



Mission Township, Crow Wing County, Minnesota
Regular Town Board Meeting Agenda
June 08, 2026 – 7:00 PM – Mission Town Hall

Please silence cell phones. Meetings are conducted via Zoom so please limit private conversations. Meeting materials are usually available for public viewing on our website prior to the meeting and at the board table.

1.0 Call to Order, Pledge of Allegiance and Roll Call

2.0 Introduction of new Treasurer – Kari Alcock

3.0 Mission Fire Department Recognition – Training Certification, Service Anniversaries, Flanders Fire

4.0 Flanders Fire discussion with CWC Emergency Management – Sheriff Klang/ EMD Clayton Barg

5.0 Open Forum (*Members of the public are invited to address the board on any non-agenda item- limited to 5 minutes per speaker*)

6.0 Approval of the Agenda (*consent*)

7.0 Presentations – Steve Stroschein or delegate, CWC Highway Department, on 2027 CSAH 3 resurfacing

8.0 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 – 05-11-2026 regular meeting, 05-21-2026 special meeting and 05-27-2026 special meeting

5.2 Claims for Approval

5.3 Crosslake Police Report

5.4 Correspondence

9.0 Town Operations Reports: (*Reports from officers, departments & committees*)

6.1 Clerk

6.2 Treasurer

6.3 Cemetery

6.4 Fire Department

6.5 Park/Park Committee

6.6 Planning & Zoning – *Sposito Variance – Parcel 77190644*

6.7 Roads/Roads Committee

6.8 Transfer Station

10.0 Discussion/Action Items:

9.1 Submission of Option B to Electors for Appointed Treasurer – (*Adoption of Resolution 2026-08*)

9.2 Town Hall Building – roof repair, garage door repairs & exterior painting - (*status & review of quotes*)

9.3 Moratorium Study Report - 5/21/2026 Workshop Report - (*review and approval of report*)

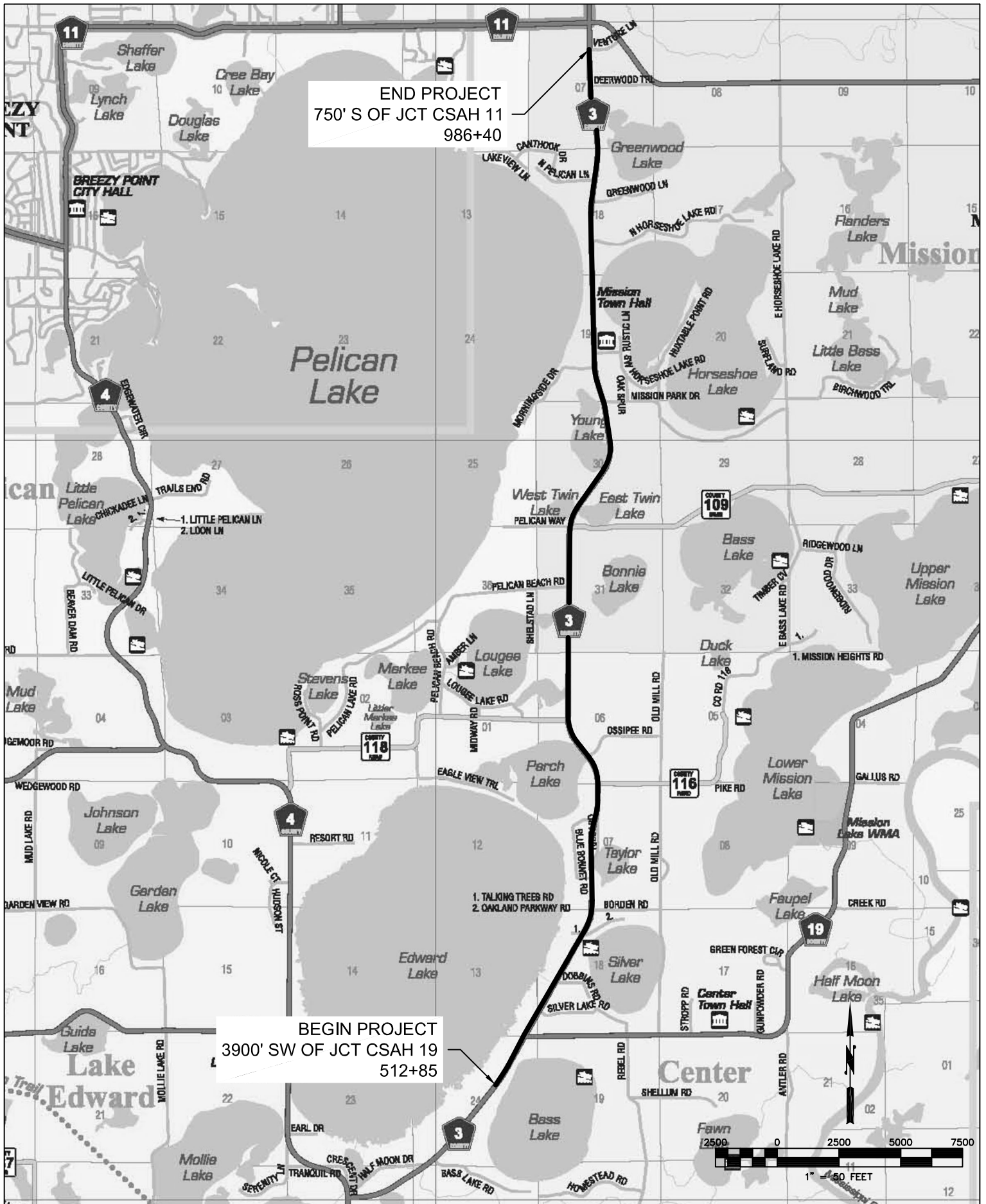
9.4 Comprehensive Plan Visioning Session 1 – (*feedback and expectations for session II*)

9.5 Website Redesign RFP – (*review and approval of RFP*)

9.6 Town Board 2026 Initiatives – (*review and approval of changes*)

9.7 Planning Commission Membership – (*consider membership expansion*)

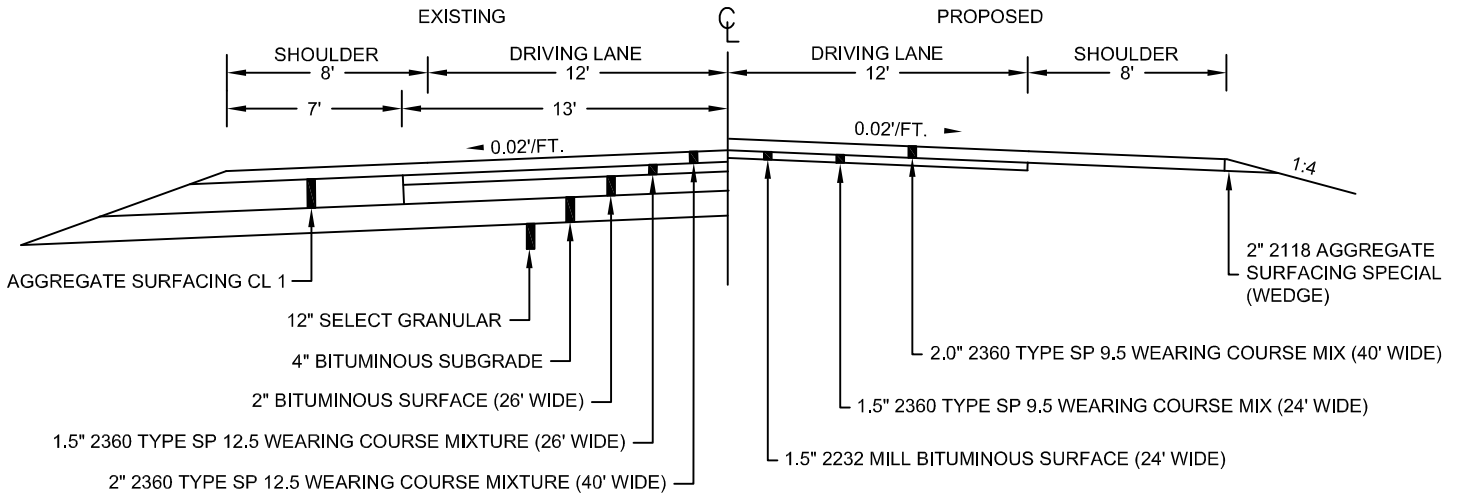
11.0 Adjournment (*motion & vote*)



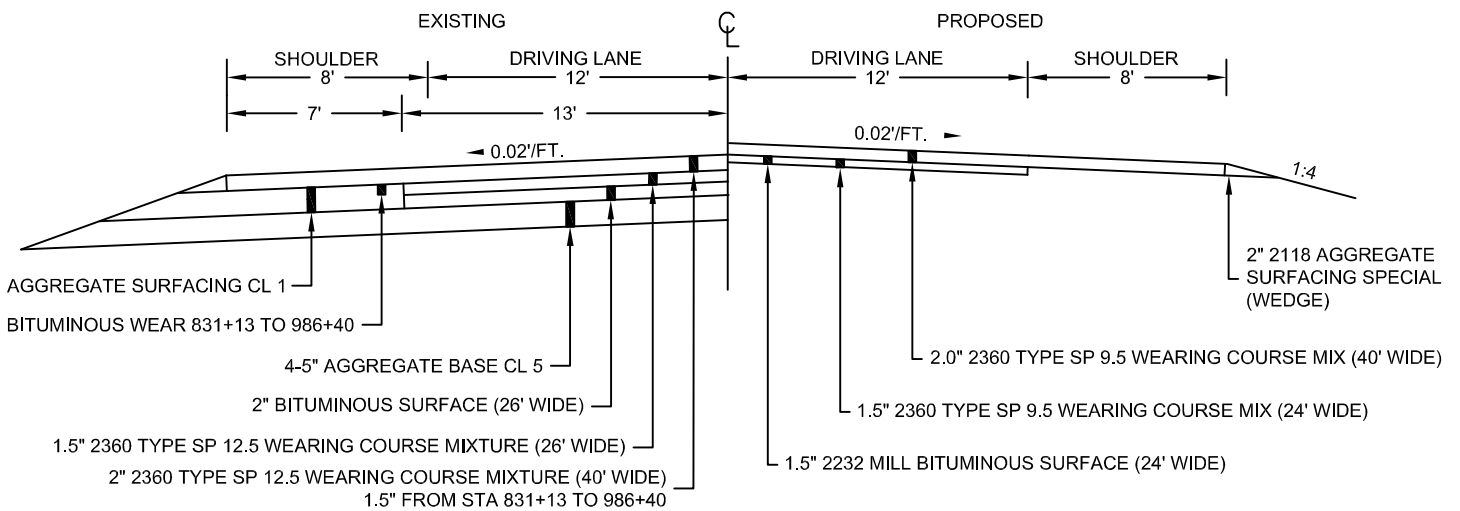
END PROJECT
750' S OF JCT CSAH 11
986+40

BEGIN PROJECT
3900' SW OF JCT CSAH 19
512+85

**CSAH 3 TYPICAL SECTION
CLOW TO CSAH 19
STA 512+80 TO 552+00**



**CSAH 3 TYPICAL SECTION
CSAH 19 TO CSAH 11
STA 552+00 TO 986+40**



May 11, 2026 @ 7:00pm

Regular Township Meeting Minutes

Present – Chair Jon Auge; Supervisor Bob Steele, Supervisor Erik Lee, Outgoing Treasurer Mary Zabilla, Incoming Treasurer Linda Machen, Fire Chief Jill Allord, and Clerk Naomi Scott. Ray Zabilla and Tim Moody and were also in attendance. Zoom participants included Park Committee Chair Jim Peterson.

1.0 Call to Order, Pledge of Allegiance & Roll Call – B. Steele called the May 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 – J. Auge made a motion **(1)**, second by E. Lee, to approve tonight's agenda. Roll call vote with all Supervisors voting aye. Motion passed.

4.0 Presentations –

4.1 Treasurer Role - J. Auge made a motion **(2)**, second by E. Lee, to adopt Resolution 2026-05 accepting Treasurer M. Zabilla's resignation and appointing Linda Machen as the new treasurer to fulfill the unexpired term. Roll call vote with all Supervisors voting aye. Motion passed. Clerk N. Scott administered the Oath of Office to Linda Machen.

5.0 Consent Agenda.

5.1 Minutes

- Approve April 13th Regular Meeting.
- Approve April 20th Board of Appeals and Equalization.

5.2 Claims for Approval. Claims #11367 to #11384 totaling \$31,784.52.

5.3 Crosslake Police Report – Received.

5.4 Correspondence – Received.

Motion **(2)** by B. Steele 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 – The clerk presented cemetery lots for sale approval. Motion by J. Auge **(3)** to sell three cemetery plots to Roger and Linda Joyce, town residents, second by B. Steele. Roll call vote with all Supervisors voting aye. Motion passed.

6.2 Treasurer – L. Machen reviewed her report with the board. Motion **(4)** by J. Auge to set the training wage for the Treasurer in-training at \$22/hour. Second by B. Steele. Roll call vote with all Supervisors voting aye. Motion passed.

6.3 Cemetery – no report.

6.4 Fire Department – J. Allord reviewed the Fire Department report with the board. Motion by B. Steele **(5)** to accept the three year FireCatt contract for hose testing. Second by J. Auge. Discussion followed. Roll call vote with all Supervisors voting aye. Motion passed.

6.5 Park/Park Committee – J. Peterson talked about resurfacing courts proactively. The courts were last resurfaced in 2017. Next week there will be a Park Committee meeting. The Park received a Sourcewell grant for cleaning the courts totaling \$7,510.00. Basketball and Pickleball courts are in good condition.

6.6 Planning & Zoning – The board discussed the Moratorium Study Report. J. Auge made a motion **(6)** to authorize up to \$5,000 more for the moratorium study, second by E. Lee. Roll call vote with all Supervisors voting aye. Motion passed.

6.7 Roads/Committee – Nothing to report.

6.8 Transfer Station – The new Transfer Station log sheets were discussed. The Board reviewed pictures of non-authorized substantial household garbage deposited at the Transfer Station and discussed ways to improve security at the Transfer Station to prevent this in the future. Discussion of ideas for disposal of the building at the

Transfer Station. B. Steele made a motion (7) to solicit bids for demolition and removal of the Transfer Station shed, second by J. Auge. Roll call vote with all Supervisors voting aye. Motion passed.

7.0 Discussion/Action Items

7.1 Pavillion Use Agreement with Clow Manufacturing – B. Steele reported that after several discussions, Clow will be finding another venue for hosting their summer picnic.

7.2 Resolution 2026-06 Amending 2026 Board Organization Resolution for change of banks. Outgoing Treasurer M. Zabilla had proposed moving our accounts from Old National to Bell Bank. J. Auge made a motion (8) to adopt the resolution to change the authorized banks, second by E. Lee. Roll call vote with all Supervisors voting aye. Motion passed.

7.3 Mission Township Subdivision Ordinance Memorandum from Chris Pence dated 04/17/2026. The board reviewed an updated memorandum reflecting the current process between the town and Crow Wing County. B. Steele made a motion (9) to accept the memorandum, second by E. Lee. Roll call vote with all Supervisors voting aye. Motion passed.

7.4 Town Hall Building – Quote Review. E. Lee presented new quotes for Fire Hall door repairs. J. Auge made a motion (9) to accept the American Door Works quote for fixing the Fire Hall doors, second by B. Steele. Roll call vote with all Supervisors voting aye. Motion passed. Roof repair and painting the Town Hall were discussed and E. Lee will obtain quotes.

8.0 Adjournment – J. Auge made a motion (10) to adjourn the May 11th, 2026, Regular Township meeting, second by B. Steele. Roll call vote with all supervisors voting aye. Motion carried and the meeting was adjourned at 8:14 pm.

Respectfully Submitted,

Naomi Scott, Clerk

Attest: Jon Auge, Chair

*******May minutes are unapproved until the June 8th Regular Township Meeting*******

Present – Chair Jon Auge; Supervisors Bob Steele and Erik Lee; also attending were Scott Saehr and Hannah Romenesko with Saehr Consulting.

1.0 Call to Order & Roll Call. Chair Auge called the Special Township Meeting to order at 6:05 pm. Roll Call - all supervisors were present.

2.0 Treasurer’s Resignation. The board discussed the resignation of Linda Machen on May 12, 2026. Several options to proceed were reviewed. Supervisor Steele identified a potential candidate but indicated they need more time to consider the position. To allow more time, Supervisor Steele made a motion **(1)** to schedule another special meeting on Wednesday, May 27, 2026, at 3:00 PM for the purpose of accepting the treasurer’s resignation and appointing an individual to fulfill the unexpired term. Second by Supervisor Lee. Upon voting, all supervisors voted in favor. Motion adopted.

3.0 Review of Moratorium Study Report dated April 13, 2026 – The Board reviewed the Moratorium Study Report as prepared by Scott Saehr. Scott and Hannah provided insights and reviewed options for each section of the report. Each section was discussed considering the options available to the board in the report as well as any identified consequences for each option.

3.1 General Discussion. The board agreed there is no interest in assuming total responsibility for all planning and zoning activities due to our limited administrative capacity and the added costs for the town and applicants. Options selected to strengthen our sub-division ordinance will be based on our desire to control overall development to maintain the character of Mission Township.

3.2 Recording of land. Currently Crow Wing County Land Use Ordinance Section 9.5-Subdivision Procedures allows the subdivision of land where the resulting parcels, including all remnants, are ten acres and three hundred feet in width as exempt from county approval. This allows individuals to subdivide larger parcels into smaller increments and then to potentially further subdivide the newly recorded parcels into even small increments through administrative subdivisions. There is no notice of this recording of land to the local jurisdiction. The board decided to prohibit this exempt recording of land with the understanding this will require individuals to plat any subdivision of parcels.

3.3 Administrative Subdivisions. Our current Subdivision Ordinance 2025-03 provides for local control over administrative subdivisions allowing Crow Wing County to approve no more than a total of three lots containing less than ten acres by this process. The total number of allowed lots includes any remaining portion of the property. As with recording of land, there is no notice of these subdivisions of land to the local jurisdiction. For similar reasons as stated under 3.2, the board decided to prohibit administrative subdivisions with the understanding this will require individuals to plat any subdivision of parcels. Boundary Line Adjustments (BLA) through the exchange of land between adjacent lands that do not create an additional parcel and do not add to or create a nonconforming parcel will be permitted.

3.4 Minimum parcel size. The board discussed the value of establishing a minimum parcel size and how it is more of a performance standard versus a control on overall development. As a result, the board decided not to adopt a minimum parcel size.

3.5 Roads and infrastructure standards. Discussion occurred on criteria for driveways versus roads, public versus private roads, when to require paving of roads, the costs associated with enforcing road standards, and options for development agreements. The board liked the language in Crow Wing County’s Land Use Ordinance Article 9.7-A Plat Design Standards-Roads. The board agreed that while it would be desirable to have all public and private roads paved, requiring it for private roads is challenging and therefore not desired at this time. However, to the extent possible, we do want to ensure full transparency for future road paving costs so it’s clear for buyers.

3.6 Escrow management. The board recognized our current escrow requirement is insufficient and will need to be increased. S. Saehr will review and provide a recommended amount to the board. We also agreed that while the

treasurer handles escrow funds and will segregate them as was done for the cartway process, S. Saehr as our zoning administrator, will track and report on the funds.

4.0 Identify key next steps. The board noted the following next key action steps.

- Scott Saehr to summarize discussion and decisions for final review by the board at our June 8 regular meeting.
- J. Auge to send Scott's summary to Attorney Gilchrist for initial review of legal authority and any concerns.
- S. Saehr will discuss initial decisions with C. Pence at Crow Wing County to gain his perspective and identify any concerns. It is recognized these communications help maintain a collaborative relationship with the county.
- Assuming legal authority, we will schedule a meeting with Crow Wing County to review proposed changes in 2H of June.
- Assuming no major objections or issues, Attorney Gilchrist will prepare an ordinance revision incorporating the board's decisions for adoption in July or early August. Will require a published notice and public hearing.

5.0 Action items. The board noted the following additional action items from our discussion.

- S. Saehr to review initial decisions with C. Pence to identify any concerns and share them with the board.
- S. Saehr to review current road standards with B. Drown, town engineer, to ensure the board's direction and public safety issues are adequately covered, particularly regarding private versus public roads.
- S. Saehr to develop a recommendation on the appropriate escrow amount for processing plats, separate from what may be needed should a Development Agreement be required.
- S. Saehr will work with the treasurer to develop a process for tracking escrow funds.
- The board identified the potential for variance requests for preliminary plats as allowed under Ordinance 2023-02, Section 9. However, we have not provided for this in our process and forms. We also need to clarify how this will work in conjunction with Crow Wing County. J. Auge to work with S. Saehr and C. Pence to develop the process and bring it to the board for approval.

6.0 Adjournment – Supervisor Auge made a motion **(2)** to adjourn the May 21st, 2026, Special Township meeting, seconded by Supervisor Steele. Upon voting, all supervisors voted in favor. Motion carried and the meeting was adjourned at 8:05 pm.

Respectfully Submitted,



Jon Auge, Chair

*******Special Meeting minutes are unapproved until the June 8th Regular Township Meeting *******

Present – Chair Jon Auge; Supervisors Bob Steele and Erik Lee.

1.0 Call to Order & Roll Call. Chair Auge called the Special Township Meeting to order at 3:04 pm. Roll Call - all supervisors were present.

2.0 Treasurer’s Resignation. The board discussed the resignation of Linda Machen on May 12, 2026. Resident Kari Alcock has applied to fill the unexpired term of the treasurer. Supervisor Lee made a motion **(1)** to adopt Resolution 2026-07-Accepting the resignation of the treasurer and appointment of Kari Alcock to fulfill the remainder of the treasurer’s term; second by Supervisor Steele. Upon voting, all supervisors voted in favor. Motion adopted. The new treasurer will assume the treasurer’s compensation in June once she takes the oath of office. Also, going forward we will move to two signatures on checks, that being chair and treasurer, with the vice chair as the alternate. Former treasurer Mary Zabilla has graciously agreed to provide training for Kari the week of May 31st. Supervisor Auge made a motion **(2)** to approve compensation for Mary Zabilla at an hourly rate of \$40 per hour, up to sixteen hours; mileage at the IRS rate, including to/from her home in the Cities, and up to two nights lodging; second by Supervisor Steele. Upon voting, all supervisors voted in favor. Motion carried.

3.0 Adjournment – Supervisor Auge made a motion **(3)** to adjourn the May 27th, 2026, Special Township meeting, seconded by Supervisor Steele. Upon voting, all supervisors voted in favor. Motion carried and the meeting was adjourned at 3:11 pm.

Respectfully Submitted,



Jon Auge, Chair

******Special Meeting minutes are unapproved until the June 8th Regular Township Meeting ******

Date Range : 6/8/2026 To 6/8/2026

<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>
06/08/2026	Jon Auge	Reimbursement for Town Hall landscaping supplies	11385	\$31.89	100-41125-235-	GENERAL GOVERNMENT	\$31.89
06/08/2026	Bolton & Menk, Inc.	Invoice #0393316 Professional Services from 3/14/26-4/10/26	11386	\$710.00	420-43050-303-	R & B ADMINISTRATION	\$710.00
06/08/2026	CTC-446126	May Phone and Internet at Town Hall Invoice #11460541	11387	\$228.14	100-41125-321-	GENERAL GOVERNMENT	\$228.14
06/08/2026	Crow Wing Power	April Electric for Town Hall and Park	11388	\$418.03	100-41125-381- 229-45010-381-	GENERAL GOVERNMENT Culture-Recreation Administration	\$361.41 \$56.62
06/08/2026	Elan Financial Services	Credit Card - All receipts included	11389	\$2,207.44	229-45010-231- 229-45010-217- 229-45010-220- 100-41125-220- 100-41125-318- 100-41125-201- 225-42210-229-	Culture-Recreation Administration Culture-Recreation Administration Culture-Recreation Administration GENERAL GOVERNMENT GENERAL GOVERNMENT GENERAL GOVERNMENT Fire Administration	\$18.41 \$937.62 \$147.94 \$5.35 \$400.00 \$633.69 \$64.43
06/08/2026	F.I.R.E.	Invoice #8114 4/28/26-Air Monitoring x4	11390	\$650.00	225-42210-233-	Fire Administration	\$650.00
06/08/2026	Madison Metals MN LLC	Invoice #1115 Repair to Tender #1	11391	\$150.00	225-42210-229-	Fire Administration	\$150.00

Date Range : 6/8/2026 To 6/8/2026

<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>
06/08/2026	Linda Machen	New Treasurer: 12 hours training and 1 meeting	11392	\$364.00	100-41110-207-	Council/Town Board	\$364.00
06/08/2026	North Star Training & Consulting	Invoice #677, Fire Instructor 1 Training x2	11393	\$1,790.00	225-42210-233-	Fire Administration	\$1,790.00
06/08/2026	Norwood & Son Excavating	Invoice #1770: 4/1 Spring Cleanup, 5/2-11-29 Pushes, Garbage Cleanup-\$447.52	11394	\$1,247.52	100-43210-313-	Sanitation Administration	\$1,247.52
06/08/2026	Outdoor Specialities	Invoice #7229, Pressure Wash: Tennis, Basket & Pickle	11395	\$7,540.00	229-45120-511-	Participant Recreation	\$7,540.00
06/08/2026	Optimal Yardscapes, LLC	Invoices #2106. May mowing & Leaf and flower removal	11396	\$2,325.00	100-49010-405-	Cemetery	\$2,325.00
06/08/2026	Plunketts	Invoice #10424004 - 3/10/26 Pest Contral	11397	\$146.53	100-41125-235-	GENERAL GOVERNMENT	\$146.53
06/08/2026	Naomi Scott	Clerk Reimbursement for May media and mileage	11398	\$116.60	100-41125-321- 100-41125-331-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$47.00 \$69.60
06/08/2026	U.S. Postal Service	PO Box 327 Fire Relief - Merrifield	11399	\$162.00	226-42210-201-	Fire Administration	\$162.00
06/08/2026	Van Horn Services	Invoice #2992 - Tree Removal, Mission Cut-off	11400	\$106.00	201-43050-389-	R & B ADMINISTRATION	\$106.00

Date Range : 6/8/2026 To 6/8/2026

<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>
06/08/2026	Waste Partners, Inc.	Sanitation Administration Invoice 65X03195	11401	\$213.36			
					100-41125-395-	GENERAL GOVERNMENT	\$55.27
					100-43210-395-	Sanitation Administration	\$48.11
					100-45010-395-	Culture-Recreation Administration	\$109.98
06/08/2026	Watt Computer Solution	Transaction ID 5500, Repair Clerk printer	11402	\$50.00			
					100-41125-201-	GENERAL GOVERNMENT	\$50.00
06/08/2026	Xcel Energy	Statement #979714136 - May 2026 Gas Bill	11403	\$136.40			
					100-41125-383-	GENERAL GOVERNMENT	\$136.40
06/08/2026	Mary Zabilla	Mileage reimbursment for 4/16 & 4/28 & 5/6	11404	\$487.20			
					100-41125-331-	GENERAL GOVERNMENT	\$487.20
06/08/2026	Northpoint Emergency Training	Invoice #1372-EMS Training Night 5/26/26 x 2	11405	\$450.00			
					225-42210-233-	Fire Administration	\$450.00
06/08/2026	PERA-Public Emp Retirement Assoc	Mission Township 6329000 PERA	11406	\$509.97			
					100-41125-121-	GENERAL GOVERNMENT	\$509.97
06/08/2026	MN Dept of Revenue	Mn State Taxes & MN Leave-Paid Electronically via PPI	11407	\$465.16			
					225-42210-125-	Fire Administration	\$307.00
					100-41125-125-	GENERAL GOVERNMENT	\$35.00
					100-41125-136-	GENERAL GOVERNMENT	\$26.84
					229-45010-136-	Culture-Recreation Administration	\$4.36
					225-42210-136-	Fire Administration	\$91.96
06/08/2026	IRS-Internal Revenue Service	IRS-Paid electronically via Paper Plan-it	11408	\$2,880.36			
					100-41125-125-	GENERAL GOVERNMENT	\$622.46
					225-42210-125-	Fire Administration	\$2,156.80

Date Range : 6/8/2026 To 6/8/2026

<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>
					229-45010-125-	Culture-Recreation Administration	\$101.10
06/08/2026	Payroll	Payroll-Direct Deposit - paid electronically via Paper Plan	11409	\$16,539.54			
					100-41110-103-	Council/Town Board	\$1,831.58
					100-41430-103-	Clerk & Treasurer	\$1,367.34
					225-42210-103-	Fire Administration	\$12,474.45
					229-45010-103-	Culture-Recreation Administration	\$564.37
					100-43210-103-	Sanitation Administration	\$220.83
					100-41125-103-	GENERAL GOVERNMENT	\$80.97
Total For Selected Claims				\$39,925.14			\$39,925.14

<hr/> Erik Lee <hr/>	Town Supervisor	<hr/> Date <hr/>
<hr/> Jon Auge <hr/>	Town Supervisor	<hr/> Date <hr/>
<hr/> Robert Steele <hr/>	Town Supervisor	<hr/> Date <hr/>



Crosslake Police Department
Mission Township
Monthly Report: May 2026

Agency Assist	7
Alarm	2
Ems	2
Extra Patrol	1
Garbage Dumping	1
Hazard In Road	1
Motorist Assist	1
Suspicious Activity	1
Suspicious Vehicle	1
Traffic Warning	53
Traffic Citation	10

TOTAL: 80



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

2026	2025
Agency Assist – 7	Agency Assist – 5
Alarm – 2	ATV – 1
Ems – 2	Burglary – 1
Extra Patrol – 1	Driving Complaint – 2
Garbage Dumping – 1	Ems – 1
Hazard In Road – 1	Property Damage Accident – 2
Motorist Assist – 1	Suspicious Activity – 1
Suspicious Activity – 1	Traffic Warning – 50
Suspicious Vehicle – 1	Traffic Citation – 11
Traffic Warning – 53	Welfare Check – 1
Traffic Citation – 10	

TOTAL: 80

TOTAL: 75

2026 Year to Date: 279

2025 Year to Date: 354

MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Report of Analytical Results



625 Robert St. N. St. Paul MN 55155
P.O. Box 64975 St. Paul MN 55164 - 0975

Final Report - Client Copy

The following are the results of your most recent sample analysis required for compliance with the Environmental Protection Agency's (EPA) Safe Drinking Water Rules. The results indicate the sample(s) collected was in compliance with Safe Drinking Water Rules. **This report pertains only to the contaminants which have a lab result listed below.** It may not address all regulated contaminants. These results must be kept in your files for a minimum of ten (10) years. If you have any questions, call 651/201-4700.

Program: HU Transient Noncommunity

System Name : **Mission Town Hall/Fire Department**
City : Merrifield

PWSID: **5180659**

Laboratory : Minnesota Department of Health--Env. Laboratory

Date Collected	: 04/28/2026	Lab Sample #	: 26E0754-01
Date Received	: 05/08/2026	Field #	: EJ42826E
Date Analyzed	: 05/13/2026	Sample Type	: B
Collector Name	: Ernest Jorgensen		
Collector ID	: 8079		
Sampling Site	: Well #3 EP		

Nitrate + Nitrite Nitrogen, Total: Less than .05 mg/L

Date Report Generated: 05/20/2026

MISSION TOWN HALL/FIRE DEPARTMENT
C/O MISSION TOWNSHIP CLERK
PO BOX 126
MERRIFIELD MN 56465

MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Report of Analytical Results



625 Robert St. N. St. Paul MN 55155
P.O. Box 64975 St. Paul MN 55164 - 0975

Final Report - Client Copy

The following are the results of your most recent sample analysis required for compliance with the Environmental Protection Agency's (EPA) Safe Drinking Water Rules. The results indicate the sample(s) collected was in compliance with Safe Drinking Water Rules. **This report pertains only to the contaminants which have a lab result listed below.** It may not address all regulated contaminants. These results must be kept in your files for a minimum of ten (10) years. If you have any questions, call 651/201-4700.

Program: HU Transient Noncommunity

System Name : **Mission Township Park**
City : Merrifield

PWSID: **5180692**

Laboratory : Minnesota Department of Health--Env. Laboratory

Date Collected	: 05/07/2026	Lab Sample #	: 26E0750-01
Date Received	: 05/08/2026	Field #	: EJ5726B
Date Analyzed	: 05/13/2026	Sample Type	: B
Collector Name	: Ernest Jorgensen		
Collector ID	: 8079		
Sampling Site	: Well #1 EP		

Nitrate + Nitrite Nitrogen, Total: Less than .05 mg/L

Date Report Generated: 05/20/2026

MISSION TOWNSHIP PARK
C/O TOWNSHIP CLERK
PO BOX 126
MERRIFIELD MN 56465-4363

Clerk's Report-June 8th, 2026

Claims #11385 to #11409 totaling \$39,925.54

Correspondence includes:

- Drinking Water Testing, p1-2

Naomi Scott, Mission Township Clerk



May 2026 MONTHLY FIRE DEPARTMENT REPORT

Call for May 2026: Mission: 12 Center: 3 Pelican: 2 MA: 1
May 2025: 12 6 1 1 **YTD: 68 Calls - 2025**

Total Calls 2026:

Type of call	Mission	Center	Pelican	MA	TOTAL
Structure Fire:	0	1	0	2	3
Fire – No fire found	0	1	0	0	1
Car Fire:	0	0	0	0	0
Car Accident:	2	0	0	0	2
Gas Leak:	0	0	0	0	0
Carbon Mon Alarm:	1	0	0	0	1
Smoke Alarm:	0	1	0	0	1
Fire Alarm:	0	0	0	0	0
Grass Fire:	4	2	0	0	6
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:	34	8	4	0	46
Total for 2026:	42	13	4	2	61

Department Training:

- 6/9: Meeting, Truck Checks
- 6/9-6/11: Tim and Jill attending Active Threat Integrated Response Course in Crosby. This is being put on by FEMA and LSU.
- 6/16: Center Townhall – Meeting with 4H group @ 5:00 pm.
- 6/16: Training – Car Fire – F.I.R.E. Inc.
- 6/23: Training
- 6/30: Training – Landing Zone w/Northpoint at Center

Trucks/Equipment:

- Oil leak on Tender 1

Personnel:

- Congratulations to Bret & Cassie for completing their Instructor I.
- Jon Swensen has decided to step down as Captain 3.
 - Will be posting this position



- Want to say thank you to all the personnel who were present during the Flanders Fire from 5/16 – 5/20. A lot of hard work and time were put in during this incident. We cannot thank everyone enough.

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. The event is scheduled to begin at 10:00 am.
- I got our cooperative agreement updated with the MN DNR. The purpose of this agreement is to cooperate in the prevention of suppression of wildland fires. This agreement is in effect for 5 years.
- The invoicing for the Flanders Fire is almost complete. There was some additional time that needed to be added to the invoice. I am waiting to receive the final invoice for approval. Once I receive the invoice I will review for accuracy and approve for payment.
- Hose testing is scheduled to be completed on 6/15/2026.

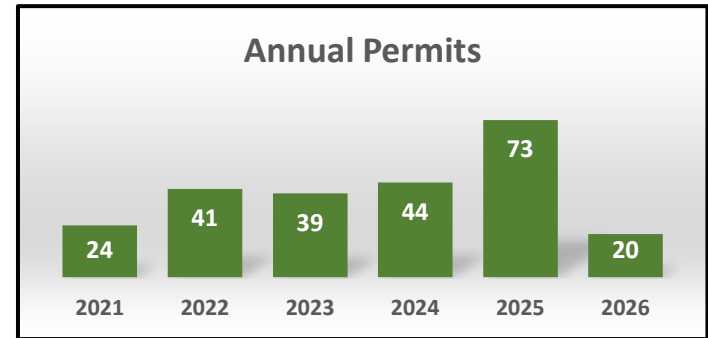
Special Note:

Thank you to everyone who assisted, supported, or stood alongside the Mission Township Fire Department during the Flanders Fire. Your dedication, hard work, generosity, and commitment to our community were greatly appreciated. We are grateful for the many agencies, organizations, volunteers, and individuals who came together to help during this challenging time. Your support made a meaningful difference, and we sincerely thank each of you.



Planning & Zoning Tracking Report - 2026

Updated: 06-04-2026



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"> ✓ Approved by Town Board on 04-13-2026 ✓ Approved by PC-BOA on 05-21-2026 ✓ County Board on 06-09-2026 	<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
Sposito, Salvatore	5/18/2026	77190644	29015 CSAH 3 Merrifield, MN	Variance for a lake setback of 123 feet where 150 feet is required for addition		<ul style="list-style-type: none"> ✓CWC-DRT on 06-04-2026 ✓Town Board on 06-08-2026 ✓PC-BOA on 06-18-2026
Hansen, Janyce & Richard		77190607	29898 CSAH 3 Merrifield, MN	Potential variance for lake setback to construct a guest cottage.		<ul style="list-style-type: none"> ✓CWC-DRT on 06-08-2026

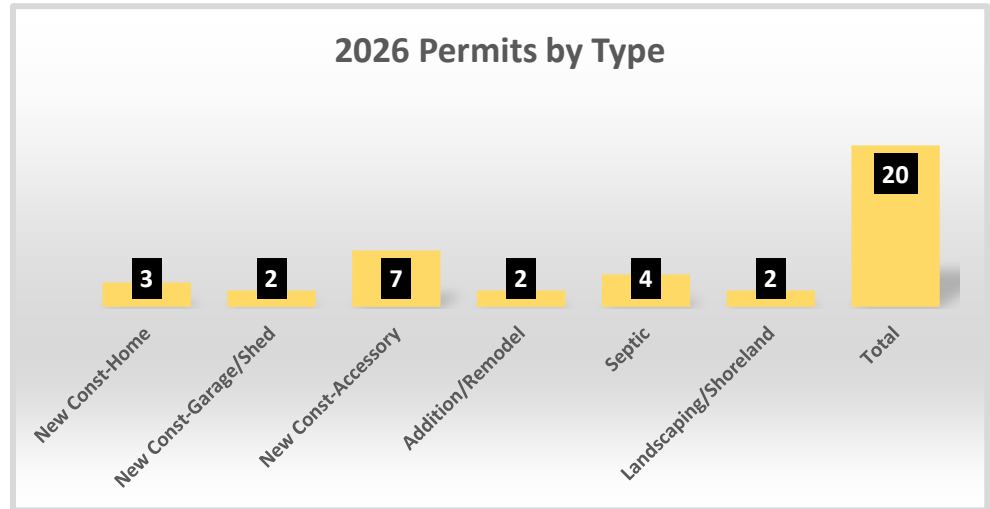
Applicant	Date Submitted	Parcel	Location	Request	Town Board Action	Status & Disposition
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P&Z Inquiries/Pending Items

May-2025-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-2025 - 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.

Jun-2026 - Inquiry on Parcel 77200555, 29246 Huxtable Point Road on a potential sale with a tear down and rebuild - setback requirements.





Staff Report

Property Owner: Salvatore Sposito

Parcel Number: 77190644

Physical Address: 29015 County Road 3, Merrifield, MN 56465

Township: Mission

Legal Description: Part of SE ¼ of SW ¼ and SW ¼ of SE ¼
Section 19 Township 137 Range 27

Young Lake – Natural Environment – Lake Setback of 150 feet

Development Review Team Meeting: 4/27/2026

Application Submitted: 5/18/2026

60 Day Action Deadline: 7/17/2026

60 Day Waiver:

Wetland: 5/07/2026

Septic: Design 11/06/2025

Land Use District: Shoreland

Adjacent Land Use:

North: Shoreland

South: Shoreland

East: Shoreland

West: Young Lake

Existing Impervious Coverage: 3%

Proposed Impervious Coverage: 5.6%

Request:

Variance:

- Lake setback of 123 feet where 150 feet is required to proposed addition

To construct:

- 1,836 Sq ft addition to dwelling

Potential Conditions: TBD



Staff Report

6/04/2026 On-Site visits

Due to the Memorial Day publication schedule, the required 10-day advance deadline could not be met. Therefore, on-site visits will be split.

Comments: Car 1: Dunlap

-

Comments: Car 2: Westhoff

-

Permit History:

- 11/06/2025 – Septic design approved

Agencies Notified and Responses Received:

CWC Highway Dept.: No comment received as of 5/28/2026

MN DNR: No comment received as of 5/28/2026

SWCD: No comment received as of 5/28/2026

Mission Township: No comment received as of 5/28/2026

Public Hearing notifications:

Published in the Brainerd Dispatch on xx/xx/2026

Mailing notification sent on xx/xx/2026 to owners in a 500 ft radius of parcel.

Per findings of fact discussed 6/18/2026, the application submitted 5/18/2026, the staff report, on-site conducted 6/04/2026, public testimony, and as shown on the Certificate of Survey dated 5/20/2026; Located in Mission township, Crow Wing County, Minnesota

DEVELOPMENT REVIEW TEAM (DRT) MEETING MINUTES

Meeting Date: April 27, 2026

Meeting Time: 11:30 AM

Attendees

County Staff

- Nicholette Dunlap, Senior Environmental Specialist
- Stacy Westhoff, Planning Coordinator
- Chris Pence, Environmental Services Manager
- Matt Kallroos, Highway Department

Township

- John Auge – Mission Township Supervisor

Applicant(s)

- Sal Sposito – Property owner
-

Project Information

Property Address / PID: 29015 County Road 3, Merrifield, MN 56465; 77190644

Waterbody: Young Lake – Natural Environmental Lake

Proposed Project Summary:

- Remove breezeway, expand and relocate existing garage.
- Construct an addition to the home toward the road.
- Possible future pole barn and workshop.
- Possible future guest accommodations, and/or travel trailer space.
- Septic redesign to support 4 bedrooms and potential plumbing to accessory structures.

Project Overview

- Property contains an original 1940s home with a later addition and a garage connected by a breezeway.
- Applicant plans to lift and move the garage, remove the breezeway, and reconfigure site layout.
- Applicant's surveyor (Pat Trottier) created preliminary concepts; flags for the 150-ft lake setback will be needed.
- Structure currently encroaches on the lake setback; considered a legal nonconformity.
- Applicant wants space for hobby woodworking, future rental options, and equipment storage.

Key Discussion Points

Setbacks & Shoreland Requirements

- Young Lake is a Natural Environmental Lake, requiring:
 - 150 ft lake setback
 - Building envelope limitations
- Existing addition already encroaches; new construction must meet the 150-ft setback or require a variance.

Garage Relocation & Addition

- Moving garage into the building envelope may be possible but a large Norway pine obstructs one preferred location.
- Board may question why addition/garage cannot go on the north side (within envelope).
- Variance justification must be based on practical difficulty, not convenience or preference.

Accessory Structures / Pole Barn

- Future pole barn appears feasible if located within the building envelope and meets septic/well setbacks.
- Plumbing to pole barn (bathroom/bedroom in future) may be allowed if septic design accommodates 4+ bedrooms.

Travel Trailer / Camping Use

- Travel trailer use beyond 14 days total per year is considered a structure, requiring:
 - Variance for lake setback
 - Conditional Use Permit (CUP) for private campground if rented to others
- CUP + variance may be difficult to obtain due to environmental sensitivity of Young Lake.

Permit History & Legal Nonconformity

- County digitized all permits since the 1970s; older structures often lack formal records.
- Existing home considered legal nonconforming; additions must meet current standards.

Water Quality Concerns

- Water quality issues are under MPCA, not DNR.
- Applicant may contact MPCA for optional lake testing.

Lake Aeration

- Aeration units require a DNR permit; approvals often tied to resorts or dock protection.
- Freeze-out events on shallow lakes are considered natural; aeration permits may not be granted.

Required Submittals

[] Updated site plan & building layout from surveyor (certificate of survey – See attached checklist)

[] Flagged 150-ft lake setback

- Variance application (setback) if proposed structures remain outside envelope
 - Septic redesign (4-bedroom capacity)
 - Building plans for additions
 - CUP application if pursuing private campground use
-

Next Steps

For Applicant

- Work with surveyor (Pat Trottier) to finalize:
 - Building locations
 - Setback flagging
 - Options for garage placement and addition
 - Determine if variance is necessary.
 - Contact MPCA or DNR regarding water quality and aeration questions, if desired.
 - Submit formal applications once plans are solidified.
-

CERTIFICATE OF SURVEY

PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER,
AND PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER,
ALL IN SECTION 19,
AND PART OF THE NORTHEAST QUARTER, SECTION 30,
ALL IN TOWNSHIP 136 NORTH, RANGE 27 WEST,
MISSION TOWNSHIP, CROW WING COUNTY, MINNESOTA
TOTAL AREA = 88,872 SQ. FT. ± / 2.0 ACRES ±

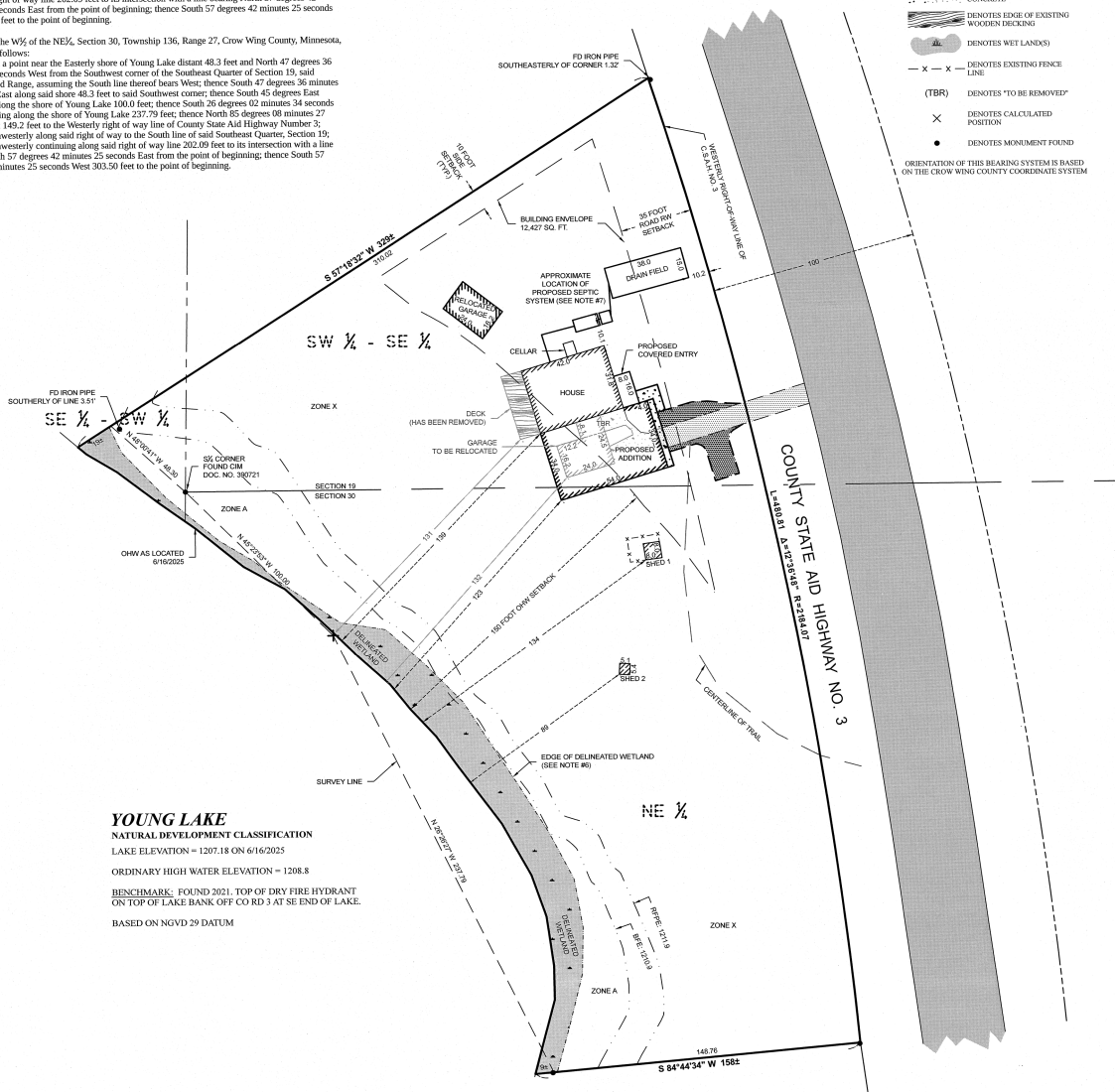
LEGAL DESCRIPTION PER DOC. NO. 1010000

That part of the SE $\frac{1}{4}$ of the SW $\frac{1}{4}$ and the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$, Section 19, Township 136, Range 27, Crow Wing County, Minnesota, described as follows:
Beginning at a point near the Easterly shore of Young Lake distant 48.3 feet and North 47 degrees 36 minutes 48 seconds West from the Southwest corner of said Southeast Quarter, Section 19, assuming the South line thereof bears West, thence South 47 degrees 36 minutes 48 seconds East along said shore 48.3 feet to said Southwest corner; thence South 45 degrees East continuing along the shore of Young Lake 100.0 feet; thence South 26 degrees 02 minutes 34 seconds East continuing along the shore of Young Lake 237.79 feet; thence North 85 degrees 08 minutes 27 seconds East 140.2 feet to the Westerly right of way line of County State Aid Highway Number 3; thence Northwestwesterly along said right of way to the South line of said Southeast Quarter, Section 19; thence Northwestwesterly continuing along said right of way line 202.09 feet to its intersection with a line bearing North 57 degrees 42 minutes 25 seconds East from the point of beginning; thence South 57 degrees 42 minutes 25 seconds West 303.50 feet to the point of beginning.

AND
That part of the W $\frac{1}{2}$ of the NE $\frac{1}{4}$, Section 30, Township 136, Range 27, Crow Wing County, Minnesota, described as follows:
Beginning at a point near the Easterly shore of Young Lake distant 48.3 feet and North 47 degrees 36 minutes 48 seconds West from the Southwest corner of the Southeast Quarter of Section 19, said Township and Range, assuming the South line thereof bears West, thence South 47 degrees 36 minutes 48 seconds East along said shore 48.3 feet to said Southwest corner; thence South 45 degrees East continuing along the shore of Young Lake 100.0 feet; thence South 26 degrees 02 minutes 34 seconds East continuing along the shore of Young Lake 237.79 feet; thence North 85 degrees 08 minutes 27 seconds East continuing along the shore of Young Lake 100.0 feet; thence North 85 degrees 08 minutes 27 seconds East 140.2 feet to the Westerly right of way line of County State Aid Highway Number 3; thence Northwestwesterly along said right of way to the South line of said Southeast Quarter, Section 19; thence Northwestwesterly continuing along said right of way line 202.09 feet to its intersection with a line bearing North 57 degrees 42 minutes 25 seconds East from the point of beginning; thence South 57 degrees 42 minutes 25 seconds West 303.50 feet to the point of beginning.

LEGEND

- DENOTES EDGE OF EXISTING WETLANDS
 - DENOTES EDGE OF EXISTING GRAVEL
 - DENOTES EDGE OF PROPOSED GRAVEL
 - DENOTES EDGE OF EXISTING CONCRETE
 - DENOTES EDGE OF PROPOSED CONCRETE
 - DENOTES EDGE OF EXISTING WOODEN DECKING
 - DENOTES WET LANDS
 - DENOTES EXISTING FENCE LINE
 - DENOTES "TO BE REMOVED" FENCE LINE
 - DENOTES CALCULATED POSITION
 - DENOTES MONUMENT FOUND
- ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE CROW WING COUNTY COORDINATE SYSTEM



YOUNG LAKE
NATURAL DEVELOPMENT CLASSIFICATION
LAKE ELEVATION = 1207.18 ON 6/16/2025
ORDINARY HIGH WATER ELEVATION = 1208.8
BENCHMARK: FOUND 2021. TOP OF DRY FIRE HYDRANT ON TOP OF LAKE BANK OFF CO RD 3 AT SE END OF LAKE.
BASED ON NGVD 29 DATUM

IMPERVIOUS CALCULATIONS

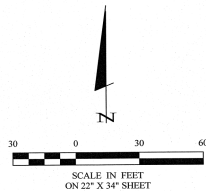
EXISTING	IMPERVIOUS AREA (sq. ft.)	Net Area (sq. ft.)	Percent Impervious (sq. ft.)
House & Garage	1,858	88,872	2.1%
Concrete	279	88,872	0.3%
Shed 1	64	88,872	0.1%
Shed 2	27	88,872	0.0%
Gravel	452	88,872	0.5%
Total	2,680	88,872	3.0%

IMPERVIOUS CALCULATIONS

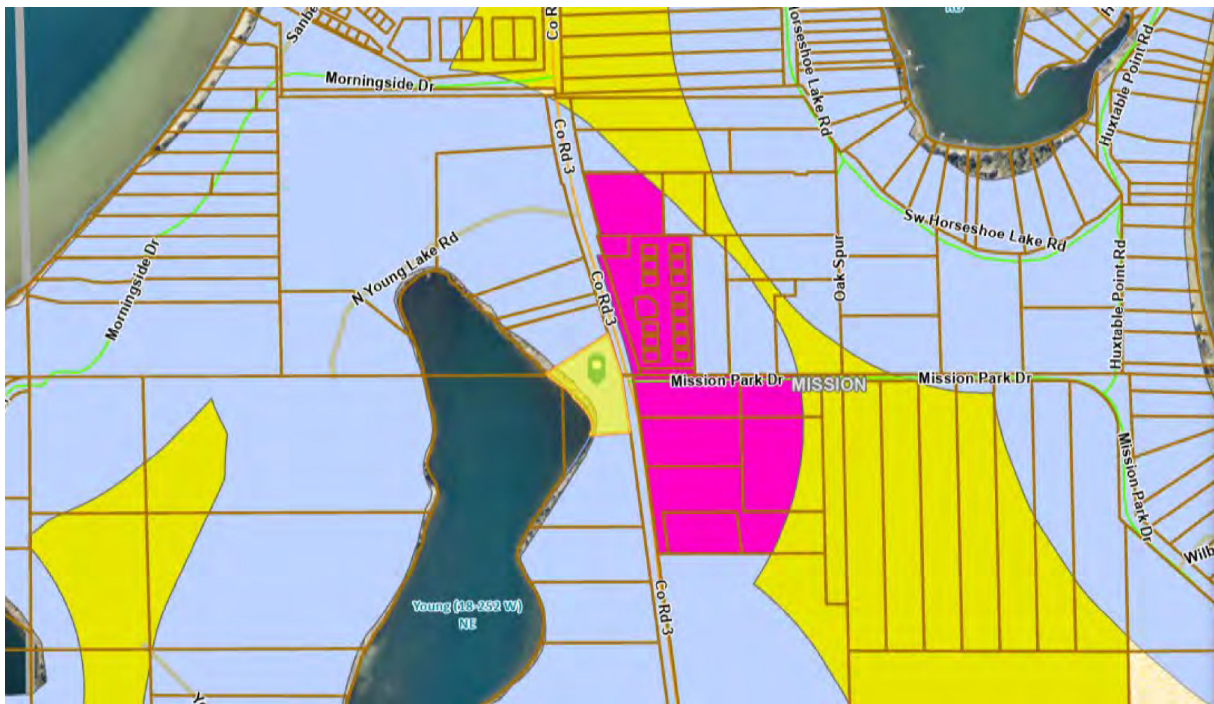
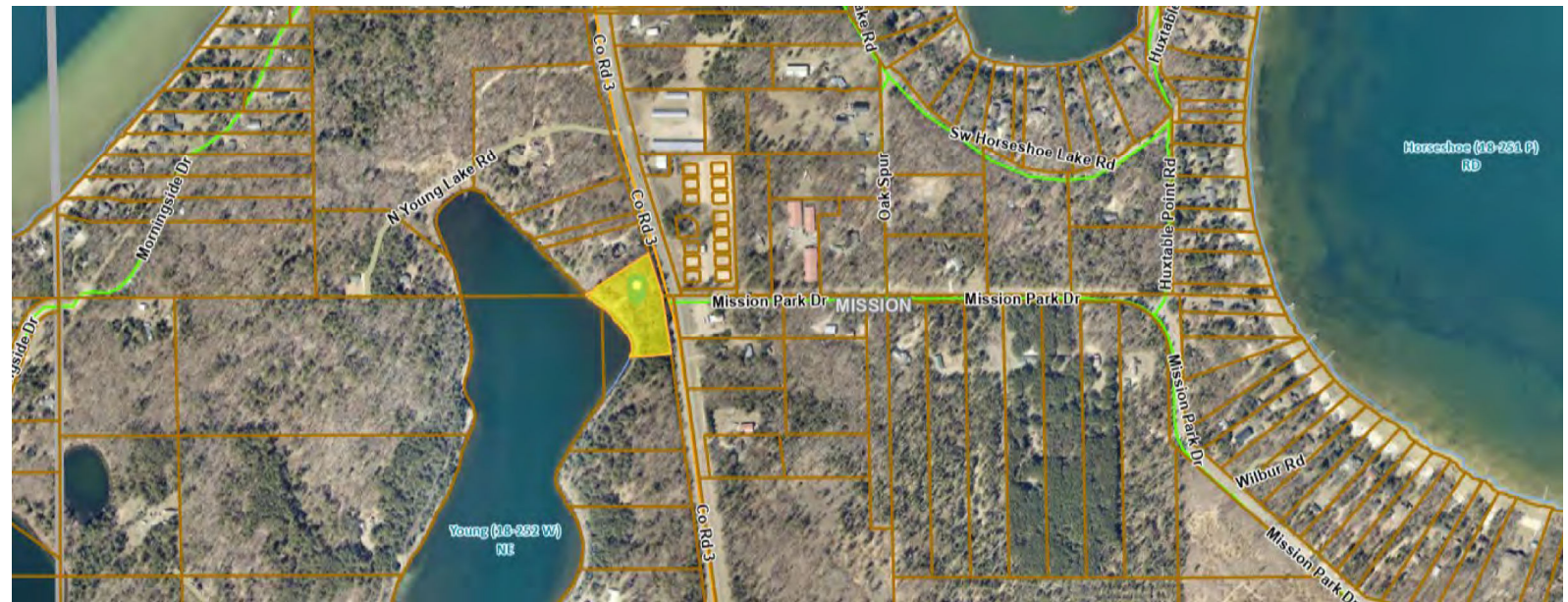
PROPOSED	IMPERVIOUS AREA (sq. ft.)	Net Area (sq. ft.)	Percent Impervious (sq. ft.)
House & Proposed Additions	3,329	88,872	3.7%
Proposed Concrete	196	88,872	0.2%
Shed 1	64	88,872	0.1%
Shed 2	27	88,872	0.0%
Relocated Garage	389	88,872	0.4%
Proposed Gravel	953	88,872	1.1%
Total	4,868	88,872	5.6%

NOTES:

- Zoning for subject tract = Shoreland District
- Parcel ID of subject parcel: 77190644
- The E911 address of subject parcel: 29015 County Road 3
- Setbacks as shown can be subject to interpretation. Verification of setbacks by the governing body is advised prior to building.
- Property is in "Zone X" and "Zone A" as per the FIRM, Flood Insurance Rate Map. "Zone A" definition: Areas of 100-year flood base elevations and flood hazard factors not determined. "Zone X" definition: Areas of minimal flooding.
- Wetland delineation was completed on 5/7/2026, by Ben Meister, Meister Environmental, LLC. MN Certified Wetland Delineator #1031.
- Proposed septic system design provided by Cody Schrupp, License No. 747
- Stonemark Land Surveying, Inc. has made no investigation or independent search for encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.



1 SD 1	CERTIFICATE OF SURVEY	PROJECT MANAGER: PAT	PROJECT No.: 25057	DATE: 5/20/2026	REVISIONS DESCRIPTION	BY	I HEREBY CERTIFY THAT THIS SURVEY, PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED PROFESSIONAL ENGINEER OR LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.	 30206 Reamussen Road Suite 1 P. O. Box 874 Pequet Lakes, MN 56472 218-568-4940 www.stonemarksurvey.com
	Sai Sposto 29015 County Road 3 Merrifield, MN 56465	CHECKED BY: PAT	FILE NAME: SK25057.DWG	SCALE: 1" = 30'	HORIZ: 1" = 30'	DATE: 5-20-2026	 DATE: 5-20-2026 LIC. NO. 4102	



— Public/Private Maintained
 - - - - - Minimum Maintenance

Land Use Map

Land_Use_Classification

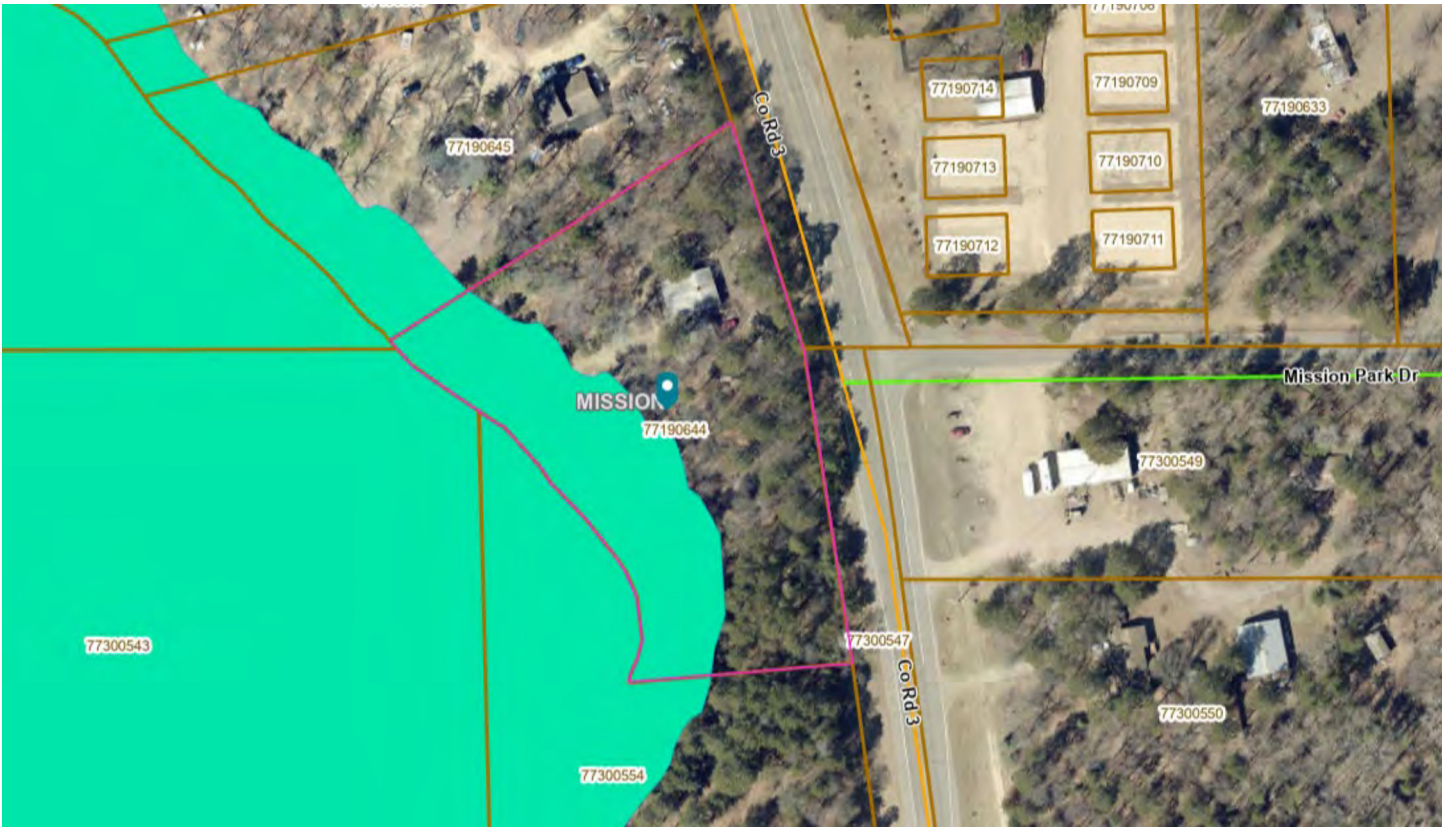
- Agricultural/Forestry District
- Commercial District
- Commercial Industrial District
- Rural Residential - 1
- Rural Residential - 2.5
- Rural Residential - 5
- Rural Residential - 10
- Shoreland District
- County Administered
- Waterfront Commercial
- Other

Reference Basemap

10,000

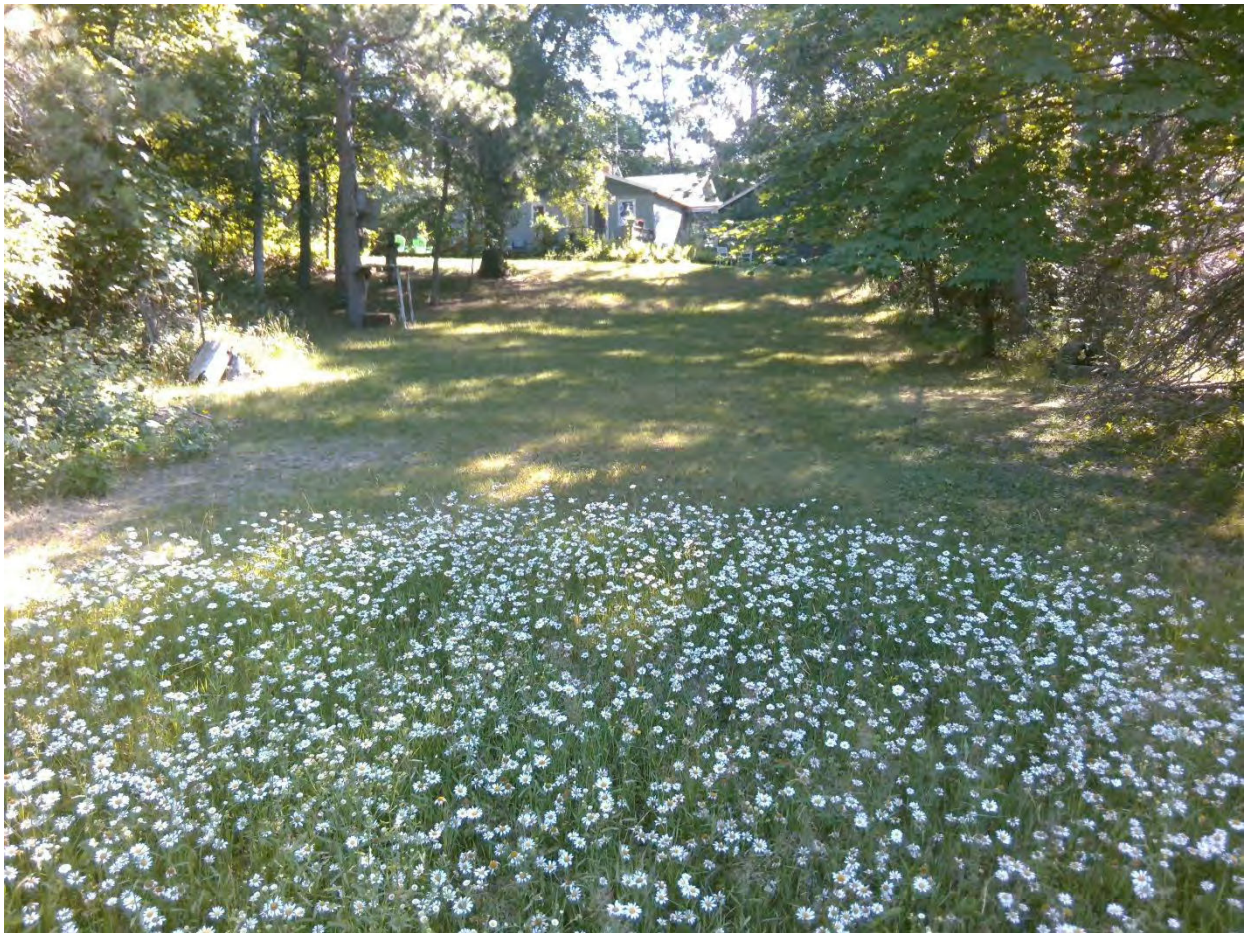
Railroads

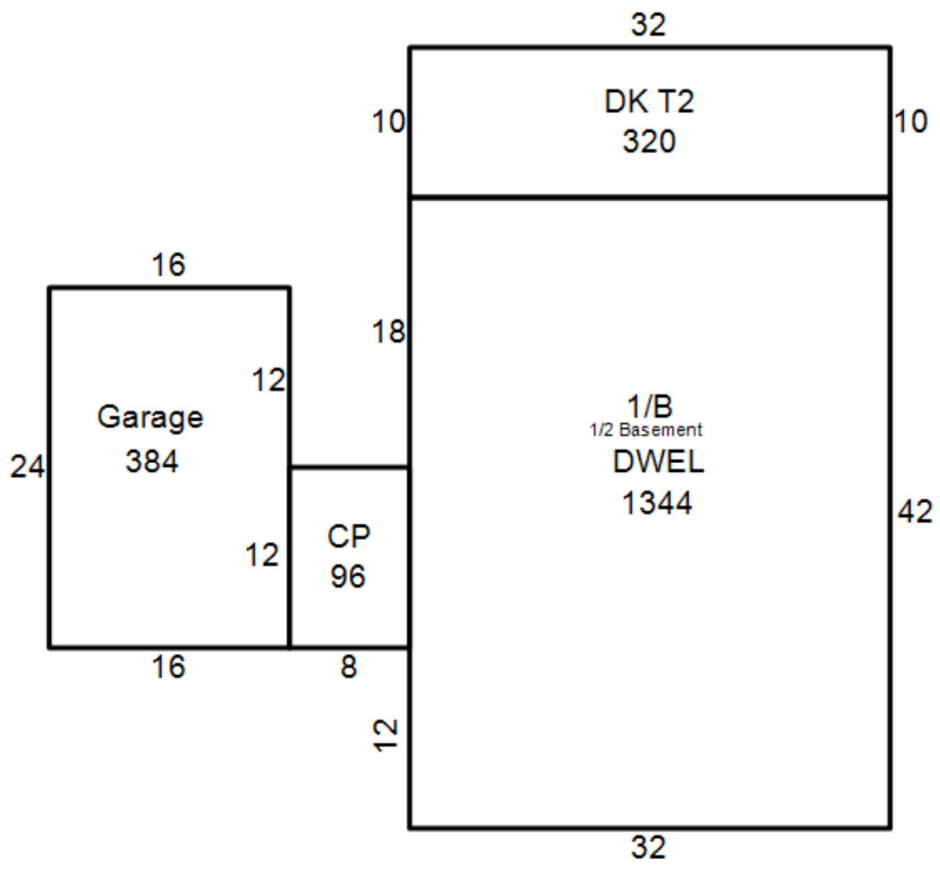












Variance - 77190644 - Sposito - Saved

Application

[Application Summary](#) [Variance](#) [Invoice](#) [Timeline](#) [Documents](#) [Follow Up](#) [Related](#) ⌵

Primary Parcel number (PIN) * ✕ 🔍

Parcel number	* 77190644
Owner name	SPOSITO, SALVATORE & CARRIE
Physical address	29015 COUNTY ROAD 3
Physical city	MERRIFIELD
Physical zip	56465
Township	<input type="text" value="MISSION TOWNSHIP"/> ✕

Shoreland District	Yes
Shoreland Protection Zone	Yes
Riparian	Yes
Within 500ft of the Mississippi	No
Lake/River	YOUNG
Deeded acres	2.32
Zoning	SD

Owner Information

Name	* <input type="text" value="SPOSITO, SALVATORE & CARRIE"/>	Mailing Street 1	* <input type="text" value="33752 W Island Lake Dr."/>
Phone Number	* <input type="text" value=""/>	Mailing Street 2	<input type="text" value=""/>
Email	* <input type="text" value=""/>	Mailing City	* <input type="text" value="Pequot Lakes"/>
		Mailing State	* <input type="text" value="MN"/>
		Mailing Zip code	* <input type="text" value="56472"/>

Application Type ✕ 🔍

Applicant Information

Applicant	* <input type="text" value="Salvatore Sposito"/> ✕ 🔍
Is Applicant the Property owner	* <input type="text" value="I am one of the owners listed on the property deed."/> ⌵
Authorized Agent Name	<input type="text" value=""/> 🔍
Public Hearing Agent Type	<input type="text" value=""/> ⌵
Contractor License Number	<input type="text" value=""/>
Email	<input type="text" value=""/>
Phone	<input type="text" value=""/>
Assisted at Counter	<input checked="" type="checkbox"/> No
Customer Service Rep	<input type="text" value=""/> 🔒
Application Submit Date	<input type="text" value="5/18/2026"/> 🔒

Required Information

Development Review Team (DRT) Meeting Yes

DRT Meeting Date 4/27/2026

Certificate of survey uploaded? Yes

Existing Septic Information Inspected within the last 3 years

Wetland Information Uploaded? Yes

Project Specifics

Type of Variance Lake/River Setback

If other, please specify

Please explain your request I will be removing part of the existing structure (garage and breezeway) then adding on in the same general area. My proposed structure will encroach approx. 10 feet further

I will be removing part of the existing structure (garage and breezeway) then adding on in the same general area. My proposed structure will encroach approx. 10 feet further into the setback than the current structure sits now.

Findings of Fact

Is the variance in harmony with the purpose and intent of the Ordinance? Yes.

Is the variance consistent with the Comprehensive Plan? Yes.

Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance? Why? No, my intent is to make this my permanent residence.

Is the need for a Variance due to circumstances unique to the property and not created by the property owner? Why? Unique to the property due to the shape of the land and the subsequent building envelope.

Will the issuance of a Variance maintain the essential character of the locality? Why? Yes. I am simply proposing to add a larger garage with additional living space as well.

Does the need for a Variance involve more than economic considerations? Why? Yes, due to the building envelope, the proposed septic system is limited to its design/placement. In addition, the possibility of a future pole barn. impacts my request

Yes, due to the building envelope, the proposed septic system is limited to its design/placement. In addition, the possibility of a future pole barn. impacts my request for a variance.

Is this an after-the-fact application? No

Memorandum



To: Town Board
From: Jon Auge, Chair *Jon Auge*
Date: 05-26-2026
Subject: Treasurer's Role Options

With the recent challenges in finding a replacement for Mary Zabilla, it would be prudent for the board to discuss the treasurer's role considering the added responsibilities related to Capital Planning and bonding, and the requisite skills to fulfill these duties.

Treasurer Role Options

- The treasurer's role has expanded with Capital Planning and bonding, requiring administrative and financial skills beyond those typically required of township treasurers.
- Should the position remain elected, candidates only need to meet the eligible voter, age & residency requirements.
- MN Statute § 367.30 designates the default town board as three supervisors, one clerk and one treasurer, all of whom are elected.
- MN Statute § 367.31 authorizes either the town board or electors to begin the process of adopting an optional form.
- Optional forms are listed:

Plan	Effect
Option A – Five Supervisor Board	Allows for 5 elected supervisors instead of 3
Option B – Appointed Clerk or Treasurer	Allows supervisors to appoint either a clerk, a treasurer, or both. Eliminates elections for clerk and/or treasurer
Option C – Town Administrator	Allow supervisors to appoint a town administrator who has powers listed in MN Statute § 367.35, subd. 2
Option D – Combined Clerk & Treasurer	One person serves as the town's clerk and treasurer. Depending on the town's annual revenue, the town may need independent outside audits.

- Should the Town Board choose to do so, it would initiate the process of submitting a ballot question through resolution (copy attached) allowing sufficient time to place the issue on the November 2026 ballot, preferably no later than June 2026.



MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2026-08

**RESOLUTION DETERMINING TO SUBMIT THE
OPTION B QUESTION TO MAKE THE TOWN TREASURER
POSITION APPOINTIVE TO THE TOWN ELECTORS**

WHEREAS, the position of Town Treasurer in Mission Township (“Town”) is currently an elected office;

WHEREAS, Minnesota Statutes, sections 367.30 and 367.31 provides for optional forms of town government and one of the options (Option B) allows for the transition of the Town Treasurer position from an elected office to an appointed office;

WHEREAS, the question about adopting an optional form of town government must be submitted to a vote of the town electors by ballot;

WHEREAS, Minnesota Statutes, section 367.31, subdivision 1 authorizes a town board to submit the question of whether to adopt an optional form of town government to the electors; and

WHEREAS, the Town Board determines it is in the best interests of the Town to seek authorization from the electors to make the Town Treasurer position appointive.

NOW, THEREFORE, BE IT RESOLVED, by the Town Board as follows:

1. The question to adopt Option B to make the Town Treasurer position appointive rather than elected shall be submitted to the Town’s electors by ballot at the general election to be held on November 3, 2026.
2. The question shall be worded substantially as follows: “Shall option B, providing for the appointment of the treasurer by the town board, be adopted for the government of the town?”
3. The Clerk is hereby authorized and directed to work with the Town Attorney as needed to prepare the ballot and to take such other steps as are necessary to carry out the Town Board’s intent to submit the option B question to the electors by ballot at the general election.

Adopted this 8th day of June 2026.

BY THE TOWN BOARD

Jon Auge, Chair

Attest: _____
Naomi Scott, Town Clerk

**MISSION TOWNSHIP: ADMINISTRATIVE SUBDIVISION
MORATORIUM STUDY REPORT
WORKSHOP DISCUSSION**

Prepared By: Saehr Consulting

Date of Meeting: May 21, 2026

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MINIMUM PARCEL SIZE 5
ROADS AND INFRASTRUCTURE STANDARDS 6
ESCROW MANAGEMENT 7
BOARD POLICY DIRECTION SUMMARY 8
NEXT STEPS 9

DRAFT

PURPOSE OF WORKSHOP

The purpose of this report is to summarize the findings, discussions, and policy direction identified by the Mission Township Board during its review of the Administrative Subdivision Moratorium Study. The report is intended to document the Board's basis for potential amendments to the Township Subdivision Ordinance and provide direction for legal review, potential engineering review, and future ordinance amendments.

The Board's discussion focused on balancing local control of development with the Township's available administrative capacity while maintaining the current character of Mission Township. The Board confirmed that it does not desire to assume full planning and zoning authority but does desire appropriate local control over subdivision activity, roadway infrastructure, and development patterns occurring within the Township.

GENERAL DIRECTION OF TOWNSHIP AUTHORITY

The Township Board discussed different approaches including maintaining existing County led subdivision processes to expanding Township oversight through local subdivision regulations.

The Board determined that Mission Township should continue utilizing Crow Wing County for planning and zoning administration and their standards, while maintaining local authority over subdivision related matters where permitted.

The Board identified the following goals:

- Continue to preserve the current character of Mission Township.
- Maintain local control over development patterns affecting Township roads, public safety, and other related infrastructure.
- Improve transparency regarding future development impacts within the Township.
- Ensure public safety considerations are incorporated into development review.
- Avoid creating unnecessary administrative burdens on Township staff and elected officials.
- Balance local oversight and development review with reasonable costs and administrative requirements for applicants and residents.
- Maintain cooperative working relationships with Crow Wing County and other reviewing agencies.

Board Direction and Consensus

- Mission Township does not have an interest in assuming or duplicating Crow Wing County's planning and zoning responsibilities.
- Maintain limited Township authority, which specifically focuses on subdivision and development review.
- Prevent duplicating County regulatory processes reduces the need for the Township to create, administer, and fund a separate planning and zoning program.
- Avoid unnecessary regulatory requirements, costs, and delays for applicants and residents.

RECORDING OF LOTS

Study Discussion

The Board reviewed Crow Wing County's exemption process, which allows the recording of certain parcels without formal subdivision approval when minimum acreage and standard requirements are met.

Discussion focused on the Township's inability to monitor cumulative land divisions occurring over time and the resulting impacts on future development patterns, road systems, and current character. The Board noted that a single exempt recording may not create concerns, but repeated divisions over time can result in development patterns that were not anticipated when the original parcel was created.

As part of the review, the Board considered whether requiring formal platting for all future lot creation would provide greater oversight of development patterns and support the Township's long-term goals. While formal platting offers several planning and infrastructure benefits, the Board also recognized the additional costs and procedural requirements that can impact applicants. It was discussed that Boundary Line Adjustments and lot consolidations should not be considered as a part of this concern because they do not create additional development opportunities.

The following advantages and disadvantages were identified:

Advantages of Requiring Formal Platting

- Provides greater long-term planning opportunities.
- Improves Township understanding of future access and roadway needs.
- Supports overall preservation of the Township.
- Creates a consistent review process for all new lot creation.
- Allows the Township, applicants, and property owners to better understand potential development impacts prior to lot creation.
- Provides greater consistency between Township and County review processes.

Disadvantages of Requiring Formal Platting

- Increased cost to property owners.
- Additional surveying and professional review costs.
- Longer application timelines.
- Potential concerns regarding legal authority that must be reviewed by Township counsel.

Board Direction and Consensus

The Board reached consensus to pursue ordinance amendments, subject to legal review, which would require formal platting for the creation of new legal parcels while continuing to allow Boundary Line Adjustments and lot consolidations that do not create additional development opportunities.

Outstanding Items

- Confirm Township authority with legal counsel.
- Obtain information from Crow Wing County regarding the number of exempt recordings processed during 2024 and 2025 to better understand the occurrence of use, development trends, and potential future impacts within Mission Township.
- Coordinate review with Crow Wing County and staff.
- Develop ordinance amendment language, as appropriate, to implement the Board's policy direction, including exemptions for Boundary Line Adjustments and lot consolidations that do not create additional parcels or increase existing nonconformities.

ADMINISTRATIVE SUBDIVISIONS

Study Discussion

The Board reviewed the current Administrative Subdivision provisions contained within the Township's Subdivision Ordinance.

Discussion focused on the potential impacts of multiple lot splits over time, the lack of notification provided to the Township, and the difficulty of tracking long-term development activity.

The Board noted that administrative subdivisions may allow development patterns that occur incrementally without a comprehensive review, including access, infrastructure demands, and consistency with Township goals.

The following advantages and disadvantages were identified:

Advantages of Eliminating Administrative Subdivisions

- Creates a consistent subdivision process.
- Requires surveyed and formally reviewed lots with improved legal descriptions.
- Improves tracking of future development.
- Provides review of access, infrastructure, and roadway impacts.
- Supports overall preservation of the Township.
- Improves transparency and supports more informed long-term development planning.

Disadvantages of Eliminating Administrative Subdivisions

- Increased cost to applicants.
- Additional review timelines.
- Formal platting requirements may encourage larger developments, rather than smaller lot divisions.

Board Direction and Consensus

The Board expressed support for eliminating Administrative Subdivisions and requiring formal platting for future lot creation.

Boundary Line Adjustments that do not create additional lots and do not increase nonconformities should continue to be allowed.

Outstanding Items

- Review ordinance language with legal counsel.
- Coordinate review with Crow Wing County and staff.
- Review variance procedures associated with future plat applications related to road standards as there may be an increased request related to a variance to road standards.

MINIMUM PARCEL SIZE

Study Discussion

The Board discussed whether establishing a Township minimum parcel size would assist in preserving current character and controlling future development.

The Board ultimately determined that minimum lot size functions primarily as a performance standard rather than a direct tool for managing overall development patterns. The Board expressed that decisions regarding minimum lot size requirements are more appropriately administered through Crow Wing County's existing planning and zoning framework.

Discussion further recognized that Crow Wing County already establishes and administers minimum lot size requirements through its zoning regulations. Maintaining consistency with County standards reduces confusion for applicants and property owners, promotes uniform administration of land use regulations, and avoids the need for the Township to establish and manage separate planning and zoning processes.

The following advantages and disadvantages were identified:

Advantages of Establishing Larger Minimum Parcel Sizes

- May reduce development density.
- May preserve larger tracts of open space.
- Can reduce future infrastructure demands.

Disadvantages of Establishing Larger Minimum Parcel Sizes

- Reduces flexibility for landowners.
- May create inconsistencies with County regulations.
- May not effectively address cumulative development concerns.
- Creates additional regulatory complexity.

Board Direction and Consensus

The Board agreed that no changes should be made to minimum parcel size requirements and that existing County standards should continue to apply.

Outstanding Items

- No further action is recommended at this time.

ROADS AND INFRASTRUCTURE STANDARDS

Study Discussion

Discussion occurred regarding the Township's current roadway standards, public and private roads, right-of-way requirements, road acceptance procedures, when a development agreement applies, and public safety access considerations.

The Board reaffirmed Mission Township's authority over local roads and its responsibility for establishing standards necessary to protect public safety, ensure adequate access, and safeguard current and future roadway investments. The Board also discussed the long-term financial implications associated with roadway infrastructure, including maintenance, reconstruction, and improvement costs that may ultimately become the responsibility of the Township and its taxpayers. Additional debates occurred regarding the potential risks associated with accepting roads from new developments into the Township road system, including increased maintenance obligations, future budget impacts, and the need to ensure roads are designed and constructed to appropriate standards prior to acceptance.

Maintaining Township involvement throughout the platting process was identified as an important component of ensuring roadway, access, and infrastructure standards are reviewed and satisfied prior to development(s). Discussion included the continuation of the 66-foot right-of-way standard, which is consistent with Crow Wing County practice, as well as the establishment of criteria for accepting subdivision roads into the Township road system. The involvement allows the Township to evaluate long-term impacts and financial responsibilities associated with future development(s).

The following advantages and disadvantages were identified:

Advantages of Road Standards when Platting

- Provides the Township opportunity to review roadway access, infrastructure, and public safety considerations prior to development.
- Offers the Township an opportunity to evaluate access considerations and long-term maintenance responsibilities during the plat review process.
- Creates consistency regarding roadway expectations with developers and property owners.
- Protects future Township roadway investments and helps reduce the risk of inheriting substandard roads.
- Supports financial planning associated with development.

Disadvantages of Road Standards when Platting

- Increased development costs and review expenses.
- Additional planner, engineering, and legal review requirements.
- Potential increase in variance requests.
- Additional administrative oversight.

Board Direction and Consensus

Discussion identified a potential need to review existing Township road standards and further define roadway related processes and expectations for developers and property owners to create consistency and protection of the Township's long-term interests. Specific concepts discussed included:

- Clarifying public versus private road standards.
- Defining roads versus driveways.
- Reviewing cul-de-sac requirements and where they are needed.
- Continue utilizing a 66-foot right-of-way standard.
- Further review of the criteria for future Township road acceptance.
- Utilize development agreements, where appropriate.
- Consideration of how future variance requests from established road standards would be reviewed and evaluated.

The Board discussed allowing property owners within a plat to petition for Township acceptance of a roadway when approximately sixty percent (60%) of the lots within the plat have been developed.

The Board did not support requiring private roads to be paved but emphasized that future paving and maintenance obligations should be clearly disclosed to property owners.

Outstanding Items

- Review current road standards with Township Engineer.
- Determine whether separate private road standards should be adopted.
- Evaluate public safety access requirements in consideration of private roads.
- Review and potentially expand on roadway acceptance criteria.
- Obtain engineering cost estimates associated with the review of applications that include proposed roads or roadway infrastructure.

ESCROW MANAGEMENT

Study Discussion

The Board reviewed current escrow requirements and discussed the adequacy of existing escrow amounts to cover professional review expenses associated with subdivision applications.

Overall, the Board agreed that applicants should bear the costs associated with planning, legal, and engineering review rather than those costs being subsidized by Township taxpayers.

The following advantages and disadvantages were identified:

Advantages of Increased Escrow Requirements

- Protects Township taxpayers.
- Covers professional review expenses.
- Improves transparency regarding development costs.
- Creates accountability for project-related expenses.

Disadvantages of Increased Escrow Requirements

- Increased upfront costs for applicants.
- Additional administrative tracking requirements.

Additionally, there was discussion of anticipated professional review costs associated with future plat applications. Preliminary assumptions include approximately seven (7) hours of planning review, three (3) hours of engineering review, and three (3) hours of legal review resulting in an estimated total of thirteen (13) hours of professional review per application. These estimates are intended only as a general framework for establishing escrow requirements and would likely apply only in situations where additional review or a development agreement is necessary. Actual review costs and hours will vary based on the request of the application.

Board Direction and Consensus

The Board agreed that escrow requirements should be increased and that a formal, escrow tracking process should be established.

The Township Treasurer would continue administering escrow accounts while the Zoning Administrator would provide expenditure tracking and reporting.

Outstanding Items

- Develop recommended escrow amount.
- Develop escrow tracking procedures.
- Review engineering and legal review rates.
- Establish applicant notification process.

BOARD POLICY DIRECTION AND SUMMARY

Following completion of the workshop, the Board identified the following policy direction for consideration, legal review, coordination with Crow Wing County, and potential ordinance amendments:

1. Maintain limited local subdivision authority rather than assuming full planning and zoning authority.
2. Preserve the current character, development patterns, and long-term planning objectives of Mission Township.

3. Prohibit exempt recordings that create additional parcels, subject to legal review.
4. Eliminate Administrative Subdivisions and require formal platting for future lot creation.
5. Continue allowing Boundary Line Adjustments and lot consolidations through the existing Crow Wing County review and approval process.
6. Maintain consistency with Crow Wing County minimum parcel size standards.
7. Review Township road standards and establish clear roadway acceptance criteria for future subdivision and plat applications.
8. Review the Township's variance section of the subdivision ordinance.
9. Increase escrow requirements and formalize escrow administration procedures.
10. Coordinate any proposed ordinance amendments with Township legal counsel, Township Engineer, and Crow Wing County to align consistency, avoid conflicting requirements, and maintain an efficient review process for applicants.

NEXT STEPS

- Submit the report to Township legal counsel for review and guidance regarding authority, implementation, and potential ordinance amendments.
- Coordinate with Crow Wing County Land Services to review the proposed policy direction, obtain subdivision activity data, and ensure consistency between Township and County review processes.
- Review Township procedures related to road standards, variance requests, escrow requirements, and plat applications to identify any necessary updates.
- Develop draft ordinance amendments, application materials, and review procedures, as appropriate, based on legal review and coordination with Crow Wing County.
- Present proposed ordinance amendments and related procedures to the Township Board for future consideration and public review.
- Develop application materials and review procedures that clearly identify Township and County responsibilities.
- Work with Township legal counsel to develop a standard development agreement template for consistent application and administration, where appropriate.
- Review the Township's variance section of the subdivision ordinance and provide guidance for evaluating future variance requests that may affect subdivision requirements, roadway standards, or plat approvals.



Mission Township – Visioning Session

“Haves / Wants” Exercise Outcome 5/11/26

Financial – Access to Capital, Stocks & Savings

HAVE	WANT
Local stores and businesses	No high capacity water wells or multiwell cheats
	No mining
	No data centers
	Local store with gas, bait, some groceries (basics), bakery, ice cream, liquor, ice
	No industrial farming
	No livestock parlors
	No bottled water or beverage plants
	No more pole barns (storage sheds) (retail)
	No textile plants
	No meat processing plants
	No industrial distilling plants
	No waste facilities
	Nice restaurant
	Recycling center
	One local store

Built – Broadband, Transportation, Community Facilities, Housing, Brownfield Development

HAVE	WANT
Septic systems, need to keep them in good repair and not overdevelop	Recycling center
Fire and EMS services	More trails – walk & bike
Park/trails at Mission park	Bike path to crosslake (Cty hwy 3 too dangerous)
	Speed bump or speed monitor on Mission Park to slow vehicles
	Bike trails
	Housing community, connect with Crosslake



	Biking/pedestrian trails along roads
	Safe connections to major trails for bikers and walkers. Consider wider ATV trails where multiuse is possible, crosscountry ski and snowmobile
	Shoulders on roads for pedestrians (safety)
	Walking paths along main roads
	Room for biking safely along roads
	More round-abouts, slows traffic for safety
	Lake access needs to be improved to handle water level changes
	Recycling center
	Separate walking/biking paths from roadways
	We have narrow roads – need bike/walking trails. Only a matter of time until someone badly hurt or killed.
	Restore paid garbage dropoff to the Township site, buy a bear-proof dumpster
	New town hall

Social – Community Services (Fire / Police), Childcare, Eldercare, Safety

HAVE	WANT
Township newsletter	More community social things (like the cornhole tourney)
Fire department emergency services	More community fundraiser fun events (good communication to get attendees)
So glad for fire department \$ support	Kids’ nature programming at park
Keep police and fire 1 st responders up on latest technologies to help save lives	Actively push a county wide library system
	ATV trails that connect to systems
	Have library access (pick up books + return books checked out online)
	‘non-motorized’ trails to other communities

Individual – Food Security, Access to Health / Wellness

HAVE	WANT
------	------



	Homecare helpers
	Help with delivery needs
	Automated daily wellness checks for singles
	Maintain access to regional health care facilities
	Food shelf collecting area
	Meals for aging in place
	Safe corridors for walkers and bikers encourages exercise. In our area birdwatching draws folks outside too.

Cultural – Religious Freedom, Welcoming Communities

HAVE	WANT
Fishing and hunting culture	Less allowing tree cutting for businesses along roads
Had “quiet place to be” but now variances and conditional uses led to too much development	Less business singage and development destroying township identity
Rural character	Less infringement on forest land
Forest-water clarity	Continued rural, quiet character
Peaceful, ‘quiet place’	Low signs, no electronic highway signs
	Gated access to landings to ensure aquatic invasive species conformity

Political – Zoning, Regulatory, Land Use

HAVE	WANT
Have a great township board	No high density developments – aka conservation developments
Subdivision controls	No high density housing developments, keep lots large
Shoreline protections	Septic systems end up putting nutrients into the lakes. Buffers of compatible vegetation help scavenge nutrients and reduce what get to the lake. Promote natural shorelines.
	No ‘power loading’ ordinance of boat landing



	Control of private fireworks polluting lake/enjoyment
	Zoning to place large storage facilities clear of roads leading to towns (put them off major roadways)
	Regulations limiting the brightness of outdoor lights – especially storage unit business
	Do not allow variances or conditional use, stick to the plan
	Continued subdivision controls (don't allow)
	2x No data center
	Master plan needed for public land in central part of township
	Discourage mega-homes
	More housing options – off lake
	Actively manage water surface slow/no-wake small lakes, jet ski ?xxxx? large lakes
	Landscape standards for commercial/industrial along highways
	Enforcement of rules against private firework over lakes – terrifies wildlife pets and disrupts sick and elderly folks
	Planned growth
	No wake zones on small lakes
	No high density housing
	Discourage development
	Preserve wild shorelines
	Lower speed limit to 45 to cut down on noise pollution

Environmental – Water, Air, Soil, Parks & Recreation, Waste, Renewable Energy

HAVE	WANT
Park facilities – green space with trail system for non-motor use	Keep skies dark
Beautiful park	5x Recycle center
Swimmable fishable lakes with access	Preserve peace and quiet



Fresh air and wind breaks, trees help with both	Sustain park and trails
Keep requiring business to plant trees to hide buildings like storage units	Lake water quality emphasis in township actions, education promoting use of buffers / natural lakeshore maintained
We have some woods and undevelop	Continue moratorium on subdivision, keep 5 acre minimum
Great park with amenities	Walking path along mission park drive
Some natural shorelines left	Lake water testing for mercury and other contaminants to create baseline
Fantastic park	Maintain and enhance park and township lands
	If ATV/UTV allowed on roads should be as quiet and follow vehicle laws
	Continue to preserve green space
	More walking paths
	Expand township greenspace

Intellectual – Learning centers, Opportunities for Innovation

HAVE	WANT
	Automated daily wellness check for singles
	Use townhall as a lifetime learning center
	Expanded opportunities to serve the community
	Community center



REQUEST FOR PROPOSALS

MISSION TOWNSHIP WEBSITE REDESIGN PROJECT

Mission Township, Crow Wing County, MN – missiontownship.org

1.0 Town Overview

Mission Township is a rural community located in the center of Crow Wing County comprising a total area of 34.7 square miles. Most of the township's area (85%) is land covering a total of 29.6 square miles with the remainder (15%) being comprised of water. The township serves roughly 800 residents providing basic services such as police; fire and EMS; road maintenance; transfer station; town park; portions of planning & zoning; and a cemetery. The town primarily communicates with our residents through our website and a bi-annual newsletter.

2.0 Current Website Background

The town website was last updated in the Fall of 2020. At that time mostly cosmetic updates were done retaining the original design. This design was focused on town government 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 the need for increased transparency. Additionally, we were recently notified by Midwest Captions, our website service provider, that they will cease operation on November 30, 2026, necessitating a transfer of our site to a new provider by November 15, 2026, at the latest.

3.0 Statement of Objectives

Migrating to a new provider provides an opportunity to redesign the site to be more community user friendly. Beyond transitioning to a new site by our November deadline, we desire to incorporate the following functionality in our new site.

- Migrate to a .gov domain for enhanced site security.
- Develop a redesigned community user format for key information.
- Implement cloud storage capability for archival of documents.
- Implement town email functionality, with usage and archival capability.
- Implement form entry functionality where feasible.

4.0 Statement of Requirements

We have identified the following requirements for our Website Redesign Project.

4.1 Successfully transition to a new website & service provider by 11-15-2026.

We require a contract for services to include site design, development, testing, user acceptance sign-off, and on-going support with implementation of the new site no later than 11-15-2026. The contract will need town board approval before substantial work can commence.

- Develop and approve a contract for services.

- Create a project plan for key deliverables with corresponding timelines.
- Develop a new site design with expanded functionality.
- Test site functionality and gain user acceptance sign-off.
- Transition data to the new site, archiving historical data as needed.
- Implement new site and provide ongoing support.

4.2 Migrate to a .gov domain for enhanced site security.

While not required, the town desires to implement a .gov domain for enhanced security and compliance with government requirements.

- Procure a .gov domain for Mission Township.
- Build security functionality into new site.
- Create a plan to comply with Title II of the ADA by 4-26-2028.

4.3 Develop a redesigned community user format for key information.

The current site provides a lot of information and is well maintained but does not present the information in the most user-friendly format. For example, ordinances, policies, permits and road requirements, items commonly accessed by citizens, are buried within not very descriptive categories.

- Conduct workshop(s) with Town Board to gather design input.
- Translate input into proposed new site layout & functionality.
- Build new site based on user input and best practice design considerations.

4.4 Implement cloud storage capability for archival of documents.

The current site provides a lot of current information but has also been used as a document repository for “non-current” records that are best archived for historical access. We want to maintain the on-line availability of these historical records without encumbering the website.

- Recommend or develop a cloud service for storage of on-line records.
- Work with the town clerk to archive non-current records to the cloud.
- To the extent feasible, create functionality to routinely archive non-current records.

4.5 Implement town email functionality, with usage and archival capability.

The town wants to strengthen its compliance with record retention guidelines for email particularly when people complete their service.

- Implement town email functionality for town board members and other key leaders.
- Develop process to migrate users to new email functionality and archive current email files for record retention compliance.
- Provide support for ongoing maintenance of email functionality.

4.6 Implement form entry functionality where feasible.

Mission Township utilizes many forms, both internal to town operations, and by citizens in conducting the town's business. Currently, the forms are available on the site in word format requiring users to print the needed form and manually submit it. Functionality that will allow users to select their form, input the required data on the site, and submit it electronically will enhance user satisfaction and town productivity.

- Identify forms requiring on-line entry functionality.*
- Build on-line entry functionality into site design.*
- Develop process for retaining information as required.*

5.0 Project Timeline

To meet our 11-15-2026 deadline for new site implementation, the town has an aggressive timeline as outlined below. The timeline is negotiable to the extent we do not lose our current site content prior to our current service provider ceasing operations.

Solicit proposals	June
Select desired proposal and develop contract for services	July
Approve contract for services, and begin site design	July
Town Board workshop on site design	July-August
Design and develop new site	August-October
Site testing and user-acceptance sign-off	October
Transition data to the new site, archiving historical data as needed	October-November
Implement new site	Mid-November

6.0 Proposal Submission

Proposals must be received by the town clerk no later than **July 2, 2026**. Proposals can be submitted by mail addressed to:

Mission Town Clerk
 PO Box 126
 Merrifield, MN 56465

Or sent via email to: missionclerk@gmail.com.

Please ensure your proposal addresses each of the key requirements 4.1-4.6 listed above. Should you not be able to provide the desired functionality for any requirement, please note that or provide an alternative if you feel it is more useful to the town.

Please provide two price points for your proposal. The first is an “all inclusive” cost for site design, development, testing, user acceptance sign-off, and implementation of the new site no later than 11-15-2026. The second is an annual cost for site support, with separate pricing for any additional development work the town may request in the future.

Any questions on our Request for Proposal can be directed to Supervisor Jon Auge at missionsupjon@gmail.com or via cell at 651-335-6555.

Town Board 2026 Initiatives

Adopted 12-01-2025

Revised: 03-07-2026

Revised: 06-08-2026



Key Initiative	Board Leader	Timing	Key Activities/Status
1 Amend Subdivision Ordinance to strengthen local controls	Board	Q3-26	<input checked="" type="checkbox"/> Adopt Moratorium on Admin. Subdivisions & Exempt Divisions of land (Q4-25) <input checked="" type="checkbox"/> Conduct Study to assess current controls & options <input type="checkbox"/> Develop revisions to Subdivision Ordinance (Q3-26) <input type="checkbox"/> Adopt Amendments to Subdivision Ordinance (Q3-26)
2 Plan for Treasurer Replacement	Board	04-26	<input checked="" type="checkbox"/> Develop Transition Plan for 2026 (Q2-26) <input checked="" type="checkbox"/> Appoint interim treasurer (Q2-26) <input type="checkbox"/> Finalize ballot initiative if approved (Q3-26) <input type="checkbox"/> Appoint permanent treasurer (Q4-26)
3 Redesign Town Website, including transition to .gov domain	Auge Scott	Q4-26	<input checked="" type="checkbox"/> Develop RFP for Board Approval (Q2-26) <input type="checkbox"/> Select provider & approve contract (Q3-26) <input type="checkbox"/> Develop new website (Q3-26) <input type="checkbox"/> Create & publish new website (Q4-26)
4 Review & revise Cemetery policies & brochure	Lee Scott	Q4-26	<input type="checkbox"/> Identify policy changes for Board approval (Q3-26) <input type="checkbox"/> Create new brochure and document templates (Q3-26) <input type="checkbox"/> Approve documents, print brochure & revise Policy Manual (Q4-26)
5 Resolve North Horseshoe Lake Road cul-de-sac issue	Auge	Q1-27	<input type="checkbox"/> Identify options to address lack of a turnaround (Q3-26) <input type="checkbox"/> Analyze options and prepare report for Board (Q3-26) <input type="checkbox"/> Select preferred option & prepare action plan (Q4-26) <input type="checkbox"/> Implement approved action plan (Q1-27)
6 Update Comprehensive Plan	Auge	Q2-27	<input checked="" type="checkbox"/> Contract with Region 5 to facilitate process (10-25) <input checked="" type="checkbox"/> Create local planning team (Q2-26) <input type="checkbox"/> Follow Region 5 framework to create draft plan (Q3/4-26 – Q1-27) <input type="checkbox"/> Adopt updated Comprehensive Plan (Q2-27)
7 Explore digitization of town records, including a Cemetery records system	Scott	Q2-27	<input type="checkbox"/> Explore options & cost to digitize records (Q3-26) <input type="checkbox"/> Select provider & approve contract (Q4-26) <input type="checkbox"/> Complete work and archive records (Q2-27)
8 Develop 2027-2031 Capital Improvement Plan	Auge Zabilla	Q2-27	<input type="checkbox"/> Identify projects for inclusion in plan (Q4-26) <input type="checkbox"/> Prioritize projects, estimate costs, & explore financing (Q1-27) <input type="checkbox"/> Review draft plans with Electors @ Annual Meeting (Q2-27) <input type="checkbox"/> Finalize plan & authorize Year 1 projects (Q2-27)

Indicates change from last version