



Mission Township, Crow Wing County, Minnesota
Regular Town Board Meeting Agenda
March 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.

Note: Supervisor Erik Lee is participating remotely at 10265 Gandy Blvd. N, St. Petersburg, Florida.

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 – 02-09-2026 regular meeting and 02-11-2026 Budget/Levy 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 - *Leffler IUP for Event Center @ 27177 Ridgewood Drive*

6.7 Roads/Roads Committee

6.8 Transfer Station – *Start up Activities/Recording users & activity in 2026*

7. Discussion/Action Items:

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

7.2 Fire Contracts with Center Township and Pelican Township *(review and approval of contracts)*

7.3 Treasurer Role *(discussion)*

7.4 Crosslake SS4A Grant-Resolution 2026-01 *(discussion and adoption of resolution)*

7.5 Driveway Permit Application for 13669 N. Horseshoe Lake Road *(review and approval of permit)*

7.6 Town Board 2026 Initiatives *(update)*

8. Adjournment *(motion & vote)*

Present – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Treasurer Mary Zabilla, Fire Chief Jill Allord and Clerk Naomi Scott. Maintenance Worker Tim Moody and Assistant Fire Chief Tim Yeager were 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 January Regular Township Meeting to order at 7:00 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

- January 12th Regular Meeting.
- January 14th Special Town Internal Audit Meeting.

5.2 Claims for Approval. Claims #11292 to #11324 totaling \$37,273.17.

5.3 Crosslake Police Report – Received.

5.4 Correspondence – As posted.

Motion **(1)** by E. Lee to approval the consent agenda, second by B. Steele. Discussion followed. 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, under Board Meeting Materials.

6.1 Clerk – Received.

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

Beginning Balance: \$1,434,177.11

Receipts: \$ 46,036.49

Disbursements: \$ 44,009.24

Checking Balance Difference: \$1,926.00

Ending Balance: \$ 1,438,130.36

J. Auge made a motion **(2)** to approve an EFT claim that came in on January 15th for the yearly Old National Analysis fee for \$238.80, second by B. Steele. Discussion followed. Voice vote with all supervisors voting aye. Motion passed.

6.3 Cemetery – No report.

6.4 Fire Department – Chief Allord reviewed her report. B. Steele made a motion **(3)**, second by E. Lee to approve Shane Johnson's request for a leave of absence from 1/31/26 through 3/31/26. Voice vote with all supervisors voting aye. Motion passed. B. Steele made a motion **(4)**, second by E. Lee, to approve the hiring of Sabrina Thul as an EMR. Discussion. Voice vote with all supervisors voting aye. Motion passed. The board reviewed the proposed process for handling MBFTE reimbursements and approved as submitted.

6.5 Park/Park Committee – Discussion regarding implements at the park and what might be needed in the future.

6.6 Planning & Zoning – No report.

6.7 Roads/Committee – Discussion of East Bass Lake Road project. Road Committee recommends no more sweeping/blowing the road. J. Auge made a motion **(5)** to cancel the road sweeping/blowing of road contract with Pequot Sand and Gravel, second by B. Steele. Discussion followed. Voice vote with all supervisors voting aye. Motion passed.

6.8 Transfer Station – No report.

7.0 Discussion/Action Items

7.1 Pavillion Use Agreement with Clow Manufacturing – B. Steele meet with Mike Tollefson in January. There was an agreement that Clow will pay to have the vault bathrooms pumped after the Clow picnic. Waiting for follow-up on the safety issue of parking on roads outside the park. Postponed to March 9th, 2026 meeting.

7.2 Fire Contract with Center Township – Waiting until after the Levy/Budget meeting. Postponed to March 9th, 2026 meeting.

7.3 East Bass Lake Road Construction Cost Share Agreement – Motion **(6)** by J. Auge to approve the Construction Cost Share Agreement, second by B. Steele. Discussion followed. Voice vote with all supervisors voting aye. Motion passed. Motion **(7)** by J. Auge to approve seal crack, second by B. Steele. Discussion followed. Voice vote with all supervisors voting aye.

7.4 Committee Appointments – Motion**(8)** by B. Steele, second by E. Lee, to approve committee appointments. Discussion followed. Voice vote with all supervisors voting aye.

7.5 Annual Meeting Agenda – Big Book will be available online and a copy for our records.

7.6 Hiring Process – Discussion of additions to the Hiring Checklist were discussed.

7.7 Treasurer Role – Discussion of Treasurer's role options were discussed.

8.0 Adjournment – J. Auge made a motion **(9)** to adjourn the February 9th, 2026, Regular Township meeting at 8:24 pm, seconded 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

February 11, 2026 @ 6:00pm

2027 Budget/Levy Meeting

Present – Chair Jon Auge; Supervisor Bob Steele; Supervisor Erik Lee; Treasurer Mary Zabilla; Road Committee Chair Dave Hauser; Assistant Fire Chief Tim Yeager; and Clerk Naomi Scott. Park Committee Chair Jim Peterson participated via Zoom.

Call to Order & Roll Call – J. Auge called the Budget/Levy Meeting to order at 6:08pm. Roll call - all Town Board members were present.

2026 Budget revisions and Proposed 2027 budget - The board reviewed a document prepared by the chair and treasurer containing Mission Township levy history, high level budget summary, budget charts, debt service schedule, and proposed 2026 revisions/2027 budgets by department. Discussion occurred on each budget with the following actions/comments noted.

- **Park Fund/Operations** – 2026 revised budget & 2027 proposed budget accepted as presented.
- **Fire Department Fund/Operations** - 2026 revised budget & 2027 proposed budget accepted as presented. There was discussion on aging AED's, carried by each firefighter. Both budgets contain dollars to replace two per year at a cost of \$2,000 each. Pursuing a donation from the Lion's to partially cover the cost was also discussed.
- **Fire Pass thru Fund** - 2026 revised budget & 2027 proposed budget accepted as presented.
- **Roads Fund/Operations** - 2026 revised budget & 2027 proposed budget accepted as presented. Discussion also occurred on the 10-year plan and recognition the plow truck has about 10-12 years before needing replacement.
- **General Fund/Operations** - 2026 revised budget & 2027 proposed budget accepted as presented.

Discussion occurred on a recommendation to the Annual Meeting for the 2007 levy. Following discussion, it was agreed to recommend the levy remain the same as 2026.

Motion **(1)** by B. Steele to accept the budgets as presented and recommend keeping the 2027 levy flat with 2026 and adjourning the meeting, second by E. Lee. Voice vote with all supervisors voting aye. Motion carried and the meeting was adjourned at 7:08 pm.

Respectfully Submitted,

Naomi Scott
Clerk

Attest: Jon Auge
Chair

Date Range : 3/9/2026 To 3/9/2026

<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>
03/09/2026	Optimal Yardscapes, LLC	Invoices #232	11324	\$475.00			
					100-49010-392-	Cemetery	\$75.00
					100-49010-406-	Cemetery	\$400.00
03/09/2026	Elan Financial Services	Credit Card - All receipts included	11325	\$1,387.16			
					100-41125-201-	GENERAL GOVERNMENT	\$206.25
					100-41125-318-	GENERAL GOVERNMENT	\$400.00
					100-41125-235-	GENERAL GOVERNMENT	\$94.88
					225-42110-220-	Police Administration	\$20.83
					225-42210-207-	Fire Administration	\$325.00
					225-42210-309-	Fire Administration	\$340.20
03/09/2026	Crow Wing Power	January Electric for Town Hall and Park	11326	\$441.58			
					100-41125-381-	GENERAL GOVERNMENT	\$379.05
					229-45010-381-	Culture-Recreation Administration	\$62.53
03/09/2026	Crow Wing County Highway Department	Invs #9724 & #9900 -Jan & Feb Gas/Diesel	11327	\$632.39			
					225-42210-231-	Fire Administration	\$353.78
					201-43125-231-	Ice and Snow Removal	\$278.61
03/09/2026	CTC-446126	February phone and internet at Town Hall	11328	\$228.36			
					100-41125-321-	GENERAL GOVERNMENT	\$228.36
03/09/2026	Fairfield Township	Jan Plow & Sand: Adney Rd, Bridge Rd & Whispering Pines.	11329	\$665.60			
					201-43125-392-	Ice and Snow Removal	\$665.60
03/09/2026	Hathaway Construction	2/9/26 - Steam Township Roof	11330	\$800.00			
					100-41125-235-	GENERAL GOVERNMENT	\$800.00
03/09/2026	Jill Allord	Mileage reimbursement for training in St Cloud	11331	\$205.24			
					225-41125-331-	GENERAL GOVERNMENT	\$205.24
03/09/2026	Mary Zabilla	Mileage reimbursment for February	11332	\$48.58			

Date Range : 3/9/2026 To 3/9/2026

<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>
					100-41125-331-	GENERAL GOVERNMENT	\$48.58
03/09/2026	Naomi Scott	Reimbursement for media, mileage and PDF software	11333	\$226.71			
					100-41125-321-	GENERAL GOVERNMENT	\$47.00
					100-41125-331-	GENERAL GOVERNMENT	\$61.60
					100-41125-201-	GENERAL GOVERNMENT	\$118.11
03/09/2026	Town Law Center PLLP	Bill Number 1111	11334	\$104.00			
					100-41125-304-	GENERAL GOVERNMENT	\$104.00
03/09/2026	Saehr Consulting	Invoice #February - Zoning Services	11335	\$170.00			
					100-41125-319-	GENERAL GOVERNMENT	\$170.00
03/09/2026	Waste Partners, Inc.	Sanitation Administration Invoice 62X81694	11336	\$85.57			
					100-41125-395-	GENERAL GOVERNMENT	\$51.76
					100-43210-395-	Sanitation Administration	\$33.81
03/09/2026	PERA-Public Emp Retirement Assoc	Mission Township 6329000 PERA	11337	\$379.50			
					100-41125-121-	GENERAL GOVERNMENT	\$379.50
03/09/2026	MN Dept of Revenue	Mn State Taxes & MN Leave-Paid Electronically via PPI	11338	\$184.44			
					225-42210-125-	Fire Administration	\$96.00
					100-41125-125-	GENERAL GOVERNMENT	\$35.00
					100-41125-136-	GENERAL GOVERNMENT	\$22.59
					201-43125-136-	Ice and Snow Removal	\$1.43
					225-42210-136-	Fire Administration	\$29.42
03/09/2026	IRS-Internal Revenue Service	IRS-Paid electronically via Paper Plan-it	11339	\$1,265.02			
					100-41125-125-	GENERAL GOVERNMENT	\$523.98
					225-42210-125-	Fire Administration	\$707.82
					201-43125-125-	Ice and Snow Removal	\$33.22

Date Range : 3/9/2026 To 3/9/2026

<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>
03/09/2026	Payroll	Payroll-Direct Deposit - paid electronically via Paper Plan	11340	\$7,109.32			
					100-41110-103-	Council/Town Board	\$1,222.50
					100-41430-103-	Clerk & Treasurer	\$1,645.23
					225-42210-103-	Fire Administration	\$3,981.20
					100-41125-103-	GENERAL GOVERNMENT	\$60.72
					201-43125-106-	Ice and Snow Removal	\$199.67
03/09/2026	Galls	Invoice #1001519051	11341	\$478.06			
					225-42210-229-	Fire Administration	\$478.06
03/09/2026	North Star Training & Consulting	Invoice #597, Fire Officer Cert Course for B Mattheisen & C Wolkenhauser	11342	\$1,999.00			
					225-42210-233-	Fire Administration	\$1,999.00
Total For Selected Claims				\$16,885.53			\$16,885.53

Erik Lee

Town Supervisor

Date

Jon Auge

Town Supervisor

Date

Robert Steele

Town Supervisor

Date



Crosslake Police Department
Mission Township
Monthly Report: February 2026

Agency Assist	5
Alarm	1
Animal Complaint	3
Traffic Warning	32
Traffic Citation	12

TOTAL: 53



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

2026	2025
Agency Assist – 5	Agency Assist – 3
Alarm – 1	Driving Complaint – 1
Animal Complaint – 3	Hazard In Road – 1
Traffic Warning – 32	Suspicious Vehicle – 1
Traffic Citation – 12	Traffic Arrest – 1
	Traffic Warning – 47
	Traffic Citation – 8
	Trespass – 1

TOTAL: 53

TOTAL: 63

2026 Year to Date: 114

2025 Year to Date: 126

Clerk's Report-March 9th, 2026

1. Claims #11324 to #11342 totaling \$16,885.53
2. Correspondence includes:
 - Brainerd Lakes Area Vulnerable Users Plan Participation Letter and the SS4A Participation Resolution template, p1-2.
 - Crow Wing County Township Association Spring '26 Meeting announcement, 10/22/25 Meeting Agenda & Minutes and member Survey, p3-7.
 - Crow Wing County Timber Harvest Auction, p8-26.
 - I have only included the Appraisal Reports from Mission Township, If you are interested in Appraisal Reports from other townships I will bring those to the Board meeting on 3/9.
 - Donation Requests:
 - Jesse F Hallett donation request, information, services provided and emails from citizens, p27-37.
 - Crow Wing County Historical Society, p38-39.
 - Crow Wing County 4H, p40.
 - Township Legal Seminar, p41.

Naomi Scott, Mission Township Clerk

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

1. Beginning Balance: \$1,434,177.11
 - a. Receipts: \$68,274.67
 - b. Disbursements: \$81,017.47
 - c. Checking Balance Difference: \$1,926.00
 - d. Ending Balance: \$1,422,663.15
2. Ehlers made the ACH transfer from Old National Money Market to the Debt Service fund.



MARCH 2026 MONTHLY FIRE DEPARTMENT REPORT

Monthly calls: 13 for February

Year to Date Calls:

Feb. 2025 Calls: 7

Mission Twp: EMS: 8 Fire: 0

Mission Twp: 16 3

Center Twp: EMS: 3 Fire: 0

Center Twp: 5 **1**

Pelican Twp: EMS: 2 Fire: 0

Pelican Twp: 2 0

Mutual Aid: Fire: 0

Mutual Aid: 1 3

Year to date calls for 2026: 24

YTD 2025: 21

Department Training:

3/10: Meeting, Truck Checks

3/17: Training

3/24: Training

4/3 – 4/4: Jill Leadership Training

Trucks/Equipment:

- Squad 1 will be going in to have rear tire looked at.

Personnel:

- Jennifer Strack has requested a LOA.
- Sabrina Thul completed all background check and paperwork.

Outside Training/Classes:

- Will be hosting an Instructor I class at Mission. This is through North Star Training. We will have 2 members going through the class. Looking at 5/30 – 5/31 tentively.
- CRMC may be delaying their EMR class. I am continuing to look for upcoming classes so we can get our members certified.

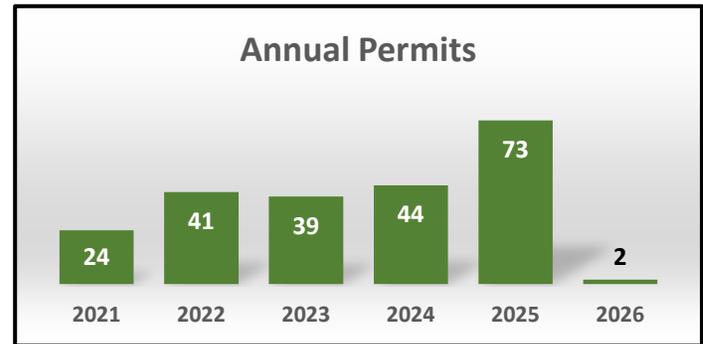
Other:

- Continue working on getting all information into First Due.
- We have most of the inventory complete at Station 1 and 2. This will be uploaded into First Due. We still have to place asset tags on inventory at Center as we did not have them when we completed the inventory there. We will have a complete list of inventory to the board as soon as it is complete.



Planning & Zoning Tracking Report - 2026

Updated: 03-07-2026



Applicant	Date Submitted	Parcel	Location	Request	Town Board Action	Status & Disposition
Oseland, Rick and Joan	2/23/2026	N/A	Acerage near Pine & Little Pine Rivers in NE portion of Town	Divide existing parcels into 10-acre parcels		<ul style="list-style-type: none"> ✓CWC-DRT on 02-23-2026 ✓Pending lifting of Town's Moratorium
Tidd, Phil & Linda Agent: Kevin McCormick	2/26/2026	77060515	Fawn Lake Road	Preliminary Plat of 17.9 Acres		<ul style="list-style-type: none"> ✓CWC-DRT on 01-26-2026 ✓Preliminary Plat submitted on 02-26-2026 ✓Scheduled for PC & Town Board review on 04-13-2026

2025 P&Z Inquiries/Pending Items

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.

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.





Staff Report

Property Owner: Shirley & Perry Leffler

Parcel Number: 53040576 (53040581, 53040582, 53040583)

Physical Address: 27177 Ridgewood Dr; Merrifield, MN 56465

Township: Center

Legal Description: Part of Government Lot 1
Section 4 Township 135 Range 27

Upper Mission Lake – General Development – Lake setback of 75 feet
Lower Mission Lake – Recreational Development – Lake setback of 100 feet

Application Submitted: 1/13/2026
Action Deadline: 3/14/2026
60 Day Waiver: N/A
Wetland: 5/22/2023
Septic: 9/24/2025

Land Use District: Shoreland

Adjacent Land Use:

North: Shoreland
South: Lower Mission Lake
East: Upper Mission Lake
West: Shoreland

Request:

Interim Use Permit:

- Event Center

To allow:

- Wedding Venue

Potential Conditions: TBD

Existing Impervious Coverage: 24.3%
Proposed Impervious Coverage: TBD

3/05/2026 On-Site Comments: Pence, Dunlap, Westhoff

- Notification published in the Brainerd Dispatch on 2/21/2026



1/12/2026 Development Review Team Meeting Notes:

- This parcel is not platted
- This parcel is abstract. Recording fees will be \$46.00

Minutes:

- Parking on Lot 1
- Indoor and outdoor reception sites on Lot 2
- 100 guest maximum
- Would use portable bathrooms to begin with
- Looking into a commercial kitchen in shop or middle house. Would use catering services until then.
- Will upgrade septic for commercial use if they decide to do this
- Wetland Delineation 5/55/2023
- Sewer Certificate 9/24/2025

Follow up Request:

- Have surveyor clean up survey to locate where venue spots will be
- Permit application would be an Interim Use

Permit History:

53040581:

- 5/25/2018 – Shoreland alteration permit for vegetative cutting, dirt moving & historic ridge removal
- 5/22/2023 – Wetland delineation
- 8/21/2025 – Public Hearing: Variance for road right of way width of 33 feet where 66 feet is required to allow access to proposed plat - Approved, preliminary plat – “Leffler Acres” consisting of 3 lots - Approved.
- 9/23/2025 – Final plat – “Leffler Acres” - Approved.

53040582:

- 1/22/2018 – Land use permit to upgrade septic system
- 5/23/2018 – Land use permit for 12x32 addition to dwelling and 24x32 detached garage
- 7/27/2022 – Compliance inspection
- 8/21/2025 – Public Hearing: Variance for road right of way width of 33 feet where 66 feet is required to allow access to proposed plat - Approved, preliminary plat – “Leffler Acres” consisting of 3 lots - Approved.
- 9/5/2025 – Land use permit for septic systems
- 9/23/2025 – Final plat – “Leffler Acres” - Approved.

53040583:

- 2/15/2018 – Sewer certificate
- 8/21/2025 – Public Hearing: Variance for road right of way width of 33 feet where 66 feet is required to allow access to proposed plat - Approved, preliminary plat – “Leffler Acres” consisting of 3 lots - Approved.
- 9/23/2025 – Final plat – “Leffler Acres” - Approved.
- 9/24/2025 – Sewer certificate



Staff Report

Agencies Notified and Responses Received:

MN DNR: No comment received as of 2/26/2026

SWCD: No comment received as of 2/26/2026

Mission Lakes Association: No comments received as of 2/26/2026

Center Township: No comments received of 2/26/2026

Public Hearing notifications:

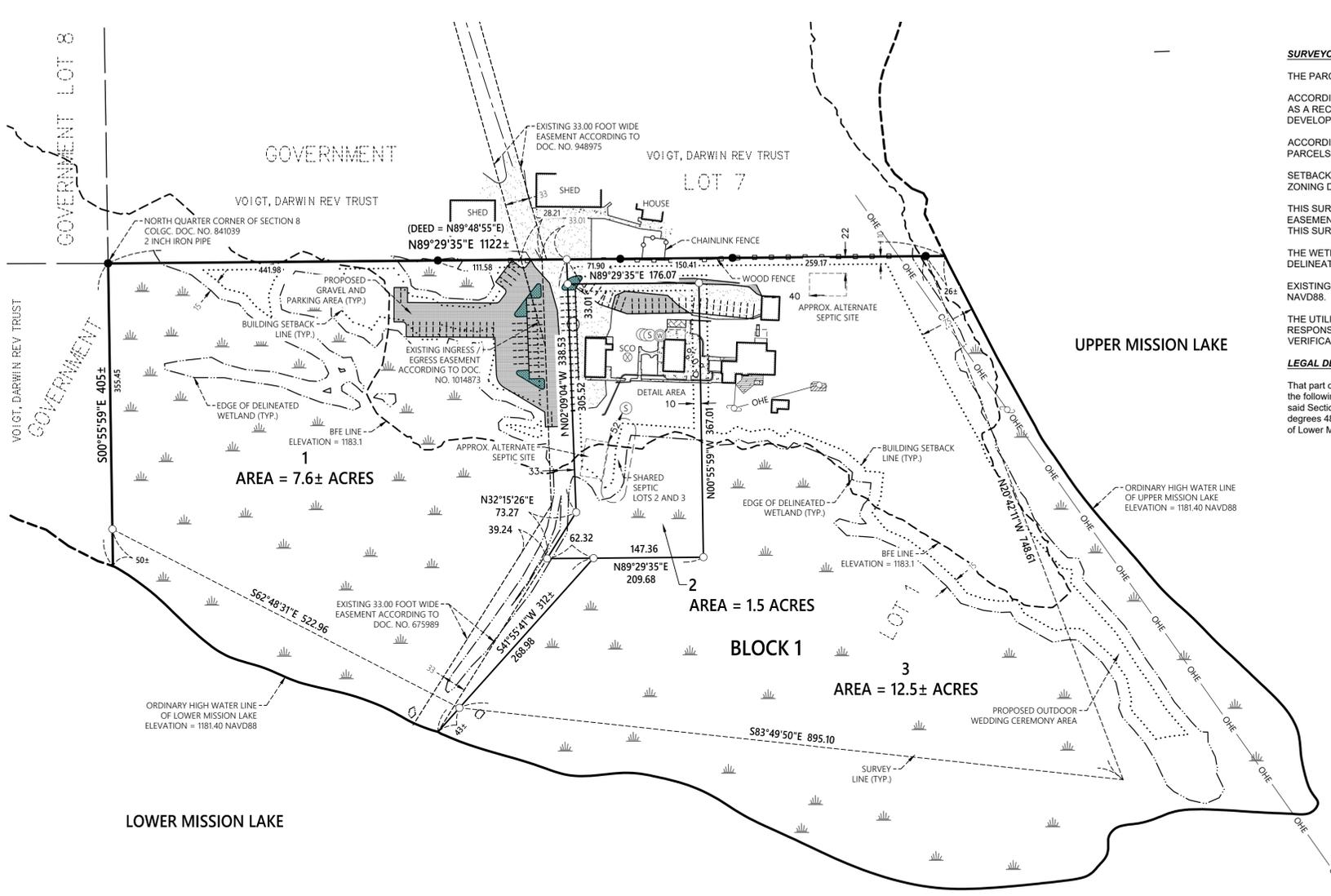
Published in the Brainerd Dispatch on xx/xx/2026

Mailing notification sent on xx/xx/2026 to owners in a ¼ mile radius of parcel.

Per findings of fact discussed 3/19/2026, the application submitted 1/13/2026, the staff report, on-site conducted 3/05/2026, public testimony, and as shown on the Certificate of Survey dated 2/18/2026; Located in Center township, Crow Wing County, Minnesota

LEFFLER ACRES

EVENT CENTER SITE PLAN



SURVEYOR'S NOTES:

THE PARCEL NUMBER FOR THE SUBJECT PROPERTY IS 53040581, 53040582, AND 53040583.

ACCORDING TO THE CROW WING COUNTY PROTECTED WATERS INVENTORY, LOWER MISSION LAKE IS CLASSIFIED AS A RECREATIONAL DEVELOPMENT (RD) LAKE AND UPPER MISSION LAKE IS CLASSIFIED AS A GENERAL DEVELOPMENT (GD) LAKE.

ACCORDING TO THE CROW WING COUNTY INTERACTIVE MAPPING THE SUBJECT PROPERTY AND ABUTTING PARCELS ARE ALL CURRENTLY LYING WITHIN THE SHORELAND ZONING DISTRICT.

SETBACKS SHOWN ARE ACCORDING TO THE CROW WING COUNTY LANDUSE ORDINANCE FOR THE SHORELAND ZONING DISTRICT.

THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE COMMITMENT OR OPINION. THERE MAY BE EASEMENTS OR OTHER LIMITING FACTORS WHICH AFFECT THE SUBJECT PROPERTY THAT ARE NOT SHOWN ON THIS SURVEY.

THE WETLANDS AS SHOWN ON THIS SURVEY WERE DELINEATED AND LOCATED BY JOEY GOEDEN, WETLAND DELINEATOR NO. 1311.

EXISTING ELEVATIONS AS SHOWN ARE FROM MINNESOTA STATE LIDAR BARE EARTH POINTS VERTICAL DATUM NAVD88.

THE UTILITIES SHOWN ON THIS SURVEY ARE ACCORDING TO OBSERVED EVIDENCE ONLY. WIDSETH ASSUMES NO RESPONSIBILITY FOR THE COMPLETENESS OR ACCURACIES OF THESE LOCATIONS. FURTHER LOCATION AND VERIFICATION ARE RECOMMENDED PRIOR TO ANY CONSTRUCTION OR EXCAVATION.

LEGAL DESCRIPTION: According to Document No. 948975

That part of Government Lot 1, Section 4, Township 135 North, Range 27 West, Crow Wing County, Minnesota, lying Easterly of the following described line: Beginning at the point of the North line of said Government Lot 1 which is the North Quarter corner of said Section 4 and assuming the North line of said Government Lot 1 Easterly from said North Quarter corner bears North 89 degrees 48 minutes 55 seconds East, thence South 00 degrees 36 minutes 39 seconds East 445 feet, more or less, to the shore of Lower Mission Lake and said line there ending.

PROPERTY AREAS:

TOTAL AREA FOR LOT 1 IS 7.6± ACRES.
TOTAL BUILDABLE AREA FOR LOT 1 IS 23,160 SQ. FT.

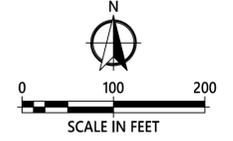
TOTAL AREA FOR LOT 2 IS 64,460 SQ. FT. (1.5 ACRES).
TOTAL BUILDABLE AREA FOR LOT 2 IS 31,020 SQ. FT.

TOTAL AREA FOR LOT 3 IS 12.5± ACRES.
TOTAL BUILDABLE AREA FOR LOT 3 IS 116,830± SQ. FT.

IMPERVIOUS SURFACE CALCULATIONS:

LOT 2:
IMPERVIOUS SURFACE COVERAGE = 15,660 SQ. FT.
PERCENT IMPERVIOUS = 24.3 % (15,660 / 64,460 = 0.243)
PROPOSED IMPERVIOUS SURFACE COVERAGE = 17,860 SQ. FT.
PROPOSED PERCENT IMPERVIOUS = 27.7 % (17,860 / 64,460 = 0.277)

IMPERVIOUS SURFACES INCLUDE ALL:
BUILDINGS = 2,740 SQ. FT.
GRAVEL = 9,080 SQ. FT. // PROPOSED 11,280 SQ. FT.
PAVERS / CONCRETE = 3,840 SQ. FT.



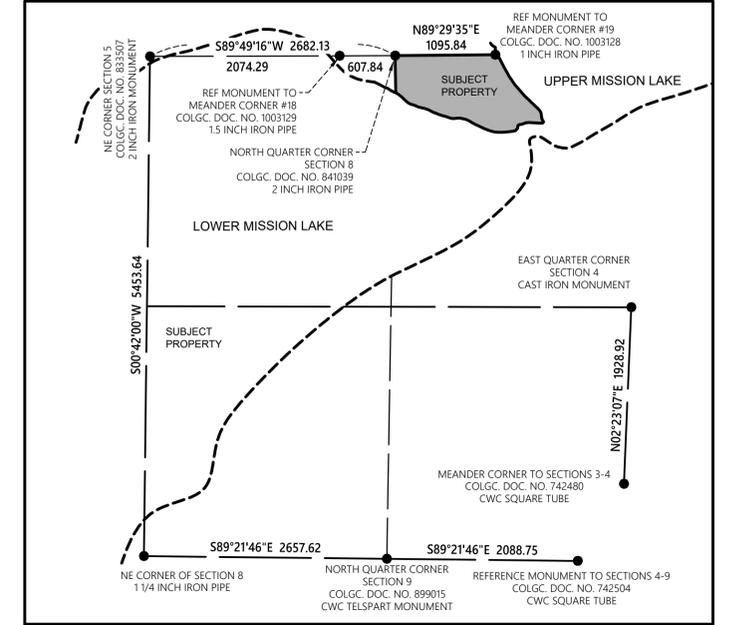
ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE CROW WING COUNTY COORDINATE DATABASE NAD83

ELEVATIONS BASED ON NAVD88
BENCHMARK MNDOT GEODETIC STATION G39 ELEVATION = 1218.18

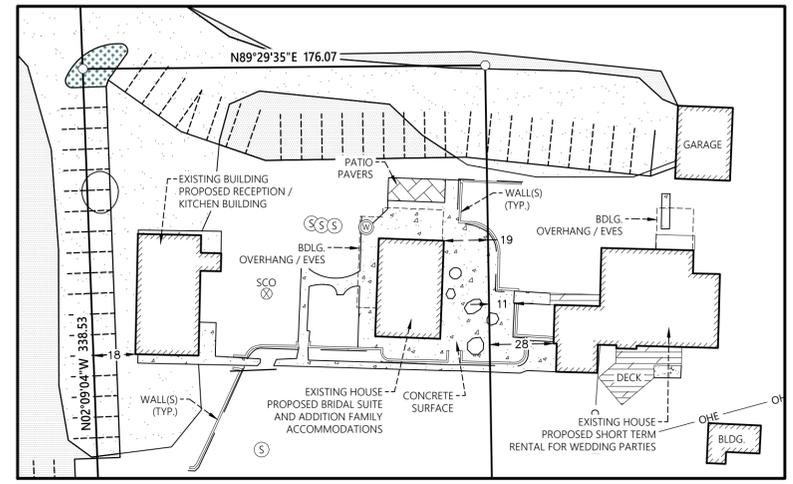
- DENOTES FOUND IRON MONUMENT
- DENOTES 1/2 INCH DIAMETER BY 18 INCH LONG IRON PIPE SET AND MARKED BY RLS #60122
- ⊗ SANITARY SEWER CLEANOUT
- ▭ BUILDING
- ▨ DELINEATED WETLAND
- EDGE OF WETLANDS
- ▭ CONCRETE SURFACE
- ▭ GRAVEL SURFACE
- ROADWAY/DRIVE/TRAIL CENTERLINE
- ⊕ ELECTRIC POLE
- OHE OVERHEAD ELECTRIC WIRE
- ⊗ WATER WELL

VICINITY MAP
(SCALE 1"=1,000')

SECTION 4, TOWNSHIP 135, RANGE 27,
CROW WING COUNTY, MINNESOTA



DETAIL
(SCALE 1"=40')



DRAINAGE AND UTILITY EASEMENTS ARE AS SHOWN BELOW

INTERIOR SIDE LOT LINE

ROAD LINE

BEING 5 FEET IN WIDTH AND ADJOINING ALL INTERIOR SIDE LOT LINES AND 10 FEET IN WIDTH AND ADJOINING ALL ROAD LINES UNLESS OTHERWISE SHOWN.

OWNERS	PERRY AND SHIRLEY LEFFLER 286 15TH ST NW NAPLES, FL.
DESCRIPTION	LOTS 1, 2, AND 3, BLOCK 1, LEFFLER ACRES
SURVEYOR	TYLER J. POGREBA WIDSETH 7804 INDUSTRIAL PARK ROAD BAXTER, MN.
AREA	21.6± ACRES
ZONING	SHORELAND ZONING DISTRICT
DATE	FEBRUARY 18, 2026

Letter of Intent

Leffler Acres Wedding & Event Venue Merrifield, Minnesota

Date: December 23, 2026

To: Crow Wing County Planning & Zoning Department
Crow Wing County, Minnesota

**Re: Letter of Intent – Proposed Wedding & Event Venue at Leffler Acres,
Merrifield, MN**

Dear Planning & Zoning Committee,

We are writing to formally express our intent to develop Leffler Acres into a small-scale, family-owned wedding and event venue located on our privately owned 28-acre property in Merrifield, Minnesota.

From the moment we acquired this property, our vision has been to create a place where our family can live while responsibly hosting intimate events that celebrate family, community, and the natural beauty of Crow Wing County. This proposed venue is designed to host up to 100 guests, with a focus on weddings and small private events.

The property layout is intentionally designed to minimize impact and maintain privacy:

- **Lot 1 will be designated for guest parking.**
- **Lot 2 contains an existing shop structure that will be converted into an indoor reception space, including a commercial kitchen built to Minnesota health code standards for on-site catering.**
- **Lot 3 (Main House) will serve as a family residence and short-term rental for wedding parties and immediate family.**
- **A second house on the property will be used for bridal preparation and additional family accommodations.**
- **Outdoor wedding ceremonies will be held on the peninsula, offering lake views in a secluded setting.**

We will utilize professionally maintained portable restroom facilities and ensure all event operations comply with county and state requirements.

Our family brings over 30 years of professional experience in event planning, hospitality, catering, and wedding venue ownership, including the successful operation of a wedding venue in Idaho. Throughout our careers, we have consistently complied with all regulations, maintained positive relationships with health departments and local governments, and operated our businesses with transparency and accountability. We have always welcomed county access to our land and remain committed to open communication throughout this process.

This venture will be family-owned and operated. Our daughter, a well-established professional photographer who began her career in Minnesota, will also utilize the property for weddings, family portraits, and engagement photography, further supporting local tourism and small business growth.

We respectfully believe that Leffler Acres will be an asset to Crow Wing County, offering a unique venue that combines lakefront beauty, rural character, and professional management—while preserving the integrity of the surrounding area.

We appreciate your time and consideration and look forward to working collaboratively with Crow Wing County to ensure this project aligns with county goals and community standards.

Sincerely,

Shirley Leffler, Owner

Leffler Acres Wedding & Event Venue

Perry & Shirley Leffler

208-340-0020

Merrifield, Minnesota

Hoot Owl Point

Location: Lot 1, Lot 2, Lot 3

Business Plan

Executive Summary

Leffler Acres is a proposed **family-owned wedding and event venue** located on a private 28-acre waterfront property in Merrifield, Minnesota. The venue will offer outdoor wedding ceremonies on a scenic peninsula, indoor and outdoor reception options, on-site family accommodations, and full-service catering capabilities. With capacity for up to **100 guests**, Leffler Acres will provide an intimate, high-quality experience that blends **country charm, lake views, and professional hospitality**.

The owners bring over **30 years of experience** in event planning, hospitality management, catering, and wedding venue ownership, including operating a successful wedding venue in Idaho. The long-term vision is to create a sustainable family business that enhances the local community, supports tourism, and operates in full compliance with Crow Wing County and Minnesota regulations.

Property Overview & Site Plan

Total Property Size: 28 acres

Location: Merrifield, MN

Setting: Lakefront, peninsula, rural landscape with only one neighboring property

Lot Breakdown

- **Lot 1 – Parking Area**
 - Designated guest parking
 - Designed to minimize traffic impact and preserve aesthetics
- **Lot 2 – Event & Reception Area**
 - Existing shop structure to be converted into:
 - Indoor reception space
 - Commercial kitchen (code-compliant)
 - Future-proofed for year-round and weather-contingent events
- **Lot 3 – Main House**
 - Family residence
 - Short-term rental for wedding parties and families
- **Second House**
 - Bridal preparation suite

- Additional family or wedding guest rental
 - **Ceremony Site**
 - Outdoor ceremonies hosted on the peninsula
 - Lake views, sunset backdrops, and private setting
 - Planned lighted walkway leading to ceremony location
-

Venue Features & Services

Weddings & Events

- Outdoor lakefront ceremonies
- Indoor and outdoor receptions
- Dancing under the stars
- Capacity: **Up to 100 guests**
- Seasonal operation with potential for year-round indoor use

On-Site Accommodations

- Two homes available for:
 - Bridal party preparation
 - Immediate family lodging
 - Wedding weekend rentals

Catering & Food Service

- On-site **commercial kitchen** built to Minnesota health code standards

- In-house catering services
- Ability to support:
 - Weddings
 - Private events
 - Small catered functions

Restroom Facilities

- Professionally maintained portable restrooms
 - Upgraded units suitable for formal events
-

Experience & Qualifications

The ownership team brings extensive, proven experience:

- **30+ years in event planning & hospitality**
- Former owner/operator of:
 - Wedding venue in Idaho
 - Large restaurants
 - Nightclubs
 - Catering and mobile bar businesses
- Leadership roles in:
 - Large hotel food & beverage operations
 - Clubhouse management (current role in Naples, Florida)

The owner plans to **return to Minnesota full-time to manage operations**, while continuing seasonal work in Naples as a snowbird.

Family Involvement & Photography Services

Leffler Acres will be a **fully family-operated business**.

- The owner's daughter is a **well-known professional photographer** with an established Minnesota-based business.
 - The property will be promoted for:
 - Weddings
 - Family portraits
 - Engagement sessions
 - Seasonal and lifestyle photography
 - This creates a unique, built-in marketing advantage and additional revenue stream.
-

Competitive Advantage

Leffler Acres is uniquely positioned in the Crow Wing County market due to:

- Rare combination of **lakefront + country setting**
- Private, low-density surroundings
- Only one neighboring property
- Large acreage ensuring quiet, controlled events
- On-site accommodations
- Professional hospitality and event expertise

- Full-service catering capability
 - Family-focused, long-term stewardship of the land
-

Regulatory Compliance & Community Commitment

- All buildings and operations will comply with:
 - Crow Wing County regulations
 - Minnesota state building and health codes
 - Owners have a long history of:
 - Transparency with county officials
 - Allowing county access to property
 - Operating licensed and inspected businesses
 - The venue is envisioned as a **community asset**, supporting:
 - Local tourism
 - Small business growth
 - Employment opportunities
 - Respectful land use
-

Vision Statement

From the moment the property was acquired, the vision for Leffler's home was to create a place where **family, celebration, and natural beauty come together**. We want to share the beauty. The experience will be defined by:

- A softly lit walk along the peninsula
- Lake views stretching into sunset
- Intimate gatherings surrounded by nature
- Dancing under the stars
- Thoughtful, professional execution of every event

This is not a first venture into events or hospitality—it is the culmination of decades of experience, brought home to Minnesota.



Update Items:

- ✓ **East Bass Lake Road Reclamation Project.** CWC Bids have been received for the project planned for this construction season. The latest cost summary is below:

	Bolton & Menk 09-18-24 Estimate			Crow Wing County 01-27-26 Estimate			Crow Wing County 02-19-26 Estimate		
	Total Cost	DNR Grant	Town Share	Total Cost	DNR Grant	Town Share	Total Cost	DNR Grant	Town Share
Design & Construction Cost ¹	\$ 343,210			\$ 237,621		\$ -	\$ 274,820		\$ -
10% Construction Contingency ²	\$ 34,290			\$ -		\$ -	\$ -		\$ -
Design & Construction Sub-Total	\$ 377,500	\$ 161,000	\$ 216,500	\$ 237,621		\$ 127,429	\$ 274,820		\$ 147,006
Bolton & Menk Design & Engineering Costs	\$ 56,600	\$ -	\$ 56,600	\$ 56,600		\$ 56,600	\$ 56,600		\$ 56,600
County Administration Fee (3%)	\$ 10,296	\$ -	\$ 10,296	\$ 7,129		\$ 7,129	\$ 8,245		\$ 8,245
Total Estimated Cost ³	\$ 444,396	\$ 161,000	\$ 283,396	\$ 301,350	\$ 110,192	\$ 191,158	\$ 339,665	\$ 127,814	\$ 211,851

Based on bids received and approved, the DNR grant portion increased from the most recent \$110,192, to \$127,814. An informational meeting for residents and property owners is scheduled for Thursday, March 26, 2026, at 6:00 PM at the Town Hall to provide more information on this project, as well as the CSAH 11 resurfacing project. A letter of invitation has been mailed to directly affected property owners.

- ✓ **2026 Crack Sealing.** The Board earlier approved crack sealing East Horseshoe Lake Road, Huxtable Point Road, Mission Park Drive, and Venture Lane, a total of 6.1 miles. Our 10-year Plan calls for roads to be crack sealed within 2-3 years of reclamation to prolong the life of the road. Bids were received based on estimated road stations (100-foot section of roadway) and the Board approved the contract at our February meeting.

Budget Amount: \$40,000
 Initial CWC Estimate: \$36,168
 CWC Contract Estimate: **\$23,560**

There is no current timing on completing this work.

- ✓ **2026 Summer Maintenance.** We are expecting quotes from Anderson Brothers later this month for the work identified in last Fall's Roads Inspection he annual Road Inspection.

**MISSION TOWNSHIP TRANSFER STATION
CUSTOMER SIGN-IN LOG**



NAME	ADDRESS	RESIDENT PROPERTY OWNER (Circle)	Services Used (✓ all that apply)	FEE PAID
		Y OR N	<input type="checkbox"/> Brush or Leaves <input type="checkbox"/> Construction Debris <input type="checkbox"/> Metal Recycling <input type="checkbox"/> Other	\$ _____
		Y OR N	<input type="checkbox"/> Brush or Leaves <input type="checkbox"/> Construction Debris <input type="checkbox"/> Metal Recycling <input type="checkbox"/> Other	\$ _____
		Y OR N	<input type="checkbox"/> Brush or Leaves <input type="checkbox"/> Construction Debris <input type="checkbox"/> Metal Recycling <input type="checkbox"/> Other	\$ _____
		Y OR N	<input type="checkbox"/> Brush or Leaves <input type="checkbox"/> Construction Debris <input type="checkbox"/> Metal Recycling <input type="checkbox"/> Other	\$ _____
		Y OR N	<input type="checkbox"/> Brush or Leaves <input type="checkbox"/> Construction Debris <input type="checkbox"/> Metal Recycling <input type="checkbox"/> Other	\$ _____
		Y OR N	<input type="checkbox"/> Brush or Leaves <input type="checkbox"/> Construction Debris <input type="checkbox"/> Metal Recycling <input type="checkbox"/> Other	\$ _____
		Y OR N	<input type="checkbox"/> Brush or Leaves <input type="checkbox"/> Construction Debris <input type="checkbox"/> Metal Recycling <input type="checkbox"/> Other	\$ _____
		Y OR N	<input type="checkbox"/> Brush or Leaves <input type="checkbox"/> Construction Debris <input type="checkbox"/> Metal Recycling <input type="checkbox"/> Other	\$ _____

FIRE SERVICES CONTRACT BY AND BETWEEN MISSION TOWNSHIP AND CENTER TOWNSHIP

This Fire Services Contract("Contract") is made and entered into March 1, 2026, by and between Mission Township, Crow Wing County, Minnesota, a public corporation and Center Township, Crow Wing County, Minnesota, a public corporation ("Center").

In consideration of the mutual promises and agreements set forth, the parties hereby agree as follows:

1. **Fire Service.** Center Township agrees to purchase from Mission Township, and Mission Township (Mission) agrees to provide Center Township (Center) through its Mission Township Fire Department ("Department"), fire and rescue services consistent with level and types of services Mission Township Fire Department makes available to properties within Mission Township (collectively "Fire Services").
 - (a) **Allocation of Resources.** The parties understand that the Department's officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the Department under the circumstances of a given situation. Failure to provide Fire Services because of poor weather conditions or other conditions beyond the control of Mission shall not be deemed a breach of this Contract.
 - (b) **No Guarantee.** The parties understand and agree Mission Township will endeavor to provide the Fire Services to the best of its ability given the circumstances, but Mission makes no guarantees that the Fire Services it actually provides in a given situation will meet any particular criteria *or* standard.
2. **Service Area.** Mission shall provide Fire Services to the area in Center described below and/or as indicated on a map which is attached hereto and made part of this Contract. The identified area shall constitute Center's "Service Area" for the purposes of this Contract.

All lands within the jurisdictional boundaries of Center Township.

3. **Annual Payment Amount.** Each year, or a portion thereof, during the term of this Contract Center agrees to pay Mission the total payment amount determined in accordance with the following provisions. Such amount is hereinafter referred to as the "Annual Payment Amount" and is comprised of the "Fair Share Amount" and "Relief Association Amount", each determined in accordance with the formulas set out in this section.
4. **Annual Payment Amount Increase Cap.** Beginning with the annual payment amount due in 2026 and all subsequent years, the amount of increase in the Fair Share Amount from the previous year's Fair Share Amount shall not exceed three (3%) percent unless expressly agreed to in writing by both parties and as provided in Section 17 - Modifications of this contract. The terms of the agreed upon increase over 3% from the previous year's Fair Share Amount shall include but not limited to:
 - Starting and ending date of increased amount during the contract term

- Amount of increase
- Calculation of the Center Township's increased Fair Share Amount.

a. Fair Share Amount. The Fair Share Amount is determined based on the following formula developed to fairly divide the costs of making available and providing Fire Services to the Department's entire service territory. The Department's entire service territory is comprised of individual service areas that include all land within Mission Township, Center Township, and a portion of Pelican Township. The following factors identify specific information for the Fair Share Amount calculation.

Fair Share Factors

Use Factor: 30%

Operating Budget: The Budgeted expenses of the Department for the year of service, less Fire Relief contributions and State Aid funds.

Fair Share Formula

The Fair Share Amount is determined using the following formula:

Operating Budget x Use Factor= Fair Share Amount

2026 Fair Share Calculation:

1. Mission Fire Department Budget= \$137,750.00
2. Operating Budget = \$137,750.00

<u>\$137,750.00</u>	x	30%	=	\$41,325.00
(Operating Budget)		(Use Factor)		(Yr 2026 Fair Share Amount)

b. Relief Association Amount In recognition of the fact that supporting the Department's relief association is an important part of maintaining a sufficient number of firefighters to provide Fire Services, part of the Annual Payment Amount Center is required to pay to Mission is a payment to the Relief Association ("Relief Association Amount"). The Relief Association Amount shall be determined each year in accordance with the formula set out in this section. Mission shall forward the Relief Association Amount it receives from Center to the Department's Relief Association.

Relief Association Amount

The Relief Association Amount for Center Township is budgeted by Mission Township each

year. This amount is an estimated from the state required contribution by Mission Township to the Fire Relief Fund,

2026 Budgeted Center Township Fire Relief contribution is \$5,510.00

Annual Payment Amount. The Annual Payment Amount due Mission for this year's Fair Share Calculation plus the Relief Association Amount is provided to Center Town Board in writing by March 1st. The total amount due to Mission Township is
\$41,325.00 + \$5,510.00 = \$46,835.00

5. **Payment Schedule.** Each year during the term of this Contract, Center shall pay Mission the Annual Payment Amount in Two (2) payments of \$23,417.50 due June 1 and December 1 of the Contract year. If this Contract is terminated early, Center shall be required to pay Mission the pro rata share of the Annual Payment Amount for the partial year of service, and the full amount of any additional charges incurred prior to the termination of this Contract
6. **Additional Charges.** In addition to the Annual Payment Amount, Center shall be required to pay Mission the following additional charges as they may arise during the term of this Contract.
 - a. **Relief Association Shortfall.** If at any time during the term of this Contract Mission is required by law to make one or more payments to the Relief Association to cover a shortfall in the Relief Association's special fund (such payments being referred to by statute as the "minimum obligation"), Center shall be required to pay Mission its fair share of the minimum obligation payment. Center's fair share of the minimum obligation shall be the same percentage developed under the Relief Association Amount formula in the year of service in which the minimum obligation must be paid. Mission shall notify Center in writing of any required minimum obligation payment, including the total amount of the payment and Center's Relief Association Amount. Center shall pay Mission the indicated fair share amount within 60 days from the date of the notice.
 - b. **Mutual Aid Charges.** Mission has entered into mutual aid agreements with surrounding fire departments to provide assistance in cases of large incidences or in other cases in which the Department requires additional assistance in order to respond to an incident. Mission is charged a fee by mutual aid departments when their response time exceeds 8 hours. Center agrees to reimburse Mission for any such charges Mission incurs for mutual aid response to incidences in Center's Service Area. Mission shall notify Center in writing of any such charges and Center shall pay Mission the amount of the charge within 60 days from the date of the notice.
7. **Annual Meeting of Parties.** Mission and Center shall hold at least one joint meeting annually during term of this Contract. The purpose of the meeting is to discuss the calculation of the Annual Payment Amount for the upcoming year, discuss Center's satisfaction with the Fire Services provided during the year and to discuss such other issues as either party deems relevant to this Contract. The meeting shall be held separately from any regular Township meeting and shall be attended by at least a quorum of each party's governing body.
8. **Emergency Service Charge.** Mission, at its sole discretion, may impose and collect an emergency service charge on those receiving Fire Services within Center's Service Area.

Mission shall provide Center written notice of its intent to adopt a resolution or ordinance to establish such emergency service fees within Center. Center agrees to assist Mission in the collection of any such fees and further agrees that Center shall have no right to, or interest in, any emergency service fees imposed by Mission. Center shall not adopt or enforce its own emergency service fees related to Fire Services within Center's Service Area if Mission imposes such a fee within the Service Area.

9. **Term.** This Contract shall be effective as of March 1, 2026 ("Anniversary Date") and shall extend for a period of three (3) years to February 28, 2029, unless terminated earlier as provided herein.

- JO. **Termination.** This Contract may be terminated at any time during its term by mutual agreement of the parties. Either party may terminate this Contract by providing written notice of termination to the other party. Upon such notice of termination, this Contract shall then terminate at the conclusion of the next full year of Fire Service following the year in which the notice of termination was provided, unless the party providing the notice withdraws the notice in writing at least 90 days before the end of the next full year of service. Notwithstanding effective date of termination as provided in this Agreement, if Center fails to pay the Annual Payment Amount or any additional charges in accordance with the terms of this Contract, Mission may terminate this Contract upon 60 days written notice of termination, and the Agreement shall terminate 60 days from such notice. Notice to Center shall be provided to the Center clerk and notice to Mission shall be provided to the Mission clerk.

11. **Ownership.** Mission owns the buildings within Mission Township and the equipment associated with the Department, and the amounts paid by Center do not give rise to any ownership interest in, or responsibility toward, those items. Center owns the building within Center Township that is used to store some of the Department's equipment. Center insures and maintains that building, and nothing in this Contract gives Mission an ownership interest in the building.

12. **Mission Township's Responsibilities.** In addition to any other obligations described herein, Mission shall:
 - (a) Authorize and direct the Department to provide the Fire Services described herein to the Center Service Area.
 - (b) Develop a detailed annual operational budget for the Department for each year during the term of this Contract by the Anniversary Date and present it to Center along with sufficient information to explain the items included in the budget figures.
 - (c) Upon Center's request, provide access to financial and cost data related to the Department for five years prior to the current service year.
 - (d) Disclose to Center any proposed action Mission or the Department intends to take that can reasonably be expected to affect the Insurance Services Office Fire Protection Grade in the Service Area or Mission's ability to provide the Fire Services indicated above.
 - (e) Promptly disclose to Center any information Mission can reasonably anticipate will directly affect its ability to perform its obligations under this Contract.

13. **Center Township's Responsibilities.** In addition to any other obligations described herein, Center shall:

- (a) Promptly pay Mission the Annual Payment Amount as indicated above for the year of service, or a prorated share of the Annual Payment Amount for the length of service actually provided if the Contract is terminated early;
- (b) Promptly pay Mission any additional charges that may apply as provided in this Contract; and
- (c) Promptly disclose to Mission any information Center can reasonably anticipate will directly affect its ability to perform its obligations under this Contract.

It is understood and agreed Center shall have no responsibility whatsoever toward the Department or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLSA, FMLA, or any other employment related issues.

It is further agreed Center has no responsibility, beyond paying the agreed upon Annual Payment Amount and additional charges, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the Fire Services described herein.

- 14. **Insurance Requirements.** Mission shall maintain general liability insurance for its Fire Services and shall include Center as an additional insured for the term of this Contract. Mission shall also maintain inland marine, automobile, and property insurance coverages. Mission shall provide Center proof of such insurance coverages and the additional insured endorsement naming Center annually by the Anniversary Date of this Contract. The parties agree the combined policy provided by the Minnesota Association of Townships Insurance Trust is sufficient to satisfy the coverage requirements of this section.
- 15. **Indemnification.** Mission agrees to defend and indemnify Center against any claims brought or actions filed against Center or any officer, employee, or volunteer of Center for injury to, death of, or damage to the property of any third person or persons, arising from Mission's performance under this Contract. Under no circumstances, however, shall Mission be required to pay on behalf of itself and Center any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for Mission and Center may not be added together to determine the maximum amount of liability for Mission. The intent of this subdivision is to impose on Mission a limited duty to defend and indemnify Center for claims arising out of the performance of this Contract subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.
- 16. **No Waiver.** Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes Chapter 466 or otherwise.
- 17. **Modification.** This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both Mission and Center, and attached hereto.

- 18. **Subcontracting and Assignment.** Mission shall not subcontract or assign any portion of this Contract to another without prior written permission from Center. Services provided to Center pursuant to a mutual aid agreement Mission has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of Center so long as Mission remains primarily responsible for providing fire services to Center's Service Territory.
- 19. **Previous Contracts.** By entering into this agreement, both parties agree to termination of any and all previous service agreements, specifically the Fire Service Contract dated March 1, 2021, said termination being effective on 12:00 am. February 28, 2026.
- 20. **Service Contract.** This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement joint venture, or joint enterprise between the parties.
- 21. **Minnesota Law Governs.** This Contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this Contract shall be venued in the State of Minnesota.
- 22. **Severability.** The provisions of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract.

IN WITNESS WHEREOF, the patties have executed this Contract effective on the date indicated above.

Mission Township

By its Chairperson:

_____ Date _____

Signature

Print Name

Witnessed By: Town Clerk

Center Township

By its Chairperson:

_____ Date _____

Signature

Print Name

Witnessed By: Town Clerk

Pelican Service Area over the previous 5 years as a percentage of all calls responded to by the Department within the entire service territory of the same period.

(T) Total Market Value: The most current total market value of Pelican Service Area as a percentage of the total market value of the entire service territory

(C) Cost of Department: The Department's annual budget for the year in which the Fire Services are to be provided

Fair Share Formula

The Fair Share Amount is determined using the following formula:

$$\frac{U + T}{2} \times C = \text{Fair Share Amount}$$

Fair Share Calculation for 2026

$$\frac{9.2 \text{ Use Factor} + 20.45 \text{ TMV}}{2} = 14.82\% \times \$137,750.00(2026 \text{ Budget}) = \$20,415.00$$

- b. **Relief Association Amount.** In recognition of the fact that supporting the Department's relief association is an important part of maintaining a sufficient number of firefighters to provide Fire Services, part of the Annual Payment Amount Pelican is required to pay to Mission is a payment to the relief association ("Relief Association Amount"). The Relief Association Amount shall be determined each year in accordance with the formula set out in this section. Mission shall forward the Relief Association Amount it receives from Pelican to the Department's Relief Association.

Relief Association Amount Formula

The Relief Association Amount is determined by multiplying Pelican's most current total market value by 0.00003 as follows:

$$\text{TMV} \times 0.00003 = \text{Relief Association Amount}$$

Relief Association Amount Calculation

$$\$208,093,188.00(\text{TMV}) \times 0.00003 = \$6,243.00$$

- c. **Mandatory Contribution.** $.137 \times \$12,397.00 = \$1,698.00$

Total relief contribution: $\$6,243.00 + \$1,698.00 = \underline{\underline{\$7,932.00}}$

- d. **2025 Annual Payment Amount.** The Annual Payment Amount Pelican is required to pay Mission in 2026, in accordance with the schedule established herein, equals \$28,347.00 At least 30 days prior to March 1st of each subsequent year of service Mission shall provide Pelican written notice of the calculations and totals that make up the Annual Payment Amount for the upcoming year of service.

4. **Payment Schedule.** Each year during the term of this Contract Pelican shall pay Mission 50% of the Annual Payment Amount by April 1st and pay the remaining 50% by September 1st. If this Contract is

terminated early, Pelican shall be required to pay Mission the pro rata share of the Annual Payment Amount for the partial year of service, and the full amount of any additional charges incurred prior to the termination of this Contract.

5. **Additional Charges.** In addition to the Annual Payment Amount, Pelican shall be required to pay Mission the following additional charges as they may arise during the term of this Contract.
 - a. **Relief Association Shortfall.** If at any time during the term of this Contract Mission is required by law to make one or more payments to the relief association to cover a shortfall in the relief association's special fund (such payments being referred to by statute as the "minimum obligation"), Pelican shall be required to pay Mission its fair share of the minimum obligation payment. Pelican's fair share of the minimum obligation shall be the same percentage developed under the Fair Share Amount formula in the year of service in which the minimum obligation must be paid (U plus T, divided by 2). Mission shall notify Pelican in writing of any required minimum obligation payment, including the total amount of the payment and Pelican's fair share of the amount. Pelican shall pay Mission the indicated fair share amount within 60 days from the date of the notice.
 - b. **Mutual Aid Charges.** Mission has entered into mutual aid agreements with surrounding fire departments to provide assistance in cases of large incidences or in other cases in which the Department requires additional assistance in order to respond to an incident. Mission is charged a fee by mutual aid departments when their response time exceeds 8 hours. Pelican agrees to reimburse Mission for any such charges Mission incurs for mutual aid response to incidences in Pelican's Service Area. Mission shall notify Pelican in writing of any such charges and Pelican shall pay Mission the amount of the charge within 60 days from the date of the notice.
6. **Annual Meeting of Parties.** Mission and Pelican may hold at least one joint meeting annually during the term of this Contract. The purpose of the meeting is to discuss the calculation of the Annual Payment Amount for the upcoming year, discuss Pelican's satisfaction with the Fire Services provided during the year, and to discuss such other issues as either party deems relevant to this Contract. The meeting shall be held separately from any regular Township meeting and shall be attended by at least a quorum of each party's governing body.
7. **Emergency Service Charge.** Mission, in its sole discretion, may impose and collect an emergency service charge on those receiving Fire Services within Pelican's Service Area. Mission shall provide Pelican written notice of its intent to adopt a resolution or ordinance to establish such emergency service fees within Pelican's Service Area. Pelican hereby delegates to Mission such authority as may be needed for Mission to adopt and collect emergency service fees within Pelican. Pelican agrees to assist Mission in the collection of any such fees and further agrees that Pelican shall have no right to, or interest in, any emergency service fees imposed by Mission. Pelican shall not adopt or enforce its own emergency service fee related to Fire Services within Pelican's Service Area if Mission imposes such a fee within the Service Area.
8. **Term.** This Contract shall be effective as of **March 1, 2026** ("Anniversary Date") and shall extend for a period of one (1) year from such date unless terminated earlier as provided herein.
9. **Termination.** This Contract may be terminated at any time during its term by mutual agreement of the parties. Either party may terminate this Contract by providing written notice of termination

to the other party. Upon such notice of termination, this Contract shall then terminate at the conclusion of the next full year of Fire Service following the year in which the notice of termination was provided, unless the party providing the notice withdraws the notice in writing at 90 days before the end of the next full year of service. If Pelican fails to pay the Annual Payment Amount or any additional charges in accordance with the terms of this Contract, Mission may terminate this Contract upon 60 days' written notice of termination. Notice to Pelican shall be provided to the Pelican clerk and notice to Mission shall be provided to the Mission clerk.

10. **Ownership.** Mission owns the buildings and equipment associated with the Department and the amounts paid by Pelican do not give rise to any ownership interest in, or responsibility toward, those items.

11. **Mission Township's Responsibilities.** In addition to any other obligations described herein, Mission shall:

- a) Authorize and direct the Department to provide the Fire Services described herein to the Pelican Service Area.
- b) Develop a detailed annual operational budget for the Department for each year during the term of this Contract by the Anniversary Date and present it to Pelican along with sufficient information to explain the items included in the budget figures.
- c) Upon Pelican's request, provide access to financial and cost data related to the Department for five years prior to the current service year.
- d) Disclose to Pelican any proposed action Mission or the Department intends to take that can reasonably be expected to effect the Insurance Services Office Fire Protection Grade in the Service Area or Mission's ability to provide the Fire Services indicated above.
- e) Promptly disclose to Pelican any information Mission can reasonably anticipate will directly affect its ability to perform its obligations under this Contract.

12. **Pelican Township's Responsibilities.** In addition to any other obligations described herein, Pelican shall:

- (a) Promptly pay Mission the Annual Payment Amount as indicated above for the year of service, or a prorated share of the Annual Payment Amount for the length of service actually provided if the Contract is terminated early.
- (b) Promptly pay Mission any additional charges that may apply as provided in this Contract.
- (c) Promptly disclose to Mission any information Pelican can reasonably anticipate will directly affect its ability to perform its obligations under this Contract.

It is understood and agreed Pelican shall have no responsibility whatsoever toward the Department or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, BRISA, RLSA, FMLA, or any other employment related issues.

It is further agreed Pelican has no responsibility, beyond paying the agreed upon Annual Payment Amount and additional charges, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the Fire Services described herein.

13. **Insurance Requirements.** Mission shall maintain general liability insurance for its Fire Services

and shall include Pelican as an additional insured for the term of this Contract. Mission shall also maintain inland marine, automobile, and property insurance coverages. Mission shall provide Pelican proof of such insurance coverages and the additional insured endorsement naming Pelican annually by the Anniversary Date of this Contract. The parties agree the combined policy provided by the Minnesota Association of Townships Insurance Trust is sufficient to satisfy the coverage requirements of this Section.

14. **Indemnification.** Mission agrees to defend and indemnify Pelican against any claims brought or actions filed against Pelican or any officer, employee, or volunteer of Pelican for injury to, death of, or damage to the property of any third person or persons, arising from Mission's performance under this Contract. Under no circumstances, however, shall Mission be required to pay on behalf of itself and Pelican any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for Mission and Pelican may not be added together to determine the maximum amount of liability for Mission. The intent of this subdivision is to impose on Mission a limited duty to defend and indemnify Pelican for claims arising out of the performance of this Contract subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.
15. **No Waiver.** Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes Chapter 466 or otherwise.
16. **Modification.** This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both Mission and Pelican, and attached hereto.
17. **Subcontracting and Assignment.** Mission shall not subcontract or assign any portion of this Contract to another without prior written permission from Pelican. Services provided to Pelican pursuant to a mutual aid agreement Mission has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of Pelican so long as Mission remains primarily responsible for providing fire services to Pelican's Service Territory.
18. **Service Contract.** This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating a joint powers agreement, joint venture, or joint enterprise between the parties.
19. **Minnesota Law Governs.** This Contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this Contract shall be venued in the State of Minnesota.
20. **Severability.** The provisions of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract.

IN WITNESS WHEREOF, the parties have executed this Contract on the date indicated above.

Mission Township

By its Chairperson

Signature

Printed Name

ATTEST:

Clerk/Date

Pelican Township

By its Chairperson

Signature

Printed Name

Clerk/Date

2025 Fire Calls

Mission Township	100 calls	55%
Center Township	54 calls	30%
Pelican Township	23 calls	12%
Mutual Aid	6 calls	3%
Total	183 Total calls 2025	

Memorandum



To: Town Board
From: Jon Auge, Chair *Jon Auge*
Date: 02-02-2026
Subject: Treasurer’s Role Options

With Mary’s announcement of her intention to move out of the Town and not seek re-election as Treasurer, it would be prudent for the Board to discuss the Treasurer’s role considering the added responsibilities related to Capital Planning and bonding, and the requisite skills to fulfill these duties.

Interim Situation

At this point, it is unclear when Mary will move out of our Town. Should she do so prior to the end of her term, having discussed our options with Troy, I would offer the following points:

- Once Mary no longer resides in the Town, she is ineligible to hold the office of Treasurer. As an elected office, the holder of the position must be a resident.
- It is Troy’s position that another Board member cannot also serve as Treasurer, even temporarily, as it raises the “incompatible office” issue (MN Statute § 471.46).
- Once the position is vacant, the Town Board must appoint a resident to fill the position until the end of Mary’s term of office.
- Mary has expressed a willingness to help in any way through the end of her term.
- The appointed Treasurer could appoint Mary, or someone else, as Deputy Treasurer; however, since this position fulfills the role of the Treasurer, including the ability to sign documents on behalf of the Treasurer, it is Troy’s position that only a resident should be appointed.
- The Town Board could contract Mary, or someone else, to assist the Treasurer and this role would not require residency.

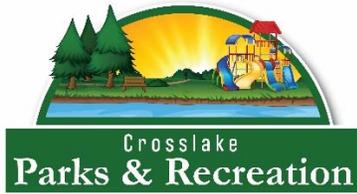
Treasurer Role Options

- The Treasurer’s role has expanded with Capital Planning and bonding, requiring administrative and financial skills not typically required of township treasurers.
- Should the position remain elected, candidates only need to meet the eligible voter, age & residency requirements.
- MN Statute § 367.30 designates the default town board as three supervisors, one clerk and one treasurer, all of whom are elected.
- MN Statute § 367.31 authorizes either the town board or electors to begin the process of adopting an optional form (copy of statute is attached).
- Optional forms are listed:

Plan	Effect
Option A – Five Supervisor Board	Allows for 5 elected supervisors instead of 3
Option B – Appointed Clerk or Treasurer	Allows supervisors to appoint either a clerk, a treasurer, or both. Eliminates elections for clerk and/or treasurer
Option C – Town Administrator	Allow supervisors to appoint a town administrator who has powers listed in MN Statute § 367.35, subd. 2

Option D – Combined Clerk & Treasurer	One person serves as the town’s clerk and treasurer. Depending on the town’s annual revenue, the town may need independent outside audits.
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- Should the Town Board choose to do so, it would initiate the process of submitting a ballot question through resolution (copy of 2024 Clerk position resolution is attached) allowing sufficient time to place the issue on the November 2026 ballot, preferably no later than June 2026.



City of Crosslake
Parks and Recreation Department
14126 Daggett Pine Rd
Crosslake, MN 56442

(218) 692 - 4271
City Hall (218) 692 - 2688

Good afternoon,

As part of the SS4A grant-funded Brainerd Lakes Area Vulnerable Users Plan, each partner community is asked to formally adopt the attached resolution confirming participation as a Co-Applicant.

Please review the resolution and present it to your governing body for consideration. Once adopted, return a signed copy to me at your earliest convenience.

This resolution reaffirms your commitment to collaborate in the development of a regional safety plan that will position our communities to pursue future SS4A implementation funding for priority transportation safety projects.

Participation in this effort comes at no cost to your city or township. What we need most is your invaluable local knowledge and insight into where people live, work, and travel; where they encounter safety concerns; and what types of improvements could make active transportation more feasible and enjoyable in your community.

If you have any questions or need assistance, please feel free to reach out.

Thank you for your partnership in this important regional effort.

Sincerely,

TJ Graumann
Director of Parks, Recreation & Library
tgraumann@cityofcrosslake.gov
(218) 692 - 5270



**MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2026-01**

**RESOLUTION REGARDING SS4A GRANT-FUNDED BRAINERD
LAKES AREA VULNERABLE USERS PLAN**

WHEREAS, the Town of Mission is responsible for providing safe and equitable streets, trails, and transportation facilities that connect people, goods, and services throughout the community; and

WHEREAS, communities within the Brainerd Lakes Area, including those located in northern Crow Wing County and eastern Cass County, share similar responsibilities for ensuring the safety of all transportation users; and

WHEREAS, the U.S. Department of Transportation (USDOT) has established the Safe Streets and Roads for All (SS4A) program to support the development of comprehensive safety action plans with a focus on reducing serious injuries and fatalities, particularly among vulnerable users such as pedestrians, bicyclists, and other non-motorized travelers; and

WHEREAS, the City of Crosslake received \$200,000 in federal funding through the SS4A program and \$50,000 from state match funding for a federal IJJA Safe Streets for All Planning discretionary grant; and

WHEREAS, the SS4A program allows for Co-Applicants to collaborate in regional planning efforts; and

WHEREAS, the City of Crosslake has agreed to serve as the Fiscal Agent for the Brainerd Lakes Area Vulnerable Users Plan and to lead coordination efforts on behalf of participating Co-Applicants; and

WHEREAS, the City of Crosslake seeks formal confirmation from participating communities and partner organizations of their intent to actively contribute to the Brainerd Lakes Area Vulnerable Users Plan and to assist Crosslake in this regional effort; and

WHEREAS, the City of Crosslake and all Co-Applicants assures that this desired plan will meet the requirements of the SS4A Discretionary Program to allow priority projects, identified in the planning process, to receive future SS4A capital grant funding.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Mission formally reaffirms its commitment to participate as a Co-Applicant and collaborate in developing a comprehensive, actionable plan to improve safety for all transportation users across the Brainerd Lakes Area.

Adopted this 9th of March, 2026.

BY THE TOWN BOARD

Attest: _____
Naomi Scott, Clerk

Jon Auge, Chair



Mission Township, Crow Wing County, Minnesota

Application for Driveway Access Permit

Permit Number: _____ (assigned by Township) Parcel Number: 77170535

Owner Name: Brian Johnson

Mailing Address: 13669 N Horseshoe Lake rd

Cell Phone Number: 612-940-2976 Email: BrianJ3944@MSN.com

Applicant Name: Brian Johnson

Cell Phone Number: 612-940-2976 Email: BrianJ3944@MSN.com

Address and Location of Driveway: 13669 N Horseshoe Lake rd
Merrifield MN 56465 north side of road

List any Special Considerations: driveway goes in one side of the shed and
out the other side so in effect it could be considered two driveways

Purpose of Driveway: Residence _____ Commercial (Specify Type) _____

Number of Present Driveways to property: 1 Date Proposed Driveway Needed: ASAP

Contractor: _____

Cell Phone Number: _____ Email: _____

I/we the undersigned make an application for permission to construct an access driveway at the above location to be constructed in accordance with Mission Township's Driveway Access Ordinance 2025-02, and to any special provisions stated in the permit. It is agreed that all work will be done to the satisfaction of the Township. It is further agreed that no work in connection with this application will commence until the application is approved and the permit is issued.

A fee and deposit of \$250.00 made payable to Mission Township must be made at time of application. Upon final inspection and approval by the township, the deposit will be refunded less a \$50.00 permit fee and any other costs reasonably incurred by the township as permitted in the Driveway Access Ordinance 2025-02.

Permission is hereby granted for consideration of the driveway access as described in the above application with said driveway to be constructed in accordance with Mission Township's Driveway Access Ordinance and to any special provisions included in the permit.

M. Brian Johnson Date: 12/15/25

Signature of Applicant



MISSION TOWNSHIP DRIVEWAY ACCESS PERMIT

Permit Number: _____ Deposit Received: _____

Special Provisions:

Culvert Required: ___ Yes ___ No Notes: _____

Other Special Provisions: _____

Date: _____ By: _____
Mission Township Road Supervisor or Designee

Driveway Access Final Approval

Final inspection of the constructed driveway access has been completed, and it conforms with the permit provisions.

Date: _____ By: _____
Mission Township Road Supervisor or Designee

This approval authorizes the return of the remaining balance of the deposit to the permit applicant when approved by the Town Board at their next regular meeting when claims are processed.

Approved by Town Board:

Date: _____ By: _____
Town Board Chair

Amount Refunded: \$ _____ Check # _____ Date Issued: _____

Johnson Driveway Access Permit 2026-01 – Parcel 77170535 – 13669 N. Horseshoe Lake Road (North Side)



Proposed Driveway Access One



View looking towards Proposed Driveway Access Two from Proposed Driveway Access One



Proposed Driveway Access Two

Town Board 2026 Initiatives

Adopted 12-01-2025

Revised: 03-07-2026



Key Initiative	Board Leader	Timing	Key Activities/Status
1 Amend Subdivision Ordinance to strengthen local controls	Board	Q3-26	<input checked="" type="checkbox"/> Adopt Moratorium on Admin. Subdivisions & Exempt Divisions of land (Q1-26) <input type="checkbox"/> Conduct Study to assess current controls and propose revisions to the Subdivision Ordinance (Q2) <input type="checkbox"/> Adopt Amendments to Subdivision Ordinance (Q3-26)
2 Update Comprehensive Plan	Auge	Q1-27	<input checked="" type="checkbox"/> Contract with Region 5 to facilitate process (10-26) <input type="checkbox"/> Create local planning team (Q2-26) <input type="checkbox"/> Follow Region 5 framework to create draft plan <input type="checkbox"/> Adopt updated Comprehensive Plan (Q1-27)
3 Plan for Treasurer Replacement	Board	04-26	<input type="checkbox"/> Develop Transition Plan for 2026 (Q2-26) <input type="checkbox"/> Appoint interim treasurer (Q2-26) <input type="checkbox"/> Finalize ballot initiative if approved (Q3-26) <input type="checkbox"/> Appoint permanent treasurer (Q4-26)
4 Redesign Town Website, including transition to .gov domain	Auge Scott	Q4-26	<input type="checkbox"/> Develop RFP for Board Approval (Q2-26) <input type="checkbox"/> Select provider & approve contract (Q3-26) <input type="checkbox"/> Create & publish new website (Q4-26)
5 Develop 2027-2031 Capital Improvement Plan	Auge Zabilla	Q2-27	<input type="checkbox"/> Identify projects for inclusion in plan (Q2-26) <input type="checkbox"/> Prioritize projects, estimate costs, & explore financing (Q3-26) <input type="checkbox"/> Create draft plan (Q4-26) <input type="checkbox"/> Review plan with Electors at Annual Meeting (Q1-27) <input type="checkbox"/> Finalize plan & authorize Year 1 projects (Q2-27)
6 Explore digitization of town records, including a Cemetery records system	Scott	Q4-26	<input type="checkbox"/> Explore options & cost to digitize records (Q2-26) <input type="checkbox"/> Select provider & approve contract (Q3-26) <input type="checkbox"/> Complete work and archive records (Q4-26)
7 Review & revise Cemetery policies & brochure	Lee Scott	Q3-26	<input type="checkbox"/> Identify policy changes for Board approval (Q2-26) <input type="checkbox"/> Create new brochure and document templates (Q2-26) <input type="checkbox"/> Approve documents, print brochure & revise Policy Manual (Q3-26)
8 Resolve North Horseshoe Lake Road cul-de-sac issue	Auge	Q1-27	<input type="checkbox"/> Identify options to address lack of a turnaround (Q2-26) <input type="checkbox"/> Analyze options and prepare report for Board (Q3-26) <input type="checkbox"/> Select preferred option & prepare action plan (Q4-26) <input type="checkbox"/> Implement approved action plan (Q1-27)

Indicates change from last version