

Mission Township Board of Supervisors Meeting
August 10, 2026, at 7:00 PM

This meeting will be in person at the Town Hall and on-line with Zoom. If attending in-person, please silence your cell phone and limit private conversations. Meeting materials are usually available for viewing on our website prior to the meeting and a copy is available at the board table.

Agenda:

Item	Topic	Facilitator/Presenter	Type
1.0	Call to Order, Pledge of Allegiance and Roll Call	Jon Auge	
2.0	Approval of the Agenda	Jon Auge	Motion
3.0	Open Forum ▪ Citizens may address the board on any non-agenda item for up to 5 minutes per speaker.	Jon Auge	Information
4.0	Presentations ▪ None		
5.0	Consent Agenda <i>Items are considered routine and reviewed in advance by the board. Any supervisor may request separate discussion and action on any item.</i> ▪ Approval of minutes – July 13, 2026, July 14, 2026 & July 30, 2026 ▪ Approval of claims ▪ Accept Crosslake Police Report ▪ Review & Action – Town Correspondence	All	Motion
6.0	Town Operations Reports 6.1 - Clerk 6.2 –Treasurer 6.3 - Cemetery 6.4 - Fire Department ▪ Equipment maintenance agreement 6.5 - Park/Park Committee ▪ Grant for equipment purchases 6.6 - Planning & Zoning 6.7 - Roads/Roads Committee 6.8 - Transfer Station ▪ Bids to demolish/remove shed	Naomi Scott Kari Alcock Erik Lee/Naomi Scott Chief Mattheisen Chief Mattheisen Bob Steele/Jim Peterson Bob Steele Jon Auge Jon Auge/Dave Hauser Erik Lee Erik Lee	Report Report Report Report Update Report Motion Report Report Report Update
7.0	Updates & Action Items 7.1 - Town Hall Building Maintenance Update/Quotes 7.2 - Website Redesign Project Contract 7.3 – Resolution 2026-11 Governing Write-in Vote Counting 7.4 - Planning Commission Membership	Erik Lee Jon Auge/Naomi Scott Jon Auge All	Update Motion Motion Update
8.0	Announcements	All	Information
9.0	Adjournment	Jon Auge	Motion

Future Meetings:

Meeting	Date	Time	Location
August Fire Department Meeting	08-11-2026	8:00 PM	Town Hall
MAT District 8 Meeting	08-12-2026	5:00 PM	Little Falls Ballroom
Roads Committee Meeting	08-13-2026	5:00 PM	Town Hall
September Fire Department Meeting	08-08-2026	8:00 PM	Town Hall
September Regular Town Board Meeting	09-14-2026	7:00 PM	Town Hall

Future Action Items:

Timing	Action	Owner
August	Verify 2027 Levy has been certified with CWC (Due by 9/15)	Scott
September	Schedule DOT inspection & annual maintenance for plow truck	Auge

2026 Key Initiatives:

Key Initiative	Timing	Status
Amend Subdivision Ordinance to Strengthen local controls	Q3-26	- Study completed - Amendments in-process
Plan for Treasurer replacement	Q4-26	- Interim treasurer appointed - Ballot initiative approved & filed
Redesign township website	Q4-26	- Proposal accepted-work in-process
Review & revise cemetery policies	Q4-26	- Pending
Resolve North Horseshoe Lake Road cul-de-sac	Q1-27	- Awaiting attorney input on options
Update Comprehensive Plan	Q2-27	- Region 5 process underway
Explore digitization of town/cemetery records	Q2-27	- Pending
Develop 2027-2031 Capital Improvement Plan	Q2-27	- Pending

Mission Township Regular Meeting Minutes
July 13, 2026, Meeting - 7:00pm - Mission Town Hall



Present – Chair Jon Auge; Supervisor Bob Steele, Supervisor Erik Lee, Treasurer Kari Alcock, Fire Chief Jill Allord, Clerk Naomi Scott, Assistant Fire Chief Tim Yeager and Kern Rodenburg. Zoom participants included Park Committee Chair Jim Peterson and Fire Fighter Damon Ekland.

1.0 Call to Order, Pledge of Allegiance & Roll Call – J. Auge called the June 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 Approval of the Agenda – Motion by J. Auge to approve the agenda as presented, second by E. Lee. Voice vote with all Supervisors voting aye. Motion passed.

3.0 Open Forum - No comments were received.

4.0 Presentations - None

5.0 Consent Agenda – *Items are reviewed in advance by the board, and any supervisor may request discussion of any item.*

- Approval of minutes – June 08, 2026
- Approval of claims
- Accept Crosslake Police Report
- Review of correspondence – no items for action

Motion by E. Lee to approve the consent agenda, second by B. Steele. Voice vote with all Supervisors voting aye. Motion passed.

6.0 Town Operations Reports – Written reports available on the township website.

6.1 **Clerk** - Reviewed report.

6.2 **Treasurer** – Reviewed report. Motion by J. Auge to authorize the transfer of \$300,000.00 from Old National Bank to Bell Bank in July; and the remainder of the funds in the coming month to close out the Old National accounts, second by B Steele. Voice vote with all Supervisors voting aye. Motion passed.

6.3 **Cemetery.** Discussion on the condition of the cemetery with unmown grass and debris on the ground. E. Lee to follow up with the cemetery contractor.

6.4 **Fire Department** – Reviewed report.

- Approval of new hire Sheila Boldt. Having received a positive background check, motion by B. Steele to approve the new hire, second by J. Auge. Voice vote with all Supervisors voting aye. Motion passed.
- Agreement with an equipment maintenance company was deferred.

6.5 **Park/Park Committee.**

- Resurfacing the tennis courts. The Committee attempted to get a second quote for the work, but no other company was willing to bid at this time. Upon recommendation of the Park Committee, B. Steele made a motion to award the bid to Outdoor Specialties in the amount of \$29,040, second by J. Auge. In discussion it was noted the two eastern courts would be stripped for both tennis and pickleball. Voice vote with all supervisors voting aye. Motion passed.
- Park maintenance equipment. B. Steele reviewed information he had compiled on zero turn lawn mowers and side-by-sides. Following discussion on options and pricing, B. Steele made

a motion to purchase a John Deere Commercial Ztrac 54-inch deck mower at a cost of \$11,049; and a John Deere Big Horn 592 side-by-side with plow at a cost of \$21,847, second by E. Lee. It was noted that Midwest Machinery will offer trade in credit for our current tractor and accessories at a price TBD, which will reduce the total cost of the purchase. Voice vote with all Supervisors voting aye. Motion passed. B. Steele indicated he will delay the purchase until after determining if a Sourcewell grant is feasible to offset a portion of the cost.

6.6 - Planning & Zoning – Reviewed report.

6.7 - Roads/Roads Committee – Reviewed report.

- EHLR repairs/quotes. J. Auge noted we will be billed for emergency repairs to East Horseshoe Lake Road as previously communicated. J. Auge presented a quote from Anderson Brothers to shoulder the east side of EHLR from the Transfer Station to just south of the emergency repair at a cost of \$7,000. Following discussion, J. Auge made a motion to accept the quote, second by B. Steele. Voice vote with all Supervisors voting aye. Motion passed.
- EHLR citizen concerns. J. Auge shared an email from resident Jeff Markert expressing concerns about EHLR traffic, speeds and increased commercial vehicles. He had discussed the concerns with Mr. Markert and invited him to attend the board meeting to discuss his concerns with the board.
- Resident Kern Rodenburg raised concern about the road condition of Morningside and CSAH 3 which J. Auge will address.

6.8 - Transfer Station

- Bids to demolish/remove shed was deferred to the August meeting.

7.0 Updates and Action Items

7.1 – Town Hall Building Maintenance Update/Quotes. E. Lee presented two bids for the cleaning and painting of the Town Hall exterior from Lakes Area Painting and Family Man. Following discussion, E. Lee made a motion to accept the Family Man painting bid at a total cost of \$8,200, second by J. Auge. Voice vote with all Supervisors voting aye. Motion passed. J. Auge asked to include painting the Town Hall bathrooms and repairing & repainting the TV wall, which was accepted by the board as an additional cost.

7.2 – Subdivision Ordinance Moratorium Study. An update was provided on the status.

7.3 - 2026 Election Judges Approval. Upon recommendation of the clerk, J. Auge made a motion to approve Resolution 2026-09 Appointing Election Judges, second by B. Steele. Voice vote with all Supervisors voting aye. Motion passed.

7.4 – Website Redesign RFP Quotes. Five quotes were received. Since the board needs more time to review the quotes, selecting a vendor was deferred to the July 30th special meeting.

7.5 – Case 18-CR-25-3876 Victim Impact Statement. J. Auge presented a draft Victim Impact Statement for the board's consideration. Following discussion, J. Auge made a motion to approve the statement as presented, second by B. Steele. Voice vote with all Supervisors voting aye. Motion passed. All supervisors signed the statement.

7.6 – Special Meeting scheduling. Following discussion, J. Auge made a motion to schedule a special meeting on July 30th at 3:00 PM, at the Mission Town Hall for the purpose of considering and potentially acting on the following items: Ordinance 2026-01-Ordinance extending the Moratorium on Administrative Subdivisions and Certain Exempt Divisions of Land; Review first draft of Ordinance 2026-02 Amending the Mission Township Subdivision Ordinance; Receive and discuss legal advice on potential civil action; Awarding a contract for the redesign of the township website; and consider appointment of a new fire chief. Voice vote with all Supervisors voting aye. Motion passed.

7.7 – **Fire Chief Resignation.** In her 07-05 email, Chief Allord announced her resignation/retirement effective July 31, 2026. Motion by B. Steele to accept Fire Chief Jill Allord’s resignation/retirement effective 07-31-2026, second by E. Lee. Voice vote with all Supervisors voting aye. Motion passed.

7.8 – **Planning Commission Membership.** Deferred to August 10 meeting.

8.0 – Announcements. The future meetings and action items listed on the agenda were reviewed. The clerk reminded the board that registration for the MAT District 8 meeting is due. No supervisors plan to attend.

9.0 Adjournment – J. Auge made a motion to adjourn the July 13th, 2026, Regular Township meeting, second by B. Steele. Voice vote with all supervisors voting aye. Motion carried and the meeting was adjourned at 9:05 pm.

Respectfully Submitted,

Naomi Scott, Clerk

Attest: Jon Auge, Chair

*******July minutes are unapproved until the August 10th Regular Township Meeting *******

Special Town Board Meeting Minutes - July 14, 2026

The Mission Town Board held a special meeting on July 14, 2026, at Crow Wing County Land Services, for the purpose of reviewing potential changes to the Mission Township Subdivision Ordinance and soliciting feedback, issues and concerns from the Land Services staff.

Chair Jon Auge called the special meeting to order at 1:00 PM. Mission Township attendees were Supervisors Jon Auge, Erik Lee and Bob Steele as well as Zoning Administrator Scott Saeher. Attending from Crow Wing County were Land Services Director Gary Griffin and Environmental Services Manager Chris Pence.

Scott Saeher provided an overview of the base case triggering consideration of ordinance changes as well as an overview of the proposed changes contained in the May 21, 2026, Moratorium Study Workshop Report. There was discussion on various aspects of the changes and the report.

No concern was expressed regarding prohibiting exempt recording of parcels (county's 10-acre exemption) if the statutory requirements are allowed. Crow Wing County expressed concern that should the town prohibit administrative subdivisions, and require applicants to plat their proposed subdivision, it could create legal exposure for the county. They would request for these applications the town would handle both preliminary and final platting. Crow Wing County agreed that as the Road Authority, Mission Township would own any Development Agreement at preliminary plat for construction of roads dedicated to the public. All other activities will continue as currently processed.

The next step is for the town board to consider the county's input in finalizing any ordinance amendment. The town board agreed to share the amendment with the county once it is finalized.

The special meeting adjourned at 2:00 PM.

Respectfully submitted,



Jon Auge, Chair

*****July minutes are unapproved until the August 10th Regular Township Meeting*****

Mission Township Special Meeting Minutes
July 30, 2026, Meeting - 3:00pm - Mission Town Hall



Present – Chair Jon Auge; Supervisor Bob Steele, Supervisor Erik Lee, Clerk Naomi Scott, Attorney Troy Gilchrist, Zoning Administrator Scott Saehr and Firefighter Bret Mattheisen. Zoom participants included Supervisor Erik Lee, Firefighter Damon Ekland, and two unidentified parties.

1.0 Call to Order & Roll Call – J. Auge called the Mission Township Special Board Meeting to order at 3:00 pm. Roll Call - all board members were present.

2.0 Consideration of Ordinance 2026-01 - Amending Ordinance 2025-04-An Interim Ordinance authorizing a study and imposing a moratorium on administrative subdivisions and certain exempt divisions of land within the town. Motion by J. Auge to adopt Ordinance No 2026-01, second by E. Lee. Roll call vote with all Supervisors voting aye. Motion passed.

3.0 Consideration of Resolution 2026-10-Approving summary language for publication of Ordinance 2026-01. Motion by B. Steele to adopt Resolution 2026-10, second by J. Auge. Roll call vote with all Supervisors voting aye. Motion passed.

4.0 Review first draft of Ordinance 2026-02-Amending the Mission Township Subdivision Ordinance. Attorney Troy Gilchrist reviewed the first draft of Ordinance 2026-02-An Ordinance amending the Mission Township Subdivision Ordinance regarding Administrative Subdivisions, Minor Subdivisions, and Major Subdivisions. The board expressed support for the approach and substance of the amendment. In response to questions/discussion by the board, Troy clarified that town's have 120 days to process applications under the applicable statute; the county does not have to honor our ordinance in which case the town would need to enforce it with the applicant; and preliminary and final plat approval will usually occur at the same time, but Troy will revise to state "may" versus "shall" in the event there is a need to separate the approvals. Items to be addressed in a revision of the draft ordinance are: Adding language regarding administration of the ordinance; Specifying that Riparian lots, which are always platted, are covered under the county's process with the town controlling preliminary plat approval; adding clarifying language to Section 6.5 to make it clear the town does not allow exempt recording of 10 acre parcels; expanding the requirements under Section 8.5(c) to be more inclusive; adding a requirement under Section 8.5(g) that the town receive a copy of the recorded plat; revising Section 9(c) to state "may", not "shall"; revising language where needed, such as Section 8.5(c), stating the town will control the process, including mailing of agency and public hearing notices. Troy suggested we review our plans with MATIT to ensure we have adequate insurance coverage which the chair will handle. The board agreed that the chair will work with Scott and Troy to create a second draft of the amended ordinance; create and/or revise our P&Z forms and fees; review our second draft with CWC for their input; and work with CWC to revise their April 17, 2026 Memorandum of Understanding to cover our new process.

5.0 Receive and discuss legal advice on potential civil action. At the request of Supervisor Lee, discussion occurred on potential civil litigation in the matter of Mr. Makowski Budrow, former fire chief, to recover substantial costs incurred by the town to resolve the matter. On the advice of counsel, the town will not pursue any litigation.

6.0 Consider awarding a contract for the redesign of the township website. The board discussed the merits of the five proposals received as well as the Treasurer's summary. Motion by E. Lee to approve the agreement with Rosedahl Public Affairs, second by B. Steele. Roll call vote with all Supervisors voting aye. Motion passed. The clerk raised the need for a confidentiality agreement which the chair will address.

7.0 Consider appointment of a new fire chief to replace Jill Allord who is retiring. Motion by B. Steele to appoint Bret Mattheisen as the new Fire Chief effective 8/1/26, second by E. Lee. Roll call vote with all supervisors voting aye. Motion Passed.

8.0 – Adjournment. J. Auge made a motion to adjourn the July 30th, 2026, Special Township meeting, second by B. Steele. Roll call vote with all supervisors voting aye. Motion passed and the meeting was adjourned at 4:19 pm.

Respectfully Submitted,

Naomi Scott, Clerk

Attest: Jon Auge, Chair

*******July minutes are unapproved until the August 10th Regular Township Meeting *******

Date Range : 8/10/2026 To 8/10/2026

<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>
08/10/2026	Crosslake Ace Hardware	Invoice #s 309379 Account #2014	11438	\$72.89			
					229-45010-238-	Culture-Recreation Administration	\$72.89
08/10/2026	Kari Alcock	Mileage reimbursement	11439	\$29.00			
					100-41125-331-	GENERAL GOVERNMENT	\$29.00
08/10/2026	CTC-446126	Invoice #11481499 August Phone and Internet at Town Hall	11440	\$228.78			
					100-41125-321-	GENERAL GOVERNMENT	\$228.78
08/10/2026	Crow Wing County Highway Department	Invs 10206&10426&10486 April, May & July Gas/Diesel.	11441	\$1,960.04			
					225-42210-231-	Fire Administration	\$1,960.04
08/10/2026	Elan Financial Services	Credit Card - All receipts included	11442	\$1,762.39			
					229-45010-231-	Culture-Recreation Administration	\$41.34
					229-45010-220-	Culture-Recreation Administration	\$675.00
					100-41125-318-	GENERAL GOVERNMENT	\$530.00
					100-41125-201-	GENERAL GOVERNMENT	\$482.19
					100-41125-235-	GENERAL GOVERNMENT	\$33.86
08/10/2026	Family Man Painting	Invoice #202631	11443	\$8,717.38			
					100-41125-235-	GENERAL GOVERNMENT	\$8,717.38
08/10/2026	F.I.R.E.	Invoice #8197 6/16/26-Car Fire Simulator	11444	\$1,300.00			
					225-42210-233-	Fire Administration	\$1,300.00
08/10/2026	Lakes Area Rental	Invoice 1-10465 Repair of extraction tool	11445	\$82.49			
					225-42210-220-	Fire Administration	\$82.49

Date Range : 8/10/2026 To 8/10/2026

<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>
08/10/2026	Minnesota Fire Service Cert Board	Invoice #15977 Instructor I Mattheisen & Wolkenhauer	11446	\$262.00			
					225-42210-233-	Fire Administration	\$262.00
08/10/2026	Timothy Moody	Reimbursement for mileage & gas	11447	\$45.16			
					229-45010-231-	Culture-Recreation Administration	\$18.18
					229-45010-331-	Culture-Recreation Administration	\$26.98
08/10/2026	Napa Crosslake	Inv #927098 Part for Squad 2	11448	\$73.48			
					225-42210-220-	Fire Administration	\$73.48
08/10/2026	Northpoint Emergency Training	Invoice #1387-EMS Training Night 7/28/26 x 12	11449	\$450.00			
					225-42210-233-	Fire Administration	\$450.00
08/10/2026	Norwood & Son Excavating	Invoice #1784: 7/11/26 & 7/31/26 Pushes	11450	\$400.00			
					100-43210-313-	Sanitation Administration	\$400.00
08/10/2026	Saehr Consulting	Invoice # July	11451	\$942.50			
					100-41125-319-	GENERAL GOVERNMENT	\$942.50
08/10/2026	Town Law Center PLLP	Bill Number 1454	11452	\$842.00			
					100-41125-304-	GENERAL GOVERNMENT	\$842.00
08/10/2026	Jim Peterson	Reimbursement for flowers at Mission Park	11453	\$128.64			
					229-45010-238-	Culture-Recreation Administration	\$128.64
08/10/2026	Region Five Development Commission	1st payment of Comprehensive Plan	11454	\$901.43			
					100-41125-319-	GENERAL GOVERNMENT	\$901.43
08/10/2026	Naomi Scott	Clerk Reimbursement for July media and mileage	11455	\$122.40			

Date Range : 8/10/2026 To 8/10/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u> 100-41125-321- 100-41125-331-	<u>Account Name</u> GENERAL GOVERNMENT GENERAL GOVERNMENT	<u>Detail</u> \$47.00 \$75.40
08/10/2026	Victory Automotive Service	Invoice #1404990 2011 Suburban Brakes	11456	\$2,743.32			
					225-42210-232-	Fire Administration	\$2,743.32
08/10/2026	Van Horn Services	Invoice #3074-Tree Removal MPR & Ridgewood Ln, Lawn mowing	11457	\$354.00			
					201-43050-389- 100-41125-390-	R & B ADMINISTRATION GENERAL GOVERNMENT	\$300.00 \$54.00
08/10/2026	Waste Partners, Inc.	Sanitation Administration Invoice 67X03109	11458	\$191.30			
					100-41125-395- 100-45010-395- 100-43210-395-	GENERAL GOVERNMENT Culture-Recreation Administration Sanitation Administration	\$54.68 \$108.81 \$27.81
08/10/2026	Mary Zabilla	Travel reimbursement and training/accounting services	11459	\$126.10			
					100-41430-331- 100-41430-301-	Clerk & Treasurer Clerk & Treasurer	\$26.10 \$100.00
08/10/2026	PERA-Public Emp Retirerment Assoc	Mission Township 6329000 PERA	11460	\$470.52			
					100-41125-121-	GENERAL GOVERNMENT	\$470.52
08/10/2026	MN Dept of Revenue	Mn State Taxes & MN Leave-Paid Electronically via PPI	11461	\$126.22			
					225-42210-125- 100-41125-136- 229-45010-136- 225-42210-136-	Fire Administration GENERAL GOVERNMENT Culture-Recreation Administration Fire Administration	\$65.00 \$26.64 \$3.90 \$30.68
08/10/2026	IRS-Internal Revenue Service	IRS-Paid electronically via Paper Plan-it	11462	\$1,443.50			

Date Range : 8/10/2026 To 8/10/2026

<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	\$617.68
					225-42210-125-	Fire Administration	\$735.44
					229-45010-125-	Culture-Recreation Administration	\$90.38
08/10/2026	Payroll	Payroll-Direct Deposit - paid electronically via Paper Plan	11463	\$8,204.05			
					100-41110-103-	Council/Town Board	\$1,322.58
					100-41430-103-	Clerk & Treasurer	\$1,661.40
					225-42210-103-	Fire Administration	\$4,177.77
					229-45010-103-	Culture-Recreation Administration	\$504.51
					100-43210-103-	Sanitation Administration	\$441.65
					100-41125-103-	GENERAL GOVERNMENT	\$96.14
Total For Selected Claims				\$31,979.59			\$31,979.59

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



Crosslake Police Department
Mission Township
Monthly Report: July 2026

911 Hangup	1
Agency Assist	5
ATV	1
Background	1
Driving Complaint	2
Extra Patrol	1
Hazard In Road	1
Traffic Warning	29
Traffic Citation	4

TOTAL: 45



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

2026	2025
911 Hangup – 1	Agency Assist – 6
Agency Assist – 5	Ems – 1
ATV – 1	Harassing Communications – 1
Background – 1	Information – 1
Driving Complaint – 2	Motorist Assist – 1
Extra Patrol – 1	Suspicious Activity – 1
Hazard In Road – 1	Suspicious Vehicle – 1
Traffic Warning – 29	Traffic Warning – 43
Traffic Citation – 4	Traffic Citation – 14

TOTAL: 45

TOTAL: 69

2026 Year to Date: 377

2025 Year to Date: 502

Township Legal Seminar

Presented by:

Couri & Ruppe Law Office

Inquiring Minds Want to Know:



- ROAD VACATIONS
- ENGINEERING: ROAD DRAINAGE
- CONFLICTS OF INTEREST
- DRONES
- TOWNSHIP JEOPARDY
- CONTRACTING VS. EMPLOYMENT
- PERSONNEL POLICIES
- ANNEXATION
- STUMP THE CHUMPS (Answers to any and all legal questions you may have.)

Registration and All Materials are FREE!
Complimentary Lunch Provided!

CHOOSE THE DATE AND LOCATION THAT WORKS BEST FOR YOU:

DATE: SATURDAY, SEPT. 12, 2026 (9:00am to 4:00 pm)- Glen-Kimberly Town Hall (Aitkin County)

DATE: FRIDAY, SEPT. 18, 2026 (9:00am to 4:00 pm)- MN National Bank, Sauk Centre (Stearns County)

DATE: SATURDAY, OCTOBER 3, 2026 (9:00am to 4:00 pm)- Rutledge City Hall (Pine County)

SATURDAY, OCTOBER 24, 2026 (9:00am to 4:00 pm)- Cotton Town Hall (St. Louis County)

Register directly from our website:

www.couriruppe.com (click on the "Township Legal Seminar" tab)
or call Kathy at (763) 497-1930



July 8, 2026

Naomi Scott
Township Clerk
PO Box 126
Merrifield, MN 56465

RE: Future Local Agency Projects

Dear Township Officials,

Once again, it is time to start thinking about next year's resurfacing contract. Since your Township has participated in past resurfacing contracts, we ask that you begin thinking about any joint or tied projects that may create a cost savings opportunity for the community.

For 2027, the Crow Wing County Highway Department is planning to resurface County State Aid Highway (CSAH) 3 from Clow Stamping to CSAH 11, CSAH 19 from CSAH 3 to County Road (CR) 109, CSAH 20 from CSAH 5 to CSAH 49, CSAH 39 from CSAH 11 to CSAH 16, CSAH 43 from CSAH 56 to 2.24 miles north, CSAH 70 from the west county line to Trunk Highway (TH) 371, CR 104 from CSAH 23 to CSAH 22, and CR 130 from CR 139 to CSAH 2.

Currently, these projects are on schedule for a bid letting date in February 2027. If the Township wishes to bid a resurfacing project jointly, please have signed plans to Rob Hall by **December 1, 2026**, so your project can be bid through our resurfacing contract. Meeting this deadline will ensure the projects remain on schedule for the projected letting date.

If you have questions, between now and the end of August, about joining our resurfacing contract for the 2027 construction season, please contact me at 218-824-1110, or e-mail at daria.graupman@crowwing.gov. Starting September and going through November, please reach out to Rob Hall at 218-824-1110 or email at rob.hall@crowwing.gov with any questions. Also, please check our website for updates on current and upcoming projects.

Sincerely,

Daria Graupman

Daria Graupman
Staff Engineer

Timothy V. Bray, P.E. County Engineer
Robert Hall, P.E. Assistant County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Office: (218) 824-1110
Fax: (218) 824-1111
www.crowwing.us

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.

CROW WING COUNTY 2027 HIGHWAY IMPROVEMENT PLAN

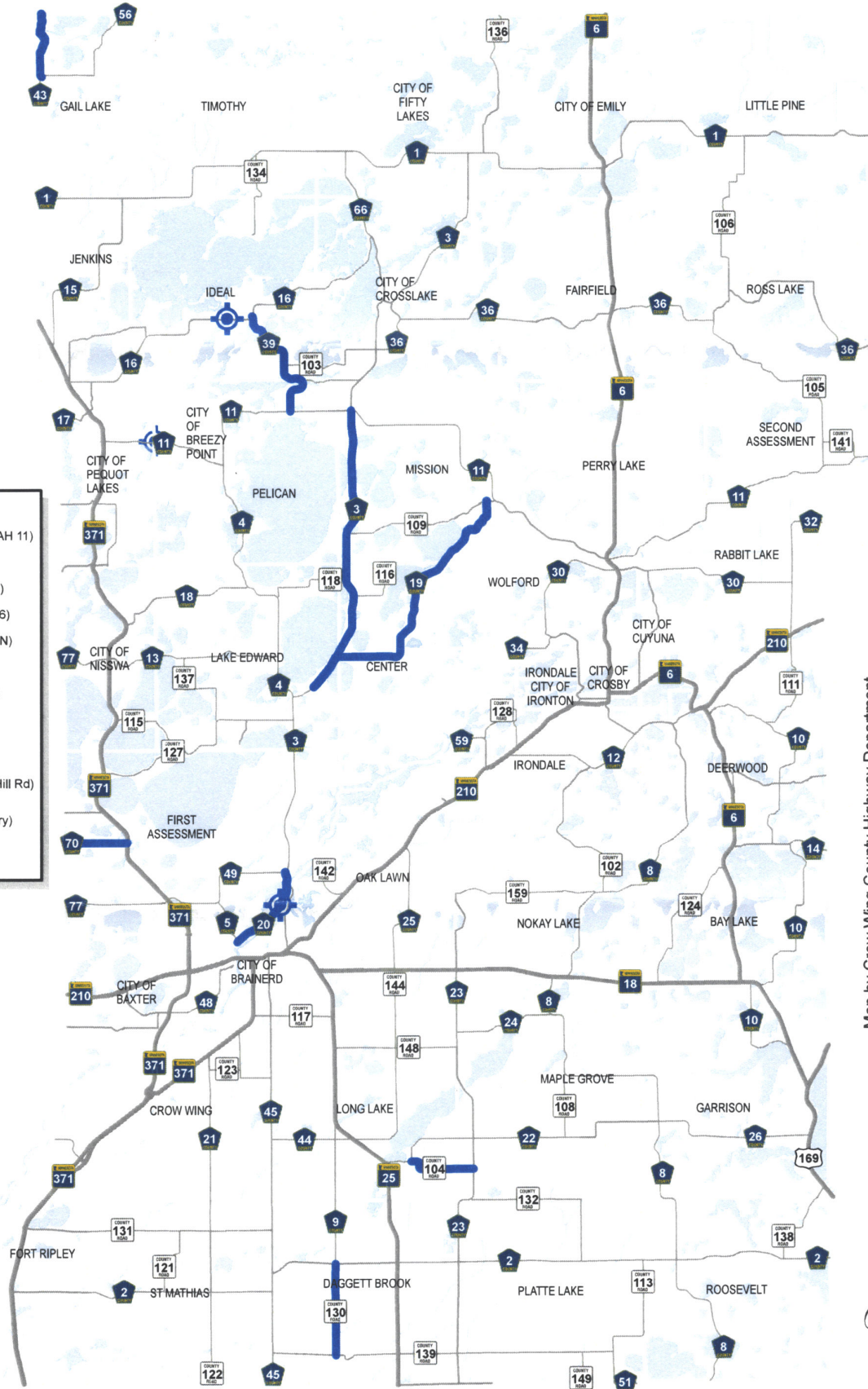
Legend

Rehabilitation

-  CSAH 3 (Clow Stamping to CSAH 11)
-  CSAH 19 (CSAH 3 to CR 109)
-  CSAH 20 (CSAH 5 to CSAH 49)
-  CSAH 39 (CSAH 11 to CSAH 16)
-  CSAH 43 (CSAH 56 to 2.24 Mi N)
-  CSAH 70 (W Co Ln to TH 371)
-  CR 104 (CSAH 22 to CSAH 23)
-  CR 130 (CR 139 to CSAH 2)

Spot Improvements

-  CSAH 20 (S Extension Ahrens Hill Rd)
-  CSAH 11 (Eagle View Elementary)
-  CSAH 16 (Ruttger Rd)



Map by Crow Wing County Highway Department
For Questions or Information Contact County Hwy. Dept. at 218-824-1110.
For Information on State Highways Contact MnDOT at 218-828-5700.





July 8, 2026

Attn: Naomi Scott
Mission Township
PO Box 126
Merrifield, MN 56465

RE: Future County Highway Project
SAP 018-619-004

The Crow Wing County Highway Department is planning to rehabilitate County State Aid Highway (CSAH) 19 in the summer of 2027. I am following up as a project manager for the above referenced project that is within Mission Township. The information below will inform the township about the upcoming project and provide an opportunity for the township to give feedback.

The Crow Wing County Highway Department is planning to rehabilitate CSAH 19 between CSAH 3 to County Road (CR) 109. The project is anticipated to involve a bituminous level and overlay through the rural sections and a bituminous mill and overlay through the urban sections as well as a right-hand turn lane at the intersection of Antler Road.

The purpose of this letter is to inform you that this project is currently in the preliminary planning and design phase. If the township wishes to address any certain aspects of this project, or bid any resurfacing project jointly, please contact me by October of 2026 so your concerns can be addressed. Meeting this deadline will ensure the project remains on schedule for the projected letting date.

If you would like a representative from the County Highway Department to present this project at a future council meeting, or have questions relating to the project, please contact me at 218-824-1110 or e-mail at daria.graupman@crowwing.gov. Also, please check our website for updates on current and upcoming projects.

Sincerely,

Daria Graupman

Daria Graupman
Staff Engineer/ Project Manager

Timothy V. Bray, P.E. County Engineer
Robert Hall, P.E. Assistant County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Office: (218) 824-1110
Fax: (218) 824-1111
www.crowwing.us

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.



July 8, 2026

Attn: Naomi Scott
Mission Township
PO Box 126
Merrifield, MN 56465

RE: Future County Highway Project
CP 018-120-002

The Crow Wing County Highway Department is planning to rehabilitate County Road (CR) 120 in the summer of 2028. I am following up as a project manager for the above referenced project that is within Mission Township. The information below will inform the township about the upcoming project and provide an opportunity for the township to give feedback.

The Crow Wing County Highway Department is planning to rehabilitate CR 120 between County State Aid Highway (CSAH) 39 and CSAH 3. The project is anticipated to involve a bituminous level and overlay.

The purpose of this letter is to inform you that this project is currently in the preliminary planning and design phase. Furthermore, we ask that the township begin thinking about any joint or tied projects that may create a cost savings opportunity for the community. If the township has any concerns with this project or interest in a joint project, please contact us with the appropriate feedback.

If you would like a representative from the County Highway Department to present this project at a future council meeting, or have questions relating to the project, please contact me at 218-824-1110 or e-mail at daria.graupman@crowwing.gov. Also, please check our website for updates on current and upcoming projects.

Sincerely,

Daria Graupman

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July 8, 2026

Attn: Naomi Scott
Mission Township
PO Box 126
Merrifield, MN 56465

RE: Future County Highway Project
SAP 018-603-031

The Crow Wing County Highway Department is planning to rehabilitate County State Aid Highway (CSAH) 3 in the summer of 2029. I am following up as a project manager for the above referenced project that is within Mission Township. The information below will inform the township about the upcoming project and provide an opportunity for the township to give feedback.

The Crow Wing County Highway Department is planning to rehabilitate CSAH 3 between CSAH 11 to the Pine River Bridge. The project is anticipated to involve a bituminous mill and overlay.

The purpose of this letter is to inform you that this project is currently in the preliminary planning and design phase. Furthermore, we ask that the township begin thinking about any joint or tied projects that may create a cost savings opportunity for the community. If the township has any concerns with this project or interest in a joint project, please contact us with the appropriate feedback.

If you would like a representative from the County Highway Department to present this project at a future council meeting, or have questions relating to the project, please contact me at 218-824-1110 or e-mail at daria.graupman@crowwing.gov. Also, please check our website for updates on current and upcoming projects.

Sincerely,

Daria Graupman

Daria Graupman
Staff Engineer/ Project Manager

Timothy V. Bray, P.E. County Engineer
Robert Hall, P.E. Assistant County Engineer
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16589 County Road 142
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Clerk's Report-August 10th, 2026

Claims #11438 to #11463 totaling \$31,979.59

Correspondence includes:

- Couri & Ruppe Township Legal Seminar, p1
- Future Local Agency Projects from CWC, p2 – 6
 - CSAH 19-summer 2027
 - CR 120-summer 2028
 - CSAH 3-summer 2029
 - Would the Board like to schedule a presentation?

Naomi Scott, Mission Township Clerk

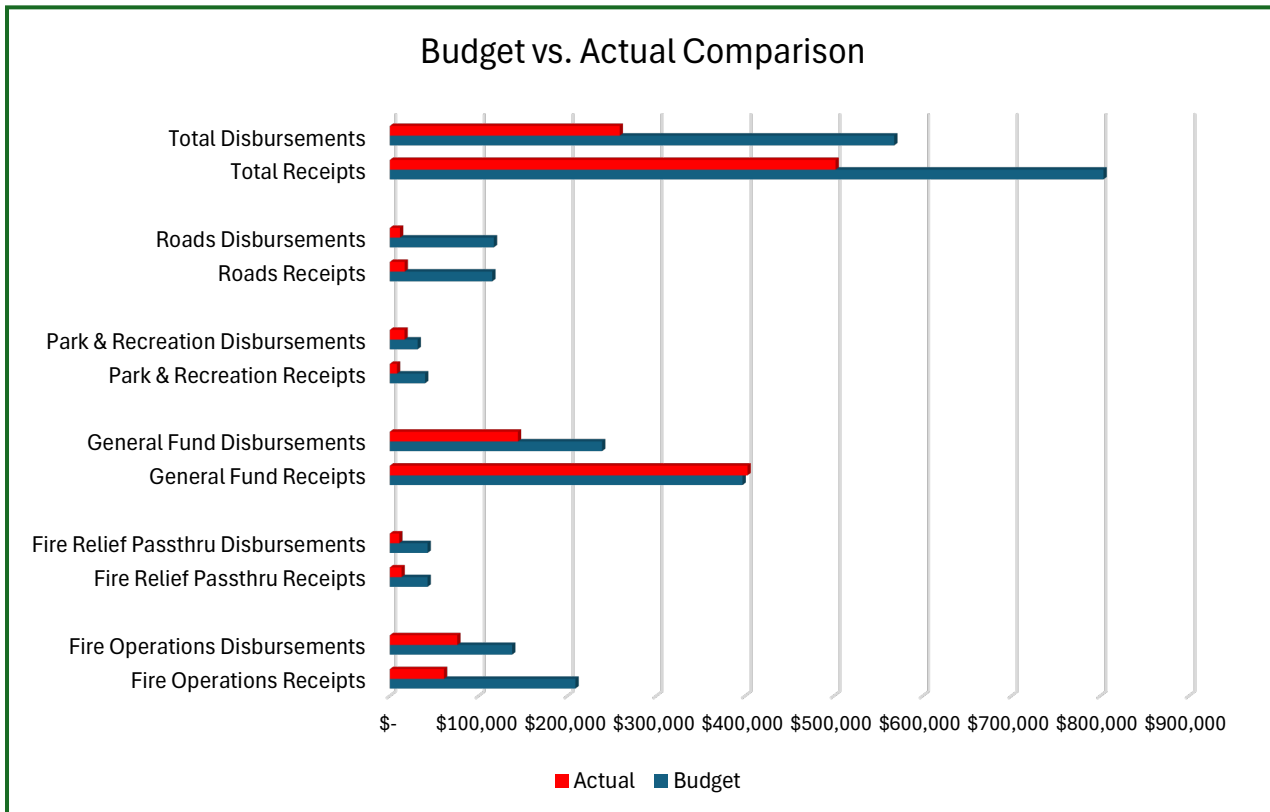
Treasurer's Report - August 10, 2026 Board Meeting

1. Beginning Balance: \$1,434,177.11
 - a. Receipts: \$505,139.65
 - b. Disbursements: \$269,690.18
 - c. Ending Balance: \$1,642,773.14



Monthly Budget vs. Actual Comparison Report July 2026

	Annual Budget	July Actual	% of Budget
Fire Operations Receipts	\$ 209,000	\$ 61,017	29.2%
Fire Operations Disbursements	\$ 137,750	\$ 75,927	55.1%
Fire Relief Passthru Receipts	\$ 42,548	\$ 13,220	31.1%
Fire Relief Passthru Disbursements	\$ 42,548	\$ 10,627	25.0%
General Fund Receipts	\$ 397,100	\$ 402,738	101.4%
General Fund Disbursements	\$ 239,002	\$ 144,238	60.4%
Park & Recreation Receipts	\$ 39,750	\$ 8,085	20.3%
Park & Recreation Disbursements	\$ 31,350	\$ 16,591	52.9%
Roads Receipts	\$ 115,354	\$ 16,757	14.5%
Roads Disbursements	\$ 117,210	\$ 11,461	9.8%
Total Receipts	\$ 803,752	\$ 501,817	62.4%
Total Disbursements	\$ 567,860	\$ 258,844	45.6%



DNR check

MN State Firefighters Convention Breezy Sept 17-19 \$325 per person

Relief Donations

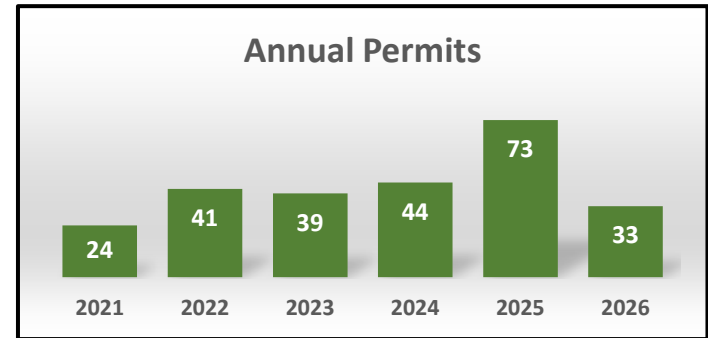
Bouncy house insurance for pancake breakfast

July runs

	med	fire	mutual	accident		
mission	xxxxxx	x	x		8	
center	xxx	x		x	5	
pelican	xxx				3	
					16	total

Planning & Zoning Tracking Report - 2026

Updated: 08-10-2026



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		✓ 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	✓ Approved by Town Board on 04-13-2026 ✓ Approved by PC-BOA on 05-21-2026 ✓ County Board approval on 06-09-2026	✓ CWC-DRT on 01-26-2026 ✓ Preliminary Plat submitted on 02-26-2026 ✓ Scheduled for PC & Town Board on 04-13-2026 APPROVED
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	✓ No Recommendation	✓ CWC-DRT on 06-04-2026 ✓ Town Board on 06-08-2026 ✓ PC-BOA on 06-18-2026 APPROVED
Hansen, Janyce & Richard		77190607	29898 CSAH 3 Merrifield, MN	Potential variance for lake setback to construct a guest cottage.		✓ CWC-DRT on 06-08-2026

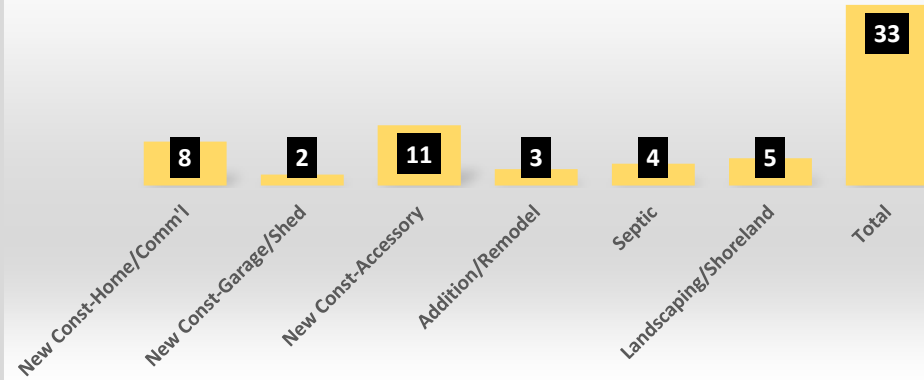
P&Z Inquiries/Pending Items

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.

2026 Permits by Type



MISSION TOWNSHIP SERVICES AGREEMENT

THIS SERVICES AGREEMENT ("**Agreement**") is made and entered into by and between the Mission Township, P.O. Box 126, Merrifield, MN 56465, a Minnesota public corporation ("**Town**"), and Rosedahl Public Affairs ("**Contractor**"). The Town and the Contractor may hereinafter be referred to individually as a "party" or collectively as the "parties." In consideration of the mutual promises and agreements contained herein, and intending to be legally bound, the Town and the Contractor hereby agree as follows:

1. **Services.** The Contractor shall perform the services as described in the attached Exhibit A and in accordance with the Contractor's proposal attached as Exhibit B (collectively, the "**Services**"). The Contractor shall provide the Services in a manner consistent with industry standards for similar services and in accordance with the standards, requirements, and timelines set out in Exhibit A and Exhibit B, and below. If there is a material conflict between any of the provisions in the documents that constitute this Agreement, provisions in the following rank order shall take precedence: (1) Exhibit A; (2) this Agreement document; and then (3) Exhibit B. The Contractor shall not assign any portion of this Agreement or subcontract any of the Services without prior written agreement of the Town.
2. **Compensation.** The Town shall compensate the Contractor for the Services as provided in Exhibit B and as may be more specifically defined in Exhibit A. Unless expressly provided otherwise in Exhibit B, the total amount or rate of compensation is an all-inclusive amount that includes all labor, materials, expenses, fees, costs, taxes, and other amounts the Contractor incurs or pays to provide the Services. The Town shall not be responsible for paying any additional amounts than those expressly provided for in Exhibit B, and as may be modified or further detailed in Exhibit A, for the completion of the Services.
3. **Payment.** The Contractor shall submit invoices no more frequently than once a month for the Services, which shall provide a detailed description of the Services provided. The invoice must satisfy the requirements, including the specificity requirements, established in Minnesota Statutes, Sections 471.38, 471.391 and other applicable laws. All invoices are subject to verification by the Town. To be considered for payment at the Town's monthly Town Board meeting, the invoice must be received by the Town by the final day of the month preceding the next regular meeting. The Town will pay the Contractor promptly in accordance with the prompt payment requirements set forth in Minnesota Statutes, Section 471.425, except to the extent payment is withheld for failure to provide sufficient detail or because of default as provided herein. In such cases, no interest or penalties shall accrue on any withheld amounts.
4. **Term and Termination.** This Agreement shall be effective as of the date of the last party to execute it and it shall continue in effect until the Services are completed. This Agreement may be terminated by either party at any time, and for any reason, on 30 days' written notice of termination provided to the other party. Except that the Town may terminate this Agreement in writing immediately upon the Contractor's breach of a material term, including failure to promptly

correct the performance of the Services or any aspect of the work. The Town shall only be responsible for paying for Services satisfactorily completed prior to termination.

5. **Independent Contractor**. The Contractor is providing the Services as an independent contractor, not as an employee of the Town. Contractor shall acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and life benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the Town. The Contractor shall have no authority to enter into any contracts, create any obligations, or make any warranties or representations on behalf of the Town.
6. **Indemnification**. Any and all claims that arise or may arise against the Contractor, its officers, agents, employees or contractors as a consequence of any act or omission on the part of the Contractor or its officers, agents, employees or contractors while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of the Town. The Contractor shall indemnify, hold harmless, and defend the Town, its officials, agents, and employees against any and all liabilities, losses, costs, damages, expenses, claims or actions, including attorneys' fees, which the Town, its officials, agents, contractors or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Contractor, its officers, agents, contractors or employees, in the execution, performance, or failure to adequately perform the Services or any other of the Contractor's obligations under this Agreement.
7. **Liability**. Nothing in this Agreement shall constitute a waiver by the Town of any statutory limits or immunities from liability. Each right, power or remedy conferred upon the Town by this Agreement is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, or available to the Town at law or in equity, or under any other agreement. Each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the Town and shall not be a waiver of the right to exercise at any time thereafter any other right, power, or remedy.
8. **Audit**. In accordance with Minnesota Statutes, Section 16C.05, subdivision 5, Contractor's books, records, documents and accounting procedures and practices relevant to this Agreement are subject to examination by the Town and the Minnesota State Auditor for a minimum of six years from the expiration date of this Agreement.
9. **Compliance with Laws**. The Contractor shall comply with all applicable federal, state and local laws, rules, regulations, and ordinances in performance of Contractor's duties hereunder, such laws including but not limited to those relating to non-discrimination in hiring or labor practices. The Contractor shall be responsible for obtaining all permits that may be required to provide the Services at its own cost, unless expressly provided otherwise in Exhibit A.
10. **Assignment**. The Contractor shall not enter into any subcontract for performance of any services contemplated under this Agreement, nor assign any interest in this Agreement, without the prior written approval of the Town and subject to such conditions and provisions as the Town may deem

necessary or desirable in its sole discretion. The Contractor shall be responsible for the performance of all subcontractors and no such subcontractor shall have any rights or claims against the Town.

11. **Prompt Payment of Subcontractors**. To the extent the use of subcontractors is authorized under this Agreement, the Contractor shall comply with the prompt payment to subcontractor requirements of Minnesota Statutes, section 471.425, subdivision 4a.
12. **Non-Exclusivity**. This Agreement is not exclusive between the Town and the Contractor. The Town, in its sole discretion and without limitation, may retain additional contractors or subcontractors to perform any or all of the Services to be provided under this Agreement. Such services shall be provided independently from this Agreement and under such terms and conditions as the Town and the other contractors or subcontractors may agree to. Nothing in this Agreement shall be construed as limiting the Town's right to retain the services of other contractors or the Town's right to perform the Services.
13. **Entire Agreement**. This Agreement, together with the attached exhibits and any attachments thereto, constitutes the entire agreement between the parties and supersedes any and all agreements, written or oral, express or implied, pertaining to the subject matter and no modifications of its terms shall be valid unless reduced to writing and signed by both parties.
14. **No Personal Liability**. No officer, agent or employee of the Town shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the Town on any obligation or term of this Agreement.
15. **No Agency**. The Contractor acknowledges that nothing contained in this Agreement nor any act by the Town or the Contractor shall be deemed or construed by the Contractor or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the Town and the Contractor.
16. **Counterparts**. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.
17. **Applicable Law**. The law of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation that may arise under this Agreement will be in and under those courts located within the County of Crow Wing, State of Minnesota, regardless of the place of business, residence, or incorporation of Contractor.
18. **Severability**. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts that are void, invalid, or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

19. **Third Parties.** This Agreement does not confer any rights upon any third parties or parties who are not signatories to this Agreement.
20. **Authority.** Each of the undersigned parties warrants it has the full authority to execute this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date of the last party to execute it.

MISSION TOWNSHIP



Jon Auge, Town Board Chair

Naomi Scott, Town Clerk

Date

ROSEDAHL PUBLIC AFFAIRS



Leslie Rosedahl

August 7, 2026

Date

EXHIBIT A
Special Provisions and Standards

1. **Special Provisions.** The following special provisions, if any, shall control over any materially different provisions in the text of the Agreement or the proposal in Exhibit B.

None.

2. Payment(s) to Contractor for services provided under this Agreement shall be as follows:

Per the proposal in Exhibit B.

- | | |
|---------|--|
| \$3,500 | One-time website design and implementation cost. Limits content migration for 2024 to current year). |
| \$ 250 | Annual cost for Squarespace website hosting. Additional cost for calendar functionality. |
| \$ 75 | Monthly cost for optional website support as requested by the township. |

EXHIBIT B
Contractor's Proposal



**PROPOSAL FOR WEBSITE
REDESIGN**

Prepared for **Mission Township, Crow
Wing County**

July 8, 2026



Dear Mission Township Board Members:

Thank you for the opportunity to submit a proposal for the Mission Township Website Redesign Project. Rosedahl Public Affairs specializes in local government communications and website development, with a particular focus on Minnesota townships. Unlike general website developers, we understand the unique role township websites play in serving residents, supporting elected officials, and meeting government transparency requirements.

Our experience developing township websites means we understand:

- Minnesota township operations
- Government transparency and public access to information
- Records management and document organization
- Board workflows and administrative needs
- Resident expectations for finding forms, ordinances, permits, and other key information

Because Mission Township's website will utilize a **.gov domain**, it is important to work with a developer who understands the unique technical and administrative requirements associated with government websites. Rosedahl Public Affairs has hands-on experience navigating the federal .gov registration process, DNS hosting requirements, and ongoing management—expertise that many traditional web developers do not possess. This specialized knowledge helps ensure a smooth implementation, secure configuration, and reliable long-term management of the Township's official website.

Equally important, every website is designed with a **mobile-first, fully responsive design**, ensuring the site functions seamlessly on smartphones, tablets, laptops, and desktop computers. With many residents now accessing local government information from mobile devices, a responsive website is no longer optional—it is essential. Every page, document, form, and meeting notice is designed to be easy to navigate and read regardless of screen size, providing a professional, accessible experience for all users.

The result is a website that not only looks professional, but is organized in a way that better serves both Township officials and the public.

Rosedahl Public Affairs has already helped 50+ Minnesota townships successfully implement these same types of improvements and is well-positioned to assist Mission Township in meeting its November 2026 implementation deadline.

Clients tell us they choose Rosedahl Public Affairs because:

- They know exactly who they will be working with throughout the project.
- They appreciate working with someone who understands township government rather than needing to explain how their organization operates.
- They value a responsive partner who manages the project from beginning to end
- They want a website that is easy for residents to use and easy for township staff to maintain long after the project is complete.
- They appreciate a detail-oriented, dependable consultant who communicates clearly and delivers on commitments.

We appreciate your consideration and would welcome the opportunity to partner with Mission Township on this important project. If you have any questions or would like additional information, please contact me at (651) 353-1818 or Leslie@RosedahlPublicAffairs.com.

Thank you again for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Leslie Rosedahl", written in a cursive style.

Leslie Rosedahl

QUALIFICATIONS

Rosedahl Public Affairs has developed customized township websites that are:

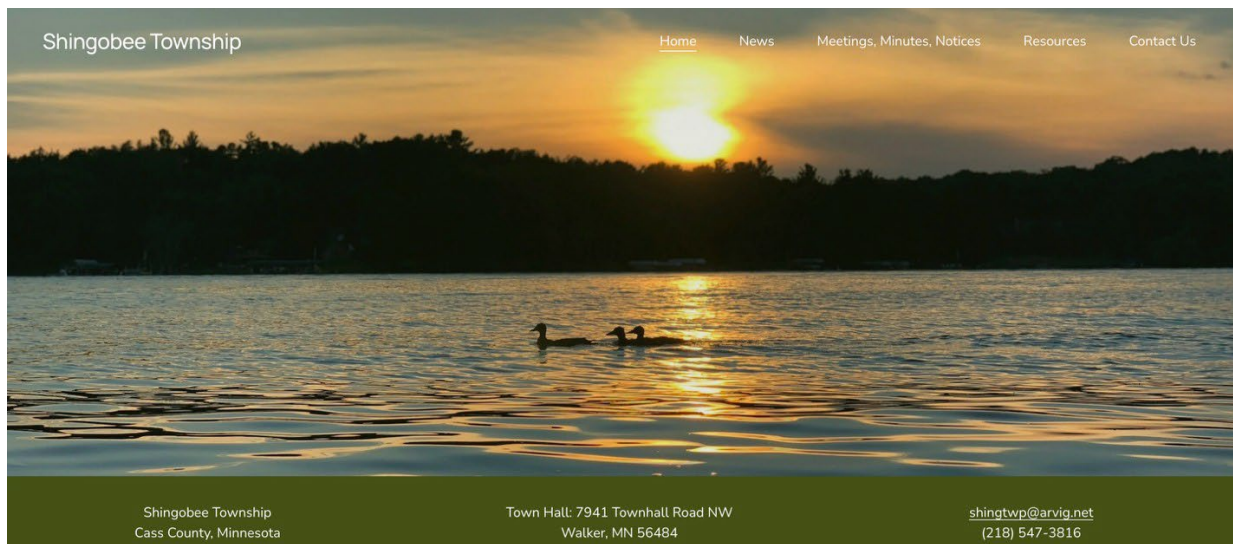
- Easy for residents to navigate
- Designed around township operations
- Mobile-friendly
- ADA compliant
- Easy for township staff to update without technical expertise

Recent township website projects include:

- Ellsburg Township
- Young America Township
- Industrial Township
- Harris Township

These websites were built specifically around township government operations and public information needs rather than adapting a generic business template.

Shingobee Township (St. Louis County): shingobeemn.gov



May Township (Cass County): maytwpcassmn.gov

Fairview Township (Cass County): fairviewtownshipcasscomn.gov

UNDERSTANDING OF THE PROJECT

Mission Township is seeking a partner to:

- Transition from its current website provider before November 15, 2026

- Improve the organization and accessibility of township information
- Migrate to a .gov domain • Improve transparency
- Archive historical records
- Implement township email functionality
- Expand online forms where appropriate
- Provide ongoing website support

Rosedahl Public Affairs is well-positioned to assist with each of these objectives.

PROPOSED APPROACH

1. Website Transition

RPA will manage the complete transition process, including:

- Project planning
- Website design
- Content migration
- Testing
- User review
- Launch prior to the Township's required deadline

Historical content from the existing website will be preserved whenever possible.

2. Website Design

The new website will feature:

- Improved navigation
- Mobile-responsive design
- Simplified access to frequently requested information • Modern appearance reflecting Mission Township • Organized sections for:
 - Board information
 - Meetings
 - Ordinances
 - Permits
 - Roads
 - Planning & Zoning
 - Cemetery
 - Emergency Services
 - Forms
 - News & Announcements

The design process includes collaboration with Township officials to ensure the final product reflects the Township's priorities.

3. .gov Migration

Rosedahl Public Affairs provides complete .gov migration services.

These services include:

- Submission of the federal .gov application
- Required account setup
- DNS configuration – I use Cloudflare which has no start up or ongoing cost.
- Domain transfer assistance
- Website redirection
- Password documentation
- Future access documentation

Mission Township retains ownership of all accounts and domains.

4. Document Storage

RPA recommends implementing secure cloud storage for historical records that are not frequently accessed while maintaining easy public access through the website.

Working with Township staff, archival documents can be organized into searchable categories and linked directly from the website.

5. Township Email

RPA can assist in coordinating the implementation of township email accounts associated with the new domain.

While long-term email hosting and archival services are typically provided through Microsoft 365 or Google Workspace, RPA will coordinate setup, migration planning, and website integration to ensure a smooth transition. Ongoing email hosting would be provided through the selected email platform.

6. Online Forms

Where appropriate, RPA will convert printable forms into secure online forms, including:

- Contact requests
- Permit inquiries
- Facility reservations
- General information requests
- Other Township forms as identified

Forms will route submissions directly to designated Township officials.

7. ADA Considerations

Website design will incorporate current accessibility best practices including:

- Clear navigation
- Readable typography
- Color contrast
- Mobile responsiveness
- Image alternative text
- Accessible document linking

RPA will assist the Township in working toward Title II ADA compliance requirements.

8. Training & Support

Following website completion, RPA will provide:

- Website editing training
- Written documentation
- Password inventory
- Ongoing technical assistance
- Future content support as requested

Township staff will be able to update most website content without specialized technical knowledge.

PROJECT TIMELINE

RPA can meet the Township's proposed implementation schedule.

Phase	Timeline
-------	----------

Project kickoff	July 2026
Design & Planning	July–August
Website Development	August
Review & Revisions	September
Testing	September
Launch	Before November 15, 2026

PRICING

Website Design & Implementation Includes:

- Planning
- Design
- Content migration (all documents, text, but not including agenda/minutes earlier than 2024).
- Website development
- Testing
- Launch
- Staff training
- .GOV application and migration services

Proposed Cost: \$3,500

NOTE on Website Hosting: The website will be hosted through Squarespace, which requires an annual subscription of approximately **\$250 per year**. This subscription will be billed directly to Mission Township. There are no additional ongoing website maintenance or platform fees beyond the annual hosting subscription.

Optional Services

1. Annual website support: **Proposed cost: \$75/month or \$900/year.**
 - Content updates
 - Meeting postings
 - Minutes
 - News updates
 - General maintenance
 - Note: nearly 90% of the township websites I have created are maintained internally after our training (by their clerk or another person) because they are so user-friendly and easy to update, and I can assist as needed.)
2. Email migration services (if requested) will be quoted separately depending upon the number of users and selected email platform.

CLOSING

Mission Township's website is one of its most important communication tools. Rosedahl Public Affairs would welcome the opportunity to partner with the Township to create a modern, secure, and user-friendly website that will serve residents for years to come. Thank you for your consideration.

ABOUT ROSEDAHL PUBLIC AFFAIRS

Rosedahl Public Affairs is a Minnesota-based communications consulting firm specializing in local government communications, website development, strategic communications, and public affairs. Led by Leslie Rosedahl, the firm has become a trusted communications partner for associations, local governments, and public organizations across Minnesota.



For the past eight years, Leslie has served as the communications consultant for the Minnesota Association of Townships (MAT), working directly with township officials throughout the state. In that role, she manages the association's communications, publications, website content, member outreach, event marketing, and strategic messaging while developing communication resources that help hundreds of townships better serve their residents. This hands-on experience provides a unique understanding of township operations, statutory requirements, public meeting

notices, transparency, records management, and the communication needs of both township officials and the public.

That experience also extends to designing and managing township websites that are built specifically for local government. Rather than adapting a commercial website for public use, Rosedahl Public Affairs develops websites that are organized around how townships operate—making it easy for residents to find meeting agendas, minutes, ordinances, forms, election information, contacts, and other essential public information while ensuring the site remains easy for township staff to maintain.

Beyond local government, Leslie brings more than 18 years of experience in strategic communications, public affairs, and advocacy, representing statewide associations, nonprofit organizations, and Fortune 500 companies. She has successfully led both high-profile public campaigns and complex behind-the-scenes initiatives, earning national recognition for communications excellence while helping organizations strengthen their public presence and achieve meaningful policy and organizational outcomes.

Prior to founding Rosedahl Public Affairs, Leslie served as Director of Public Affairs for the Minnesota Senate Republican Caucus, where she oversaw communications, media relations, messaging, research, and communications strategy for caucus leadership and members. She also

served as Director of Communications and Grassroots Advocacy for Minnesota's largest government relations firm and previously worked for one of the Midwest's leading public affairs agencies.



MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Resolution No. 2026-11

RESOLUTION GOVERNING THE COUNTING OF WRITE-IN VOTES FOR TOWNSHIP OFFICES

WHEREAS, Minnesota Statutes 204B.09, subd. 3(c), allows townships to establish a resolution governing the counting of write-in votes for township offices;

WHEREAS, the statute provides that townships may choose to record the write-in votes for individual candidates only if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate;

WHEREAS, opting not to record the write-in votes for an individual ballot office when the total number of write-in votes for that office is unlikely to result in an error in the administration of the election;

WHEREAS, the administration of the township election requires significant investment of human and financial resources;

WHEREAS, a reduction in the time and resources necessary to administer the election provides a benefit to the township and is in the best interests of the township;

WHEREAS, the orderly and efficient administration of elections increases confidence in the election process;

NOW, THEREFORE, BE IT RESOLVED, votes for write-in candidates for township office will be individually recorded only if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in votes for the same office.

BE IT FURTHER RESOLVED, this resolution will remain in effect until a resolution on the same subject is adopted by the Township Board.

Adopted this 10th day of August 2026.

BY THE TOWN BOARD

Jon Auge, Chair

Attest: _____
Naomi Scott, Clerk