstMemorials.com](mailto:Marcik@SunburstMemorials.com)**

## Invitation: 2026 Township Day at the Capitol - March 2, 2026

1 message

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

Reply-To: info@mntownships.org

To: missionclerk@gmail.com

Sun, Feb 1, 2026 at 1:00 PM



ALL township officers are invited to join the Minnesota Association of Townships for "Township Day at the Capitol" on Monday, March 2, 2026 in St. Paul. We'll have trainings, speakers, and impactful meetings with state legislators to advocate for important township priorities. There is NO COST to attend this ONE DAY event, but REGISTRATION is required.

**REGISTER:** <https://bit.ly/TownshipDATC2026>

**SCHEDULE:**

Monday, March 2, 2026

10:00 AM: Registration and social time - meet at the Radisson Hotel St. Paul/Capitol Ridge ([161 Rondo Ave, St. Paul](https://www.radisson.com/st-paul/capitol-ridge)).

10:30 AM: Welcome, and Legislative Briefing at hotel

12:00 NOON: Lunch (provided) at hotel

12:30 PM: Buses/travel to Capitol (3 blocks away, transportation provided)

1:00 to 4:00 PM: Individual Legislative Meetings at the State Capitol

1:00 to 4:00 PM: Open House and Speakers at the State Capitol

3:45 to 4:00 PM: Last bus back to the hotel

4:00 to 5:00 PM: Debrief and door prizes at the hotel

5:00 PM: Conclusion

**COST:** There is no cost to attend this event! We encourage as many township officers to attend as possible.

**DETAILS:** Additional logistical details will be sent to registered attendees. MAT will provide all materials and make your appointments to meet with state legislators.

**LODGING:** If required, please book lodging on your own. Rooms are available at the Radisson Capitol Ridge (where our event will start and end). To book, please call the Radisson Capitol Ridge Hotel at 651-227-8711 and mention "MN Townships" for a special room rate of \$112 per night plus tax, OR book online here: [Minnesota Association of Townships](https://www.radisson.com/st-paul/capitol-ridge) (and make sure to adjust the number and dates of nights depending on what is needed). Our special rate includes gated, surface level parking, along with breakfast.

**QUESTIONS:** If you have urgent questions, please contact MAT's communication consultant and event organizer Leslie Rosedahl at [Leslie@RosedahlPublicAffairs.com](mailto:Leslie@RosedahlPublicAffairs.com) or 651.353.1818.

CONTACT US

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

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



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## 2026 Spring Short Courses

1 message

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

Reply-To: info@mntownships.org

To: missionclerk@gmail.com

Wed, Jan 28, 2026 at 1:29 PM



# SPRING SHORT COURSES

## 2026 Spring Short Courses

**MAT's Spring Short Courses are right around the corner! Please plan to attend these extremely popular trainings for all officers - supervisors, clerks, treasurers (including deputies).** Each day will be jam-packed with speakers, important information, and include a continental breakfast and hearty lunch.

**All registration is on-site** and the cost is \$75/officer which covers materials and meals. Check or cash are accepted, or we can bill your township (by letting the on-site registration desk know).

### Timeline:

8:00 AM: Registration opens and light breakfast available

9:00 AM: Sessions begin – breakouts for Supervisors, Clerks & Treasurers, and New Officers

12:00 NOON: Lunch (provided)

1:00 PM: Sessions continue - breakouts for Supervisors, Clerks & Treasurers, and New Officers

3:00 PM: Conclusion

**WINONA** Monday, March 16, 2026

Riverport Event Center, [900 Bruski Drive, Winona, MN 55987](https://www.google.com/maps/place/900+Bruski+Drive,+Winona,+MN+55987)

**ROCHESTER** Tuesday, March 17, 2026

Rochester Event Center, [7333 Airport View Drive SW, Rochester, MN 55302](https://www.google.com/maps/place/7333+Airport+View+Drive+SW,+Rochester,+MN+55302)

**MANKATO** Wednesday, March 18, 2026

Mayo Clinic Health System Event Center, [1 Civic Center Plaza, Mankato, MN 56001](https://www.google.com/maps/place/1+Civic+Center+Plaza,+Mankato,+MN+56001)

**WINDOM** Thursday, March 19, 2026

Windom Community Center, [1750 Cottonwood Lake Dr, Windom, MN 56101](https://www.google.com/maps/place/1750+Cottonwood+Lake+Dr,+Windom,+MN+56101)

**GRANITE FALLS** Friday, March 20, 2026

Prairie's Edge Casino, [5616 Prairies Edge Ln, Granite Falls, MN 56241](https://www.google.com/maps/place/5616+Prairie's+Edge+Ln,+Granite+Falls,+MN+56241)

**BRAINERD** Monday, March 23, 2026

Breezy Point Resort, [9252 Breezy Point Dr, Breezy Point, MN 56472](https://www.google.com/maps/place/9252+Breezy+Point+Dr,+Breezy+Point,+MN+56472)

**ST. CLOUD** Tuesday, March 24, 2026  
Holiday Inn and Suites, [75 37th Ave, St Cloud, MN 56301](#)

**ARLINGTON** Wednesday, March 25, 2026  
Arlington Event Center, [204 Shamrock Dr, Arlington, MN 55307](#)

**WILLMAR** Thursday, March 26, 2026  
Willmar Conference Center, [2100 Highway 12 E, Willmar, MN 56201](#)

**ALEXANDRIA** Friday, March 27, 2026  
Arrowwood Resort & Conference Center, [2100 Arrowwood Ln, Alexandria, MN 56308](#)

**MAHNOMEN** Monday, March 30, 2026  
Shooting Star Casino, [777 S Casino Rd, Mahnomen, MN 56557](#)

**THIEF RIVER FALLS** Tuesday, March 31, 2026  
Ralph Engelstad Arena, [525 Brooks Ave, Thief River Falls, MN 56701](#)

**BEMIDJI** Wednesday, April 1, 2026  
The Sanford Center, [1111 Event Center Dr NE, Bemidji, MN 56601](#)

**GRAND RAPIDS** Thursday, April 2, 2026  
Sugar Lake Lodge, [37584 Otis Ln, Cohasset, MN 55721](#)

**DULUTH** Friday, April 3, 2026  
NEW LOCATION: Black Bear Casino Resort, [1785 MN-210, Carlton, MN 55718](#)

#### CONTACT US

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**SUBJECT:** 2026 Clerk Expense Reimbursement Agreement & Job Expectations  
**DATE:** 02-03-2026

---

### **Expense Reimbursement Agreement**

The town desires to fairly compensate the clerk for reasonable expenses incurred related to conducting town business from home. This agreement details the personal expenses reimbursable by the town and their rate of reimbursement.

1. Personal Cell Phone. The clerk has a shared plan under Chris Scott Masonry with AT&T. Based on a review of recent bills and expected use, reimbursement will be 30% of the monthly bill = \$27.00/month.
2. Home Internet. The clerk uses CTC for home internet. Based on a review of recent bills and expected use, reimbursement will be 30% of the monthly bill = \$20.00/month.
3. Home Printing. As often as practicable, the clerk is expected to print town documents at the Clerk Office. Rather than track and reimburse printing at a per page rate, the clerk will periodically request reimbursement for ink toner and paper based on usage and subject to supervisory approval.
4. Home Office Supplies. The clerk is authorized for reasonable use of office supplies at home from the supplies maintained at the Clerk Office.
5. Mileage. Per Town Policy, mileage will be reimbursed at the published IRS rate for town business upon submission of documented mileage.

**Total regular monthly reimbursement = \$47.00 + mileage.**

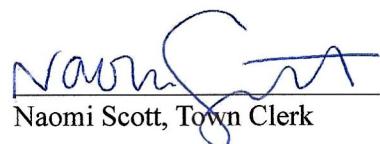
This agreement represents the complete understanding relative to home office expenses and is subject to review annually or as needs arise.

### **2026 Job Expectations**

The following are the agreed upon expectations for 2026.

1. Continue development of "Procedures Guide" to document key processes/activities.
2. Participate in available training (MAT, CTAS, others) to strengthen knowledge on key processes.
3. Finalize organization of town files/records.
4. Delivery of assigned 2026 Key Initiatives:
  - a. Explore digitization of town records, including a cemetery records system.
  - b. Review & revise cemetery policies and brochure.
  - c. Support redesign of town website, including transition to .gov domain.

### **Reviewed & Accepted:**

  
Naomi Scott, Town Clerk

Date: 2/3/26

  
Jon Auge, Town Board Chair

Date: 02-03-2026

Approved by the Town Board at their regular meeting on February 9, 2026.

Treasurer's Report-Board Meeting-February 9th, 2026

1. Beginning Balance: \$1,434,177.11
  - a. Receipts: \$46,036.49
  - b. Disbursements: \$44,009.24
  - c. Checking Balance Difference: \$1,926.00
  - d. Ending Balance: \$1,438,130.36
2. I would like approval for an EFT claim that came in on January 15<sup>th</sup> for the yearly Old National Analysis fee. This amount was \$238.80. The Bremer fee was paid when the banks merged in October of 2025. That amount was \$877.90.
3. The MATIT Workers Comp audit has been filed.
4. Working with Old National and Paper PlanIT, the payroll went smoothly this month.



## FEBRUARY 2026 MONTHLY FIRE DEPARTMENT REPORT

**Monthly calls: 11 for January**

**Year to Date Calls:**

**Jan. 25 Calls**

**Mission Twp:** EMS: 7      Fire: 1  
**Center Twp:** EMS: 1      Fire: 1  
**Pelican Twp:** EMS: 0      Fire: 0  
**Mutual Aid:**                      Fire: 1

**Mission Twp:** 8      **9**  
**Center Twp:** 2      **1**  
**Pelican Twp:** 0      **3**  
**Mutual Aid:** 1      **1**

**Year to date calls for 2026: 11**

**YTD 2025: 14**

### **Department Training:**

2/10: Meeting, Truck Checks, Annual Relief Meeting

2/17: Training

2/24: Training

2/20 – 2/21: Jill Leadership Training

2/27 – 2/28: Jill Leadership Training

### **Trucks/Equipment:**

- Grass Rig will be going in to have the inner tire fixed.

### **Personnel:**

- Shane J. has requested a leave of absence
- Sabrina Thul has applied for employment as EMR

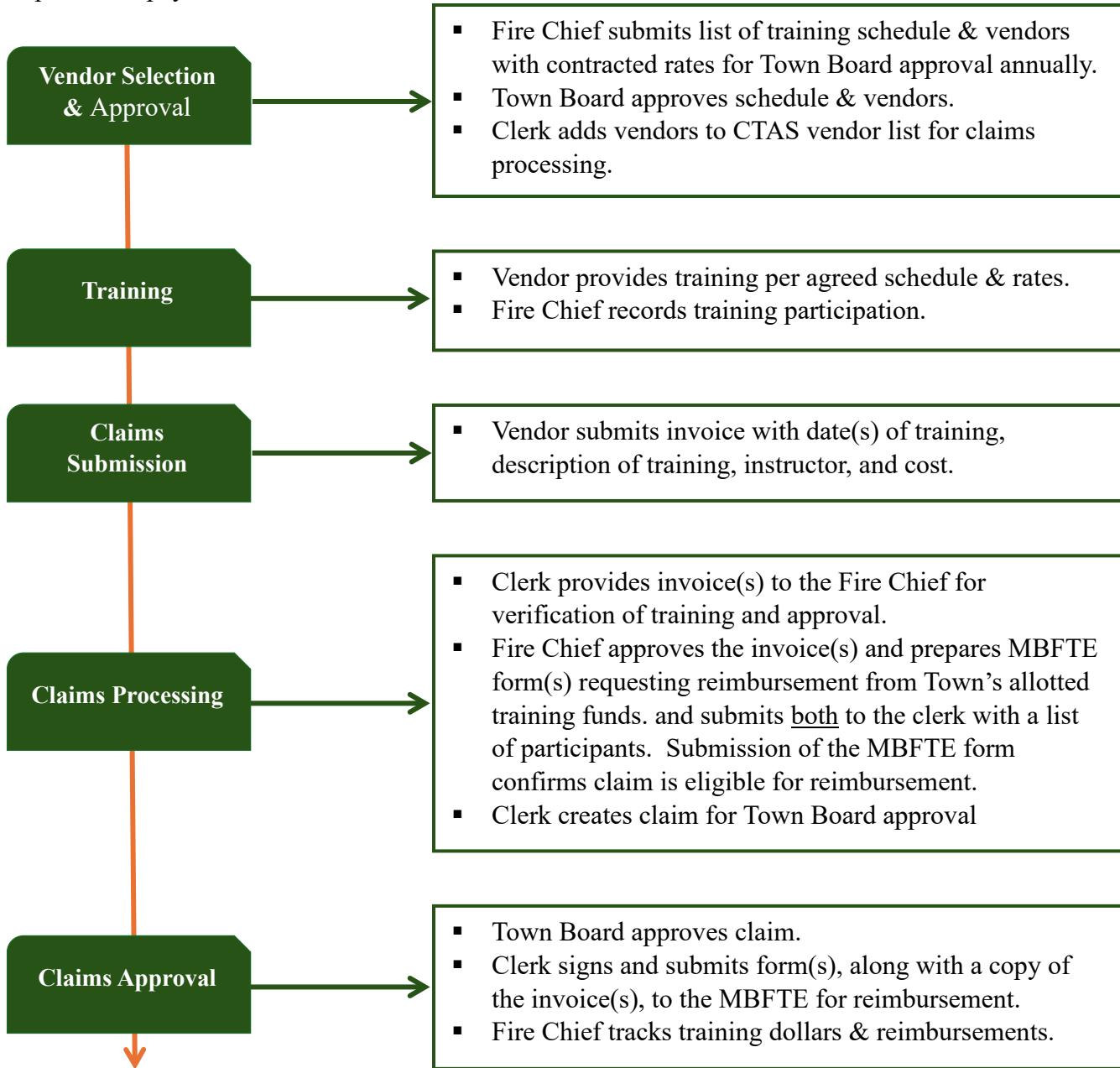
### **OUTSIDE Training/Classes:**

- Pending background & approval – I would like to send Sabrina to EMR in March at CRMC
- Eddie would like to attend the Fire School in Austin, MN. 3/26
- Fire I & II will be starting 2/3/26 for Casey and Eric K. They will test out 5/2/26

### **Other:**

- We are working on getting everything that is required for First Due.
- We will be setting up a Saturday to do a full inventory of both halls for entry into First Due.
  - Can we get inventory stickers?
  - What is the dollar amount you would like inventoried?
- Years of service for service awards – will hand out Tues. This was received from the Relief Association.
- Going forward we will be tracking training with the following information:
  - Name, Date, Location and start/end times of training
  - Description of the training including which standard is being met with the training
    - What was the training, props, patients, etc.
  - Training Company information including instructor name
  - Attendance roster (If anyone arrives late this will be noted on the roster.)
  - A copy of all information will be provided to the Town Clerk for filing.
- Up to date with all MBFTE reimbursement forms

The following are the requirements & responsibilities for reviewing and approving MTFD training requests and payments.



1. The Clerk is only authorized to sign & submit MBFTE reimbursements after Town Board approval.
2. Whenever possible, MBFTE reimbursements should occur within the same quarter as the claims.

*Approved by the Town Board: 02-09-2026*

## Memorandum

**To:** Town Board

**From:** Jon Auge, Chair *Jon Auge*

**Date:** 02-07-2026

**Subject:** Information for February Meeting Agenda Items 7.3 & 7.4



### Agenda Item 7.3 - East Bass Lake Road Construction Cost Share Agreement

As background, the Town Board approved applying for a DNR-SPRA grant in October 2024 which was subsequently awarded by the DNR in April 2025. In July 2025, the Board approved an agreement with Bolton & Menk to develop project specifications for submission to Crow Wing County to be included in their 2026 Large Bid program. Those specifications were completed by Bolton & Menk in November and following a review period, approved by CWC and MNDOT in late January. The signed agreement, reflecting the Cost Summary listed below, is presented to the Board for approval.

2026 East Bass Lake Road Reclamation Project						
<i>Prepared: 02-07-2026</i>						
	Bolton & Menk 09-18-24 Estimate			Crow Wing County 01-27-26 Estimate		
	Total Cost	DNR Grant	Town Share	Total Cost	DNR Grant	Town Share
Design & Construction Cost <sup>1</sup>	\$ 343,210			\$ 237,621		\$ -
10% Construction Contingency <sup>2</sup>	\$ 34,290			\$ -		\$ -
Design & Construction Sub-Total	\$ 377,500	\$ 161,000	\$ 216,500	\$ 237,621		\$ 127,429
Bolton & Menk Design & Engineering Costs	\$ 56,600	\$ -	\$ 56,600	\$ 56,600		\$ 56,600
County Administration Fee (3%)	\$ 10,296	\$ -	\$ 10,296	\$ 7,129		\$ 7,129
<b>Total Estimated Cost <sup>3</sup></b>	<b>\$444,396</b>	<b>\$161,000</b>	<b>\$ 283,396</b>	<b>\$301,350</b>	<b>\$110,192</b>	<b>\$ 191,158</b>

**Cost Estimates Explanatory Notes:**

1. B&M estimated based on \$90/ton for bituminous mixture vs. \$58/ton in CWC estimate, + other minor differences.
2. CWC estimate does not include a construction contingency.
3. DNR Grant covers road from Cty. Road 109 to Landing < Bolton & Menk/CWC design & engineering costs.

### Agenda Item 7.4 - Committee Appointments

Per our policy, committee membership is by Town Board appointment for two-year renewable terms, with the Chair designated by the Board. Bob Steele and I are presenting the following individuals for re-appointment to two-year terms expiring February 2028.

Park Committee	Roads Committee
Dave Baker	Dave Hauser - Chair
Michael Blassey	Dave Meyer
Jim Peterson - Chair	Merle Roberts
Jim Strampe	Don Gabrielson was appointed in December 2025

**CONSTRUCTION COST SHARE AGREEMENT  
WITH MISSION TOWNSHIP (CP 18-300-38)  
FOR THE BITUMINOUS SURFACING OF  
ROADWAYS UNDER THE JURISDICTION OF  
CROW WING COUNTY AND MISSION TOWNSHIP**

This Agreement is made and entered into this 27th day of January, 2026 by and between the County of Crow Wing, State of Minnesota, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "County", and Mission Township, PO Box 126, Merrifield, MN 56465 hereinafter referred to as the "Township".

**WITNESSETH**

WHEREAS, the parties mutually agree that bituminous surfacing desired by Mission Township to be applied to the roadways listed in Attachment A has the potential to result in overall costs savings when combined with the County Project to provide bituminous surfacing to County roadways, and,

WHEREAS, the County has budgeted funds to complete the project; and,

WHEREAS, the Crow Wing County Highway Department has prepared plans and specifications for the project entitled BITUMINOUS SURFACING, Project Number CP 18-300-38, which plans and specifications are on file in the office of the County Engineer;

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

**I. PURPOSE**

The parties have joined together for the purpose of constructing project CP 18-300-38. This agreement identifies funding responsibilities and also future responsibilities upon project completion. Attachment A (estimate) is considered a part of this agreement.

**II. Duties**

**A. Design and Construction**

The County shall provide all design-engineering services for the Project unless otherwise stated in this agreement. The Township shall provide all construction-engineering services, with the Township being responsible for its share of design engineering/project development as identified in Attachment A. Attachment A is an estimate and final costs will be determined upon project completion. The County shall do the calling for all bids and the acceptance of all bid proposals and shall enter into a construction contract as the "owner" for purposes of the project.

**B. Inspection and Approval**

The Township shall provide construction inspection and staking for the Project and approval for acceptance of the work as it is completed. The County shall also be available to inspect said work and notify the Township of any concerns that arise during or after the completion of the Project. Approval of the final construction work shall be completed by the County and the Township.

### **III. COSTS**

#### **A. Project Costs**

The project costs identified in this agreement are based upon current estimates. Attachment A identifies the agreed upon cost share quantities and estimated costs. Actual final costs for each agency will be determined by actual final quantities.

**B. SUMMARY OF ESTIMATED COSTS** - The estimated construction and engineering costs for the project is shown in Attachment A and are summarized as follows:

Estimated Township Construction Costs	\$237,621.60
Estimated Township Engineering Costs (3%)	\$7,128.65
Total Estimated Township Costs	\$244,750.25

It is estimated that \$110,191.70 of the construction costs will be funded by the State Park Road Account fund. The County will perform the necessary steps to request and disburse these funds to the project.

### **IV. TERM**

This Agreement shall continue until terminated as provided hereinafter.

### **V. DISBURSEMENT OF FUNDS**

All funds disbursed by the County or Township pursuant to this Agreement shall be disbursed pursuant to law. Upon project completion, a final cost accounting will be performed totaling costs related to the Project. An invoice will be prepared by the County and submitted to the Township. The Township shall reimburse the County within 30 days of receipt of invoice.

### **VI. CONTRACTS AND PURCHASES**

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformity with State law.

### **VII. ACCOUNTABILITY**

An accounting shall be made of all receipts and disbursements upon request by either party.

### **VIII. TERMINATION**

This Agreement shall terminate upon completion of all obligations of the parties under this Agreement. This Agreement may be terminated prior to completion by either party only for breach of this Agreement or by mutual consent of the parties.

### **IX. NOTICE**

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the Office of the Crow Wing County Highway Department, 16589 CR 142, Brainerd, MN 56401, on behalf of the County, and Mission Township, PO Box 126, Merrifield MN 56465 on behalf of the Township.

## X. INDEMNIFICATION

To the extent allowed by law, the County and the Township mutually agree to indemnify and hold each other harmless from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

## XI. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

### COUNTY OF CROW WING

By: *Robert Hall*  
\_\_\_\_\_  
Robert Hall  
Assistant County Engineer

Dated: 1/27/26

### MISSION TOWNSHIP

By: *Jon Auge*  
\_\_\_\_\_  
Jon Auge, Board Chair

Dated: 01-23-2026

MISSION TOWNSHIP 2026 PROJECT ESTIMATE

Number	Description	Unit	Estimated Price	Quantity	Total
2021.501	MOBILIZATION	LUMP SUM	\$5,000.00	1	\$5,000.00
2061.609	MATERIAL DELIVERY MANAGEMENT SYSTEM	TON	\$0.02	2,780	\$55.60
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$5.25	42	\$220.50
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$1.50	212	\$318.00
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$6.00	85	\$510.00
2106.507	EXCAVATION - COMMON (P)	CU YD	\$10.00	169	\$1,690.00
2106.507	COMMON EMBANKMENT (CV) (P)	CU YD	\$10.00	577	\$5,770.00
2112.519	SUBGRADE PREPARATION	ROAD STA	\$100.00	67.29	\$6,729.00
2118.509	AGGREGATE SURFACING CLASS 1	TON	\$25.00	396	\$9,900.00
2211.507	STOCKPILE AGGREGATE	CU YD	\$10.00	186	\$1,860.00
2211.607	AGGREGATE BASE (CV) FROM STOCKPILE	CU YD	\$10.00	186	\$1,860.00
2215.504	FULL DEPTH RECLAMATION	SQ YD	\$1.20	18,410	\$22,092.00
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$58.00	2,780	\$161,240.00
2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$110.00	85	\$9,350.00
2540.602	MAIL BOX SUPPORT	EACH	\$110.00	22	\$2,420.00
2563.601	TRAFFIC CONTROL	LUMP SUM	\$700.00	1	\$700.00
2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT	\$3.00	380	\$1,140.00
2574.505	SOIL BED PREPARATION	ACRE	\$500.00	1.24	\$620.00
2574.508	FERTILIZER TYPE 1	POUND	\$1.00	248	\$248.00
2575.505	SEEDING	ACRE	\$500.00	1.24	\$620.00
2575.508	HYDRAULIC MULCH MATRIX	POUND	\$1.50	3,100	\$4,650.00
2575.608	SEED TURFGRASS	POUND	\$3.00	27	\$81.00
2575.608	SEED SANDY INSLOPE	POUND	\$7.50	73	\$547.50
					\$237,621.60

ROADS: EAST BASS LAKE ROAD Overall Estimate \$237,621.60  
Engineering (3%) \$7,128.65

AN ESTIMATED AMOUNT OF \$110,191.70 IS

Engineering (3%) \$7,128.65

NOTES: ANTICIPATED TO BE FUNDED BY THE STATE PARK  
ROAD ACCOUNT.

**CONSTRUCTION COST SHARE AGREEMENT  
BETWEEN CROW WING COUNTY AND MISSION TOWNSHIP (CP 18-200-164)  
FOR THE CRACK SEALING OF  
ROADWAYS UNDER THE JURISDICTION OF  
OAK LAWN TOWNSHIP**

This Agreement is made and entered into this day of \_\_\_\_\_, 2026, by and between the County of Crow Wing, State of Minnesota, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "County", and Mission Township, Jon Auge, Township Board Chair, is PO Box 126, Merrifield, MN, 56465 hereinafter referred to as the "Township".

**WITNESSETH**

WHEREAS, the parties mutually agree that crack sealing, desired by Mission Township be applied to roads listed in Attachment B, provided by the township and has the potential to result in overall cost savings when combined with the County Project to provide crack sealing to County roadways, and,

WHEREAS, the County has budgeted funds to complete the project; and,

WHEREAS, the Crow Wing County Highway Department has prepared plans and specifications for the project entitled CRACK SEALING 1, Project Number CP 18-200-164, which plans and specifications are on file in the office of the County Engineer.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

**I. PURPOSE**

The parties have joined together for the purpose of crack sealing project CP 18-200-164. This agreement identifies funding responsibilities and future responsibilities upon project completion. Attachment A (estimate) is considered a part of this agreement.

**II. Duties**

**A. Design and Construction**

The County shall provide all contract-administration services for the Project unless otherwise stated in this agreement. The township shall provide all construction-inspection services. Attachment A is an estimate and final costs will be determined upon project completion. The County shall do the calling for all bids and the acceptance of all bid proposals and shall enter into a construction contract as the "owner" for purposes of the project.

**B. Inspection and Approval**

Mission Township shall provide construction inspection for the Project and approval for acceptance of the work as it is completed. The County may intermittently be available to aid in inspection of said work and notify the Township of any concerns that arise during or after the completion of the Project. Approval of the final construction work shall be completed by the County and the Township.

### **III. COSTS**

#### **A. Project Costs**

The project costs identified in this agreement are based upon current estimates. Attachment A identifies the agreed upon cost share quantities and estimated costs. Actual final costs for each agency will be determined by actual final quantities.

**B. SUMMARY OF ESTIMATED COSTS** - The estimated construction and engineering costs of the projects are shown in Attachment A and are summarized as follows:

Estimated Township Crack Sealing Costs	\$22,799.20
Estimated Township Engineering Costs (3%)	<u>\$706.80</u>
Total Estimated Township Costs	\$23,560.00

### **IV. TERM**

This Agreement shall continue until terminated as provided hereinafter.

### **V. DISBURSEMENT OF FUNDS**

All funds disbursed by the County or Township pursuant to this Agreement shall be disbursed pursuant to law. Upon project completion, a final cost accounting will be performed totaling costs related to the Project. An invoice will be prepared by the County and submitted to the Township. The Township shall reimburse the County within 30 days of receipt of invoice.

### **VI. CONTRACTS AND PURCHASES**

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformity with State law.

### **VII. ACCOUNTABILITY**

An accounting shall be made of all receipts and disbursements upon request by either party.

### **VIII. TERMINATION**

This Agreement shall terminate upon completion of all obligations of the parties under this Agreement. This Agreement may be terminated prior to completion by either party only for breach of this Agreement or by mutual consent of the parties.

### **IX. NOTICE**

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the Office of the Crow Wing County Highway Department, 16589 CR 142, Brainerd, MN 56401, on behalf of the County, and Mission Township, is PO Box 126, Merrifield, MN, 56465 on behalf of the Township.

## X. INDEMNIFICATION

To the extent allowed by law, the County and the Township mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

## XI. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

### COUNTY OF CROW WING

By: \_\_\_\_\_  
Brian Berent  
Highway Maintenance Manager

Dated: \_\_\_\_\_

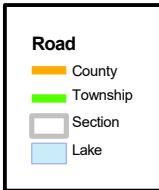
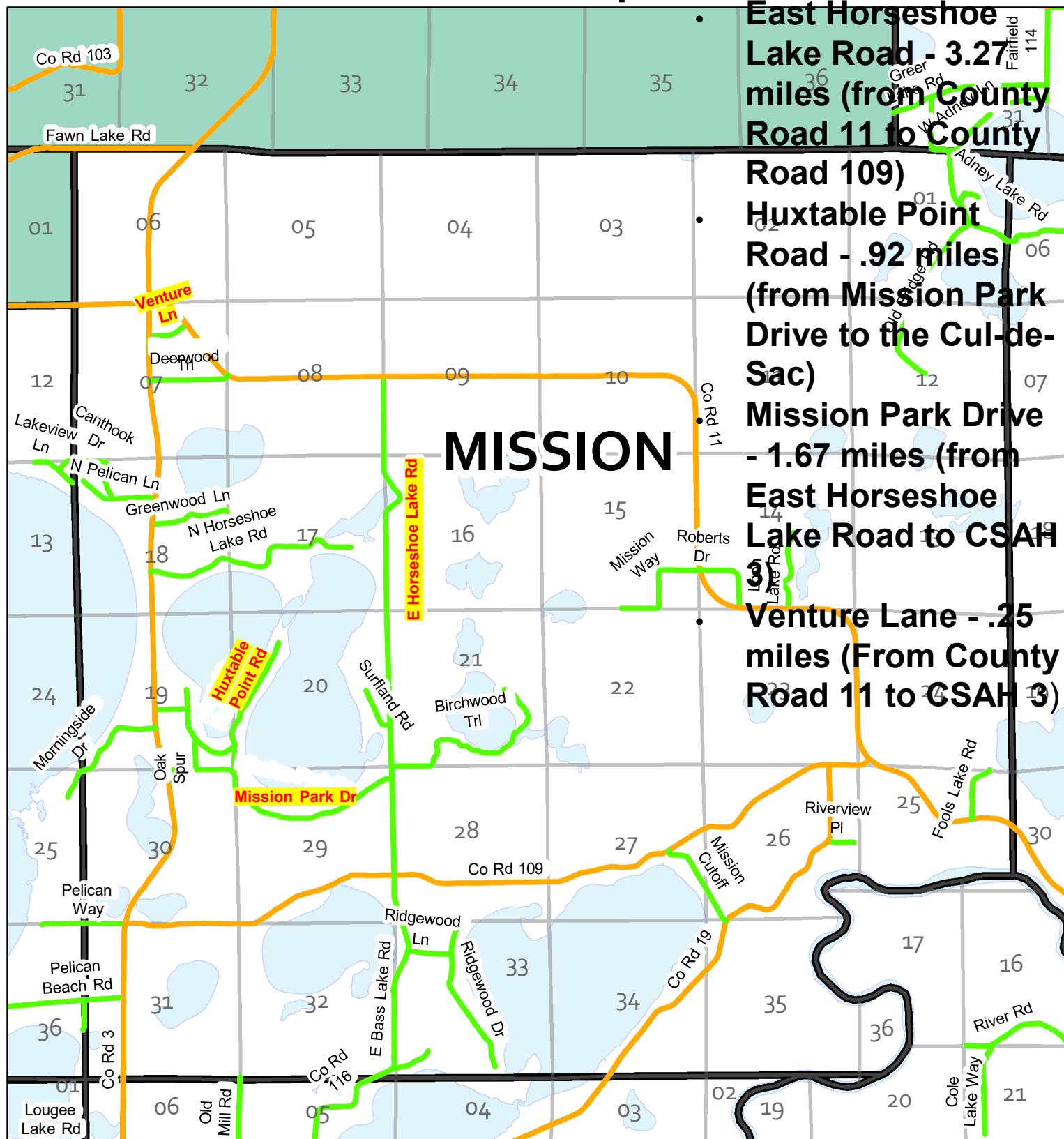
### MISSION TOWNSHIP

By: \_\_\_\_\_  


Jon Auge, Township Board Chair

Dated: 02-09-2026

# **Crow Wing County Mission Township Roads**





**Mission Township, Crow Wing County, Minnesota  
2026 Annual Meeting Agenda  
March 10, 2026 – 7:00 PM – Mission Town Hall**

*Please silence cell phones. The meeting is conducted via Zoom so please limit private conversations. Meeting materials are available for viewing on our website prior to the meeting and at the Moderator's table.*

**1.0 Call to Order, and Pledge of Allegiance** – Clerk Naomi Scott

**2.0 Roll Call of Electors**

**3.0 Election of Moderator** – Clerk Naomi Scott (*motion and vote*)

**4.0 Announcement of Agenda** - Moderator

**5.0 Review of Minutes of March 11, 2025, Annual Meeting** (*review-no motion to adopt*)

**6.0 Reports** (*Brief summary for each area of town government including 2025 accomplishments. Reports can be found on the Town website: [missiontownship.org](http://missiontownship.org), under the Town Board>Annual Meeting tab.*)

**6.1 Treasurer's Report – Audited Financial Reports** – Treasurer Mary Zabilla

**6.2 Crosslake Police Report** – Chief Jake Meier or designee

**6.3 Fire Department Report** – Chief Jill Allord

**6.4 Roads Report** – Supervisor Jon Auge/Committee Chair Dave Hauser

**6.5 Park & Recreation Report** – Supervisor Bob Steele/Committee Chair Jim Peterson

**6.6 Town Board/CIP Plan Update** – Chair Jon Auge

**7.0 New Business** – Any items electors may bring before the meeting for discussion.

**8.0 Business Items**

**8.1 Approval of proposed 2027 Levy** (*motion and vote*)

<b>General Fund Operating Levy</b>	<b>\$475,104</b> (same as 2022-2026)
General Fund Operating	\$210,100
Fire Operations	\$129,000
Park & Recreation	\$ 36,650
Road & Bridge	\$ 99,354
<b>Capital Improvement Levy</b>	<b><u>\$115,000</u></b>
<b>Total Levy</b>	<b><u>\$590,104</u></b>

**8.2 Set Date for 2027 Annual Meeting per MN Statute § 365.51, Subd 1** (*motion and vote*)

Primary Date: March 09, 2027, at 7:00 PM

Alternate Date: March 16, 2027, at 7:00 PM

**9.0 Adjournment or Recess of Meeting** – (*motion & vote*)

*If meeting is recessed, it must be to a specific date, time, place and purpose.*

# Mission Township Hiring Checklist



Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_

This checklist is intended to guide the hiring process for new and promotional hires to ensure compliance with requirements of Federal & Minnesota law and town policies. Please complete the checklist as you proceed through the process and **provide a completed copy to the Town Clerk.**

For all positions, except MTFD positions below Fire Chief, the Designated Board Supervisor for the Department is responsible for leading the process. The Fire Chief is responsible for leading all MTFD position hires. For new firefighter hires, Section 1, the interview process, and a Hire File are not required.

## Section 1 – Pre-Hire Requirements (✓ when completed)

<input type="checkbox"/>	An approved job description exists for the position. If not, one should be created and approved by the town board before posting the position.
<input type="checkbox"/>	The town board has approved hiring the position. <b>Date of Approval:</b> _____
<input type="checkbox"/>	When required, a job posting has been prepared, including basic duties & responsibilities, minimum requirements, wage rate, and a start and end date for the posting.
<input type="checkbox"/>	The job has been posted on the town's website, externally (as needed), and in other determined places based on the position.
<input type="checkbox"/>	Applications have been accepted until 5 days <u>after</u> the end date for the posting.

## Section 2 – Hiring Process (✓ when completed)

**New hire packets containing all required forms are available from the Town Clerk.**

**Use of the Interview Checklist & Interview Panel Rating Form for interviews is encouraged.**

<input type="checkbox"/>	Interviews have been scheduled and applicants notified of their scheduled time. If the Town Board conducts the interviews a Special Meeting has been noticed.
<input type="checkbox"/>	Interview questions have been prepared and provided to the interview panel.
<input type="checkbox"/>	Applications have been reviewed and provided to the interview panel. The hiring supervisor will <b>redact Social Security numbers</b> on all copies of applications.
<input type="checkbox"/>	Interviews were conducted by the interview panel. <b>Interview Dates:</b> _____
<input type="checkbox"/>	For interviews <u>not</u> conducted by the Town Board, a hiring recommendation has been prepared for the Board to include: <ul style="list-style-type: none"><li>• List of applicants.</li><li>• Application for the recommended applicant (with SS Number redacted).</li><li>• Recommendation with comments.</li></ul>
<input type="checkbox"/>	Town board approved the hiring recommendation. <b>Date of Approval:</b> _____ <b>Note: Completed Employment Forms are required for the Town Board to approve the new hire. The required forms are listed in Section 4.</b>
<input type="checkbox"/>	A favorable background check has been received. <b>Date Received:</b> _____ If unfavorable, the Clerk is to advise the Designated Supervisor for further action.

### Section 3 – Post-hire Process (✓ when completed)

<input type="checkbox"/>	The treasurer has placed the individual on the Town's payroll.
<input type="checkbox"/>	The clerk created an <b>Employment File</b> for the new employee following the list in Section 4.
<input type="checkbox"/>	<p>The hiring supervisor provided the clerk with the following documents for the <b>Hire File</b>:</p> <ul style="list-style-type: none"> <li>• All applications which were received for the position.</li> <li>• List of interview questions.</li> <li>• Completed Interview Checklist if created.</li> <li>• Completed Interview Panel Rating Form if utilized.</li> <li>• Recommendation document.</li> <li>• Completed Hiring Checklist.</li> <li>• Any other pertinent documents used in the hiring process.</li> </ul> <p>The clerk will create a <b>Hire File</b> with the position and date and retain per Record Retention Guidelines.</p>

**Hire File**

### Section 4 – Employment File Requirements

**Employment File**

<input checked="" type="checkbox"/>	Employment Application.
<input checked="" type="checkbox"/>	Welcome Letter signed by employee. <i>Note: Employee retains a copy.</i>
<input checked="" type="checkbox"/>	W-4 – Employee's Federal Withholding Certificate
<input checked="" type="checkbox"/>	W4MN – Employee's Minnesota Withholding Allowance/Exemption Certificate.
<input checked="" type="checkbox"/>	MN Department of Labor & Industry Employee Notice.
<input checked="" type="checkbox"/>	US Form I-9 Employment Eligibility Verification. <i>Note: Documentation verified by hiring supervisor.</i>
<input checked="" type="checkbox"/>	Paper Plan-it Employee Direct Deposit Authorization.
<input checked="" type="checkbox"/>	MN Paid Leave Employee Notification signed by employee. <i>Note: Employee retains a copy.</i>
<input checked="" type="checkbox"/>	Background Check confirmation email from Crosslake Police.
<input checked="" type="checkbox"/>	Completed Hiring Checklist.
Additional items for the Employment File over time may include training records & certifications, commendations, performance reviews, leave of absence forms, performance improvement plans, MN Paid Leave requests and resignation/termination documentation.	

**Town Board**

**Jon Auge**  
**Bob Steele**  
**Erik Lee**  
**Mary Zabilla**  
**Naomi Scott**

**Chair**  
**Vice-Chair**  
**Supervisor**  
**Treasurer**  
**Clerk**

TO: New Employees

Welcome and congratulations on your employment with Mission Township!

As you begin your service, there are a few things you should be aware of to make it a great experience.

1. All new employees must complete the required forms to satisfy federal and state requirements and place you on our payroll, prior to beginning your employment. Your cooperation in completing these in a timely manner is appreciated.
2. As an employee, you are expected to be familiar with and follow our Human Resource Policies. They are found on our Town Website under the “Town Board” tab > Town Policies & Forms > Mission-Township-Policies-Version-3.1.pdf. Compliance with these policies helps us maintain a productive and respectful workplace for all. This same section also contains other policies that may apply to your position and standard forms used to conduct the town’s business, such as our Employee Timesheet and Claim for Payment forms. Please take some time to become familiar with this information.
3. You should have received a copy of the MN Paid Leave Employee Notification explaining eligibility and premiums, including an amount to be withheld from your wages. If you have any questions on this program, please discuss them with your supervisor.
4. To help us maintain the security of our Town Hall site, if appropriate for your position, you were given an access card programmed for your designated access. Please do not share this card with anyone else and please follow the guidelines for entering and leaving the facilities. Your cooperation will help us keep our facilities and equipment secure. At the end of your employment, this card must be returned to the Town.
5. Payroll information can be accessed via the Gusto Website with a link provided by Paper Plan-it.

If at any time you have questions or concerns about any of our policies, particularly our Human Resource Policies, we encourage you to contact your Designated Town Board Supervisor or me directly.

Again, on behalf of the Town Board, welcome and thanks for your service to our Town!

Town Board Chair

Acknowledgement of Receipt: \_\_\_\_\_ Date: \_\_\_\_\_