



Mission Township, Crow Wing County, Minnesota
Regular Town Board Meeting Agenda
April 13, 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 will participate remotely from 10265 Gandy Blvd. N, St. Petersburg, FL 33702.

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 Jeff McCulloch – Mission Tavern Liquor License *(approval for CWC)*

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 – 03-09-2026 regular meeting and review of 03-10-2026 Annual 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 – *Grants for Park lawn mower & side-by-side*

6.6 Planning & Zoning

6.7 Roads/Roads Committee – *Anderson Bros. quotes for summer maintenance work*

6.8 Transfer Station

7. Discussion/Action Items:

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

7.2 Treasurer Role *(discussion on applicants for interim appointment & next steps)*

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

7.4 Oak Ridge Terrace Preliminary Plat – Parcel 77060515 – Resolution 2026-02 *(approval of resolution)*

7.5 Website Redesign Overview *(discussion and Board direction)*

7.6 CWCATO Resolution 2026-01 on use of Administrative Decisions *(discussion and Board direction)*

7.7 Resolution 2026-03-Amending 2026 Fee Schedule adding P&Z Fee *(approval of resolution)*

7.8 Town Hall building – roof repair, garage door repairs & exterior painting *(discussion and Board direction)*

7.9 Comprehensive Plan Kick-off on 5-11 *(overview)*

8. Adjournment *(motion & vote)*

March 9, 2026 @ 7:00pm

Regular Township Meeting Minutes

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 Michael Blassey were also in attendance. Zoom participants included Roads Committee Chair Dave Hauser.

1.0 Call to Order, Pledge of Allegiance & Roll Call – J. Auge called the March 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

- February 9th Regular Meeting.
- February 11th Budget/Levy Meeting.

5.2 Claims for Approval. Claims #11324 to #11342 totaling \$16,885.53.

5.3 Crosslake Police Report – Received.

5.4 Correspondence – Received. The Board declined to support requests for donations and the chair will send a letter to each organization.

Motion **(1)** by E. Lee to approve 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 – Received and reviewed.

6.3 Cemetery – No report.

6.4 Fire Department – Chief Allord reviewed her report. Motion **(2)** by E. Lee, second by B. Steele to approve Jen Strack's leave of absence from February 13, 2026 through August 31, 2026. Discussion followed. Voice vote with all supervisors voting aye. Motion passed. Motion **(3)** by J. Auge, second by B. Steele to approve the NorthPoint training agreement for 2026. Voice vote with all supervisors voting aye. Motion passed.

6.5 Park/Park Committee – A memorial bench honoring Ray Holm will be installed in the Park. Also, we were approached by someone offering to donate a trailer. B. Steele will follow up on the request.

6.6 Planning & Zoning – The CWC PC-BOA will consider the Leffler IUP @ 27177 Ridgewood Drive for a Wedding Event Center on March 19th. The Board discussed concerns with increased volumes on Ridgewood Drive/Lane, accessing the property through an easement crossing Butch Voight's property, a commercial use in a residential area, and concerns around noise & lighting associated with a wedding venue. While the Leffler property is in Center Township, the Board authorized the chair to write a letter to the PC-BOA expressing our concerns. It was also noted that CWC was contacted by the owner of the Ro-Be-Boe Resort about potential conversion of their resort. A preliminary plat for Parcel 77060515 submitted by Phil & Linda Tidd, located off Fawn Lake Road and named Oak Ridge Terrace will be before the town Planning Commission and Board in April.

6.7 Roads/Committee – Report received.

6.8 Transfer Station – Transfer Station will be open 4/18 through 10/31. The Board discussed and revised a proposed Customer Sign-in Log that will be used this season. E. Lee will review with the attendant along with the 2026 fee schedule.

7.0 Discussion/Action Items

7.1 Pavillion Use Agreement with Clow Manufacturing – B. Steele reported Mike Tollefson (Clow rep.) has agreed to cover the cost of pumping the outhouses and is reviewing options to address off-street parking. Bob is waiting for a reply on the parking issue.

7.2 Fire Contracts with Center & Pelican Townships – B. Steele presented the proposed new fire contracts for the Board’s consideration. Motion **(4)** by B. Steele to approve Center Township’s 3-year Fire Contract, second by E. Lee. Discussion followed. Voice vote with all supervisors voting aye. Motion passed. Motion **(5)** by B. Steele to approve Center Township’s 1-year Fire Contract, second by E. Lee. Discussion followed. Voice vote with all supervisors voting aye. Motion passed.

7.3 Treasurer’s Role – The chair reported that Mary will be closing on their house sale in April and resigning effective with the May meeting. She has agreed to assist the town for an indeterminate period on a consulting basis. The Board agreed to take up the issue of an elected vs. appointed treasurer at our June meeting. We will need to appoint a resident to serve the remainder of Mary’s term which ends 12-31-2026. The Board agreed to bring names of potential candidates for appointment to the April meeting.

7.4 Crosslake SS4A Grant-Resolution 2026-01 – The chair updated the Board on the grant status. Motion **(6)** by B. Steele, second by J. Auge, to approve Resolution 2026-01, Resolution restating our support as a co-applicant for the SS4A Grant-Funded Brainerd Lakes Area Vulnerable Users planning. Discussion followed. Voice vote with all supervisors voting aye. Motion passed.

7.5 Driveway Permit Application for 13669 N. Horseshoe Lake Road – The Board discussed the application and our ordinance requirements. The Board requested the applicant identify their need for a second driveway beyond what is stated in the application. J. Auge will send a letter advising the applicant of the Board’s request and advising the Board will take up the application for approval at our April Regular Meeting.

7.6 Town Board 2026 Initiatives – Reviewed and updated as proposed.

8.0 Adjournment – J. Auge made a motion **(6)** to adjourn the March 9th, 2026, Regular Township meeting at 8:27 pm, seconded by E. Lee. Voice vote with all supervisors voting aye. Motion carried and the meeting was adjourned.

Respectfully Submitted,

Naomi Scott, Clerk

Attest: Jon Auge, Chair

*******March minutes are unapproved until the April 13th Regular Township Meeting*******

March 10, 2026 @ 7:00pm

2026 ANNUAL TOWNSHIP MEETING MINUTES

1.0 Call to Order – Clerk Naomi Scott called the 2026 Annual Township Meeting to order at 7:00pm. All stood for the Pledge of Allegiance.

2.0 Roll Call of Electors – 12 electors signed the roster; roster will be included as part of the minutes. There were 2 electors on Zoom and that roster will also be included.

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

4.0 Announce Agenda – Dave Hauser reviewed the agenda.

5.0 Review of Minutes from March 11, 2025 Annual Meeting – No motion needed.

6.0 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** – Cody Haines, Crosslake Police Officer
3. **Annual Fire Department Report** – Jill Allord, MTFD Chief and Tim Yeger, MTFD Assistant 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/Michael Blassey, Park Committee
6. **2024 Town Board Accomplishments/CIP Plan Update** – Jon Auge, Town Board Chair

7.0 New Business - No new business.

8.0 Crow Wing County Update – District 2 Commissioner Jon Lubke

New Business Items

- 1) Approval of proposed 2027 Levy

| | |
|-------------------------------------|--------------------------------------|
| General Fund Operation Levy: | \$475,104 (same as 2022-2026) |
| General Fund - | \$210,100 |
| Fire Operation - | \$129,000 |
| Roads - | \$ 99,354 |
| Park - | \$ 36,650 |
| Capital Improvement Levy: | <u>\$115,000</u> |
| Total Levy: | \$590,104 |

Kris Havir made a **motion(2)** to approve the proposed 2027 Levy, Ray Zabilla seconded. Motion carried unanimously.

- 2) Set the Date for the 2027 Annual Meeting

Primary Date: March 9, 2027 at 7:00 PM
Alternate Date: March 16, 2027 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 2027 Mission Township Annual Meeting, Michael Blassey seconded. Motion carried unanimously.

Adjourn – Terry Havir made a **motion (4)** to adjourn the March 10, 2026 Annual Township Meeting at 7:51pm, seconded by Ray Zabilla. Motion carried unanimously.

Respectfully Submitted,


Naomi Scott
Clerk

Dave Hauser
Moderator



Date Range : 4/13/2026 To 4/13/2026

| <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> |
|-------------|-------------------------------------|---|----------------|--------------|------------------|-----------------------------------|---------------|
| 04/13/2026 | Elan Financial Services | Credit Card - All receipts included | 11343 | \$1,405.61 | | | |
| | | | | | 100-41125-201- | GENERAL GOVERNMENT | \$250.17 |
| | | | | | 100-41125-318- | GENERAL GOVERNMENT | \$660.00 |
| | | | | | 100-41125-235- | GENERAL GOVERNMENT | \$458.36 |
| | | | | | 225-42210-207- | Fire Administration | \$37.08 |
| 04/13/2026 | CTC-446126 | March Phone and Internet at Town Hall | 11344 | \$268.39 | | | |
| | | | | | 100-41125-321- | GENERAL GOVERNMENT | \$268.39 |
| 04/13/2026 | Jill Allord | Mileage reimbursement for training in St Cloud | 11345 | \$113.33 | | | |
| | | | | | 225-41125-331- | GENERAL GOVERNMENT | \$113.33 |
| 04/13/2026 | City of Crosslake | 5/1/26 thru 7/31/26 Contract for Crosslake Police Services | 11346 | \$18,756.77 | | | |
| | | | | | 100-42110-312- | Police Administration | \$18,756.77 |
| 04/13/2026 | Cuyuna Regional Medical Center | Invoice #5461-EMS Training, V Duvall | 11347 | \$700.00 | | | |
| | | | | | 225-42210-207- | Fire Administration | \$700.00 |
| 04/13/2026 | Crow Wing County Highway Department | Invs #9900, #9909 & #10061 -Jan salt/sand and Feb Mar Gas/Diesel | 11348 | \$1,054.32 | | | |
| | | | | | 225-42210-231- | Fire Administration | \$280.28 |
| | | | | | 201-43125-231- | Ice and Snow Removal | \$774.04 |
| 04/13/2026 | Crow Wing County Land Services | Property Taxes for Hall-ID 77190550 and Fire Department-ID 77190551 | 11349 | \$50.00 | | | |
| | | | | | 100-41125-235- | GENERAL GOVERNMENT | \$50.00 |
| 04/13/2026 | Crow Wing Power | Feb and Mar Electric for Town Hall and Park | 11350 | \$685.41 | | | |
| | | | | | 100-41125-381- | GENERAL GOVERNMENT | \$609.01 |
| | | | | | 229-45010-381- | Culture-Recreation Administration | \$76.40 |
| 04/13/2026 | Napa Crosslake | Inv #208882-DEF | 11351 | \$4.21 | | | |

Date Range : 4/13/2026 To 4/13/2026

| <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> |
|-------------|-------------------------------|--|----------------|--------------|----------------------------------|---|------------------------|
| | | | | | 201-43050-220- | R & B ADMINISTRATION | \$4.21 |
| 04/13/2026 | Northpoint Emergency Training | Invoice #1358-EMS 3/17/26 x 2 | 11352 | \$450.00 | | | |
| | | | | | 225-42210-233- | Fire Administration | \$450.00 |
| 04/13/2026 | Optimal Yardscapes, LLC | Invoices #2032 & 2051 | 11353 | \$1,550.00 | | | |
| | | | | | 100-49010-392- 100-49010-406- | Cemetery Cemetery | \$150.00 \$1,400.00 |
| 04/13/2026 | Saehr Consulting | Invoice #March - Zoning Services | 11354 | \$978.00 | | | |
| | | | | | 100-41125-319- | GENERAL GOVERNMENT | \$978.00 |
| 04/13/2026 | Naomi Scott | Reimbursement for media and mileage | 11355 | \$113.70 | | | |
| | | | | | 100-41125-321- 100-41125-331- | GENERAL GOVERNMENT GENERAL GOVERNMENT | \$47.00 \$66.70 |
| 04/13/2026 | Town Law Center PLLP | Bill Number 1171 | 11356 | \$26.00 | | | |
| | | | | | 100-41125-304- | GENERAL GOVERNMENT | \$26.00 |
| 04/13/2026 | Van Horn Services | #2976 & #2977-Snow removal at Hall & FD 11-26-25 to 4-3-26 Tree clearing | 11357 | \$1,212.00 | | | |
| | | | | | 201-43050-392- 201-43050-391- | R & B ADMINISTRATION R & B ADMINISTRATION | \$1,000.00 \$212.00 |
| 04/13/2026 | Victory Automotive Service | 1405017&1404819&1405130: '89 Ford wheels&'17 Durango TC&'11 Chevy Axel | 11358 | \$7,338.11 | | | |
| | | | | | 225-42210-232- | Fire Administration | \$7,338.11 |
| 04/13/2026 | Waste Partners, Inc. | Sanitation Administration Invoice 63X01089 | 11359 | \$86.94 | | | |
| | | | | | 100-41125-395- 100-43210-395- | GENERAL GOVERNMENT Sanitation Administration | \$52.93 \$34.01 |
| 04/13/2026 | Xcel Energy | 2/26 & 3/26 Gas Bill | 11360 | \$1,778.62 | | | |
| | | | | | 100-41125-383- | GENERAL GOVERNMENT | \$1,778.62 |

Date Range : 4/13/2026 To 4/13/2026

| <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> |
|-------------|----------------------------------|---|----------------|--------------|------------------|-----------------------------------|---------------|
| 04/13/2026 | Mary Zabilla | Mileage reimbursment for March | 11361 | \$46.40 | | | |
| | | | | | 100-41125-331- | GENERAL GOVERNMENT | \$46.40 |
| 04/13/2026 | PERA-Public Emp Retirement Assoc | Mission Township 6329000 PERA | 11362 | \$354.80 | | | |
| | | | | | 100-41125-121- | GENERAL GOVERNMENT | \$354.80 |
| 04/13/2026 | MN Dept of Revenue | Mn State Taxes & MN Leave-Paid Electronically via PPI | 11363 | \$155.72 | | | |
| | | | | | 225-42210-125- | Fire Administration | \$67.00 |
| | | | | | 100-41125-125- | GENERAL GOVERNMENT | \$35.00 |
| | | | | | 100-41125-136- | GENERAL GOVERNMENT | \$19.88 |
| | | | | | 201-43125-136- | Ice and Snow Removal | \$3.78 |
| | | | | | 225-42210-136- | Fire Administration | \$19.26 |
| | | | | | 201-43125-125- | Ice and Snow Removal | \$10.00 |
| | | | | | 229-45010-136- | Culture-Recreation Administration | \$0.80 |
| 04/13/2026 | IRS-Internal Revenue Service | IRS-Paid electronically via Paper Plan-it | 11364 | \$1,039.52 | | | |
| | | | | | 100-41125-125- | GENERAL GOVERNMENT | \$461.28 |
| | | | | | 225-42210-125- | Fire Administration | \$472.00 |
| | | | | | 201-43125-125- | Ice and Snow Removal | \$87.84 |
| | | | | | 229-45010-125- | Culture-Recreation Administration | \$18.40 |
| 04/13/2026 | Payroll | Payroll-Direct Deposit - paid electronically via Paper Plan | 11365 | \$5,785.91 | | | |
| | | | | | 100-41110-103- | Council/Town Board | \$948.44 |
| | | | | | 100-41430-103- | Clerk & Treasurer | \$1,558.20 |
| | | | | | 225-42210-103- | Fire Administration | \$2,593.20 |
| | | | | | 100-41125-103- | GENERAL GOVERNMENT | \$65.78 |
| | | | | | 201-43125-106- | Ice and Snow Removal | \$517.69 |
| | | | | | 229-45010-103- | Culture-Recreation Administration | \$102.60 |
| 04/13/2026 | Jon Auge | Reimbursement for signs | 11366 | \$136.75 | | | |
| | | | | | 100-41125-201- | GENERAL GOVERNMENT | \$136.75 |

Date Range : 4/13/2026 To 4/13/2026

| <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> |
|---------------------------|---------------|--------------------|----------------|--------------|------------------|---------------------|---------------|
| Total For Selected Claims | | | | \$44,090.51 | | | \$44,090.51 |

Erik Lee

Town Supervisor

Date

Jon Auge

Town Supervisor

Date

Robert Steele

Town Supervisor

Date



Crosslake Police Department
Mission Township
Monthly Report: March 2026

| | |
|------------------|----|
| Agency Assist | 2 |
| Alarm | 1 |
| Ems | 1 |
| Motorist Assist | 1 |
| Traffic Arrest | 1 |
| Traffic Warning | 29 |
| Traffic Citation | 8 |
| | |
| | |
| | |

TOTAL: 43



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

| 2026 | 2025 |
|----------------------|------------------------|
| Agency Assist – 2 | Agency Assist – 8 |
| Alarm – 1 | Animal Complaint – 1 |
| Ems – 1 | Disturbance – 1 |
| Motorist Assist – 1 | Driving Complaint – 1 |
| Traffic Arrest – 1 | Ems – 1 |
| Traffic Warning – 29 | Suspicious Vehicle – 1 |
| Traffic Citation – 8 | Traffic Arrest – 1 |
| | Traffic Warning – 51 |
| | Traffic Citation – 5 |
| | |

TOTAL: 43

TOTAL: 70

2026 Year to Date: 158

2025 Year to Date: 196

Clerk's Report-April 13th, 2026

1. Claims #11343 to #11366 totaling \$44,090.51.
2. No correspondence this month.

Naomi Scott, Mission Township Clerk



April 2026 MONTHLY FIRE DEPARTMENT REPORT

Call for March 2026: Mission: 4 Center: 2 Pelican: 0 MA: 0
March 2025: 6 2 2 1

Total Calls 2026:

| Type of call | Mission | Center | Pelican | MA | TOTAL |
|------------------------|-----------|----------|----------|----------|-----------|
| Structure Fire: | 0 | 1 | 0 | 1 | 2 |
| Car Fire: | 0 | 0 | 0 | 0 | 0 |
| Car Accident: | 0 | 0 | 0 | 0 | 0 |
| Gas Leak: | 0 | 0 | 0 | 0 | 0 |
| Carbon Mon Alarm: | 1 | 0 | 0 | 0 | 1 |
| Fire Alarm: | 0 | 0 | 0 | 0 | 0 |
| Grass Fire: | 0 | 0 | 0 | 0 | 0 |
| CWCSO Assist: | 0 | 0 | 0 | | 0 |
| Missing Person: | 0 | 0 | 0 | 0 | 0 |
| Burning Complaint: | 0 | 0 | 0 | 0 | 0 |
| Animal Bite/EMS: | 0 | 0 | 0 | 0 | 0 |
| EMS: | 20 | 5 | 2 | 0 | 27 |
| Total for 2026: | 21 | 6 | 2 | 1 | 30 |

Department Training:

4/14: Meeting, Truck Checks
 4/21: Training
 4/28: Training

Trucks/Equipment:

- Squad 1 went in for repairs. Replaced front axle seals, front & rear differential pinion seal, spark plugs. Cleaned throttle body, replace transfer case fluid. The cooling hose assembly at heater core was leaking. Replaced heater assembly lines.
- Squad 2 went in for repairs. The transfer case fluid was dark, burnt and the internal motor was failing. Replaced the transfer case. Also replaced the water pump as it was leaking.
- Tender 1 had the chute welded and is back in service.

Personnel:

- Eric and Casey are still working on completing their Fire I, II and Hazmat. Both have passed the written tests for Fire I and Hazmat. Their final skills test out is May 2.
- Vanessa began her EMR class.
- I completed the Leadership Course through MBFTE



Other:

- We are continuing to work on First Due to get everything we need entered and ready to go.



**MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA**
Resolution No. 2026-04

**RESOLUTION SUPPORTING APPLICATION FOR
SOURCEWELL COMMUNITY BENEFIT FUND GRANT**

WHEREAS, Sourcewell exists to assist local governments and other community organizations to more efficiently provide services that deliver meaningful community benefit and improve the quality of life for residents and the public; and

WHEREAS, Mission Township is a participating agency and has previously applied for and received grants from Sourcewell; and

WHEREAS, The Community Benefit funds programs providing awards ranging from \$5,000 to \$30,000 per fiscal year with no matching funds required; and

WHEREAS, Mission Township has demonstrated its commitment to enhancing Mission Town Park for the benefit of our residents and the broader community including significant facility upgrades in 2022 and 2023; and

WHEREAS, Mission Township desires to apply for funding to provide the equipment needed for the ongoing maintenance of Mission Town Park, which has become more of a regional amenity serving the broader community; and

WHEREAS, the proposal meets the eligibility requirements set forth under Minnesota Statute § 123A.21, Subd 7, and serves a clear public purpose by benefitting the broader community.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Mission supports and approves submission of an application to Sourcewell for Community Benefit Funds to be used for the ongoing maintenance of Mission Town Park.

Adopted this 13th of April, 2026.

BY THE TOWN BOARD

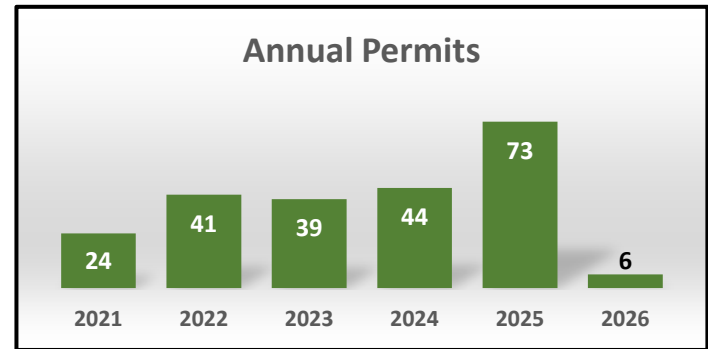
Attest: _____
Naomi Scott, Clerk

Jon Auge, Chair



Planning & Zoning Tracking Report - 2026

Updated: 04-09-2026

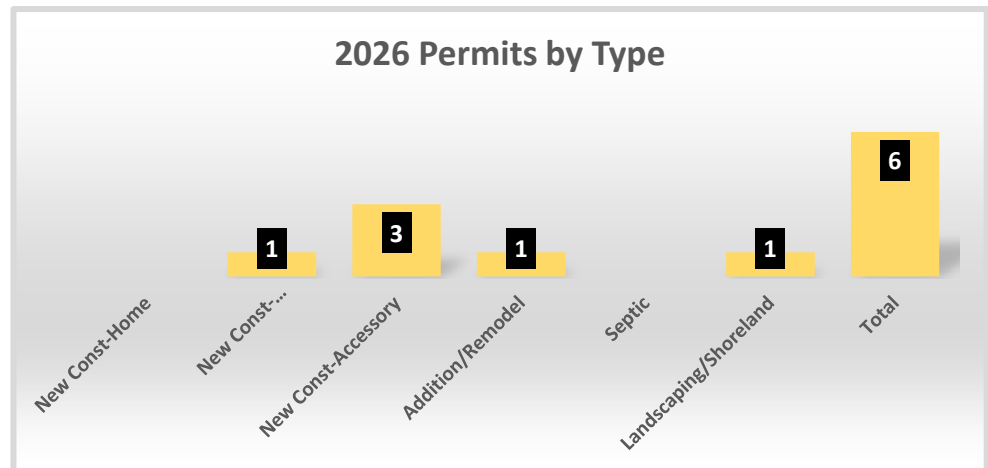


| Applicant | Date Submitted | Parcel | Location | Request | Town Board Action | Status & Disposition |
|--|----------------|----------|--|--|-------------------|--|
| Oseland, Rick and Joan | 2/23/2026 | N/A | Acerage near Pine & Little Pine Rivers in NE portion of Town | Divide existing parcels into 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.



Mission Township

2025 Road Inspection Detail Report



Created 03-01-2026

| Road | Required Maintenance | Location |
|---------------------------|---|-----------------------------------|
| Mission Heights | Overlay just east of intersection | Near Marker 14517 |
| Mission Park Drive | Pave NE corner at intersection with EHLR - reduce gravel on roadway | Intersection with EHLR |
| North Horseshoe Lake Road | Pot hole repair at current poly patch | Near Marker 14007 |
| | Pave ATV Trail northside @ intersection. Repair edge break on south side. | CSAH 3 intersection |
| Pelican Beach | Edge break repair on north side just west of intersection | CSAH 3 intersection |
| Pelican Way | Overlay on north side appr. 50 yds, east of Pelican Lake Road | 50 yds. East of Pelican Lake Road |
| Ridgewood Drive | Patch multiple pot holes | Near Marker 27398 |
| | Patch multiple pot holes | Near Marker 27640 |
| | Patch sinkhole | Near Marker 27512 |
| SW Horseshoe Lake Road | Pot hole next to ATV trail on SE side | Next to ATV trail |
| Surfland Road | Pave NE corner at intersection with EHLR - hole forming | Intersection with EHLR |



Proposal

Anderson Brothers Construction Company
 11325 Hwy 210 E
 Brainerd, Minnesota 56401
 (218) 829-1768 / (218) 829-7607 Fax

| | | | |
|--|-----------|---|------------------------|
| Proposal Submitted To Mission Township (Jon Auge) | | Phone 651-335-6555 | Date April 13, 2026 |
| Street P.O. Box 126 | | Job Name Driveway (New Construction) | |
| City, State and Zip Merrifield | | Job Location Various locations | |
| Attn: | Job Phone | Mail To | |

We hereby submit specifications and estimates for:

The grading, shaping and construction of a 3 " compacted Class 5 gravel base and the construction of a " compacted hot mix bituminous wearing course over an area being approximately square yards.

Overlays- 1.5 inches of mix
 Radius Repair 3 inches of mix
 UTV Ramp 3 inches 3 inches of mix

Note: 1/2 the total quote is due prior to construction.

All materials and workmanship shall conform to the Department of Transportation Specifications for Highway Construction.

**A land use or alteration permit may be required through your local County or Municipal Planning and Zoning office. All required permits and associated fee's are the sole responsibility of the private property owner.*

(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THE IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTION. (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT WHO GAVE YOU TIMELY NOTICE.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

dollars (\$) 17062

Payment due upon completion. Subject to credit approval.

Past due accounts are subject to a service charge of 1-1/2% per month (18% per annum)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature Tony Missling
 Tony Missling, Project Manager

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Signature

Date of Acceptance: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days



SUBJECT: Driveway Access Permit 2026-01
DATE: April 10, 2026

Background Information, Decision and Findings regarding Driveway Access Permit 2026-01

Background Information

Mr. Brian Johnson at 13669 North Horseshoe Lake Road was sent a letter dated December 07, 2025, providing information on Mission Township’s Driveway Accesses Ordinance and the requirement for a permit to construct a new driveway accessing a public road. The potential need for a permit arose following the town’s receipt of a CWC Land Use Permit (No. 25-07179) for the construction of a 2,400 sqft building on the north side of 13669 North Horseshoe Lake Road and following visual verification that an access had been constructed. Following receipt of the town’s letter, Mr. Johnson submitted a permit application dated December 15, 2025, with the required fee of \$250.00. On January 28, 2026, Mr. Johnson was sent an email acknowledging receipt of his permit application and identifying a potential concern with requesting a second access. The email further advised that a delay in issuing a permit was likely due to winter conditions and the need for Town Board approval for the requested second access. A site inspection was completed on March 4, 2026, including photos of the proposed two accesses to North Horseshoe Lake Road. The permit was placed on the Town Board’s March 9, 2026, agenda for consideration of the second access request. Upon review, the Town Board requested more information from the applicant on the “specific need” for a second access and discussed a concern that both accesses are on a curve with trees partially obstructing the view. On March 10, 2026, the Chair sent a letter to Mr. Johnson requesting additional information on the specific need for the second access and advising him that the Board would consider the permit at its April 13, 2026, regular meeting. Receiving no response to the March 10 letter, a second letter was sent via certified mail on March 24, 2026, with confirmed USPS receipt on March 30, 2026 at 12:55 PM.

Background Materials

1. Crow Wing County Land Use Permit No. 25-07179.
2. December 7, 2025, letter from Jon Auge, Roads Supervisor, to Mr. Johnson.
3. Application for Driveway Access Permit submitted by Mr. Johnson and dated 12-15-2025.
4. January 28, 2026, follow-up email from Jon Auge to Mr. Johnson.
5. March 10, 2026, and March 24, 2026, letter(s) to Mr. Johnson.
6. Certified mail receipt for March 24, 2026, letter to Mr. Johnson.
7. Photos of the two established driveway accesses taken on March 4, 2026.

Proposed Decision and Findings – Driveway Permit 2026-01

Findings of the Board

1. Ordinance 2025-02, Section 8(c) Regulating Driveway Accesses on Town Roads requires a 200-foot setback from another driveway access, unless it is a common or shared driveway access. The requested second access is within 121 feet, edge to edge, of the first access and is not a common or shared access and therefore does not conform with the setback standards of the ordinance. Further, Ordinance 2025-02, Section 14 allows an applicant to request the Town Board grant a waiver of one or more of the standards or requirements of the ordinance provided the applicant demonstrates, to the satisfaction of the Town Board, extenuating circumstances necessitating a deviation. No such waiver request was submitted for the Town Board’s consideration.
2. Ordinance 2025-02, Section 9 regulates requests for multiple driveway accesses. The ordinance requires that no more than one driveway access to a lot shall be permitted except upon approval of the Town Board. It further requires that “a request for an additional driveway approach shall not be approved unless the owner demonstrates, to the Town Board’s satisfaction, a specific need for an additional driveway access and that additional driveway approach can be placed and constructed in such a way as to not unreasonably interfere with the safe use or maintenance of the right-of-way”. The applicant failed to demonstrate to the Town Board’s satisfaction a specific need for a second access.

Decision of the Board

Based on the above-mentioned findings, the applicant’s request for a second driveway access is not approved and they are respectfully requested to cease its use and restore it to its original condition.

Adopted by the Town Board on April 13th, 2026.

BY THE TOWN BOARD

Attest: _____
Naomi Scott, Clerk

Jon Auge, Chair

Land Use Permit



Permit Number: 25-07179

Date Issued: 11/13/2025

Owner Name: Brian Johnson

Site Address: 13669 N HORSESHOE LAKE RD

Parcel Number(s): 77170535

Legal Desc: (TRACT A) THAT PART OF GOV. LOT 2 SEC. 17 DESCRIBED AS FOLLOWS; COMM. AT THE NE CORNER OF SAID GOV. LOT 2, THEN S. 01 DEG 51 MIN 40 Zoning: SD

Sec.: 17 Twp.: 136 Rge.: 27 Township Name: MISSION TOWNSHIP

Approved For:

For the construction of a 2,400 sqft building with no living quarters per site plan.

Meeting all setbacks - Property lines verified by property owner

Road Right of Way Verified by property owner

Must maintain erosion best management practices while soils are exposed and they are to remain in place and functional until soils are stabilized.

Must Adhere to height limit requirements as outlined in article 11.6 of the Land Use Ordinance.

Stormwater Best Management Practices must be implemented as necessary to as closely replicate predevelopment runoff as possible. Impervious Surface Coverage on the Lot not to exceed 25%.

This permit does not allow any wetland impacts on the above listed property.

For any modifications, updates, or questions related to this permit approval please call the Land Services Department at 218-824-1010.

Applicant must contact the applicable road authority to modify any existing driveways or to construct a new driveway accessing a public road.

Terms & Conditions

1. Land Use Permits and Individual Sewage Treatment System Permits are valid for two (2) years unless the Septic Permit is to upgrade your system, which is then valid for ten (10) months.



| | |
|--------------------------|-------------------|
| <u>Town Board</u> | |
| Jon Auge | Chair |
| Bob Steele | Vice-Chair |
| Erik Lee | Supervisor |
| Mary Zabilla | Treasurer |
| Naomi Scott | Clerk |

December 07, 2025

Mr. Brian J. Johnson
13669 N. Horseshoe Lake Road
Merrifield, MN 56465

RE: New driveway access on north side of Parcel ID 77170535

Mr. Johnson,

I recently was on N. Horseshoe Lake Road and noticed a new driveway access and structure on the north side of the road on what I believe is your parcel at 13669 N. Horseshoe Lake Road, Parcel ID 77170535. You may have noted on your permit (25-07179) from Crow Wing County a notation indicating that as the applicant “you must contact the applicable road authority to modify any existing driveway or to construct a new driveway accessing a public road.” In this case Mission Township is the applicable road authority for N. Horseshoe Lake Road.

In July 2025, our Town Board adopted Ordinance 2025-02 Regulating Driveway Accesses on Town Roads and requiring a permit for any new access. In addition to publishing this ordinance in the Brainerd Dispatch and posting it on our website, we also published notice in our Fall Newsletter mailed to every parcel within our town. Perhaps you did not see any of the notices or are unaware of this requirement, but nonetheless the requirement to obtain a permit prior to constructing a new access applies to this parcel.

To remedy this situation, I am requesting you submit a “Driveway Access Permit” application. I have enclosed a copy for your convenience. Additional information on the ordinance and permit process can be found on our website. Your completed application can be mailed or sent via email to our clerk at the addresses on the bottom of this letter.

If my information is incorrect, or should you have any questions, please contact me at your convenience.

Thanks for your prompt attention to this matter!

Sincerely,

Jon Auge, Roads Supervisor
Cell: 65-335-6555 / Email:missionsupjon@gmail.com

C: Naomi Scott, Clerk



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.

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: _____



Jon Auge <missionsupjon@gmail.com>

Driveway Access Permit

1 message

Jon Auge <missionsupjon@gmail.com>
To: brianj3944@msn.com

Wed, Jan 28, 2026 at 8:16 AM

Brian - Thanks for promptly submitting your Application for Driveway Access Permit in response to my letter of 12-07-2025. My sincere apologies for my delayed reply, but with the holidays and personal matters I am just now reviewing your application. As I recall, you already cut-in a single access for the building of your 2400 sf pole building so you have temporary access. If this is incorrect, please let me know. I note in your application, you are requesting two accesses on the same parcel. At present, our ordinance requires the approval of the Town Board for multiple driveway accesses on the same parcel. You can view the ordinance at the following link: <https://missiontownship.org/wp-content/uploads/2025/07/Ordinance-2025-02-Regulating-Driveway-Accesses.pdf>. Also, it may be necessary to inspect the parcel in the Spring given winter conditions making such inspection difficult. For now, I will do my best to inspect the site and will be back in touch in the next couple of weeks. If this timing creates any issues for you, please let me know. Thanks for your understanding and cooperation. Regards,

Jon Auge**Mission Town Board Chair****Cell: 651-335-6555****Email: missionsupjon@gmail.com**



| <u>Town Board</u> | |
|-------------------|------------|
| Jon Auge | Chair |
| Bob Steele | Vice-Chair |
| Erik Lee | Supervisor |
| Mary Zabilla | Treasurer |
| Naomi Scott | Clerk |

March 10, 2026

Mr. Brian Johnson
13669 N. Horseshoe Lake Road
Merrifield, MN 56465

SUBJECT: Driveway Access Permit 2026-01, Parcel 77170535 on the north side of 13669 N. Horseshoe Lake Road

Mr. Johnson,

In response to my letter of 12-07-2025, you applied for a Driveway Access Permit for the subject location on 12-15-2025. In your application, you requested two accesses for the property. I sent you an email on 01-28-2026 in which I indicated two accesses require Town Board approval and that doing so may require inspection of the site delaying approval until conditions allow in the Spring. I recently made a site inspection to better understand your request.

Our Ordinance 2025-02 regulating driveway accesses on town roads limits accesses to one per lot except by approval of the Town Board and only after the owner demonstrates a specific need for an additional access. I've listed the pertinent section below for your reference.

Multiple Driveway Accesses. No more than one driveway accesses to a lot shall be permitted, except upon approval of the Town Board. A request for an additional driveway approach shall not be approved unless the owner demonstrates, to the Town Board's satisfaction, a specific need for an additional driveway access and that additional driveway approach can be placed and constructed in such a way as to not unreasonably interfere with the safe use or maintenance of the right-of-way.

Our Board reviewed your permit application at our meeting last night and requested that I contact you to better ascertain your need for a second access prior to considering it for approval. I would appreciate it if you provide our clerk with any additional information that demonstrates your need for a second access. If more convenient, you may email it to her at missionclerk@gmail.com. The Board plans to consider this permit for approval at our April 13 meeting beginning at 7:00 PM at the Town Hall. You are welcome to attend in person or via Zoom (link found on our website).

Thanks for your attention to this matter and your understanding!


Jon Auge
Roads Supervisor

C: Naomi Scott, Clerk



| | |
|---------------------|-------------------|
| Town Board | |
| Jon Auge | Chair |
| Bob Steele | Vice-Chair |
| Erik Lee | Supervisor |
| Mary Zabilla | Treasurer |
| Naomi Scott | Clerk |

March 10, 2026

Mr. Brian Johnson
13669 N. Horseshoe Lake Road
Merrifield, MN 56465

SUBJECT: Driveway Access Permit 2026-01, Parcel
77170535 on the north side of 13669 N.
Horseshoe Lake Road

03-24-2026 – VIA CERTIFIED MAIL

Mr. Johnson, we have not heard from you as of today. A reminder we will consider your permit as noted below. Thanks for your consideration of this matter.

Mr. Johnson,

In response to my letter of 12-07-2025, you applied for a Driveway Access Permit for the subject location on 12-15-2025. In your application, you requested two accesses for the property. I sent you an email on 01-28-2026 in which I indicated two accesses require Town Board approval and that doing so may require inspection of the site delaying approval until conditions allow in the Spring. I recently made a site inspection to better understand your request.

Our Ordinance 2025-02 regulating driveway accesses on town roads limits accesses to one per lot except by approval of the Town Board and only after the owner demonstrates a specific need for an additional access. I've listed the pertinent section below for your reference.

Multiple Driveway Accesses. No more than one driveway accesses to a lot shall be permitted, except upon approval of the Town Board. A request for an additional driveway approach shall not be approved unless the owner demonstrates, to the Town Board's satisfaction, a specific need for an additional driveway access and that additional driveway approach can be placed and constructed in such a way as to not unreasonably interfere with the safe use or maintenance of the right-of-way.

Our Board reviewed your permit application at our meeting last night and requested that I contact you to better ascertain your need for a second access prior to considering it for approval. I would appreciate it if you provide our clerk with any additional information that demonstrates your need for a second access. If more convenient, you may email it to her at missionclerk@gmail.com. The Board plans to consider this permit for approval at our April 13 meeting beginning at 7:00 PM at the Town Hall. You are welcome to attend in person or via Zoom (link found on our website).

Thanks for your attention to this matter and your understanding!

Jon Auge, Roads Supervisor

C: Naomi Scott, Clerk

Mr. B. Johnson Certified Letter

Remove X

Tracking Number:

9589071052703466206457

Copy

Add to Informed Delivery (<https://informedelivery.usps.com/>)

Latest Update

Your item was picked up at the post office at 12:55 pm on March 30, 2026 in MERRIFIELD, MN 56465.

Get More Out of USPS Tracking:

USPS Tracking Plus®

Delivered

Delivered, Individual Picked Up at Post Office

MERRIFIELD, MN 56465

March 30, 2026, 12:55 pm

[See All Tracking History](#)

[What Do USPS Tracking Statuses Mean?](https://faq.usps.com/s/article/Where-is-my-package) (<https://faq.usps.com/s/article/Where-is-my-package>)

Text & Email Updates



Feedback

USPS Tracking Plus®



Product Information



See Less ^

Track Another Package

Enter tracking or barcode numbers

Attachment A

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



MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2026-02

RESOLUTION APPROVING THE
PRELIMINARY PLAT OF OAK RIDGE
TERRACE

WHEREAS, Kevin McCormick (“**Applicant**”) and Phil and Linda Tidd (“**Owners**”) submitted an application to Mission Township (“**Town**”) for preliminary approval of a plat to be located on property within the Town that is legally described in the attached Exhibit A (“**Property**”);

WHEREAS, the Applicant proposes to create five single lots, without creating any new streets, parks, or other public ways, as part of the plat to be called “Oak Ridge Terrace” (“**Subdivision**”);

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

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

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

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

WHEREAS, the Town Board considered the Applicant’s request for preliminary plat approval at its April 13, 2026, meeting and hereby finds and determines as follows:

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

though any new accesses to be constructed must first receive approval from the affected road authority.

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

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

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

Adopted on this 13th day of April 2026.

BY THE TOWN BOARD

Jon Auge, Chair

Attest: _____
Naomi Scott, Clerk

EXHIBIT A
Legal Description of PID 77060515

That part of the Northeast Quarter of the Northwest Quarter lying West of the East 660.00 feet. Section 6 Township 136 North Range 27 West Crow Wing County, Minnesota more particularly described as follows:

Commencing at the northwest corner of the Northwest Quarter of said Section 6 Township 136 North Range 27 West; thence North 89 degrees 47 minutes 09 seconds East, assumed bearing along the North line of said Section 6 a distance of 1548.23, to the monumented southeast corner of Section 31 Township 137 North Range 27 West; thence North 89 degrees 57 minutes 57 seconds East 101.28 feet, to the point of beginning of the tract to be described; thence continuing North 89 degrees 57 minutes 57 seconds East 195.01 feet, to the northwest corner of the East 660.00 feet of said ; Northeast Quarter of the Northwest Quarter; thence South 00 degrees 38 minutes 06 seconds East, along the West line of said East 660.00 feet of the Northeast Quarter of the Northwest Quarter 1370.60 feet to the southwest corner of said East 660.00 feet of said Northeast Quarter of the Northwest Quarter; thence South 87 degrees 15 minutes 17 seconds West along South line of said Northeast Quarter of the Northwest Quarter 658.59 feet, to the southwest corner of said Northeast Quarter of the Northwest Quarter; thence North 00 degrees 29 minutes 51 seconds West along the West line of said Northeast Quarter of the Northwest Quarter 1117.59 feet, to the easterly extension of the South line of the North 283.00 of the Northwest Quarter of the Northwest Quarter ; thence North 89 degrees 47 minutes 09 seconds East 460.47 feet; thence North 00 degrees 38 minutes 06 seconds West 282.69 feet, to the point of beginning.

Subject to Fawn Lake Road Right of Way Plat No. 6

Subject to an 66' ingress egress and utility easement over under and across the West 66 feet of the North 238.01 feet of the Northeast Quarter of the Northwest Quarter.

Subject to easements, covenants, conditions, restrictions, and reservations of record.



SUBJECT: Website Redesign Plan
DATE: April 10, 2026

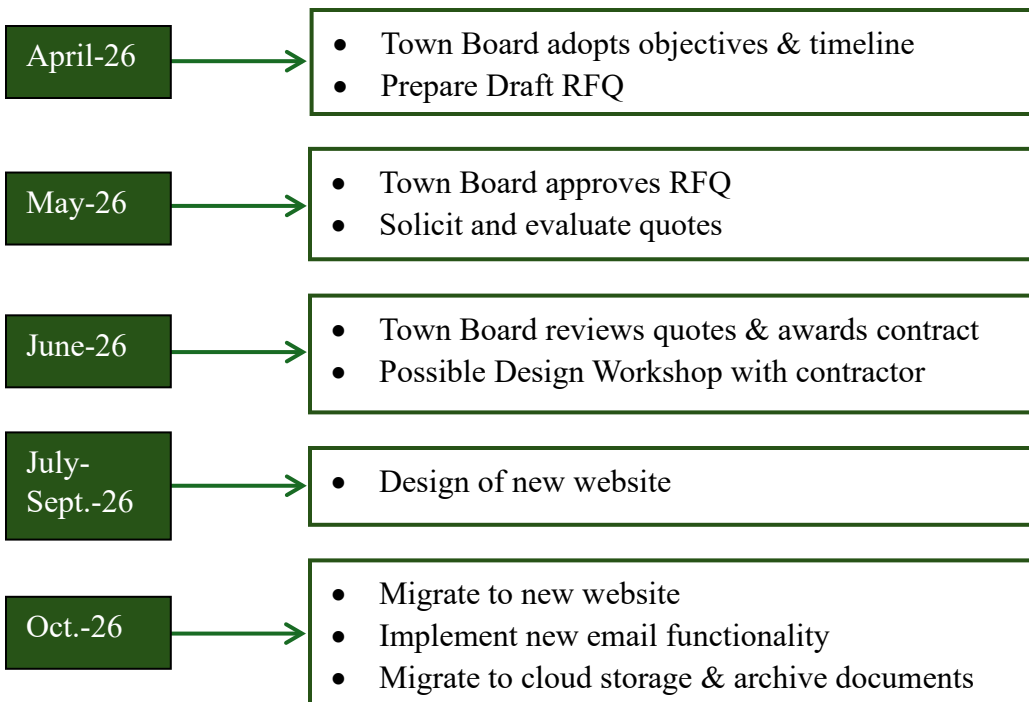
Background

The town website was last updated in the Fall of 2020 at a cost of \$1,200. At that time mostly cosmetic updates were done retaining the original design. This design was focused on the town board as the primary user. Since then, much has evolved in terms of town services, the establishment of ordinances and permits, undertaking elements of planning & zoning, and increased transparency. Additionally, we were recently notified by Midwest Captions, our website support provider, that they will cease operation on November 30, 2026, necessitating a transfer of our site to a new provider by November 1, 2026. So, migrating to a new provider would seem to be the opportune time to redesign the site to be more community friendly. We have also identified the need to migrate to a .gov site should we wish to pursue federal grants, and a desire to archive documents to a cloud storage service, reducing the size of our site. There is \$5,000 allocated to this project in the 2026 budget.

Objectives

- 1) Successfully migrate to new website provider & redesigned website by 11-01-2026.
- 2) Transition to .gov domain and include email functionality.
- 3) Implement a cloud storage service and archive older records to cloud storage.
- 4) Implement form entry functionality.
- 5) Redesign site to a more community user focus.

Proposed Timeline



**CROW WING COUNTY ASSOCIATION OF TOWNSHIP OFFICERS
STATE OF MINNESOTA**

March 31, 2026

Enclosed is a draft resolution the Board intends to present to the membership at our spring meeting scheduled for April 29, 2026, at the Crow Wing Town Hall, 7:00 PM.

We wanted to get this to you ahead of time for your consideration and discussion at your next meeting. The Board met last night and approved it. The County is currently revising their Land Use Ordinance, and the comment period closes April 17, 2026. The Board felt a sense of urgency to submit this resolution to the county commissioners before the end of the comment period which we will do. We would still like the entire association, all 28 townships, to approve the resolution as we believe that carries much more weight than just the Board's resolution alone.

If you have any questions, please call any board member listed below:

| | |
|-----------------|--------------|
| Doug Kern | 218.820.2021 |
| Dave Peterson | 218.330.6714 |
| Kathy Stevens | 218.839.6042 |
| Stan Dobosenski | 218.831.5362 |
| Ron Metzen | 218.831.3055 |

**CROW WING COUNTY ASSOCIATION OF TOWNSHIP OFFICERS
STATE OF MINNESOTA**

**RESOLUTION 2026-01 OBJECTING TO THE USE OF ADMINISTRATIVE DECISIONS
WITHOUT NOTIFYING LOCAL JURISDICTIONS**

WHEREAS, the Crow Wing County Land Services Department Environmental Services Manager has been using a procedure identified as an “Administrative Decision”; and

WHEREAS, this term is undefined in Article 46 in the Land Use Ordinance; and

WHEREAS, the ordinance details specific “shall” or “may” duties in the ordinance; and

WHEREAS, there are currently no “limits” or “boundaries” on what Administrative Decisions can be used for; and

WHEREAS, past decisions have been used to grant variances and amend CUPs contravening the Land Use Ordinance; and

WHEREAS, townships are notified about CUPs, IUPs, variances, building permits, and shoreland alteration permits; and

WHEREAS, these Administrative Decisions are “private party” agreements between the landowner and the County without public input or knowledge and are unpublished or noticed.

NOW THEREFORE, BE IT IS RESOLVED, that the Crow Wing County Association of Township Officers Association disagrees with the use of the Administrative Decision process without notifying the local governing jurisdiction of the decision. That the notification has to be significantly different than that of a regularly issued permit.

NOW THEREFORE, BE IT ALSO RESOLVED, that the Crow Wing Land Use Ordinance be amended to include a definition of an “Administrative Decision”, including limitations and/or restrictions on the use of process.

Doug Kern, Board Chairperson

ATTEST:

Myron Stevens, Secretary

8.7 APPEALS OF ADMINISTRATIVE ACTIONS TO THE PLANNING COMMISSION/BOARD OF ADJUSTMENT

- A. Acting in its capacity as the Board of Adjustment, the Planning Commission/Board of Adjustment shall hear all appeals of any orders, requirements, decisions, or determinations of any administrative official. Appeals to the Planning Commission/Board of Adjustment shall be filed with the Administrator within 30 days of the date the order, action, or determination was made. The appeal shall be filed in writing specifying the grounds thereof, together with a fee according to the most recent County Board-approved fee schedule. The Administrator shall call a properly noticed public hearing within 60 days to hear such appeal. The appellant may appear in person at the hearing and/or be represented by an agent.
- B. **Determination of appeal.** The Planning Commission/Board of Adjustment shall review the information submitted by the appellant, a report from the Department, and the provisions of this Ordinance, and affirm the original decision unless the Planning Commission/Board of Adjustment determines that:
1. The decision was arbitrary and capricious; or
 2. The decision did not comply with the standards in this Ordinance.
- C. The Planning Commission/Board of Adjustment shall decide the matter appealed within 30 days after the date of the hearing. The Planning Commission/Board of Adjustment may reverse or affirm, wholly or in part, or may modify the order, requirement, decision, or determination appealed, and to that end shall have all the powers of the officer whose decision was appealed and may direct the issuance of a permit. The reasons for the Planning Commission/Board of Adjustment decision shall be stated in writing and provided to the appellant.

8.8 APPEALS OF PLANNING COMMISSION/BOARD OF ADJUSTMENT DECISIONS

Pursuant to Minnesota Statutes, Chapter 394.27, Subd. 9, all decisions by the Planning Commission/Board of Adjustment in granting variances or in hearing appeals from any administrative order, requirement, decision, or determination shall be final, except that any aggrieved person or persons, or any department, board, or commission of the jurisdiction or of the State shall have the right to appeal within 30 days after receipt of notice of the decision to District Court on questions of law and fact.



| <u>Town Board</u> | |
|-------------------|------------|
| Jon Auge | Chair |
| Bob Steele | Vice Chair |
| Erik Lee | Supervisor |
| Mary Zabilla | Treasurer |
| Naomi Scott | Clerk |

April 13, 2026

SENT VIA EMAIL

Doug Kern, Chair
Dave Peterson, Vice Chair
Crow Wing County Association of Township Officers

Subject: Resolution 2026-01 Objecting to the use of Administrative Decisions without Notifying Local Jurisdictions

Our Town Board received your letter dated March 31, 2026, and the enclosed draft resolution 2026-01 Objecting to the use of Administrative Decisions without Notifying Local Jurisdictions.

We discussed the draft resolution at our meeting on April 13, 2026. Currently, only the applicant is likely to be privy to an Administrative Decision. We agree that such decisions, while likely to be infrequently used, lack the desired transparency, particularly if the decision alters/interprets a variance or CUP/IUP which has gone through a public process. Without timely notification, townships would not be able to comply with the ordinance requirements for an appeal of the decision should they desire to do so.

Accordingly, our Town Board supports Resolution 2026-01 and encourages the CWCATO Board to collaboratively pursue this matter with Crow Wing County.

On behalf of our Town Board, respectfully submitted,

Jon Auge, Chair



**MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA**

Resolution No. 2026-03

RESOLUTION AMENDING 2026 FEE SCHEDULE

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

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

2026 Fee Schedule

| Fee Type | Fee | Town Resident or Property Owner Fee if Different | Comments |
|-------------------------------------|-----------|--|--|
| Cemetery | | | |
| Single Lot Purchase | \$600.00 | \$300.00 | |
| Casket Burial-Summer | \$600.00 | | |
| Casket Burial-Winter | \$1200.00 | | Winter Season is 11-1 to 4-30. \$200.00 of fee retained by Town to cover additional cost of Winter burial |
| Cremation Burial-Summer | \$200.00 | | |
| Cremation Burial-Winter | \$600.00 | | Winter Season is 11-1 to 4-30. |
| Driveway Access Permit | | | |
| Access Permit | \$250.00 | | \$200.00 refundable at Town's discretion after approved installation |
| Facility Use | | | |
| Park Pavillion-50 or < Participants | \$150.00 | No Fee | Fee is per event |
| Park Pavillion-> 50 Participants | \$300.00 | \$150.00 | Fee is per event |
| Town Hall | \$150.00 | No Fee | Fee is per event. Occupancy is limited to 49 people per Fire Code. |
| Planning & Zoning | | | |
| Preliminary Plat Review | \$450.00 | | |
| Final Plat Review | \$300.00 | | Additional approval required if proposed Final Plat is significantly different from Preliminary Plat |
| Variance Application | \$450.00 | | Application for a variance under Section 9 of the Subdivision Ordinance |

| | | | |
|--|--|--------------------|---|
| Other Review | \$145.00 per hour | | Town reserves the right to assess additional fees for unforeseen issues with notice to the applicant. |
| Development Escrow | \$3,000.00 | | Final Fee is defined in the Development Agreement |
| Recreation Programs | | | |
| Adult Summer Tennis League | \$40.00 per season or \$5.00 per session | | |
| Pickleball Reservations | \$50.00 per season | \$25.00 per season | Requires reservation system registration |
| Transfer Station | | | |
| Brush & Leaves | No Fee | | No commercial use allowed |
| Construction Debris | Sliding Scale based on: \$25.00 minimum \$60.00 per 4 x 8 Trailer | | No commercial use allowed |
| Scrap Metal | \$10.00 minimum \$10.00 per cubic yard | | No commercial use allowed |
| <i>Items without an established fee are not accepted</i> | | | |

ADOPTED this 13th day of April 2026.

BY THE TOWN BOARD

Attest: _____
Naomi Scott, Clerk

Jon Auge, Chair



Includes servicing all 7 Fire Station doors and weather stripping - NS

| | |
|-----------------|-------------------|
| ESTIMATE | #1847831006-1 |
| ESTIMATE DATE | Mar 25, 2026 |
| EXPIRATION DATE | Apr 23, 2026 |
| TOTAL | \$3,744.00 |

Mission Township
29474 Co Rd 3
Merrifield, MN 56465

(218) 838-6963
erikleemission@gmail.com

CONTACT US

30537 Patriot Ave
Pequot Lakes, MN 56472

(218) 820-3978
selectdoorservice@gmail.com

ESTIMATE

| Services | qty | unit price | amount |
|--|-----|------------|----------|
| Service Call - 2 Diagnostic/Inspection. Residential overhead door service. Lubricate, tighten, and adjust. Door # 1 included. | 1.0 | \$200.00 | \$200.00 |
| Add a Door / Door #2 Add a door lube and tune | 1.0 | \$100.00 | \$100.00 |
| Door Stop Replacement Oversized Double Door Residential R2 Profile Standard Color. White, Almond, Sandstone, Bronze, Brown, Green. For Commercial Sized Doors Up to 10' High | 2.0 | \$197.00 | \$394.00 |
| Astragal Replacement T-Style Double Door 3.75" Black T-Style Double Door 12',14',16',18'. | 2.0 | \$69.00 | \$138.00 |
| White Nylon Roller Replacement 12pk. White nylon ball bearing rollers. 12 count. 20,000 Cycles. 75lb at 8' | 2.0 | \$99.00 | \$198.00 |
| Add a Door / Doors #3 & #4 Add a door lube and tune | 2.0 | \$100.00 | \$200.00 |
| White Nylon Roller Replacement 12pk. White nylon ball bearing rollers. 12 count. 20,000 Cycles. 75lb at 8' | 2.0 | \$99.00 | \$198.00 |
| Door Stop Replacement Oversized Double Door Residential R2 Profile Standard Color. White, Almond, Sandstone, Bronze, Brown, Green. For Commercial Sized Doors Up to 10' high | 2.0 | \$197.00 | \$394.00 |
| Astragal Replacement T-Style Double Door 3.75" Black T-Style Double Door 12',14',16',18'. | 2.0 | \$69.00 | \$138.00 |
| Opener header bracket reinforcement Reinforcement header bracket so the opener doesn't rip out of the wall | 1.0 | \$45.00 | \$45.00 |
| Add a Door / Doors 5,6, & 7 Add a door lube and tune | 3.0 | \$100.00 | \$300.00 |
| Door Stop Replacement Oversized Double Door Residential R2 Profile Standard Color. White, Almond, Sandstone, Bronze, Brown, Green. For Commercial Sized Doors 12x12 to 16x16. | 3.0 | \$245.00 | \$735.00 |
| Astragal Replacement T-Style Double Door 3.75" Black T-Style Double Door 12',14',16',18'. | 3.0 | \$69.00 | \$207.00 |
| Bottom Seal Retainer T Style | 2.0 | \$70.00 | \$140.00 |

| | | | |
|---|-----|----------|----------|
| White Nylon Roller Replacement 14pk. | 3.0 | \$119.00 | \$357.00 |
| White nylon ball bearing rollers. 14 count. 20,000 Cycles. 75lb at 8' | | | |

Services subtotal: \$3,744.00

| | |
|----------|------------|
| Subtotal | \$3,744.00 |
|----------|------------|

| | |
|--------------|-------------------|
| Total | \$3,744.00 |
|--------------|-------------------|

Thank you!



Includes servicing 2 Fire Station doors and replacing 5 - NS

| | |
|-----------------|--------------------|
| ESTIMATE | #1847831006-2 |
| ESTIMATE DATE | Mar 25, 2026 |
| EXPIRATION DATE | Apr 23, 2026 |
| TOTAL | \$21,315.00 |

Mission Township
29474 Co Rd 3
Merrifield, MN 56465

(218) 838-6963
erikleemission@gmail.com

CONTACT US

30537 Patriot Ave
Pequot Lakes, MN 56472

(218) 820-3978
selectdoorservice@gmail.com

ESTIMATE

| Services | qty | unit price | amount |
|---|-----|------------|-------------|
| 12'x2"x10' TF-II Flush Panel Design Polystyrene Insulated R-8.8. 2", 2-sided steel. White Color. No windows. 15" Radius Track. Full Perimeter Weather Seal. Installed. Windload B Certification. Tax Included. | 2.0 | \$2,850.00 | \$5,700.00 |
| Genie 4124H 10' Belt Drive Trolley Rail. 140V DC Motor. WiFi Aladdin Connect. 1 Remote. | 2.0 | \$850.00 | \$1,700.00 |
| 12'x12' TF-II Flush Panel Design Polystyrene Insulated R-8.8. 2", 2-sided steel. White Color. No windows. 15" Radius Track. Full Perimeter Weather Seal. Installed. Windload B Certification. Tax Included. | 3.0 | \$3,395.00 | \$10,185.00 |
| Genie 4124H 12' Belt Drive Trolley Rail. 140V DC Motor. WiFi Aladdin Connect. 1 Remote. | 3.0 | \$900.00 | \$2,700.00 |
| Service Call - 2 Diagnostic/Inspection. Residential overhead door service. Lubricate, tighten, and adjust. Door #1 included. | 1.0 | \$200.00 | \$200.00 |
| Add a Door / Door #2 Add a door lube and tune | 1.0 | \$100.00 | \$100.00 |
| Door Stop Replacement Oversized Double Door Residential R2 Profile Standard Color. White, Almond, Sandstone, Bronze, Brown, Green. For Commercial Sized Doors Up to 10' High | 2.0 | \$197.00 | \$394.00 |
| Astragal Replacement T-Style Double Door 3.75" Black T-Style Double Door 12',14',16',18'. | 2.0 | \$69.00 | \$138.00 |
| White Nylon Roller Replacement 12pk. White nylon ball bearing rollers. 12 count. 20,000 Cycles. 75lb at 8' | 2.0 | \$99.00 | \$198.00 |

Services subtotal: \$21,315.00

Subtotal \$21,315.00

Total \$21,315.00

Thank you!



Includes servicing and making safer two Maintenance Building doors - NS

| | |
|-----------------|-------------------|
| ESTIMATE | #1847831009-1 |
| ESTIMATE DATE | Mar 25, 2026 |
| EXPIRATION DATE | Apr 23, 2026 |
| TOTAL | \$1,345.00 |

Mission Township
29474 Co Rd 3
Merrifield, MN 56465

(218) 838-6963
erikleemission@gmail.com

CONTACT US

30537 Patriot Ave
Pequot Lakes, MN 56472

(218) 820-3978
selectdoorservice@gmail.com

ESTIMATE

| Services | qty | unit price | amount |
|--|-----|------------|----------|
| Service Call - 2 Diagnostic/Inspection. Residential overhead door service. Lubricate, tighten, and adjust. | 1.0 | \$200.00 | \$200.00 |
| Add a Door Add a door lube and tune | 1.0 | \$100.00 | \$100.00 |
| Scissor Lift Fee | 1.0 | \$95.00 | \$95.00 |
| 27" Push Down Bumper Spring Priced per spring(not as a set) Installation included. | 4.0 | \$95.00 | \$380.00 |
| Door SXS Shims | 2.0 | \$20.00 | \$40.00 |
| Door Stop Replacement Oversized Double Door Residential R2 Profile Standard Color. White, Almond, Sandstone, Bronze, Brown, Green. For Commercial Sized Doors Up to 18' high. Green | 2.0 | \$265.00 | \$530.00 |

Services subtotal: \$1,345.00

Subtotal \$1,345.00

Total \$1,345.00

Thank you!



Includes servicing, making safer and replacing wall mount with ceiling mount on 2 Maintenance Building doors. An electrician would need to be involved - NS

| | |
|-----------------|-------------------|
| ESTIMATE | #1847831009-2 |
| ESTIMATE DATE | Mar 25, 2026 |
| EXPIRATION DATE | Apr 23, 2026 |
| TOTAL | \$3,825.00 |

Mission Township
29474 Co Rd 3
Merrifield, MN 56465

(218) 838-6963
erikleemission@gmail.com

CONTACT US

30537 Patriot Ave
Pequot Lakes, MN 56472

(218) 820-3978
selectdoorservice@gmail.com

ESTIMATE

| Services | qty | unit price | amount |
|--|-----|------------|------------|
| Service Call - 2 Diagnostic/Inspection. Residential overhead door service. Lubricate, tighten, and adjust. | 1.0 | \$200.00 | \$200.00 |
| Add a Door Add a door lube and tune | 1.0 | \$100.00 | \$100.00 |
| Scissor Lift Fee | 1.0 | \$95.00 | \$95.00 |
| Door Stop Replacement Oversized Double Door Residential R2 Profile Standard Color. White, Almond, Sandstone, Bronze, Brown, Green. For Commercial Sized Doors Up to 18' high. Green | 2.0 | \$265.00 | \$530.00 |
| Commercial Genie Trolley - 3/4HP - 14' OPGSXT7501B. 14' Chain Trolley. Open/Close/Stop Button. Photo Eyes. 1 Remote. Installed. Tax Included. ***All wiring to be completed by others*** | 2.0 | \$1,450.00 | \$2,900.00 |

Services subtotal: \$3,825.00

Subtotal \$3,825.00

Total \$3,825.00

Thank you!

LET'S PLAN THE FUTURE OF MISSION TOWNSHIP TOGETHER.

Help Shape What's Next!

Your input is the best way to help us plan for the future. Mission Township invites you to share what matters most to you at the Community Visioning Session.



Monday, May 11th

5:30-6:30 pm — Visioning Session



Mission Town Hall

29474 Co Rd 3 | Merrifield



Light dinner will be served.
RSVP to reserve your spot!

missiontownship.eventbrite.com

LET US
KNOW
YOU'RE
COMING!



MISSION TOWNSHIP



REGION FIVE
Development Commission