



Mission Township, Crow Wing County, Minnesota
Regular Town Board Meeting Agenda
May 11, 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 Jon Auge may participate remotely from 27821 E. Bass Lake Rd., Merrifield, MN 56465.

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 Treasurer Role *(Adopt Resolution 2026-05 accepting resignation & appointing new Treasurer)*

4.2 Administer Oath of Office to Linda Machen – newly appointed Treasurer

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 – 04-13-2026 regular meeting and 04-20-2026 Board of Appeals & Equalization

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 – *lot sales*

6.4 Fire Department

6.5 Park/Park Committee

6.6 Planning & Zoning

6.7 Roads/Roads Committee

6.8 Transfer Station

7. Discussion/Action Items:

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

7.2 Resolution 2026-06-Amending 2026 Board Organization Resolution for change of banks *(approval of resolution)*

7.3 Mission Township Subdivision Ordinance Memorandum from Chris Pence dated 04-17-2026 *(accept memorandum)*

7.4 Town Hall building – roof repair, garage door repairs & exterior painting *(review of quotes & action)*

8. Adjournment *(motion & vote)*



Naomi Scott <missionclerk@gmail.com>

----- Forwarded message -----

From: **Mary Zabilla** <mkzabilla@bitsolutions.com>

Date: Sat, Apr 18, 2026 at 6:43 AM

Subject: Resignation

To: missionsupjon@gmail.com <missionsupjon@gmail.com>, Bob Steele (basslakebob@gmail.com) <basslakebob@gmail.com>, erikleemission@gmail.com <erikleemission@gmail.com>

Good afternoon,

I want to let you know that I am resigning my position as Treasurer due to the fact that we have moved and I am no longer a resident of Mission Township. It is hard to believe that it has been six years since I started working for the Township! It seems like such a short time in one sense, but it certainly has been interesting and full of the unexpected.

I want to let you all know how grateful I am to everyone for giving me the opportunity to work with you. I am thankful for the patience of everyone who helped me out in the beginning and for your continued confidence in me. I appreciated the opportunity to grow and I have learned a lot regarding the function of the Township Board and the responsibility to the tax payers to spend their taxes wisely, which this Board excels at.

It has been my honor to work with all of you and I will truly miss that!

Sincerely,

Mary Zabilla



**MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2026-05**

**RESOLUTION ACCEPTING RESIGNATION OF TREASURER,
AND APPOINTMENT OF LINDA MACHEN TO FULFILL
THE REMAINDER OF THE TREASURER'S TERM**

WHEREAS, Mary Zabilla, the current township treasurer submitted her resignation via email to the town board on April 18, 2026, due to no longer being a resident of the township; and

WHEREAS, As a result of Treasurer Zabilla's resignation, the Office of Treasurer is vacant for the remainder of the current term ending December 31, 2026; and

WHEREAS, The town board seeks to fill the position through appointment as authorized by Minnesota Statute § 367.03, Subd. 6; and

WHEREAS, Linda Machen, a qualified person meeting the requirements for elected office under the Minnesota Constitution Article 7 § 6, has applied for appointment to the Treasurer's position.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Mission does hereby accept the resignation of Mary Zabilla as Town Treasurer with gratitude for her service to the citizens of Mission Township; and hereby appoints Linda Machen as Treasurer for the duration of the current term.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Town Board directs the clerk to issue a Certificate of Appointment to Linda Machen and administer the required Oath of Office for her to assume the position.

Adopted this 11th of May 2026.

BY THE TOWN BOARD

Attest: _____
Naomi Scott, Clerk

Jon Auge, Chair

April 13, 2026 @ 7:00pm

Regular Township Meeting Minutes

Present – Chair Jon Auge; Supervisor Bob Steele, Treasurer Mary Zabilla, Assistant Fire Chief Tim Yeager, and Clerk Naomi Scott. Bud Hayes, Ray Zabilla, Linda Machen and Jeff McCulloch were also in attendance. Zoom participants included Supervisor Erik Lee who participated remotely from 10265 Gandy Blvd. N, St. Petersburg, FL 33702, Road Committee Chair Dave Hauer, Park Committee Member Dave Baker and Park Committee Chair Jim Peterson.

1.0 Call to Order, Pledge of Allegiance & Roll Call – J. Auge called the April 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 – Jeff McCulloch regarding Mission Tavern Liquor License approval for Crow Wing County. B Steele made a motion **(1)**, second by E. Lee, to approve the Mission Tavern Liquor License. Roll call vote with all Supervisors voting aye. Motion passed.

5.0 Consent Agenda.

5.1 Minutes

- Approve March 9th Regular Meeting.
- Review of March 10th Budget/Levy Meeting. No comments by the board.

5.2 Claims for Approval. Claims #11343 to #11366 totaling \$44,090.51.

5.3 Crosslake Police Report – Received.

5.4 Correspondence – None.

Motion **(2)** by E. Lee to approve the consent agenda, second by B. Steele. Roll call 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 – Provided a verbal update on town finances.

6.3 Cemetery – No report.

6.4 Fire Department – T. Yeager reviewed the report with the board.

6.5 Park/Park Committee – Obtained quotes for cleaning the tennis and basketball court surfaces. B. Steele moved to approve Resolution 2026-04, Supporting Application to Sourcewell for a Community Benefit Fund Grant for the surface cleaning work, second by J. Auge. Roll call vote with all Supervisors voting aye. Motion passed.

6.6 Planning & Zoning – Report received. J. Auge suggested the board consider expanding the Planning Commission to two additional members as allowed by ordinance. This will be a topic for the June meeting.

6.7 Roads/Committee – The Township received Anderson Brothers quotes for summer road maintenance work. J. Auge moved **(3)** to approve the Anderson Brothers quotes totaling \$17,062, second by B. Steele. Roll Call Vote with all Supervisors voting Aye, motion passed.

6.8 Transfer Station – Set to open this Saturday, 4/18/26. E. Lee presented a request to the board regarding allowing stumps at the site. The board concurred to not allow stumps as commercial use is not permitted.

7.0 Discussion/Action Items

7.1 Pavillion Use Agreement with Clow Manufacturing – No update regarding the parking situation provided by Clow. Continued to May 11th, 2026 meeting.

7.2 Treasurer Role – Linda Machen, a Mission Township resident, has come forward willing to serve the unexpired term of Mary Zabilla who is resigning due to moving out of the township. The board will accept Mary's resignation and appoint Linda at the May meeting. The board approved Mary working with Linda prior to the

Mary meeting to create a seamless transition. Linda will be compensated for her training time at a rate to be determined by the board at the same meeting.

7.3 Driveway Permit Application for 13669 North Horseshoe Lake Road – Bud Hayes, representing Brian Johnson, spoke regarding the Driveway Access Permit. The second driveway is primarily to provide convenient access to his shed. The board discussed the proposed findings for a second driveway (attached). Following discussion, J. Auge made a motion (3) to approve the driveway access permit for a single access but deny a second access per the findings adopted by the board, second by B. Steele. Roll call vote with all supervisors voting aye, motion passed.

7.4 Oak Ridge Terrace Preliminary Plat – Parcel 77060515 – Resolution 2026-02– The Planning Commission recommended approval of the preliminary plat at their meeting preceding the board meeting. B. Steele made a motion (4) to approve Mission Township Resolution No. 2026-02, Resolution Approving the Preliminary Plat of Oak Ridge Terrace, second by E. Lee. Roll call vote with all Supervisors voting aye. Motion passed.

7.5 Website Redesign Overview – Discussion of objectives and proposed timeline. Will bring a Request for Proposal to the board in June.

7.6 CWCATO Resolution 2026-01 on use of Administrative Decisions - The CWCATO Board presented Resolution 2026-01 Objecting to the Use of Administrative Decisions Without Notifying Local Jurisdictions which was discussed by the town board. J. Auge made a motion (5) to send a letter of support for the resolution, second by B. Steele. Roll call vote with all Supervisors voting aye. Motion passed.

7.7 Resolution 2026-03-Amending 2026 Fee Schedule adding a P & Zoning Fee for variance applications. J. Auge made a motion (6) to adopt Resolution 2026-03 Amending the 2026 Fee Schedule, second by E. Lee. Roll call vote with all Supervisors voting aye. Motion passed.

7.8 Town Hall building – Roof repair, garage door repairs & exterior painting. Discussed by the Board. E. Lee will get a second quote for the overhead garage doors. E. Lee will get a bid on exterior repair and painting.

7.9 Comprehensive Plan Kick-off on 5-11: Flyers arriving shortly. Send out to Lake Committees, Post at Town Hall.

7.10 Dates for a Moratorium Workshop J. Auge made a motion (7) to schedule a Moratorium Workshop with Scott Saehr for 5/21/26 @ 6:30p, second by B. Steele. Roll call vote with all Supervisors voting aye. Motion passed.

8.0 Adjournment – J. Auge made a motion (8) to adjourn the April 13th, 2026, Regular Township meeting at 8:39 pm, seconded by B. Steele. Roll call vote with all supervisors voting aye. Motion carried and the meeting was adjourned.

Respectfully Submitted,

Naomi Scott, Clerk

Attest: Jon Auge, Chair

*****April minutes are unapproved until the May 11th Regular Township Meeting *****

April 21, 2025 @ 10:00am

Local Board of Appeals & Equalization Meeting

Present - Chair Jon Auge; Supervisors Bob Steele and Erik Lee; Clerk Naomi Scott. From Crow Wing County Land Services – Director Gary Griffin, Sandra Brueland, & Brent Zinda.

Call to Order – J. Auge called the Local Board of Appeal & Equalization Meeting to order at 10:00am and turned the meeting over to Land Services Director Gary Griffin.

The Local Board of Appeal and Equalization is held to provide a fair and objective forum for property owners to appeal their property valuation or classification. Mission Town Board makes the decisions.

G. Griffin stated it was important to note the was ‘not’ a tax meeting. This meeting is to discuss the 2026 Assessment Values and classification only. No property tax or previous year’s valuation can be considered at this meeting.

Options available for the Board to consider include:

- No Change
- Lower the Value (township value cannot be reduced by more than 1% of the townships total valuation)
- Raise the Value
- Change the Classification
- Have the Assessor inspect the property and report to the Local Board (within the 20-day format)

Appellants with an appointment will be heard first; then first come, first serve as they sign in on today’s roster.

There were no in-person appellants.

There was one appellant who submitted a written appeal to CWC Land Services.

David Haines – PID 77290615

Haines requested a lower Market Value via email. After review; B. Steele made a **motion (1)** for ‘No Change’ in the Value, seconded by E Lee. Motion carried; all were in favor.

Adjourn – J. Auge made a **motion (2)** to adjourn the Local Board of Appeal and Equalization meeting at 10:16am, seconded by B. Steele. Motion carried; all were in favor.

Respectfully Submitted,

Naomi Scott
Clerk

Jon Auge
Chair

*****April minutes are unapproved until the May 12th Regular Township Meeting *****

Date Range : 5/11/2026 To 5/11/2026

<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>
05/11/2026	Bolton & Menk, Inc.	Invoice #0391215 Professional Services from 2/14/26-3/13/26	11367	\$4,183.50	420-43050-303-	R & B ADMINISTRATION	\$4,183.50
05/11/2026	Central Minnesota Seeding	Receipt 302 - 4 Mailbox Supports	11368	\$480.00	201-43050-525-	R & B ADMINISTRATION	\$480.00
05/11/2026	CTC-446126	April Phone and Internet at Town Hall	11369	\$238.22	100-41125-321-	GENERAL GOVERNMENT	\$238.22
05/11/2026	Crow Wing County Highway Department	Invs 9909&10061 -March salt/sand Mar Gas/Diesel. Reissue of 11348.	11370	\$836.67	225-42210-231- 201-43125-231- 201-43125-394-	Fire Administration Ice and Snow Removal Ice and Snow Removal	\$182.79 \$262.07 \$391.81
05/11/2026	Elan Financial Services	Credit Card - All receipts included	11371	\$799.85	100-41125-201- 100-41125-318- 229-45010-231- 229-45010-220-	GENERAL GOVERNMENT GENERAL GOVERNMENT Culture-Recreation Administration Culture-Recreation Administration	\$58.74 \$535.00 \$18.40 \$187.71
05/11/2026	Lakes Printing	Invoice #00231600 Spring Mailing	11372	\$928.96	100-41125-201-	GENERAL GOVERNMENT	\$928.96
05/11/2026	Minnesota Association of Townships	Invoice #116227-NS Spring Short Course	11373	\$75.00	100-41125-207-	GENERAL GOVERNMENT	\$75.00
05/11/2026	Mission Township Firefighters Relie	Pelican-2026	11374	\$7,932.00	226-42210-128-	Fire Administration	\$7,932.00

Date Range : 5/11/2026 To 5/11/2026

<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>
05/11/2026	Saehr Consulting	Invoice #April - Zoning Services	11375	\$1,651.25	100-41125-319-	GENERAL GOVERNMENT	\$1,651.25
05/11/2026	Naomi Scott	Reimbursement for media and mileage	11376	\$78.90	100-41125-321- 100-41125-331-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$47.00 \$31.90
05/11/2026	Town Law Center PLLP	Bill Number 1311 #1242	11377	\$260.00	100-41125-304-	GENERAL GOVERNMENT	\$260.00
05/11/2026	Van Horn Services	Invoice #2982 Spring 2026 Clean-up, Hall and Park	11378	\$4,137.00	229-45010-397- 100-41125-397-	Culture-Recreation Administration GENERAL GOVERNMENT	\$3,925.00 \$212.00
05/11/2026	Waste Partners, Inc.	Sanitation Administration Invoice 64X01181	11379	\$64.68	100-41125-395- 100-43210-395-	GENERAL GOVERNMENT Sanitation Administration	\$55.27 \$9.41
05/11/2026	Xcel Energy	April 2026 Gas Bill	11380	\$355.50	100-41125-383-	GENERAL GOVERNMENT	\$355.50
05/11/2026	PERA-Public Emp Retirement Assoc	Mission Township 6329000 PERA	11381	\$331.00	100-41125-121-	GENERAL GOVERNMENT	\$331.00
05/11/2026	MN Dept of Revenue	Mn State Taxes & MN Leave-Paid Electronically via PPI	11382	\$184.68	225-42210-125- 100-41125-125- 100-41125-136- 201-43125-136- 225-42210-136-	Fire Administration GENERAL GOVERNMENT GENERAL GOVERNMENT Ice and Snow Removal Fire Administration	\$91.00 \$35.00 \$19.38 \$1.84 \$37.46
05/11/2026	IRS-Internal Revenue Service	IRS-Paid electronically via Paper Plan-it	11383	\$1,385.64			

Date Range : 5/11/2026 To 5/11/2026

<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>
					100-41125-125-	GENERAL GOVERNMENT	\$449.68
					225-42210-125-	Fire Administration	\$893.22
					201-43125-125-	Ice and Snow Removal	\$42.74
05/11/2026	Payroll	Payroll-Direct Deposit - paid electronically via Paper Plan	11384	\$7,862.67			
					100-41110-103-	Council/Town Board	\$887.52
					100-41430-103-	Clerk & Treasurer	\$1,558.22
					225-42210-103-	Fire Administration	\$5,099.49
					100-41125-103-	GENERAL GOVERNMENT	\$60.73
					201-43125-106-	Ice and Snow Removal	\$256.71
Total For Selected Claims				\$31,785.52			\$31,785.52

Erik Lee	Town Supervisor	Date
Jon Auge	Town Supervisor	Date
Robert Steele	Town Supervisor	Date



Crosslake Police Department
Mission Township
Monthly Report: April 2026

Agency Assist	3
Background	1
Property Damage Accident	1
Public Assist	1
Traffic Arrest	1
Traffic Warning	21
Traffic Citation	11

TOTAL: 41



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

2026	2025
Agency Assist – 3	Agency Assist – 6
Background – 1	Background – 1
Property Damage Accident – 1	Fleeing – 1
Public Assist – 1	Gun Permits – 1
Traffic Arrest – 1	Hazard In Road – 2
Traffic Warning – 21	Theft – 1
Traffic Citation – 11	Traffic Warning – 59
	Traffic Citation – 11
	Trespass – 1

TOTAL: 41

TOTAL: 83

2026 Year to Date: 199

2025 Year to Date: 279



Naomi Scott <missionclerk@gmail.com>

Fireworks Displays

David Schmidt <dfs92256@gmail.com>
To: missionclerk@gmail.com

Mon, May 4, 2026 at 3:05 PM

Naomi,

I have a question for the Mission Township board.

Does the township board take a stance on 4th of July fireworks displays?

We have a place on Horseshoe Lake. Over the years, fireworks have gone from a few Black-cat firecrackers and bottle rockets to several hundred if not thousand dollar displays.

It is my understanding that unless permits are acquired, these displays are illegal. In addition, they are disruptive and stressful for wildlife, dogs and humans. With what seems to be persistent dry conditions, these displays are also fire risks.

If the township has some guidance, could it be shared with the lake property associations in the township?

Thanks

Dave Schmidt



April 30, 2026

Township officers:

I am excited to share that the Minnesota Association of Townships Board of Directors has appointed Ellsburg Township Supervisor John Upton to represent District 10 on the MAT Board. He is an engaged member who has participated in many programs and events over the years, as well as an accomplished professional and experienced nonprofit leader.

In addition to his responsibilities as a township supervisor, John is currently the division manager for Public Works and Utilities for the City of Duluth. He's also president of the City of Duluth Supervisors Association Executive Board, which negotiates labor contracts, memorandums of understanding, and any labor disputes from grievances to binding arbitration. These experiences demonstrate John understands the fiduciary duty and mission-oriented leadership that nonprofit organizations like ours need. Please join me in welcoming him to the MAT Board!

In accordance with our bylaws, the MAT Board of Directors has several options for filling director vacancies. Two years ago, in an election with more votes than any in our history, our members overwhelmingly approved updating the MAT bylaws to clarify the Board's role in appointing qualified directors to fill unexpected vacancies, which is consistent with the approach of many nonprofits.

The MAT Board collectively decided to appoint a new director to ensure effective, representative governance that allows us to remain focused on our mission to support and promote township governments like yours. We will also consider the same approach to identify and appoint a new director for the vacant District 3 seat.

We remain committed to serving our members and the townships you represent. Thank you for your continued leadership.

Tammy Carlson
President, Minnesota Association of Townships Board of Directors

Clerk's Report-May 11th, 2026

Claims #11367 to #11384 totaling \$31,785.52

Correspondence includes:

- Fireworks Displays p1
- Letter from MAT p2

Naomi Scott, Mission Township Clerk

Treasurer's Report-Board Meeting-May 11th, 2026

1. Beginning Balance: \$1,434,177.11
 - a. Receipts: \$102,271.33
 - b. Disbursements: \$141,322.51
 - c. Ending Balance: \$1,407,258.08



April 2026 MONTHLY FIRE DEPARTMENT REPORT

Call for March 2026: Mission: 9 Center: 4 Pelican: 0 MA: 0

March 2025: **There was no breakdown last year, but there were 19 calls.**

Total Calls 2026:

Type of call	Mission	Center	Pelican	MA	TOTAL
Structure Fire:	0	1	0	1	2
Fire – No fire found	0	1	0	0	1
Car Fire:	0	0	0	0	0
Car Accident:	1	0	0	0	1
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	1	0	0	1
CWCSO Assist:	0	0	0	0	0
Missing Person:	0	0	0	0	0
Burning Complaint:	1	0	0	0	1
Animal Bite/EMS:	0	0	0	0	0
EMS:	27	7	2	0	36
Total for 2026:	30	10	2	1	43

Department Training:

- 5/12: Meeting, Truck Checks
- 5/19: Training – Driving course
- 5/26: Training – North Point medical training

Trucks/Equipment:

- Nothing to report this month

Personnel:

- Eric and Casey completed Fire I, II & Hazmat. Congratulations to both of them!
- Casey, Vanessa, Damon, Eric Klein and Eddie participated in a search for a missing person in Outing on 5/6/2026.

Other:

- We will be having a summer event on June 20 put on by the Relief Association. This will include a food truck, corn hole tournament, and we will begin selling raffles.
- Hose testing quote - attached



Electronic Delivery

April 27, 2026

Shane Johnson
Captain
Mission Township Fire Department
29474 Co Rd 3
Merrifield MN 56465

Captain Johnson:

Per your request, we are pleased to submit this proposal for your annual fire hose and ground ladder testing.

Background

FireCatt is proud to have revolutionized the fire hose testing industry. FireCatt is the sole source supplier and owner of a patented method that incorporates computerized testing technology, and a software program designed to incorporate the testing standards and guidelines of NFPA 1930 (Formally NFPA 1962).

FireCatt is now testing over 20 million feet of fire hose per year in 48 States. We have been testing fire hose for more than 18 years. Customers that have come to trust FireCatt's precision testing service include: fire departments; oil refineries; nuclear power plants; and industrial operations.

We trust you will take the time to understand the value FireCatt creates by using the best technology, people and processes available to provide your critical annual services testing. FireCatt will save you manpower time, reduce liability and injuries, and create repeatable, valid test results with advanced technology and professional service.

Our testing team is structured with a team leader, an assistant leader and four hose technicians, all formally trained by FireCatt. We believe in a professionally run hose testing process starting with pre-test planning, meticulous attention to detail during the testing process and documented repacking of your equipment to the standard you require.

Who Is the FireCatt Customer?

FireCatt customers are the leaders within the fire service. They don't settle for "good enough" when it comes to the safety of their people and equipment. They want the most accurate testing option available, while receiving the most professional service. They want the most reliable and defensible third-party validation. They want peace of mind, and that's what FireCatt delivers.

FireCatt will provide annual service pressure testing per the **NFPA 1930 (Formally NFPA 1962)**, for Hose and Ladders (Formally NFPA 1932) using patented technology test equipment designed for safety, accuracy and efficiency.

Sole Source FireCatt Specifications:

- ❑ Electronic and computerized pressure transducers shall be used to monitor and regulate pressures.
- ❑ Software controls the entire test process to ensure NFPA 1930 (Formally NFPA 1962) Standard is followed. One item to note is that during pressurization, hose will only be pressurized at 15 psi per second. Our system will meet this standard each and every test, ensuring that the fire hose will not be subjected to a shock pressure which can lead to shorter hose life expectancy.
- ❑ Air actuated and computerized valves shall be used to eliminate manual control of all valves at high pressure and provide emergency automated shut-off/shut-down capability. The use of manual valves that are less than 100% repeatable and expose personnel to unnecessary risk will not be permitted.
- ❑ Pressure release at the end of each test shall be accomplished through air actuated and computer controlled valves operated remotely. This will eliminate the need to release pressure at the end of each hose and eliminate the risk associated with exposing personnel to potential catastrophic failure while hose is fully pressurized.
- ❑ Hydrant pressure shall be monitored through the use of electronic and computerized pressure transducers. Hydrant pressure will be regulated to meet the NFPA requirement of 45 PSI at the beginning of the test.
- ❑ An amber warning beacon shall be illuminated at all times when the hose is pressurizing or at high pressure.
- ❑ Ten manifolds shall be used, each with their own computerized pressure transducer and valve so that ten separate pressures can be tested simultaneously.
- ❑ Up to 3,000 feet of hose shall be tested per test cycle.
- ❑ Multiple diameter hoses shall be tested simultaneously.
- ❑ Air relief valves shall be used at the end of each hose lay per manifold.
- ❑ Computerized digital pressure readouts shall be used in order to eliminate subjective “needle bounce” of analog gauges.
- ❑ Computerized timing of tests shall be used to eliminate subjective timing devices such as manual stop watches prone to operator error.
- ❑ Heavy Duty Bar Code labels will be used on each hose for ease of Identification and Inventory Control.
- ❑ Patented LDH Conveyor for re-loading large diameter hose.

NFPA Fire Hose Testing Standards

1. Each length of hose will be assigned an Identification Number using a barcode label on each coupling. That I.D. number shall also be recorded on the hose jacket at each end of the hose using a permanent ink marker.
2. Each length of hose will be inspected, both the outer jacket and inner liner.
3. All couplings and threads will be inspected.
4. All gaskets will be inspected, defective gaskets will be replaced at no extra cost.
5. FireCatt will supply hose manufacturer approved lubricant for coupling lubrication.
6. All defective hose will be tagged and removed from service and the defect location on the hose will be marked using a permanent marker. The tag will be distinctive and state the reason for removal from service, date, and hose I.D. number. This information will also be contained within the test report.
7. FireCatt will supply “Never Seize” lubricant for lubricating all apparatus connection points so as to reduce galvanic reaction associated with dissimilar metal contact.

8. FireCatt will accurately record all data that will be contained in the final report which will include, Department I.D., Station or Apparatus I.D., FireCatt hose I.D., Fire Department hose I.D., Manufacturer, Date of Manufacture, Date in Service, Size, Length, Pressure, Pass/Fail, Reason for Failure, and Tread Type.
9. FireCatt will provide a hard copy of the Test Report within 1 week of test completion. The Hose Test Report is documented on a per Department basis. If you require your hose documentation broken down per apparatus or station, this service is available and must be pre-arranged.
10. FireCatt will provide internet web access to your electronic test record and protect this information using a unique login and password within 1 week of test completion. Access to the test records will be for a minimum of 7 years from the date of the most recent test.
11. FireCatt will be licensed and insured to meet the State, City and Department requirements.

Pricing

Option(s)	Quantity in Feet	Price per Foot	TOTAL
1 Fire Hose Testing FireCatt provides all Labor	4000 (approximate)	Minimum	\$2,357.00
	3-year Guaranteed Pricing	Year 1	\$2,357.00
		Year 2	\$2,450.00
		Year 3	\$2,525.00
3 Ground Ladder Testing FireCatt provides all Labor	TBD	\$2.95	TBD

Minimum Charge- Fire Departments with under 5,200' of hose to test will be subject to a minimum charge of \$2,357.00.

Note: Any special requirements including city, county, state licenses, insurance riders/addendums, or other requirements that add cost to doing business with your specific municipality/institution could result in charge backs, service fees, or a higher price charged for services rendered.

Option 1 - FireCatt will provide ALL labor to unload apparatus, lay out test, couple/uncouple, roll hose and reload apparatus. The Fire Department will provide labor only to drive apparatus to and from the test site.

Option 2 - FireCatt will provide labor to unload apparatus, lay out test, couple/uncouple, and roll hose. The Fire Department will provide labor to reload apparatus. Note: If you choose Option 2, we suggest utilizing two fire department crews/companies to reload. The crew whose apparatus is being reloaded and the crew whose apparatus is next to be unloaded.

Option 3 - FireCatt will provide all labor to perform precision ground ladder testing via digital load cell technology that will meet NFPA 1930 standards. There are no other charges! Heat sensor labels are included in our per foot price.

Hard Suction Hose: If utilized will be vacuum tested at the same price per foot as all other hoses.

Logistics:

Prior to testing FireCatt will work with your Department to formulate and tailor a logistics plan that will work best for you. The following is an example of a typical logistics plan:

When FireCatt begins testing we will start with your *rack/auxiliary* hose then your *reserve* apparatus(s). Your tested *rack/auxiliary* hose will be ready to replace any failed hose from your apparatus(s). Once the *reserve apparatus(s)* are tested your company can take the tested reserve to replace a front-line apparatus prior to testing. Thus, we eliminate any downtime in your Department for hose testing and we keep your companies in the district. That way the public that you serve will not see an increase in response time during hose testing.

The Department will be responsible for providing a suitable test a location 300' in length x 100' wide, a water supply via Fire Hydrant (preferably), standpipe, or tender, a driver to move your apparatus and a single point of contact. **Note: Fire hose WILL get wet during hose testing!** The condition of the test site plays an influential role in keeping your hose as dry and clean as possible. Good drainage, clean surface, no potholes, no weeds are all important criteria that need to be considered.

Contract Term

Pricing in BLACK is for a 1-year contract. *Pricing in RED is for a 3-year guaranteed pricing service agreement. 3-year pricing is guaranteed as long as inflation remains below a total CPI of 5% per year.

Completion

Testing will take approximately 1 day(s) annually (weather, total feet, & test site dependent).

Summary of Benefits Received from Choosing FireCatt

- Use the best technology the industry has to offer and fully trained technicians.
- Longer life of hose due to ensuring NFPA 1930 (Formally NFPA 1962) is followed every test cycle.
- Assurance hose is tested to prescribed pressures, if not, either false positives results, or premature stress and loss of hose life are the results (especially the unnecessary cost of replacing LDH – Supply Lines)
- Workers' compensation injuries resulting from testing accidents, either immediate or develops after, such as back / knee strain from re-loading hose (conveyor system and turntables)
- Reduction of any overtime hours used for testing and or training, freeing up man-hours from faster re-loading and the use of two mobile test labs.
- Proven Professional Operation - experience in testing large departments.

I believe you would agree that the issues of safety, time, technology and tracking are the most important to you and your department. Our patented method, and the unique features listed above allow for the NFPA 1930 (Formally NFPA 1962) Standards to be met in the most "objective" manner possible. In comparison, other testing companies will provide you with "subjective" test results. We have designed our testing and reporting technology to meet the requirements and future needs of the industry.

Our issued and pending patents are strong evidence of the exclusive nature of our solutions. In short, we believe that no other company in the nation can match or exceed the accuracy or safety of the fire hose testing services that FireCatt can provide to your department. We have yet to encounter another hose testing company in the nation deploying a similar state-of-the-art computerized testing technology.

We are pleased to offer our services to your department and believe the investment in FireCatt generates the peace of mind for everyone that we are all creating the safest environment for the firefighter and citizens of your community.

We look forward to creating a mutually beneficial and successful long-term relationship and believe in 100% customer satisfaction. If you have any questions or comments, feel free to contact us at any time.

Respectfully submitted,

Steve Koering

Strategic Business Development







MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
 Resolution No. 2026-06

**RESOLUTION AMENDING APPOINTMENTS TO CERTAIN OFFICES
 AND POSITIONS AND ESTABLISHING MEETING TIMES**

WHEREAS, the Town Board of Supervisors desires to make annual appointments to fill certain offices and positions within town government, establish official designations for communication and banking, and set the meeting schedule for the Planning Commission and Town Board; and

WHEREAS, upon recommendation of the Treasurer, the Town Board agrees to change the Official Depositories designations for 2026.

NOW, THEREFORE, BE IT RESOLVED that the Town Board establishes the following and in so doing supersedes Resolution 2025-14.

1. The following people are appointed by the Town Board to the following offices and positions until such items may be changed at the next reorganization meeting or otherwise by the Town Board:

Position	Appointment/Designation
Board Chair	Jon Auge
Board Vice-Chair	Bob Steele
Town Attorney	Troy Gilchrist, Town Law Center PLLP
Town Engineer	Bryan Drown, Bolton & Menk
Planning & Zoning Administrator	Scott Saeher, Saeher Consulting
Fire Relief Board of Trustees	Bob Steele & Mary Zabilla
Official Posting Location	Town Hall Notice Board & Website
Official Newspaper	Brainerd Dispatch
Official Depositories	Bell Bank & Mellon Bank of New York

2. The following people are designated to provide supervision and oversight of Town operations:

Assignment	Designated Supervisor
Cemetery	Erik Lee
Clerk	Board Chair

Fire Department	Bob Steele
Park	Bob Steele
Planning & Zoning	Jon Auge
Roads	Jon Auge
Town Hall Site	Erik Lee
Transfer Station	Erik Lee
Weed Inspector	Jon Auge

3. Regular meetings of the Town Board of Supervisors shall be held on the second Monday of each month at the Mission Town Hall, beginning at 7:00 PM, unless otherwise changed by action of the Town Board and noted on the posted meeting schedule.
4. Regular meetings of the Planning Commission shall be held by duly noticed call of the Chair.
5. That such appointments shall take effect on the first day of January and shall continue for the remainder of the year or until such time as a successor is appointed by the Town Board of Supervisors.

Adopted this 11th day of May 2026.

BY THE TOWN BOARD

Attest: _____
Naomi Scott, Clerk

Jon Auge, Chair



MEMORANDUM

Land Services Department
Gary Griffin, Director

TO: Mission Township Board of Supervisors
FROM: Chris Pence, Environmental Services Manager
DATE: April 17, 2026
SUBJECT: Mission Township Subdivision Ordinance

Mission Township (Township) created a Planning Commission (Ordinance 2023-01) and adopted Ordinance No. 2023-02 which regulates the subdivision of land within the Township. The ordinance prohibits Conservation Developments (as defined by Crow Wing County Land Use Ordinance Articles 33.8-33.11) in the Township. Per Minn. Stat. 505.09 subd. 1a, the Township is required to approve plats and the laying of streets and other public ways shown on the plat. All plats are subject to the minimum standards within the Crow Wing County Land Use Ordinance.

Process

The applicant for a plat in the Township will attend a County Development Review Team (DRT) meeting to discuss the plat and platting process. The Township shall attend the DRT meeting. If the Township does not attend the meeting, the applicant's application will be postponed until the next available meeting that the Township can attend. Others invited may be the DNR (if the parcel is in the Shoreland District), County Highway Department or Minnesota Department of Transportation.

Upon completion of DRT, the applicant may apply to the County and Township for a plat. The County and Township shall provide a separate application process. The County and Township may process the plat concurrently according to each individual ordinance, policy, and procedures. The Township must notify the county in writing if it is going to take longer than 30 days to process the plat application. If the Township approves a plat, a resolution from the Township stating that the plat has been approved will be forwarded to the County. The County will not have a preliminary plat reviewed by the Planning Commission/Board of Adjustment until the County has received the resolution and supporting documentation from the Township.

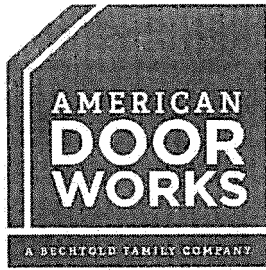
Accepted by Mission Town Board
05-11-2026

 Board Chair

Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.



QUOTE

AMERICAN DOOR WORKS
10727 Brent Dr
Brainerd, MN, 56401
Phone: 218-829-8365

Quote Nbr.: Q024241
Order Date: 4/22/2026
Valid Until: 5/22/2026
Sales Person: Paul Guntorius
Customer ID: C000019060

ISSUED TO:
Mission Fire Dept.

SHIP TO:
Mission Township
29474 County Road
Merrifield MN 56465

MAIN CUSTOMER CONTACT:
Business 1:612-791-3355
Contact: Eric .

Service and Adjust plus Astragal - M1

ITEM	QTY	UOM	PRICE	AMOUNT
Raynor Astragal "U"	12.00	FOOT	3.65	43.80
Commercial Service Labor	1.00	HOUR	150.00	150.00

The pricing provided within this quote is based on current material costs and does not include any potential tariffs, surcharges, or other government-imposed fees. If our material suppliers adjust their pricing due to changes in tariffs, surcharges or other external factors beyond our control, American Door Works reserves the right to adjust our pricing accordingly. Any such adjustments will be communicated promptly, and a revised quote or change order will be provided for approval before proceeding with any further material supply.

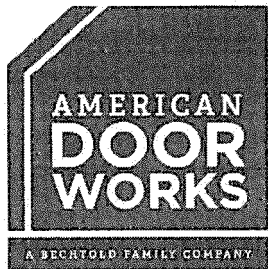
Conditions based on American Door Works Installation:

1. Opening(s) preparation to be done by "other".
2. Quote/Order pricing based on working off of concrete floors. Dirt floors may result in additional charges.
3. Customer responsible for opening(s) & work area clear of any obstructions. Obstructed work areas and/or unprepared openings may result in additional charges.
4. ALL electrical work to be performed by "other".
5. 50% deposit required on all orders.

Signature: _____

Date: 4/22/2026

Quote Total: 193.80
Tax Total: 3.23
Total: 197.03



QUOTE

AMERICAN DOOR WORKS
10727 Brent Dr
Brainerd, MN, 56401
Phone: 218-829-8365

Quote Nbr.: Q024241
Order Date: 4/22/2026
Valid Until: 5/22/2026
Sales Person: Paul Guntorius
Customer ID: C000019060

ISSUED TO:
Mission Fire Dept.

SHIP TO:
Mission Township
29474 County Road
Merrifield MN 56465

MAIN CUSTOMER CONTACT:
Business 1:612-791-3355
Contact: Eric .

Service and Adjust plus Astragal - M2

ITEM	QTY	UOM	PRICE	AMOUNT
Raynor Astragal "U"	12.00	FOOT	3.65	43.80
Commercial Service Labor	1.00	HOUR	150.00	150.00

The pricing provided within this quote is based on current material costs and does not include any potential tariffs, surcharges, or other government-imposed fees. If our material suppliers adjust their pricing due to changes in tariffs, surcharges or other external factors beyond our control, American Door Works reserves the right to adjust our pricing accordingly. Any such adjustments will be communicated promptly, and a revised quote or change order will be provided for approval before proceeding with any further material supply.

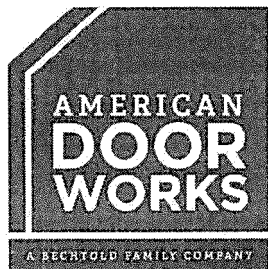
Conditions based on American Door Works Installation:

1. Opening(s) preparation to be done by "other".
2. Quote/Order pricing based on working off of concrete floors. Dirt floors may result in additional charges.
3. Customer responsible for opening(s) & work area clear of any obstructions. Obstructed work areas and/or unprepared openings may result in additional charges.
4. ALL electrical work to be performed by "other".
5. 50% deposit required on all orders.

Signature: _____

Date: 4/22/2026

Quote Total: 193.80
Tax Total: 3.23
Total: 197.03



QUOTE

AMERICAN DOOR WORKS
10727 Brent Dr
Brainerd, MN, 56401
Phone: 218-829-8365

Quote Nbr.: Q024241
Order Date: 4/22/2026
Valid Until: 5/22/2026
Sales Person: Paul Guntorius
Customer ID: C000019060

ISSUED TO:
Mission Fire Dept.

SHIP TO:
Mission Township
29474 County Road
Merrifield MN 56465

MAIN CUSTOMER CONTACT:
Business 1:612-791-3355
Contact: Eric .

Service and Adjust plus Astragal and White Weather/seal - M3

ITEM	QTY	UOM	PRICE	AMOUNT
North Central Astragal	12.00	FOOT	2.15	25.80
White Vinyl Stop Moulding	32.00	FOOT	1.75	56.00
Commercial Service Labor	1.00	HOUR	150.00	150.00

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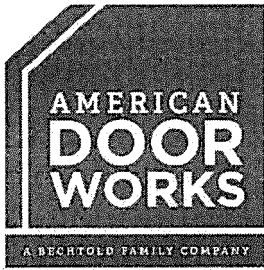
Conditions based on American Door Works Installation:

1. Opening(s) preparation to be done by "other".
2. Quote/Order pricing based on working off of concrete floors. Dirt floors may result in additional charges.
3. Customer responsible for opening(s) & work area clear of any obstructions. Obstructed work areas and/or unprepared openings may result in additional charges.
4. ALL electrical work to be performed by "other".
5. 50% deposit required on all orders.

Signature: _____

Date: 4/22/2026

Quote Total: 231.80
Tax Total: 6.03
Total: 237.83



QUOTE

AMERICAN DOOR WORKS
10727 Brent Dr
Brainerd, MN, 56401
Phone: 218-829-8365

Quote Nbr.: Q024241
Order Date: 4/22/2026
Valid Until: 5/22/2026
Sales Person: Paul Guntorius
Customer ID: C000019060

ISSUED TO:
Mission Fire Dept.

SHIP TO:
Mission Township
29474 County Road
Merrifield MN 56465

MAIN CUSTOMER CONTACT:
Business 1:612-791-3355
Contact: Eric .

Service and Adjust plus Astragal and White Weather/seal - M4

ITEM	QTY	UOM	PRICE	AMOUNT
North Central Astragal	12.00	FOOT	2.15	25.80
White Vinyl Stop Moulding	32.00	FOOT	1.75	56.00
Commercial Service Labor	1.00	HOUR	150.00	150.00

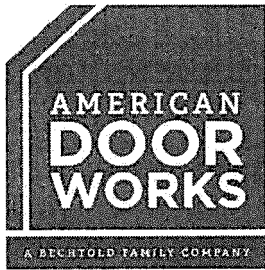
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Conditions based on American Door Works Installation:

1. Opening(s) preparation to be done by "other".
2. Quote/Order pricing based on working off of concrete floors. Dirt floors may result in additional charges.
3. Customer responsible for opening(s) & work area clear of any obstructions. Obstructed work areas and/or unprepared openings may result in additional charges.
4. ALL electrical work to be performed by "other".
5. 50% deposit required on all orders.

Signature: _____
Date: 4/22/2026

Quote Total: 231.80
Tax Total: 6.03
Total: 237.83



QUOTE

AMERICAN DOOR WORKS
10727 Brent Dr
Brainerd, MN, 56401
Phone: 218-829-8365

Quote Nbr.: Q024241
Order Date: 4/22/2026
Valid Until: 5/22/2026
Sales Person: Paul Guntorius
Customer ID: C000019060

ISSUED TO:
Mission Fire Dept.

SHIP TO:
Mission Township
29474 County Road
Merrifield MN 56465

MAIN CUSTOMER CONTACT:
Business 1:612-791-3355
Contact: Eric .

Service and Adjust plus Astragal and White Weather/seal - M5

ITEM	QTY	UOM	PRICE	AMOUNT
North Central Astragal	12.00	FOOT	2.15	25.80
White Vinyl Stop Moulding	36.00	FOOT	1.75	63.00
Commercial Service Labor	1.00	HOUR	150.00	150.00

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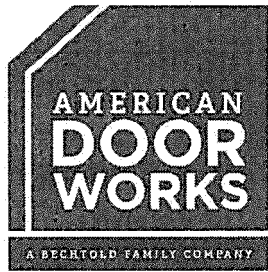
Conditions based on American Door Works Installation:

1. Opening(s) preparation to be done by "other".
2. Quote/Order pricing based on working off of concrete floors. Dirt floors may result in additional charges.
3. Customer responsible for opening(s) & work area clear of any obstructions. Obstructed work areas and/or unprepared openings may result in additional charges.
4. ALL electrical work to be performed by "other".
5. 50% deposit required on all orders.

Signature: _____

Date: 4/22/2026

Quote Total: 238.80
Tax Total: 6.55
Total: 245.35



QUOTE

AMERICAN DOOR WORKS
10727 Brent Dr
Brainerd, MN, 56401
Phone: 218-829-8365

Quote Nbr.: Q024241
Order Date: 4/22/2026
Valid Until: 5/22/2026
Sales Person: Paul Guntorius
Customer ID: C000019060

ISSUED TO:
Mission Fire Dept.

SHIP TO:
Mission Township
29474 County Road
Merrifield MN 56465

MAIN CUSTOMER CONTACT:
Business 1:612-791-3355
Contact: Eric .

Service and Adjust plus Astragal and White Weather/seal - M6

ITEM	QTY	UOM	PRICE	AMOUNT
North Central Astragal	12.00	FOOT	2.15	25.80
White Vinyl Stop Moulding	36.00	FOOT	1.75	63.00
Commercial Service Labor	1.00	HOUR	150.00	150.00

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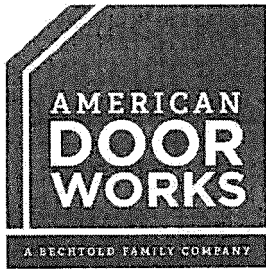
Conditions based on American Door Works Installation:

1. Opening(s) preparation to be done by "other".
2. Quote/Order pricing based on working off of concrete floors. Dirt floors may result in additional charges.
3. Customer responsible for opening(s) & work area clear of any obstructions. Obstructed work areas and/or unprepared openings may result in additional charges.
4. ALL electrical work to be performed by "other".
5. 50% deposit required on all orders.

Signature: _____

Date: 4/22/2026

Quote Total: 238.80
Tax Total: 6.55
Total: 245.35



QUOTE

AMERICAN DOOR WORKS
10727 Brent Dr
Brainerd, MN, 56401
Phone: 218-829-8365

Quote Nbr.: Q024241
Order Date: 4/22/2026
Valid Until: 5/22/2026
Sales Person: Paul Guntorius
Customer ID: C000019060

ISSUED TO:
Mission Fire Dept.

SHIP TO:
Mission Township
29474 County Road
Merrifield MN 56465

MAIN CUSTOMER CONTACT:
Business 1:612-791-3355
Contact: Eric .

Service and Adjust plus Astragal and White Weather/seal - M7

ITEM	QTY	UOM	PRICE	AMOUNT
North Central Astragal	12.00	FOOT	2.15	25.80
White Vinyl Stop Moulding	36.00	FOOT	1.75	63.00
Commercial Service Labor	1.00	HOUR	150.00	150.00

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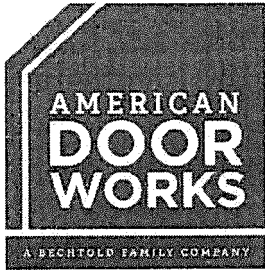
Conditions based on American Door Works Installation:

1. Opening(s) preparation to be done by "other".
2. Quote/Order pricing based on working off of concrete floors. Dirt floors may result in additional charges.
3. Customer responsible for opening(s) & work area clear of any obstructions. Obstructed work areas and/or unprepared openings may result in additional charges.
4. ALL electrical work to be performed by "other".
5. 50% deposit required on all orders.

Signature: _____

Date: 4/22/2026

Quote Total: 238.80
Tax Total: 6.55
Total: 245.35



QUOTE

AMERICAN DOOR WORKS
10727 Brent Dr
Brainerd, MN, 56401
Phone: 218-829-8365

Quote Nbr.: **Q024241**
Order Date: 4/22/2026
Valid Until: 5/22/2026
Sales Person: Paul Guntorius
Customer ID: C000019060

ISSUED TO:
Mission Fire Dept.

SHIP TO:
Mission Township
29474 County Road
Merrifield MN 56465

MAIN CUSTOMER CONTACT:
Business 1:612-791-3355
Contact: Eric .

Service and Adjust - Maintenance Shed Door #1

ITEM	QTY	UOM	PRICE	AMOUNT
Commercial Service Labor	1.00	HOUR	150.00	150.00

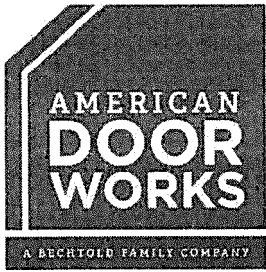
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Conditions based on American Door Works Installation:

1. Opening(s) preparation to be done by "other".
2. Quote/Order pricing based on working off of concrete floors. Dirt floors may result in additional charges.
3. Customer responsible for opening(s) & work area clear of any obstructions. Obstructed work areas and/or unprepared openings may result in additional charges.
4. ALL electrical work to be performed by "other".
5. 50% deposit required on all orders.

Signature: _____
Date: 4/22/2026

Quote Total: 150.00
Tax Total: 0.00
Total: 150.00



QUOTE

AMERICAN DOOR WORKS
10727 Brent Dr
Brainerd, MN, 56401
Phone: 218-829-8365

Quote Nbr.: Q024241
Order Date: 4/22/2026
Valid Until: 5/22/2026
Sales Person: Paul Guntorius
Customer ID: C000019060

ISSUED TO:
Mission Fire Dept.

SHIP TO:
Mission Township
29474 County Road
Merrifield MN 56465

MAIN CUSTOMER CONTACT:
Business 1:612-791-3355
Contact: Eric .

Service and Adjust - Maintenance Shed Door #2

ITEM	QTY	UOM	PRICE	AMOUNT
Commercial Service Labor	1.00	HOUR	150.00	150.00

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Conditions based on American Door Works Installation:

1. Opening(s) preparation to be done by "other".
2. Quote/Order pricing based on working off of concrete floors. Dirt floors may result in additional charges.
3. Customer responsible for opening(s) & work area clear of any obstructions. Obstructed work areas and/or unprepared openings may result in additional charges.
4. ALL electrical work to be performed by "other".
5. 50% deposit required on all orders.

Signature: _____

Date: 4/22/2026

Quote Total: 150.00
Tax Total: 0.00
Total: 150.00