



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, 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 Crow Wing County Update – District 2 Commissioner Jon Lubke

9.0 Business Items

9.1 Approval of proposed 2027 Levy (motion and vote)

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

9.2 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.

March 11, 2025 @ 7:00pm

2025 ANNUAL TOWNSHIP MEETING

Called to Order – Clerk Naomi Scott called the 2025 Annual Township Meeting to order at 7:00pm. All stood for the Pledge of Allegiance.

Roll Call of Electors – 15 electors and one property owners signed the roster; roster will be included as part of the minutes. There were two property owners on Zoom.

Election of Moderator – Clerk asked for nominations from the floor. Terry Havir made a **motion (1)** to nominate Dave Hauser as Moderator, second by Jon Auge . With no other nominations, clerk called for a vote. Motion carried unanimously.

Announce Agenda – Dave Hauser reviewed the agenda.

Review of Minutes from March 11, 2024 Annual Meeting – No motion needed.

Reports: (Reports can be found in their entirety on the Mission Township website: missiontownship.org)

1. **Treasurer’s Report: Annual Audited Financial Report** – Mary Zabilla, Treasurer
2. **Annual Police Report** – Jake Meier, Crosslake Police Chief
3. **Annual Fire Department Report** – Chad Allord, MTFD Chief
4. **Road and Bridge Report** – Jon Auge, Supervisor/Dave Hauser, Roads Committee Chair
5. **Park and Recreation Report** – Bob Steele, Supervisor/Jim Peterson, Park Committee Chair
6. **2024 Town Board Accomplishments/CIP Plan Update** – Jon Auge, Town Board Chair

New Business - There was discussion about funding the Jesse F. Hawlett Library.

New Business Items

- 1) Approval of proposed 2026 Levy

General Fund Operation Levy:	\$475,104 (same as 2022-2025)
General Fund -	\$210,100
Fire Operation -	\$129,000
Roads -	\$ 99,354
Park -	\$ 36,650
Capital Improvement Levy:	\$115,000
Total Levy:	\$590,104

Kris Havir made a **motion(2)** to approve the proposed 2026 Levy, Terri Havir seconded. Motion carried unanimously.

- 2) Set the Date for the 2026 Annual Meeting

Primary Date: March 10, 2026 at 7:00 PM
Alternate Date: March 17, 2026 at 7:00 PM (per MN Statue 365.51, Subd. 1)

Kris Havir made a **motion(3)** to approve the primary and secondary dates for the 2026 Mission Township Annual Meeting, Terri Havir seconded. Motion carried unanimously.

Adjourn – Kris Havir made a **motion (4)** to adjourn the March 11, 2025 Annual Township Meeting at 7:48pm, seconded by Michael Blassey. Motion carried unanimously.

Respectfully Submitted,

Naomi Scott
Clerk

Dave Hauser
Moderator

Mission Township
Town Board Meetings
Citizen Sign-in Sheet

12- Elections



Annual Meeting

In Person

MEETING DATE: 3-11-25

CITIZEN SIGN-IN

We would appreciate your name, physical address, and your email address if you have one, in the event we need to contact you for follow-up on an issue. Thank you!

	NAME	PHYSICAL ADDRESS	EMAIL ADDRESS
R	Tim & Melissa Sink	31392 Pine Rivers Rd Crosby, MN 56441	Timsink@hotmail.com
R	David Hauser	14686 Cty Rd. 109	dhauserebrainerd.net
R	Bob & MARTHA STEELE	28069 E. Bass Lake Rd	steeles@brainerd.net
R	Jon Auge	27824 E. Bass Lake Rd.	JWAUGE@GMAIL.COM
R	Kris Havir	14258 Mission Park Dr.	krthavir@gmail.com
R	Terry Havir	↓	↓
R	Jim Roach	13183 mission dr	
R	M Blassey	13625 County Rd 109	
R	C M'Goldrick	"	
N	Jake Meier	Crosslake Police Chief	
R	Cyna Swartout	11607 Shelstad Drive	cswartout627@gmail.com
N	Dave Meyer	27867 E Bass Lake Rd	meyer_dme@hotmail.com
N	CHAD AUORD	MTFD Chief	
R	Rob Hall	27287 CR3	
R	Lori Hall	" "	
N	Tim Yeager	MTFD	
R	Stephanie Kilmur	13754 County Road 109	stephanie@kilmersontine.com



2026 ANNUAL MEETING – March 10, 2026 High-Level Budget Overview Report

Mission Township Budget Planning Template				High-Level Summary	
Summary Report				Version Date: 02-08-2026	
2027 Budget					
Mission Township, MN <small>'A QUIET PLACE TO BE'</small>	2024 Actual	2025 Actual	2026 Budget	2026 Budget Revised	2027 Budget
Receipts					
Fire Operations	\$ 137,818	\$ 91,751	\$ 211,000	\$ 209,000	\$ 204,000
Fire Relief Passthru	\$ 43,036	\$ 50,727	\$ 42,548	\$ 42,548	\$ 42,548
General Gov't	\$ 670,725	\$ 669,668	\$ 367,423	\$ 397,100	\$ 397,100
Park	\$ 24,222	\$ 19,828	\$ 39,950	\$ 39,750	\$ 39,950
Roads	\$ 95,703	\$ 46,334	\$ 115,354	\$ 115,354	\$ 115,354
Total Receipts	\$ 971,504	\$ 878,308	\$ 776,275	\$ 803,752	\$ 798,952
Disbursements					
Fire Operations	\$ 137,818	\$ 91,751	\$ 174,450	\$ 137,750	\$ 138,750
Fire Relief Passthru	\$ 42,277	\$ 53,968	\$ 42,548	\$ 42,548	\$ 42,548
General Gov't	\$ 198,427	\$ 245,993	\$ 223,652	\$ 239,002	\$ 232,245
Park	\$ 24,558	\$ 19,828	\$ 27,015	\$ 31,350	\$ 25,567
Roads	\$ 95,703	\$ 46,334	\$ 144,910	\$ 117,210	\$ 122,590
Total Disbursements	\$ 498,783	\$ 457,874	\$ 612,575	\$ 567,860	\$ 561,700
(Deficit)/Surplus from Operations	\$ 472,721	\$ 420,434	\$ 163,700	\$ 235,892	\$ 237,252
Debt Service Payments	\$ 135,204	\$ 131,858	\$ 133,250	\$ 133,250	\$ 134,500
Total Disbursements + Debt Service	\$ 633,987	\$ 589,732	\$ 745,825	\$ 701,110	\$ 696,200
(Deficit)/Surplus	\$ 337,517	\$ 288,576	\$ 30,450	\$ 102,642	\$ 102,752



2026 ANNUAL MEETING – March 10, 2026
Crosslake Police Report



Crosslake Police Department
Mission Township Year End Report: 2025

911 Hangup	1
Agency Assist	59
Animal Complaint	1
ATV	1
Background	3
Burglary	1
Civil Problem	1
Disturbance	1
Driving Complaint	9
EMS	8
Fire	1
Fleeing	1
Gun Permits	1
Harassing Communications	1
Hazard In Road	8
Housewatch	2
Information	1
Motorist Assist	7
Open Door	2
Property Damage Accident	3
Suspicious Activity	2
Suspicious Vehicle	8
Theft	1
Traffic Arrest	1
Traffic Warning	523
Traffic Citation	125
Trespass	2
Vehicle Off Road	1
Warrant Service Attempt	2
Welfare Check	5
TOTAL	787



2026 ANNUAL MEETING – March 10, 2026 Mission Township Fire Department

For 2025, the fire department responded to 183 calls. In 2024 we responded to 150 calls and in 2023 we had 139 calls.

	Mission	Center	Pelican	Mutual Aid
Structure Fire:	1	0	1	5
Car Fire:	0	1	0	0
Car Accident:	10	4	0	0
Gas Leak:	4	1	0	0
Carbon Mon Alarm:	2	0	0	0
Fire Alarm:	1	1	0	0
Grass Fire:	0	2	0	0
Car Fire:	0	1	0	0
CWCSO Assist:	1	0	0	0
Missing Person:	1	0	0	0
Burning Complaint:	0	1	0	0
Animal Bite/EMS:	2	0	0	0
EMS:	78	43	22	1
Total for 2025:	100	54	23	6

We took ownership of our new Tender/Pumper and had graphics put on and put it into service.

We signed an auto-aid agreement for Adney Lake Rd. With this agreement when there is a call for service on Adney Lake Rd, both Mission Township FD and Crosslake FD will be paged out. This will ensure a timely response.

We continue to work switching our response/reporting software. We are moving from Active 911 to First Due. This is a huge undertaking as the new system will be able to do a lot more for the Fire Department. It will be able to track:

- Track truck checks and maintenance needed
- Keep all inventory up to date
- Track calls and training
- Keep personnel up to date
- Pre-Incident Plans
- Complete run reports and submit to NERIS

We participated in the following community events and joint training courses:

- Brainerd Everything Outdoor Youth Expo at Brainerd Fairgrounds
- 2 wildland burn trainings – 1 with Nisswa FD and 1 with Pillager FD
- Center Township picnic
- Summer Send-Off/Pancake Breakfast
- Training house burn with Nisswa FD
- Multiple trainings with Crosslake FD
- Funeral for a former firefighter of Mission Township Fire Department

As we move ahead to 2026, the Fire Department will continue trainings on the 2nd, 3rd and 4th Tuesday of each month, which is the same schedule that we had in 2025. We will also continue to look for new members to join our team and be there for our community.

We will continue to serve and support our communities in 2026 with pride.



2026 ANNUAL MEETING – March 10, 2026 Roads Report

2025 Key Accomplishments

✓ Applied for and received DNR grant for reclamation of East Bass Lake Road in 2026	✓ Updated 10-year Capital Improvement + Operational Maintenance Plan
✓ Studying need for a cul-de-sac at the eastern end of N. Horseshoe Lake Road	✓ Implemented new Driveway Accesses Permit process
✓ Completed normal maintenance and annual Roads Inspection	✓ Updated Roads & Sign Inventories

Road Facts of Interest:

- Maintain 32 roads - 20.8 miles
- Rank 18th most roads of 30 townships in Crow Wing County
- Current oldest paved road is East Bass Lake Road paved in 1998
- Spent \$46K on annual road maintenance and plowing in 2025
- Plowed 14 times in 2024-2025 season

10-Year Roads Maintenance Master Plan

Mission Township Budget Planning Template						2023-2032 Roads Maintenance Master Plan						
2027 Budget						<i>Version Date: 02-08-2026</i>						
<i>Dollars are '000's</i>						<i>Costs for 2027-2032 are estimates based on 2026 rates & 5% annual inflation</i>						
Road	Miles	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
East Horseshoe Lake Road ¹	3.27	FR	FR		CS				SC			
Mission Park Drive	1.67	FR			CS			SC				
Huxtable Point Road	0.92		FR			CS				SC		
East Bass Lake Road	1.42				FR			CS			SC	
Mission Cutoff ²	0.61					CS						
Venture Lane ³	0.25											
Gen'l Maintenance ⁴	20.76											
Capital Cost		\$357	\$635	\$0	\$192	\$0	\$0	\$0	\$0	\$0	\$0	
⁵		\$0	\$0	\$0	\$50	\$16	\$0	\$87	\$150	\$42	\$70	
Operating Cost-gen'l maintenance ⁶		\$135	\$96	\$44	\$121	\$117	\$123	\$129	\$135	\$142	\$149	
Total operating cost		\$135	\$96	\$44	\$171	\$133	\$123	\$216	\$285	\$184	\$219	
Total annual cost		\$492	\$731	\$44	\$363	\$133	\$123	\$216	\$285	\$184	\$219	

Notes:

- 1) East Horseshoe Lake Road-completed southern 1.0 miles in 2023 (CR 109 to MPD) and northern 2.27 miles in 2024.
- 2) Mission Cutoff was seal coated in 2022.
- 3) Venture Lane had a total overlay in 2023 as part of the CSAH 3/Cty. Road 11 roundabout project.
- 4) Gen'l Maintenance includes all annual costs to maintain town roads, including administration, bituminous maintenance & snow removal.
- 5) Seal coating & crack sealing contracted through CWC / bituminous maintenance contracted through Anderson Brothers.
- 6) Gen'l Maintenance road miles includes service roads.

Schedule Coding:	
Full Reclamation (Capital Cost)	FR
Seal Coating	SC
Crack Sealing	CS

- Guidelines to extend road longevity**
- Seal coat 4 years after reclamation & then 7-8 years later.
 - Crack seal 2 years after reclamation & then twice more after seal coating.



2026 ANNUAL MEETING – March 10, 2026

Mission Park

Mission Park has continued to see increased use over the past several years. This is likely due to home/cabin owners spending more time in the area working remotely, the park improvements made in 2022, and the added hiking trails cut through various stages in the life of forests which now total five miles. In addition, the pavilion was reserved almost every weekend this past summer for various events including but not limited to weddings, graduation open houses, company or church picnics, birthday parties, and lake association meetings. It's wonderful to see such interest and use of the park facilities and activities by people of all ages!

The park offers the following items/activities, all of which are maintained by a part-time employee and several volunteers:

- **Children's playground**
- **2 pickleball courts (plus an extra on basketball court)**
- **4 tennis courts**
- **Ballfield**
- **Basketball court**
- **Horseshoe pits**
- **Cornhole**
- **9 hole disk golf course**
- **Sand volleyball court**

In addition to ongoing maintenance of the buildings, trails, and the items above, the following is a list of items or work completed in 2025 to help maintain the park and trails in excellent condition and provide positive experiences:

- **Hired a new part-time maintenance employee**
- **Maintained cross country ski trails**
- **Replaced parking lot light pole (prior pole destroyed in storm)**
- **Completed staining of pavilion and other buildings**
- **Contracted crack repairs on tennis courts**
- **Supported and monitored tennis program and pickleball courts reservation system**
- **Completed prep work and follow up for event use of pavilion**
- **Maintained a diverse pollinator garden within the hiking trails**



2026 ANNUAL MEETING – March 10, 2026 Town Board Report

2025 Key Accomplishments

CIP Projects	Finance & General Government
✓ Took possession of new Fire Department Tender 2 Truck	✓ Maintained flat operations levy – 5 th consecutive year
✓ Obtained DNR Grant for reclamation of E. Bass Lake Road	✓ Transitioned from elected to appointed clerk
Fire Department	✓ Constructed Clerk Office & established regular office hours
✓ Appointed new Fire Chief & Leadership Team	✓ Adopted Records Retention Schedule & archived records
✓ Scrapped two “out of service” trucks	✓ Continued investment of reserves – Interest of \$34,418
✓ Approved increase in Fire Relief Pension from \$2,000 to \$3,000 per year	✓ Adopted new Policy on Use of Facilities with new rate structure
Park	✓ Implemented MN Paid Family Leave benefit program
✓ Hired new Part-time Park Maintenance worker	✓ Updated HR Policies and various town forms
✓ Continued maintenance of facilities & trails	✓ Continued strong focus on communications through Town’s website and bi-annual newsletter
Roads	✓ Efficient management of town operations
✓ Approved contract for reclamation of E. Bass Lake Road	
✓ Adopted Driveway Accesses Ordinance with permit requirement	Planning & Zoning
✓ Denied Cartway request off Bittner Trail	✓ Adopted Ordinance on Administrative Subdivisions
Facilities & Operations	✓ Approved Preliminary Plats for Pelican Valley & Turtle Bay
✓ Installed security system at Town Hall site	✓ Approved Region 5 contract for updating Comprehensive Plan
✓ Revised Transfer Station policies & rate structure	✓ Submitted recommendations to CWC PC-BOA on five variances or CUP’s
✓ Updated insurance coverage for all facilities & equipment	✓ Adopted Interim Ordinance imposing a moratorium on subdivisions

2026 Key Initiatives:

- ✓ Amend Subdivision Ordinance to strengthen local controls
- ✓ Update Comprehensive Plan
- ✓ Plan for Treasurer Replacement
- ✓ Redesign Town Website including transition to .gov domain
- ✓ Develop 2027-2031 Capital Improvement Plan (CIP)
- ✓ Explore digitization of town records, including Cemetery Records System
- ✓ Review and revise Cemetery policies and brochure
- ✓ Resolve North Horseshoe Lake Road cul-de-sac issue

Key Town Board Contacts:

Fire Department & Park – Bob Steele
 Cemetery/Transfer Station/Town Hall – Erik Lee
 Roads & Planning & Zoning – Jon Auge
Contact information can be found on the website

Town Board Meetings:

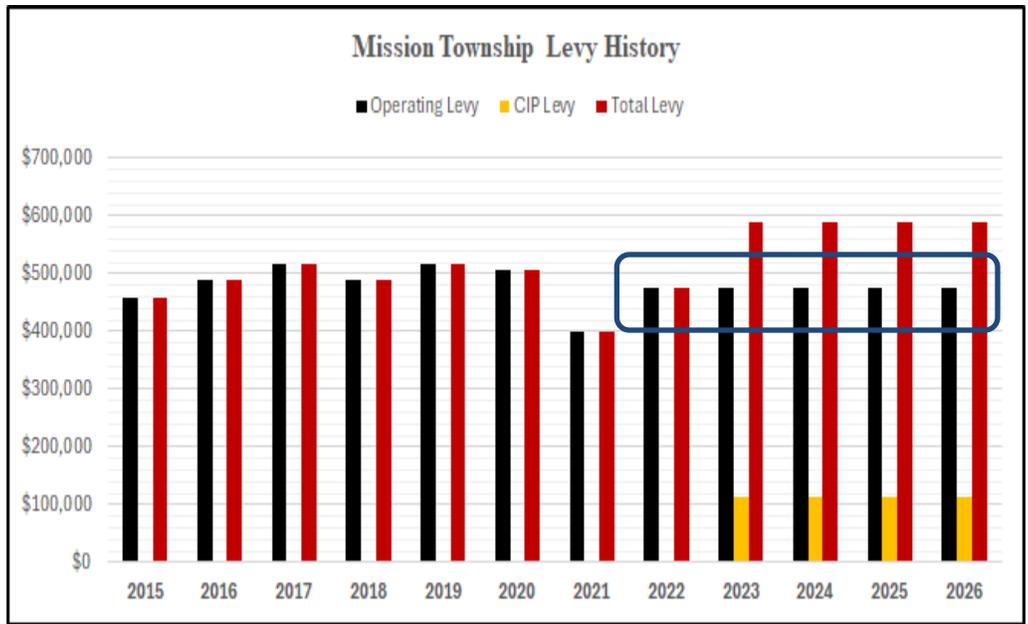
Monthly on 2nd Monday @ 7 PM @ Town Hall

Town Website:

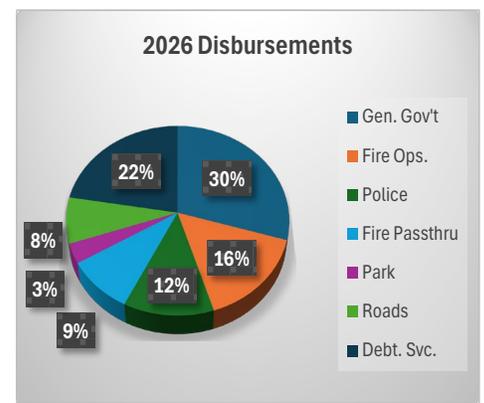
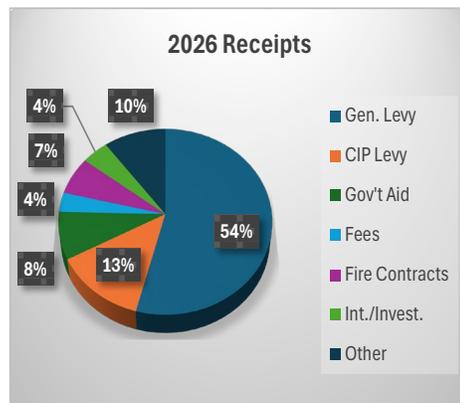
missiontownship.org

Town Levy & Budget Overview

Flat Levy for 5 consecutive years



Management of budgets & operations generate surpluses to partially fund bond payments



Responsible investment of reserves generate returns to help maintain a flat levy

