

Mission Township Board of Supervisors Meeting
October 12, 2026, at 7:00 PM
AGENDA

This meeting will be in person at the Town Hall and available 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 three days prior to the meeting and a copy is also available at the board table.

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 – September 14, 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 ▪ Consideration of new applicants ▪ Equipment maintenance agreement ▪ Use of Old Center Town Hall as Training Site 6.5 - Park/Park Committee 6.6 - Planning & Zoning 6.7 - Roads/Roads Committee ▪ Plow Repairs ▪ 2026 Road Inspection – request for quotes 6.8 - Transfer Station ▪ Plan for future use or removal of shed	Naomi Scott Kari Alcock Erik Lee/Naomi Scott Chief Mattheisen Chief Mattheisen Chief Mattheisen Chief Mattheisen Bob Steele/Jim Peterson Jon Auge Jon Auge/Dave Hauser Jon Auge Jon Auge Erik Lee Erik Lee	Report Report Report Report Motion Update Motion Report Report Update Motion Report Action
7.0	Updates & Action Items 7.1 - Town Hall Building Maintenance Update/Quotes 7.2 – Website Redesign Project – next steps 7.3 – Response from Chris Pence on Parcel 77290629 7.4 – Letter to Gary Griffin on Tax Forfeit Land Sales Process 7.5 – Subdivision Ordinance Amendment	Erik Lee Jon Auge/Naomi Scott Jon Auge Jon Auge Jon Auge	Action Update Action Update Update

	7.6 – Schedule Board of Canvass Meeting	Naomi Scott	Motion
8.0	Announcements	All	Information
9.0	Adjournment	Jon Auge	Motion

Future Meetings:

Meeting	Date	Time	Location
CWC Association of Township Officers Fall Meeting	10-28-2026	7:00 PM	Daggett Brook Town Hall
Comprehensive Plan Development-Session 4	11-02-2026	330 PM	Town Hall
Election Day	11-03-2026		Town Hall
November Regular Town Board Meeting	11-09-2026	7:00 PM	Town Hall
Fire Department Monthly Meeting	11-10-2026	8:00 PM	Town Hall

Future Action Items: *Refer to Master Planning Calendar*

Timing	Action	Owner
October	Q3 budget status report published to town board	Alcock
October	Transfer Station shutdown	Lee
October	Complete Annual Roads Inspection, prepare report & work quotes	Auge
October	Park seasonal shutdown activities	Steele/Moody
October	Schedule Board of Canvass meeting in November following election	Scott
October	Publish Fall Newsletter	Steele
November	Schedule annual fire service review meeting with Center Township	Scott
November	Issue invoice to Center Township for 2H fire contract payment	Scott
November	2023 Bonds interest and principal payment due by 12/1	Alcock
November	Prepare Canvass Report on town board election years	Scott
November	Initiate 2027 Budget Process by sending out data and template	Auge/Alcock
November	Prepare materials for Annual Board Reorganization Meeting	Auge/Scott

2026 Key Initiatives:

Key Initiative	Timing	Status
Amend Subdivision Ordinance to Strengthen local controls	Q3-26	- Amendment in-process
Plan for Treasurer replacement	Q4-26	- Interim treasurer appointed - Ballot initiative approved & filed
Redesign township website	Q4-26	- In-process - draft site developed
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
September 14, 2026, Meeting - 7:00pm - Mission Town Hall



Present – Chair Jon Auge, Supervisor Bob Steele, Supervisor Erik Lee, Treasurer Kari Alcock, Clerk Naomi Scott, Fire Chief Bret Mattheisen, Assistant Fire Chief Tim Yeager, Firefighter Eric Anderley and Crosby-Ironton School Superintendent Rick Aulie. Present via Zoom: Firefighter Damon Eklund, Michael Miller and Park Committee Chair Jim Peterson.

1.0 Call to Order, Pledge of Allegiance & Roll Call – J. Auge called the August 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 – Rick Aulie, Crosby-Ironton Superintendent of Schools, provided an update on the District's Strategy Plan and implementation of the Operating Levy approved by voters last Fall.

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

- Approval of minutes – August 10, 2026, minutes approved as presented.
- Approval of claims – Claims totaling \$35,665.74 were approved.
- Accepted Crosslake Police Report.
- Received Town Correspondence with no action noted.

Motion by J. Auge 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. Discussion around closing PO Box 327. Board approved closing the box.
- 6.2 **Treasurer** – Reviewed report. Treasurer shared there is no need for a separate Park checking account and requested approval to close it. Motion by B. Steele to close the Park checking account, second by E. Lee. Voice vote with all supervisors voting aye. Motion passed.
- 6.3 **Cemetery**. Verbal report.
- 6.4 **Fire Department** – Reviewed report.
 - Equipment maintenance agreement postponed to next meeting as the Chief is working on a contract.
 - New Hires tabled to October meeting to get complete applications: Brandon Lee-Fire and Medical, Jeffrey Johnson-paramedic, Shelby Fitch-medical only and Brandon Cluever-fire only. The Board discussed service credit for “fire only” positions given the ratio of fire vs. EMS calls and determined service credit will be the same as currently calculated no matter how many/what calls are responded to.
 - Motion by E. Lee, second by B. Steele, to accept Jen Strack's resignation. Voice vote with all supervisors voting aye. Motion passed.
 - The chief presented his recommendation to purchase a grass-fighting vehicle in the next few months. The board supported applying for a Sourcewell Public Safety Impact Fund grant with the final purchase decision deferred until the grant award is finalized. B. Steele made a

motion to approve Resolution No. 2026-12, supporting the Sourcewell grant application, second by E. Lee. Voice vote with all supervisors voting aye. Motion passed. Grant must be submitted by 9/23/26.

- The board discussed use of the old Center Town Hall as a training facility. Mission Township would have to provide maintenance of the building. The board discussed our authority to spend tax dollars on a building we do not own in another township and insurance questions. Our understanding is if we do not use the building Center Township will tear it down. J. Auge agreed to check with our attorney on the township's authority to spend money outside our jurisdiction and bring the information to the October meeting for a final decision.
- Chief Matthiesen presented his request to appoint a Captain responsible for equipment and vehicle readiness. This would create a leadership structure of Chief, Assistant Chief and three Captains, with no lieutenant positions. B. Steele made a motion to approve the captain position, second by J. Auge. Voice vote with all supervisors voting aye. Motion passed.
- Discussion about RTF Rescue Task Force training which includes law enforcement and fire/medical personnel. This is free training. The board supported participating in this training.

6.5 **Park/Park Committee.**

- New equipment status was discussed. Equipment will be delivered and trade-in equipment picked up sometime at the end of September. Park water will be shut off around 10/20/26. B. Steele reported that Park Maintenance Worker Tim Moody, had a favorable performance evaluation. As a result, B. Steele moved to increase Tim's pay to \$21 per hour, second by E. Lee. Voice vote with all supervisors voting aye. Motion passed.

6.6 **Planning & Zoning**

- Discussion of the Phillips variance request for PID 77120510 at 31511 Old Bridge Road. The primitive cabin at this location was destroyed by the Flanders fire. This variance includes rebuilding a slightly larger cabin. E. Lee made a motion to recommend approval of the variance request to the PCBOA, second by B. Steele. Voice vote with B. Steele and E. Lee voting aye and J. Auge recusing himself from the vote. Motion passed.

6.7 **Roads/Roads Committee** – East Bass Lake Road project started today.

6.8 **Transfer Station**

- No bids received for purchase of the building. Consideration of potentially using the shed for fire fighter training, John South removing it, or the town paying to scrap it were discussed. Tabled to the October meeting.

7.0 Updates and Action Items

7.1 **Town Hall Building Maintenance Update/Quotes.**

- Dale Hathaway will be here tomorrow to look at the roof; Dale could also wrap the support poles in Town Hall entry that are damaged. E. Lee presented a quote from Rainy Day Gutters for \$1,600 to gutter the west side of the Town Hall and Fire Hall entrance. Discussion tabled until Hathaway roof bid is submitted.

7.2 **Website Redesign Project.** A progress update was presented. On track for November completion.

7.3 **Letter to Chris Pence on Parcel 77290629.** The letter addresses constituent concerns about the parcel on East Horseshoe Lake Road needing a CUP to operate a commercial business. Following discussion, the Board approved sending the letter by consent.

7.4 **Letter to Gary Griffin on Tax Forfeit Land Sales Process.** The letter addresses the town's role in Tax Forfeit Land Sales specifically regarding a parcel on Upper Mission Lake. Following discussion, the Board approved sending the letter by consent.

7.5 **Planning Commission Membership.** Tabled to October meeting.

8.0 – Announcements. None.

9.0 Adjournment – J. Auge made a motion to adjourn the September 14th, 2026, Regular Mission Township Board meeting, second by B. Steele. Voice vote with all supervisors voting aye. Motion carried and the meeting was adjourned at 9:37 pm.

Respectfully Submitted,

Naomi Scott, Clerk

Attest: Jon Auge, Chair

*******September minutes are unapproved until the October 12th Regular Township Meeting *******

Date Range : 10/12/2026 To 10/12/2026

<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>
10/12/2026	Kari Alcock	Mileage Reimbursement	11488	\$29.00	100-41125-331-	GENERAL GOVERNMENT	\$29.00
10/12/2026	Anderson Brothers Construction	Invoice #39810, Various Paving Locations	11489	\$28,137.00	201-43050-525-	R & B ADMINISTRATION	\$28,137.00
10/12/2026	CTC-446126	Invoice #11493901 Town Hall October phone and internet	11490	\$228.58	100-41125-321-	GENERAL GOVERNMENT	\$228.58
10/12/2026	Crow Wing County Highway Department	Invoice 10668 July Gas/Diesel	11491	\$296.33	225-42210-231-	Fire Administration	\$296.33
10/12/2026	Crow Wing County Highway Department	Invoice 10850 Crack Sealing	11492	\$25,744.00	201-43050-525-	R & B ADMINISTRATION	\$25,744.00
10/12/2026	Crow Wing Power	September Electric for Town Hall and Park	11493	\$420.27	100-41125-381- 229-45010-381-	GENERAL GOVERNMENT Culture-Recreation Administration	\$359.84 \$60.43
10/12/2026	Elan Financial Services	Old National Bank Credit Card - All receipts included	11494	\$692.57	229-45010-309-	Culture-Recreation Administration	\$72.00
					100-41125-318- 229-45010-220-	GENERAL GOVERNMENT Culture-Recreation Administration	\$400.00 \$220.57
10/12/2026	Elan Financial Services	Bell Bank Credit Card - All receipts included	11495	\$18.38	229-45010-231-	Culture-Recreation Administration	\$18.38
10/12/2026	Walter Jorgensen	Driveway Access Permit 2026-02 Final Approval	11496	\$200.00	100-41912-810-	Driveway Permit	\$200.00

Date Range : 10/12/2026 To 10/12/2026

<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>
10/12/2026	Greg Junker	Reimbursement for tennis balls for Park	11497	\$174.67			
					229-45010-217-	Culture-Recreation Administration	\$174.67
10/12/2026	Lakes Area Rental	Invoice 1-10562 Hydraulic Pump Repair-Engine 1	11498	\$84.57			
					225-42210-220-	Fire Administration	\$84.57
10/12/2026	Minnesota Fire Service Cert Board	Certificate Renewal Fee for 6 on Mission Fire Department	11499	\$190.75			
					225-42210-233-	Fire Administration	\$190.75
10/12/2026	NorthPoint Emergency Training	Invoice #1400	11500	\$450.00			
					225-42210-233-	Fire Administration	\$450.00
10/12/2026	Norwood & Son Excavating	Invoice #1793: 8/15, 9/4 & 9/19 Dump Pushes	11501	\$600.00			
					100-43210-313-	Sanitation Administration	\$600.00
10/12/2026	Saehr Consulting	Invoice # September	11502	\$1,051.25			
					100-41125-319-	GENERAL GOVERNMENT	\$1,051.25
10/12/2026	Naomi Scott	Clerk Reimbursement for September media and mileage	11503	\$94.85			
					100-41125-321-	GENERAL GOVERNMENT	\$47.00
					100-41125-331-	GENERAL GOVERNMENT	\$47.85
10/12/2026	Town Law Center PLLP	Bill Number 1682	11504	\$520.00			
					100-41125-304-	GENERAL GOVERNMENT	\$520.00
10/12/2026	Victory Automotive Service	Invoice #1405017 '17 Durango Factory Transfer Case difference from Claim #11457	11505	\$1,493.32			
					225-42210-232-	Fire Administration	\$1,493.32

Date Range : 10/12/2026 To 10/12/2026

<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>
10/12/2026	Waste Partners, Inc.	Sanitation Administration Invoice 69X03017	11506	\$199.48			
					100-41125-395-	GENERAL GOVERNMENT	\$57.02
					100-43210-395-	Sanitation Administration	\$113.47
					100-45010-395-	Culture-Recreation Administration	\$28.99
10/12/2026	Xcel Energy	Statement #996691075 - 8/26/26 through 9/25/26 Gas Bill	11507	\$52.10			
					100-41125-383-	GENERAL GOVERNMENT	\$52.10
10/12/2026	PERA-Public Emp Retirement Assoc	Mission Township 6329000 PERA	11508	\$397.99			
					100-41125-121-	GENERAL GOVERNMENT	\$397.99
10/12/2026	MN Dept of Revenue	Mn State Taxes & MN Leave-Paid Electronically via PPI	11509	\$57.90			
					225-42210-125-	Fire Administration	\$3.00
					225-42210-136-	Fire Administration	\$28.72
					229-45010-136-	Culture-Recreation Administration	\$2.36
					100-41125-136-	GENERAL GOVERNMENT	\$23.82
10/12/2026	IRS-Internal Revenue Service	IRS-Paid electronically via Paper Plan-it	11510	\$1,438.56			
					100-41125-125-	GENERAL GOVERNMENT	\$552.64
					225-42210-125-	Fire Administration	\$831.24
					229-45010-125-	Culture-Recreation Administration	\$54.68
10/12/2026	Payroll	Payroll-Direct Deposit-paid electroncally via Paper Plan-it	11511	\$7,291.06			
					225-42210-103-	Fire Administration	\$3,834.52
					100-41430-103-	Clerk & Treasurer	\$1,680.23
					100-41110-103-	Council/Town Board	\$948.43
					229-45010-103-	Culture-Recreation Administration	\$305.27
					100-43210-103-	Sanitation Administration	\$441.64

Date Range : 10/12/2026 To 10/12/2026

<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>
					100-41125-103-	GENERAL GOVERNMENT	\$80.97
Total For Selected Claims				\$69,862.63			\$69,862.63

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



Crosslake Police Department
Mission Township
Monthly Report: September 2026

Agency Assist	8
Alarm	1
ATV	1
Background	2
Burglary In Progress	1
Driving Complaint	1
Motorist Assist	1
Other	1
Traffic Warning	40
Traffic Citation	9
Welfare Check	1

TOTAL: 66



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

2026	2025
Agency Assist – 8	911 Hangup – 1
Alarm – 1	Agency Assist – 6
ATV – 1	Background – 1
Background – 2	Civil Problem – 1
Burglary In Progress – 1	Ems – 3
Driving Complaint – 1	Hazard In Road – 2
Motorist Assist – 1	Suspicious Vehicle – 2
Other – 1	Traffic Warning – 51
Traffic Warning – 40	Traffic Citation – 10
Traffic Citation – 9	
Welfare Check – 1	

TOTAL: 66

TOTAL: 77

2026 Year to Date: 513

2025 Year to Date: 680



Mission Township, Crow Wing County, Minnesota

Application for Driveway Access Permit

27540
RIDGEWOOD DRIVE

Permit Number: 2026-02 (assigned by Township) Parcel

Number: 77330563

Owner Name:

Walter F Jorgensen

Mailing Address:

17925 County Rd 11 Crosby MN 56441

Cell Phone Number: 218-839-0112 Email:

jorgensen60@yahoo.com

Applicant Name:

Walter F Jorgensen

Cell Phone Number: 218-839-0112 Email:

Address and Location of Driveway:

Empty Lot between 27558 and 27512 Ridgewood Dr

List any Special Considerations:

12ft wide driveway

Purpose of Driveway: ☒ Residence ☐ Commercial (Specify Type) _____

Number of Present Driveways to property: 0 Date Proposed Driveway

Needed: Sept 1 2026

Contractor:

Schrupp Excavating

Cell Phone Number: 218-232-4597

Email:

Driveway Access Final Approval

Final inspection of the constructed driveway access has been completed,
and it conforms with the permit provisions.

Date: 09-28-2026

By:



Mission Township Road Supervisor or

Designee

This approval authorizes the return of the remaining balance of the deposit
to the permit applicant when approved by the Town Board at their next
regular meeting when claims are processed.

Approved by Town Board:

Date: _____

By:

Town Board Chair

Amount Refunded: \$ _____

Check # _____

Date

Issued: _____



Minnesota Board of Firefighter Training and Education

445 MINNESOTA ST., SUITE 146

SAINT PAUL, MN 55101

Telephone: 651-201-7257 Fax: 651-215-0525

Email: fire-training.board@state.mn.us

Website: www.mbfte.org

MISSION TWP FIRE DEPARTMENT
PO BOX 126
MERRIFIELD, MN 56465

September 25, 2026

The Minnesota Board of Firefighter Training and Education (MBFTE) is pleased to notify you that your fire department has been awarded, under the (FY2027) training reimbursement program, the amount of \$5,389.00. Your fire department falls within the boundaries of Sourcewell's (formerly NJPA) Region 5 and will also receive an additional award of \$198.00 per firefighter in training reimbursements. This training reimbursement award is for MBFTE approved training conducted between July 01, 2026 and June 30, 2027 (see the approved reimbursable classes list at www.mbfte.org). Award funds MUST be spent on the approved MBFTE list of classes.

The training reimbursement program is based on a "per firefighter" amount for all fire departments in Minnesota. The MBFTE had requested current rosters and the number of firefighters on departments throughout the state. Your reimbursement was based on the reported "number of firefighters" in your department multiplied by the "per firefighter" rate of 317.00 to equal your award. If your department failed to report the number of firefighters to MBFTE, your award amount is 3,170.00.

In order to process your reimbursement award you must:

1. Complete and sign the Request for Reimbursement form on the MBFTE website at <https://www.mbfte.org/ReimbursementForm.aspx> and remit by **July 08, 2027**. Your fire department is encouraged to send in your Request for Reimbursement Form(s) anytime during the July 01, 2026-June 30, 2027 fiscal year.
2. Attach documentation of training expenses paid. Documentation includes: invoices for training, certifications, books, backfill and overtime costs (if applicable) associated with MBFTE approved training, and payroll records for in-house trainers. **All EMS training which is approved by the EMSRB and is not primarily reimbursed through an EMS Association is eligible for reimbursement with proper documentation.**
3. Mail, fax, email, or upload the Request for Reimbursement Form and supporting documentation, **or submit your information to the MBFTE for direct payment to the training provider (if applicable) if your department has an award balance that is equal to or more than the amount of the invoice.**

The funds will be disbursed upon receipt of the signed, completed form, along with the proper supporting documentation. You will not receive a check in the mail; your reimbursement will be electronically deposited into the account that corresponds to the tax identification number provided on the Request for Reimbursement Form.

If you have questions regarding your award, please email me at steve.flaherty@state.mn.us or you may call me at 651-201-7258.

Respectfully,

Steve Flaherty, Executive Director

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

From: **Gary Griffin** <Gary.Griffin@crowwing.gov>

Date: Tue, Oct 6, 2026 at 3:16 PM

Subject: RE: Tax Forfeit Property Sale Process

To: Jon Auge <missionsupjon@gmail.com>

Cc: Jon Lubke <Jon.Lubke@crowwing.gov>, Debby Erickson <Debby.Erickson@crowwing.gov>

Good afternoon, Jon, thank you for the letter about the townships concern with the process the county uses when selling Tax Forfeited properties. We will be making a change to our process. If the county pulls a parcel off the auction and then in the future reoffers the parcel the County will seek approval from both the township/City and County Board. I hope this addresses your concern. Please let me know if you have further questions. Thanks

Gary Griffin SAMA

Land Services Director

Office: [\(218\) 824-1010](tel:(218)824-1010)

Direct: [\(218\) 824-1016](tel:(218)824-1016)

www.crowwing.gov

Land Services

[322 Laurel Street Suite 15](#)
[Brainerd, MN 56401](#)

Excellent customer service is our top priority. Please let me know if I was helpful!

[Customer Service Survey](#)

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.

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September 30, 2026

Mission Township
Jon Auge, Chair
29474 County Road 4, PO Box 126
Merrifield, MN 56465

Dear Jon –

Crow Wing County Land Services is in receipt of your letter dated September 14, 2026 related to land use questions at 28565 East Horseshoe Lake Road (PID 77290629). The specific question is whether the property requires a conditional use permit to operate as a commercial storage yard.

The letter also references 28514 East Horseshoe Lake Road (PID 77280530) and the conditional use permit from 2023. A conditional use permit was approved on October 19, 2023 to allow a commercial storage yard and an office/business/professional building.

At that time in 2023, the parcel at 28514 East Horseshoe Lake Road was zoned RR 5. Article 10.3 requires a conditional use permit for a commercial storage yard for parcels that are zoned RR5. In 2024, the County updated the land use map, and the zoning was changed from RR 5 to RR 2.5. 28565 East Horseshoe Lake Road is also zoned RR2.5.

Upon review of the Land Use Ordinance, it has been determined that the actual use of the property at 28565 East Horseshoe Lake Road meets the definition of non-commercial storage yard as follows: “A use of land for the outside storage of equipment and materials of building, plumbing, painting, heating, landscaping, septic system or other contractors in the building trades that perform their work primarily off-site and where the equipment and materials are being stored only temporarily until used at an off-site job location”. According to Article 10 of the Land Use Ordinance, a non-commercial storage yard is an allowed use in the RR 2.5 zoning district.

Based on the change in zoning and the definition of non-commercial storage yard, it has been determined that the property at 28565 East Horseshoe Lake Road (PID 77290629) is an allowed use and does not require a conditional use permit.

Respectfully:

Chris
Pence

Digitally signed by
Chris Pence
Date: 2026.09.30
09:29:06 -05'00'

Chris Pence
Environmental Services Manager

cc Jon Lubke, County Commissioner
Gary Griffin, Land Services Department Director

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.



Naomi Scott <missionclerk@gmail.com>

Fwd: Invoice for Mission Township

1 message

Robert STEELE <basslakebob@gmail.com>
To: Naomi Scott <missionclerk@gmail.com>

Thu, Oct 8, 2026 at 4:32 PM

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

From: **Dan Vogt** <dvogt@mmcjd.com>
Date: Thu, Oct 8, 2026 at 4:24 PM
Subject: Invoice for Mission Township
To: Robert STEELE <basslakebob@gmail.com>

Bob,

I would like to thank you and the Mission Township Board for the business and hope this equipment works well for you. If there are any questions, please don't hesitate to call or email me.

I have attached a copy of the purchase order for you. Please let me know if there is anything else you need.

Thanks

Dan

DANIEL VOGT
Location Manager

dvogt@mmcjd.com

c: (218) 838-8111

o: (218) 829-5356

[7045 Foley Rd, Baxter, MN 56425](#)

Purchase Agreement

#937678 Revision #: 1 Date: 08-Oct-2026

Quote ID: 1904920



JOHN DEERE

Customer Information

MISSION TOWNSHIP

Doing Business As :

PO BOX 126

MERRIFIELD, MN 564650126

(218) 565-8028

(218) 565-8028

Customer Account #:

MISSIONL17807

Rewards #:

Customer Sales Tax Exempt #:

Use County/State:

Crow Wing, Minnesota

Seller Information

Midwest Machinery Co.

7045 Foley Road

Baxter, MN 56425

(218) 829-5356

Dealer Account #: 081166

I (We), the undersigned, hereby order from Dealer the Equipment described below, to be delivered as shown below. This order is subject to Dealer's ability to obtain such Equipment from the manufacturer and Dealer shall be under no liability if delivery of the Equipment is delayed or prevented due to labor disturbances, transportation difficulties, or for any reason beyond Dealer's control. The price shown below is subject to Dealer's receipt of the Equipment prior to any change in price by the manufacturer. It is also subject to any new or increased taxes imposed upon the sale of the Equipment after the date of this order.

Purchaser acknowledges the Purchaser has received a copy of the current Standard Warranty, and understands its terms and conditions (Purchaser Initials) MLTBS.

I have been offered and explained any applicable PowerCard/John Deere Protect plans, and my decisions to accept/decline are as indicated on the below equipment. Customer Initial(s) MLTBS.

Equipment

QTY	New	Used	Equipment & Equipment Specific Services	Meter	Product ID #	Price
1	X		New JOHN DEERE XUV590M-NETS-G&Y-BIGHORN 592MM Stock # 602958	4	1M0590MALTM090013	\$16,400.00
1	X		New 2023 WESTERN 5.5FT STRAIGHT BLADE 550/560/590-COMplete Stock # 566887 Model # 74365	0	230726207198	\$3,091.48
1	X		Z920M ZTrak Stock # 616039		1TC920MVETV160065	\$11,787.00
Total Equipment & Equipment Specific Services						\$31,278.48

I (We) offer to sell, transfer, and convey the following item(s) at or prior to the time of delivery of the above Equipment, as a "trade-in" to be applied against the cash price. Such item(s) shall be free and clear of all security agreements, liens, and encumbrances at the time of transfer to you. The following is a description and the price to be allowed for each item.

Trade-Ins

QTY	Trade-In Description	Meter	Product ID #	Amount
1	2013 John Deere 1025R Stock # 616037		1LV1025RKDH111722	\$11,600.00
Total Trade-In Allowance				\$11,600.00

Purchase Agreement

#937678 Revision #: 1 Date: 08-Oct-2026

Quote ID: 1904920



JOHN DEERE

Comments:

Customer Signature

Signed by: MISSION TOWNSHIP/ Bob Stule 08-Oct-2026
1AF63E42BB10A26

Customer Signature

Accepted By

Signed by: DAN VOGT
DB31103731248E

Date Accepted

08-Oct-2026

Salesperson

DAN VOGT

Summary

Total selling Price	\$31,278.48
Total Trade-In Allowance	(\$11,600.00)
Trade Difference	\$19,678.48
Total Tax	\$0.00
Sub-total	\$19,678.48
Total Amount Due	\$19,678.48
Balance Due	\$19,678.48

IMPORTANT WARRANTY NOTICE

The John Deere warranty applicable to new John Deere Equipment is printed and included with this document. There is no warranty on used equipment. The new equipment warranty is part of this contract. Please read it carefully. **YOUR RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS SET FORTH IN THE WARRANTY AND THIS CONTRACT. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS ARE NOT MADE AND ARE EXCLUDED UNLESS SPECIFICALLY PROVIDED IN THE JOHN DEERE WARRANTY.**

Telematics

Orders of telematic devices include only the hardware. Where available, telematics software, including JDLink™ connectivity service, may be enabled from your local John Deere Operations Center or JDLink website. Please see your authorized John Deere dealer for assistance.

Disclosure of Regulation Applicability

When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board In-Use Off-Road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. More information is available on the California Air Resources Board website at <http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>.

Acknowledgements

I (We) promise to pay the Balance Due shown above in cash, or to execute a Time Sale Agreement (Retail Installment Contract), or a Loan Agreement, for the purchase price of the Equipment, plus additional charges shown thereon or execute a Lease Agreement, on or before delivery of the Equipment ordered herein. Despite physical delivery of the Equipment, title shall remain in the seller until one of the foregoing is accomplished.

Use of Information/Privacy Notice

I understand that Deere & Company and its affiliates ("John Deere") and Dealer collect information, including my personal information and machine data to provide warranty, customer service, product and customer support, marketing and promotional information about Dealer, John Deere and their equipment, products and services and to support other business processes and purposes. See the John Deere Privacy Statement (<https://www.deere.com/en/privacy-and-data/>) for additional information on the types of personal information and machine data John Deere collects, how it is collected, used and disclosed. See Dealer directly for information about its privacy policy.

The Purchaser(s) and the Dealer acknowledge that while this document is defined herein as a "Purchase Agreement", it serves as both a purchase agreement for the Equipment and/or a commitment to lease the Equipment. In addition, the defined term "Purchaser" extends to and includes both a purchaser of the Equipment and/or a lessee of the Equipment. Furthermore, this Purchase Agreement is deemed to constitute a "Purchase Order" or a "Customer Purchase Order for John Deere Products" for the purposes of any other John Deere documents, including, without limitation, any dealer terms schedules.

Equipment

New JOHN DEERE XUV590M-NETS-G&Y-BIGHORN 592MM

Code	Description	Quantity
Options		
592MM	XUV590M-NETS-G&Y-BIGHORN	1
0505	Build to Order	1

Purchase Agreement

#937678 Revision #: 1 Date: 08-Oct-2026

Quote ID: 1904920



001F	US 49 State	1
2350	Park Position in Transmission	1
2500	Green Yellow	1
4000	OSR Nets	1
5102	Select Comfort and Convenience Package	1
1008	26 Maxxis Bighorn 2.0 extreme terrain radial tires on 14 Yellow Alloy Wheels	1
4060	Black Roof	1
5007	Premium Protection Package	1

Original Factory Build Codes

Code	Description
592MM	GATOR™ XUV590M (Model Year 2026)
592MM1008	26" Maxxis Bighorn 2.0 extreme terrain radial tires on 14" Yellow Alloy Wheels
592MM5102	Select Comfort and Convenience Package
592MM5007	Premium Protection Package
592MM0505	Build to Order
592MM001F	US 49 State
592MM4060	Black Roof
592MM4000	OSR Nets
592MM2350	Park Position in Transmission
592MM2500	Green & Yellow

New 2023 WESTERN 5.5FT STRAIGHT BLADE 550/560/590-COMPLETE 74365

Code	Description	Quantity
Options		
	5.5FT STRAIGHT BLADE 550/560/590-COMPLETE	1
90180	PLOW CONTROL	1
87515	BOX	1
74365	STRAIGHT BLADE	1
35200	MOUNTING FARME-MID D	1

Z920M ZTrak

Code	Description	Quantity
------	-------------	----------

Purchase Agreement

#937678 Revision #: 1 Date: 08-Oct-2026

Quote ID: 1904920



JOHN DEERE

Options		
2149TC	Z920M ZTrak	1
001A	United States/Canada	1
1502	54 In. Side Discharge Mower Deck	1
2093	Fully Adjustable Suspension Seat with Armrests (24" High Back)	1
1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	1

Trade-Ins

2013 John Deere 1025R	
Original Factory Build Codes	
Code	Description
0284LV	1025R TRACTOR
5204	26x12-12 (4PR, R4 Industrial, 1 Position)
6204	18x8.50-10 (4PR, R4 Industrial, 1 Position)
0409	English North American Operator's Manual and Decal Kit

**WARRANTY FOR NEW JOHN DEERE AGRICULTURAL EQUIPMENT AND
LIMITED WARRANTY FOR NEW TURF & UTILITY EQUIPMENT (US & CANADA ONLY)**

A. GENERAL PROVISIONS – With respect to purchasers in the United States, "John Deere" means Deere & Company, 1 John Deere Place, Moline, IL 61265, and with respect to purchasers in Canada, "John Deere" means John Deere Canada ULC, 295 Hunter Road, P. O. Box 1000, Grimsby, Ontario L3M 4H5. The warranties described below are provided by John Deere to the original purchasers of new Agricultural, Turf and Utility Equipment ("Equipment") purchased from John Deere or authorized John Deere dealers (the "Selling Dealer"). These warranties apply only to Equipment intended for sale in Canada and the US. Under these warranties, John Deere will repair or replace, at its option, any part covered under these warranties which is found to be defective in material or workmanship during the applicable warranty term. Warranty service must be performed by a dealer or service center located in Canada or the US, and authorized by John Deere to sell and/or service the type of Equipment involved (the "Authorized Dealer"). The Authorized Dealer will use only new or remanufactured parts or components furnished or approved by John Deere. Warranty service will be performed without charge to the purchaser for parts and/or labor. However, the purchaser will be responsible for any service call and/or transportation of Equipment to and from the Authorized Dealer's place of business (except where prohibited by law), for any premium charged for overtime labor requested by the purchaser and for any service and/or maintenance not directly related to any defect covered under these warranties. These warranties are transferable, provided an authorized John Deere dealer is notified of the ownership change, and John Deere approves the warranty transfer.

B. WHAT IS WARRANTED – Subject to paragraph C, all parts of any new Equipment are warranted for the number of months or operating hours specified below. Each warranty term begins on the date of delivery of the Equipment to the original purchaser, (except for certain agricultural tillage, planting, cultivating, harvesting, and application Equipment which may have a delayed warranty start date, but only if established by John Deere and noted by Selling Dealer on the Purchase Order). **Included In 5E Series Tractor and Compact Utility Tractor Powertrain Warranty - Engine:** cylinder block, cylinder head, valve covers, oil pan, emissions control components, timing gear covers, flywheel housing, and all parts contained therein. **Powertrain:** transmission, transmission case, differential and axle housings, clutch housings, MFWD front axle assembly, and all parts contained therein (does not include external drivelines, dry clutch parts, or steering cylinders). **SWEEPS, SHOVELS, PLOWSHARES, AND DISK BLADES:** A replacement part will be furnished without charge if breakage occurs and the amount of wear is less than the wear limits established by John Deere.

AGRICULTURAL EQUIPMENT	WARRANTY TERM
Tractors	24 Months or 2000 Hours, Whichever Comes First
Tractors used in Heavy Duty Land Leveling applications exceeding 150 hours per year (except 9R Series Tractors factory equipped with required option codes and tire specifications for Heavy Duty Land Leveling, as specified in the Operators Manual). Contact Selling Dealer for additional information.	90 Days
Scraper Special Tractors	24 Months or 2000 Hours, Whichever Comes First
5E Series Tractors a) Powertrain on 5E Series Tractors (components as per B above)	24 Months or 2000 Hours, Whichever Comes First a) 60 Months or 2000 Hours, Whichever Comes First
Scrapers	6 Months for MY14 and earlier 12 Months for D Series and MY15 and later
Frontier™ Equipment Warranty	24 Months
Frontier™ Gearbox Warranty	6 Years – Rotary Tillers and Cutters, Flail and Grooming Mowers, Hay Tedders, Post Hole Diggers, Flex Mower FM4012
Frontier™ Gearbox Warranty	10 Years – Flex Mowers (FM4112, FM4115, FM4117)
Sugar Cane Harvesters and Loaders	12 months or 1500 hours, Whichever Comes First
All other Equipment (includes Ag Management Solutions (AMS) products)	12 Months
Premium Round Balers 469, 569, 460R, 560R	24 Months or 12,000 bales, Whichever Comes First; First 12 Months, No Bale Limitation
Large Square Balers a) Powertrain on Large Square Balers	12 Months, No Bale Limitation a) 24 Months or 20,000 bales, Whichever Comes First
Hagie Manufacturing Company LLC Sprayers and Detasslers	24 Months or 1000 Hours, Whichever Comes First
Engines in Self-Propelled Equipment except Tractors*	24 Months or 2000 Hours, Whichever Comes First
*Engine Items Covered in months 13 through 24 – Engine block, cylinder head, rocker arm cover, timing gear cover, crankcase pan and all parts enclosed within these units. Also included are the fuel injection pump, turbocharger, water pump, torsion damper, manifolds, and engine oil cooler. All other engine related items are not covered in months 13 through 24.	
TURF & UTILITY EQUIPMENT	WARRANTY TERM
1) Z335E, Z345M, Z345R, Z355E, Z355R, Z365R, Z375R Series ZTrak™ Mowers, Z525E ZTrak™ Mowers, and 100 Series Tractors**	24 Months or 120 Hours, Whichever Comes First
2) 200 Series Tractors, Z315E, Z325E, Z320M, Z320R, Z330M, Z330R, and Z370R Series ZTrak™ Mowers**	36 Months or 200 Hours, Whichever Comes First
3) X300 Series Tractors, Z515E, and Z500M Series ZTrak™ Mowers**	48 Months or 300 Hours, Whichever Comes First
4) X500 Series Tractors, Z700E, and Z500R Series ZTrak™ Mowers**	48 Months or 500 Hours, Whichever Comes First
5) X700 Series Tractors**	48 Months or 700 Hours, Whichever Comes First
6) Z700M Series ZTrak™ Mowers**	48 Months or 750 Hours, Whichever Comes First
7) Z700R Series ZTrak™ Mowers**	48 Months or 1000 Hours, Whichever Comes First
8) JS Series Residential Walk-Behind Mowers	24 Months in Private Residential – Personal Use or 90 Days in Any Other Application
9) Wide Area Mowers, Front Mower Traction Units and Mower Decks, QuikTrak™ Mowers, and M Series Commercial Walk Behind Mowers	24 Months
10) Z900B, Z900E, Z900M Series ZTrak™ Mowers, and R Series Commercial Walk Behind Mowers	36 Months or 1200 Hours, Whichever Comes First; First 24 Months, No Hour Limitation
11) Z997R, Z900A Series, and Z900R Series ZTrak™ Mowers	36 Months or 1500 Hours, Whichever Comes First; First 24 Months, No Hour Limitation
12) Compact Utility Tractors a) Powertrain on Compact Utility Tractors (components as per B above) b) Compact Utility Tractor Loaders D120, 120E, 120R, 220R, 300E, 300R, 320R, 400E, 440R	24 Months or 2000 Hours, Whichever Comes First a) 72 Months or 2000 Hours, Whichever Comes First b) 24 Months
13) GATOR™ Utility Vehicles	12 Months or 1000 Hours, Whichever Comes First
14) Except as provided above, all other Implements/Attachments sold separately or purchased on the same Purchase Order as Equipment listed in 9 through 13	12 Months
15) All other Turf & Utility Equipment	24 Months in Private Residential - Personal Use or 12 Months in Any Other Application

**Implements/Attachments purchased on the same Purchase Order as the Equipment listed will be covered by the Equipment's warranty terms. Implements/Attachments purchased separately will be covered by the warranty term on line 14.

C. (I) ITEMS COVERED SEPARATELY – (1) Tires - contact manufacturer for warranty terms and conditions, (2) Rubber track belts, elastomeric coated wheels (drive wheels, idlers, mid-rollers) and batteries - contact Selling Dealer for warranty terms and conditions (note: terms of warranties on these parts may be less than Equipment warranty), (3) When applicable, a separate emissions warranty statement will be provided by Selling Dealer.

(Effective November 1, 2025)

Confidential with no Personal Information

(II) WHAT IS NOT WARRANTED – Pursuant to the terms of these warranties, JOHN DEERE IS NOT RESPONSIBLE FOR THE FOLLOWING: (1) Used Equipment; (2) Any Equipment that has been altered or modified in ways not approved by John Deere, including, but not limited to, setting injection pump fuel delivery above John Deere specifications, modifying combine grain tanks, and modifying self-propelled sprayers with unapproved wheels, tracks, tanks or booms; (3) Depreciation or damage caused by normal wear, lack of reasonable and proper maintenance, failure to follow operating instructions/recommendations; misuse, lack of proper protection during storage, vandalism, the elements or collision or accident; (4) Normal maintenance parts and/or service, including but not limited to, oil, filters, coolants and conditioners, cutting parts, belts, brake and clutch linings; (5) Any Utility Vehicle used for racing or other competitive purpose; (6) Chains on Premium Balers.

D. SECURING WARRANTY SERVICE – To secure warranty service the purchaser must, (1) Report the Equipment defect to an Authorized Dealer and request warranty service within the applicable warranty term; (2) Present evidence of the warranty start date with valid proof of purchase; and (3) Make the Equipment available to an Authorized Dealer within a reasonable time.

E. NO IMPLIED WARRANTY, REPRESENTATION OR CONDITION – To the extent permitted by law, neither John Deere nor any company affiliated with it makes any warranties, representations, conditions or promises express or implied as to the quality, performance or freedom from defect of the Equipment covered by these warranties other than those set forth above, AND NO STATUTORY OR IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY OR FITNESS ARE MADE. TO THE EXTENT LEGALLY REQUIRED, ANY IMPLIED WARRANTIES OR CONDITIONS SHALL BE LIMITED IN DURATION TO THE APPLICABLE PERIOD OF WARRANTY SET FORTH ON THIS PAGE. THE PURCHASER'S ONLY REMEDIES IN CONNECTION WITH THE BREACH OR PERFORMANCE OF ANY WARRANTY ON JOHN DEERE EQUIPMENT ARE THOSE SET FORTH ON THIS PAGE. IN NO EVENT WILL THE DEALER, JOHN DEERE OR ANY COMPANY AFFILIATED WITH JOHN DEERE BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. (Note: Some jurisdictions do not allow limitations on how long an implied warranty lasts or the exclusion or limitation of incidental or consequential damages so the above limitations and exclusions may not apply to you.) In the event the above warranty fails to correct purchaser's performance problems caused by defects in workmanship and/or materials, purchaser's exclusive remedy shall be limited to payment by John Deere of actual damages in an amount not to exceed the amount paid for the Equipment. This warranty gives you specific legal rights, and you may also have other rights which vary from jurisdiction to jurisdiction.

F. NO DEALER WARRANTY THE DEALER HAS NO AUTHORITY TO MAKE ANY WARRANTY, REPRESENTATION, CONDITION OR PROMISE ON BEHALF OF JOHN DEERE, OR TO MODIFY THE TERMS OR LIMITATIONS OF THIS WARRANTY IN ANY WAY.

G. If further information is desired, contact Selling Dealer or John Deere at 1-866-993-3373 (Agricultural) or 1-800-537-8233 (Turf & Utility Equipment).

Clerk's Report-October 12th, 2026

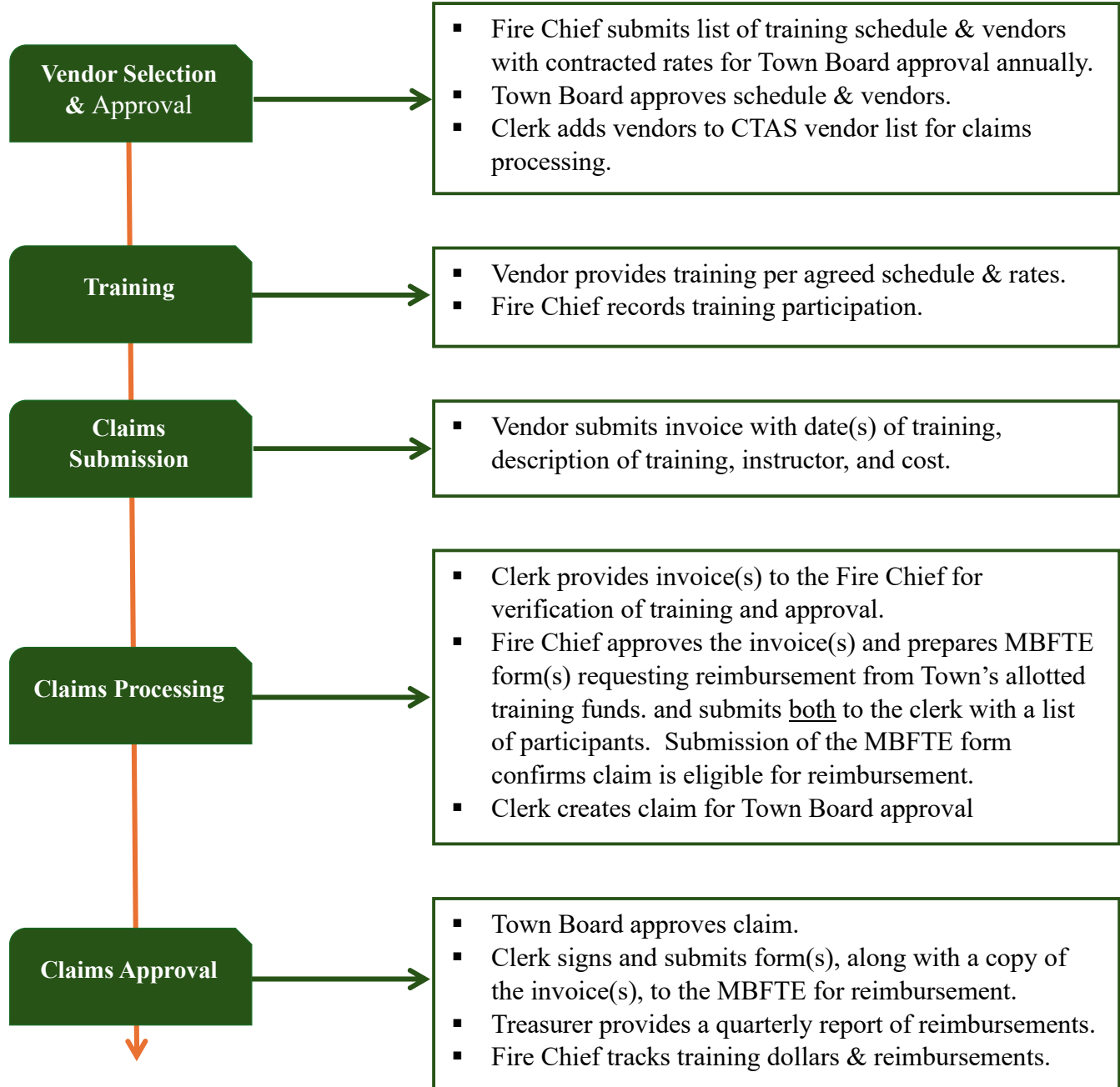
- Claims #11488 to #11511 totaling \$69,862.63.
- Files for new hire Fire Department employees will be available at the 10/12/26 Board of Supervisors Meeting.
- I would like to add The Board of Canvas Meeting on November 9th at 6p. Agenda includes:
 - Call meeting to order.
 - Review November 3, 2026 election results.
 - Approve and certify the election abstract.
 - Adjourn.

Clerk's Correspondence includes:

- Driveway permit 2026-02 Final Approval, p1-3
- Minnesota Board of Firefighter Training and Education Award letter, p 4.
- Letter from Gary Giffin regarding sale of tax forfeited properties, p 5.
- CUP letter from Chris Pence regarding PID 77290629, p 6.
- Park Equipment Purchase Agreement, p7-13.

Naomi Scott, Mission Township Clerk

The following are the requirements & responsibilities for reviewing and approving MTFD training requests and payments.



1. The Clerk is only authorized to sign & submit MBFTE reimbursements after Town Board approval.
2. Whenever possible, MBFTE reimbursements should occur within the same quarter as the claims.

Approved by the Town Board: 02-09-2026

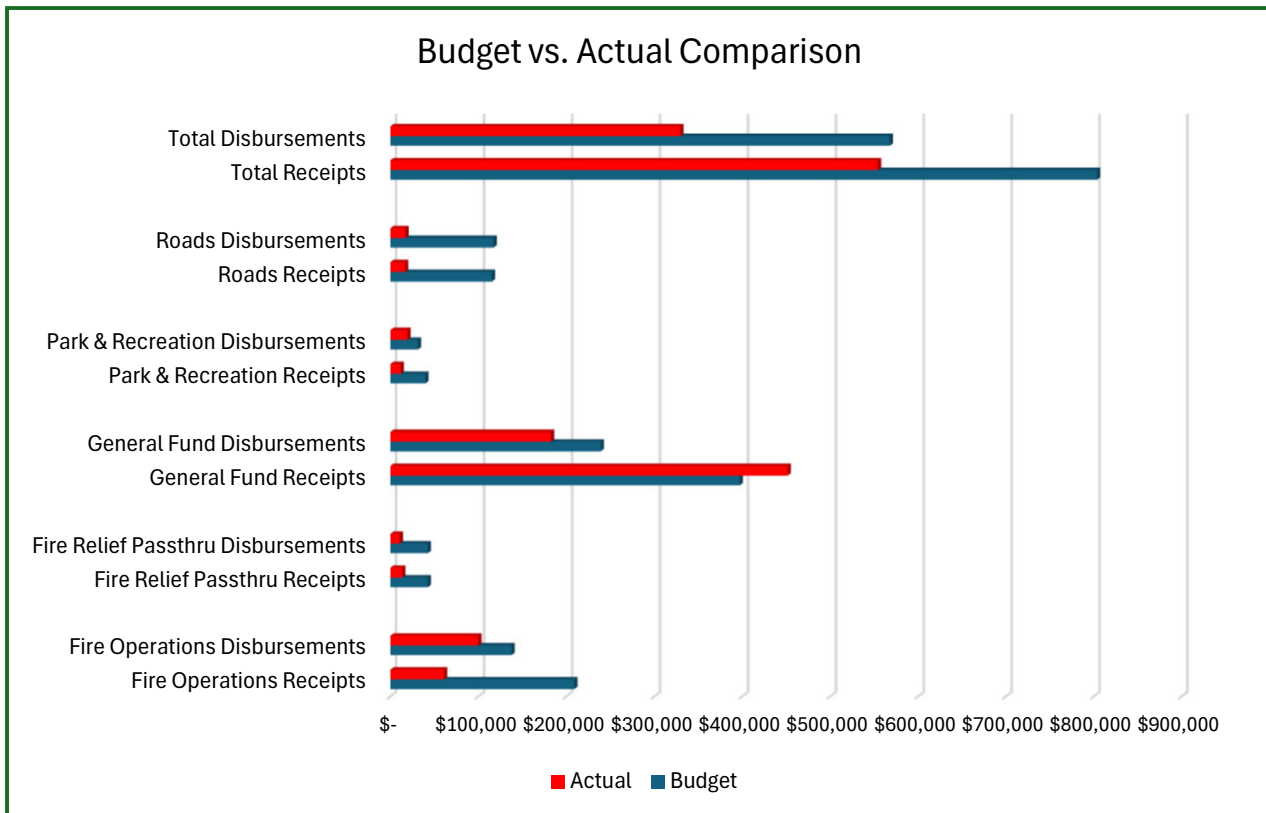
Treasurer's Report – October 12, 2026 Board Meeting

1. Beginning Balance: \$1,434,177.11
 - a. Receipts: \$560,464.78
 - b. Disbursements: \$341,425.84
 - c. Ending Balance: \$1,632,966.88



Monthly Budget vs. Actual Comparison Report September 2026

	Annual Budget	September Actual	% of Budget
Fire Operations Receipts	\$ 209,000	\$ 61,017	29.2%
Fire Operations Disbursements	\$ 137,750	\$ 99,994	72.6%
Fire Relief Passthru Receipts	\$ 42,548	\$ 13,383	31.5%
Fire Relief Passthru Disbursements	\$ 42,548	\$ 10,628	25.0%
General Fund Receipts	\$ 397,100	\$ 451,510	113.7%
General Fund Disbursements	\$ 239,002	\$ 182,490	76.4%
Park & Recreation Receipts	\$ 39,750	\$ 11,645	29.3%
Park & Recreation Disbursements	\$ 31,350	\$ 19,356	61.7%
Roads Receipts	\$ 115,354	\$ 16,757	14.5%
Roads Disbursements	\$ 117,210	\$ 17,116	14.6%
Total Receipts	\$ 803,752	\$ 554,311	69.0%
Total Disbursements	\$ 567,860	\$ 329,583	58.0%





October 2026 MONTHLY FIRE DEPARTMENT REPORT

Monthly calls- Sept 2026: 11

Mission Twp:	EMS	4	Fire	0	Alarms	0	Hazmat	0	MVA	0
Center Twp:	EMS	4	Fire	1	Alarms	0	Hazmat	1	MVA	0
Pelican Twp:	EMS	1	Fire	1	Alarms	0	Hazmat	0	MVA	0
Mutual Aid:			Fire	0						

Year to date calls through September30 2026: calls 121

Personnel:

- 1) I talked with Jon Bachman and retrieved gear and equipment
- 2) I submitted 4 new applications to Naomi for approval. Jeff Johnson, Brandon Cluever, Brandon Lee and Shelby Fitch.

Captain 3 position I would like to require Officer 1 as a requirement before I post.

Budget:

Receipts vs. Disbursements in the monthly report

PR / Events:

Nothing to report

Miscellaneous:

1. I submitted the Grant to Sourcewell for the full amount available of \$50,000. The quotes totaled \$50,184.37

2. Grant coming up on Dec 4 for \$40,000 match funds.
3. Center Town hall training building discussion
4. Truck maintenance Quote attached. \$5879.68
5. I would like to use the \$3000 boost funds from Sourcewell
6. Payroll discussion. Question based on payroll spreadsheet.

Department Training:

- 1) 10/6: Officers meeting
- 2) 10/13: Meeting and Truck Checks
- 3) 10/20: Search and rescue training location TBD
- 4) 10/27: SCBA training and Firefighter rescue techniques

Kirvida Fire, Inc.
Scandia, MN 55073
(651)433-4280
Kirvida Fire, Inc.

Estimate

Date	Estimate #
9/28/2026	914

Name / Address
Mission Township Fire Department PO Box 327 Merrifield, MN 56465

			Project
Description	Qty	Cost	Total
Tanker # 1 2014 Kenworth/KME Tanker			
Oil Filter	1	84.26	84.26
Fuel Filter	1	84.26	84.26
Fuel /Water Separator	1	82.26	82.26
15W40 Mobil Delvac 1300 (Quarts)	24	7.02	168.48
Lithium Grease (Tube)	0.5	9.98	4.99
Shop Supplies	1	24.98	24.98
Change engine oil and filters on Kenworth chassis. Grease chassis.	3	189.00	567.00
Donaldson Engine Air Filter	1	99.26	99.26
		Total	\$1,115.49

Customer Signature _____

Kirvida Fire, Inc.
Scandia, MN 55073
(651)433-4280
Kirvida Fire, Inc.

Estimate

Date	Estimate #
9/28/2026	915

Name / Address
Mission Township Fire Department PO Box 327 Merrifield, MN 56465

			Project
Description	Qty	Cost	Total
Engine # 1 2014 Kenworth/KME Pumper			
Oil Filter	1	84.26	84.26
Fuel Filter	1	84.26	84.26
Fuel /Water Separator	1	82.26	82.26
15W40 Mobil Delvac 1300 (Quarts)	24	7.02	168.48
Lithium Grease (Tube)	0.5	9.98	4.99
Shop Supplies	1	24.98	24.98
Change engine oil and filters on Kenworth chassis. Grease chassis.	3	189.00	567.00
Donaldson Engine Air Filter	1	99.26	99.26
		Total	\$1,115.49

Customer Signature _____

Kirvida Fire, Inc.
Scandia, MN 55073
(651)433-4280
Kirvida Fire, Inc.

Estimate

Date	Estimate #
9/28/2026	916

Name / Address
Mission Township Fire Department PO Box 327 Merrifield, MN 56465

			Project
Description	Qty	Cost	Total
Engine # 2 1998 Freightliner FL80/KME Pumper			
Oil Filter	1	80.26	80.26
Fuel Filter	1	32.26	32.26
Coolant Filter	1	25.26	25.26
15W40 Mobil Delvac 1300 (Quarts)	24	7.02	168.48
Lithium Grease (Tube)	0.5	9.98	4.99
Shop Supplies	1	24.98	24.98
Change engine oil and filters on Freightliner chassis. Grease chassis.	3	189.00	567.00
		Total	\$903.23

Customer Signature _____

Kirvida Fire, Inc.
Scandia, MN 55073
(651)433-4280
Kirvida Fire, Inc.

Estimate

Date	Estimate #
9/28/2026	917

Name / Address
Mission Township Fire Department PO Box 327 Merrifield, MN 56465

			Project
Description	Qty	Cost	Total
Tanker # 2 2023Freightliner/Heiman Tanker			
Oil Filter	1	84.26	84.26
Fuel Filter	1	105.26	105.26
Freightliner Fuel Filter	1	91.25	91.25
15W40 Mobil Delvac 1300 (Quarts)	24	7.02	168.48
Lithium Grease (Tube)	0.5	9.98	4.99
Shop Supplies	1	24.98	24.98
Change engine oil and filters on Freightliner chassis. Grease chassis.	3	189.00	567.00
Air Filter (Freightliner Small)	1	216.26	216.26
		Total	\$1,262.48

Customer Signature _____

Kirvida Fire, Inc.
Scandia, MN 55073
(651)433-4280
Kirvida Fire, Inc.

Estimate

Date	Estimate #
9/28/2026	918

Name / Address
Mission Township Fire Department PO Box 327 Merrifield, MN 56465

			Project
Description	Qty	Cost	Total
Tanker # 3 1992 Ford F750/Pemna Body Tanker			
Oil Filter	1	16.26	16.26
Hydraulic Filter	1	16.26	16.26
15W40 Mobil Delvac 1300 (Quarts)	22	7.02	154.44
Lithium Grease (Tube)	0.5	9.98	4.99
Shop Supplies	1	24.98	24.98
Change engine oil and filters on Ford chassis. Grease chassis.	3	189.00	567.00
Air Filter	1	73.26	73.26
		Total	\$857.19

Customer Signature _____

Kirvida Fire, Inc.
Scandia, MN 55073
(651)433-4280
Kirvida Fire, Inc.

Estimate

Date	Estimate #
9/28/2026	919

Name / Address
Mission Township Fire Department PO Box 327 Merrifield, MN 56465

			Project
Description	Qty	Cost	Total
Portable Pump 1998 Ford F350			
Oil Filter	1	27.26	27.26
Fuel Filter	1	65.26	65.26
15W40 Mobil Delvac 1300 (Quarts)	16	7.02	112.32
Lithium Grease (Tube)	0.25	9.98	2.50
Shop Supplies	1	24.98	24.98
Change engine oil and filter on Ford chassis. Grease chassis.	2	189.00	378.00
Air Filter	1	45.26	45.26
		Total	\$655.58

Customer Signature _____

Kirvida Fire, Inc.
Scandia, MN 55073
(651)433-4280
Kirvida Fire, Inc.

Estimate

Date	Estimate #
9/28/2026	920

Name / Address
Mission Township Fire Department PO Box 327 Merrifield, MN 56465

			Project
Description	Qty	Cost	Total
Grass 1 1989 Ford F350 7.5 Gas			
Oil Filter	1	16.26	16.26
Fuel Filter	1	26.26	26.26
5W30 Synthetic Blend	12	7.02	84.24
Lithium Grease (Tube)	0.25	9.98	2.50
Shop Supplies	1	24.98	24.98
Change engine oil and filters on Ford chassis. Grease chassis.	1	189.00	189.00
Air Filter	1	26.26	26.26
		Total	\$369.50

Customer Signature _____

Kirvida Fire, Inc.
Scandia, MN 55073
(651)433-4280
Kirvida Fire, Inc.

Estimate

Date	Estimate #
9/28/2026	922

Name / Address
Mission Township Fire Department PO Box 327 Merrifield, MN 56465

			Project
Description	Qty	Cost	Total
Squad 2 2016 Dodge Durango 5.7 Gas			
Oil Filter	1	15.26	15.26
NAPA 5W20 (Quarts	7	9.56	66.92
Lithium Grease (Tube)	0.25	9.98	2.50
Shop Supplies	1	24.98	24.98
Change engine oil and filters on Dodge chassis. Lube Chassis.	1	189.00	189.00
		Total	\$298.66

Customer Signature _____



**MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Ordinance Number: 2026-02**

**AN ORDINANCE AMENDING THE MISSION TOWNSHIP
SUBDIVISION ORDINANCE REGARDING ADMINISTRATIVE
SUBDIVISIONS, MINOR SUBDIVISIONS, AND MAJOR SUBDIVISIONS**

The Board of Supervisors of the Town of Mission ordains:

Article I. Definitions. Section 4 of the Mission Township Subdivision Ordinance is hereby amended by adding the following definitions and updating the lettering in the Section as may be needed:

- () Major Subdivision. “Major Subdivision” means any subdivision of land that does not constitute a Minor Subdivision and includes, but is not limited to, any subdivision resulting in four or more parcels, or any size subdivision proposing to dedicate to the public a new street or road. This term includes any subdivision required to be platted under the County Ordinance.
- () Minor Subdivision. “Minor Subdivision” means any subdivision of land resulting in three or less parcels fronting on an existing public road and which does not propose to dedicate to the public any new streets or roads. This term does not include subdivisions of land involving riparian lots that are required to be platted under the County Ordinance, as such subdivisions will be treated as major subdivisions for the purposes of this Ordinance.
- () Zoning Administrator. “Zoning Administrator” means the person appointed by the Town Board to assist the Town in the administration and enforcement of this Ordinance.

Article II. Compliance. Section 5 of the Mission Township Subdivision Ordinance is amended as follows:

Section 5. Compliance. Except as specifically provided for in this Ordinance, no land may be subdivided, and no subdivision shall be recorded, unless it is in conformance with the requirements and restrictions of this Ordinance. All new subdivisions of land shall be platted unless expressly exempted by this Ordinance. Persons wishing to subdivide land shall continue to be required to contact the County and to obtain such approvals, permits, and permissions as may be required. However, compliance with the requirements, procedures, and limitations imposed by this Ordinance is required

regardless of the issuance of approvals, permits, or other permissions by the County for the subdivision.

Article III. Exempt Subdivisions. The Mission Township Subdivision Ordinance is hereby amended by adding a new Section 6.5 as follows:

Section 6.5. Exempt Activities. No subdivision of land is exempt from the platting and plat approval requirements of this Ordinance except for those conveyances expressly exempted from subdivision regulations under Minnesota Statutes, section 462.358, subdivision 4b(b). Except to the extent expressly exempt under the statute or this Ordinance, no new subdivision of land within the Town will occur except by plat and then only in accordance with the procedures established for a major subdivision or minor subdivision as set out in this Ordinance and, to the extent applicable, the County Ordinance.

Article IV. Administrative Subdivisions. Section 7 of the Mission Township Subdivision Ordinance is hereby amended as follows:

Section 7. Administrative Subdivisions Prohibited. The use of the Administrative Subdivision process to subdivide property within the Town is prohibited. Any subdivision of land constituting a Minor Subdivision under this Ordinance may only be approved as provided in Section 8.5 of this Ordinance. This prohibition does not apply to boundary line adjustments, registered land surveys pursuant to Minnesota Statutes, section 508.47, or surveys prepared for cemetery lots. Any subdivision of property that results in the creation of one or more lots shall be platted.

~~No more than a total of three lots containing less than 10 acres may be established through the Administrative Subdivision process. The total number of allowed lots includes any remaining portion of the property, meaning that no more than two additional lots may be created if the entire property is not being subdivided. No further subdivision of the property shall occur except by plat preapproved by the Town Board in accordance with the Development Process and Standards of this Ordinance. Any subdivision of property in the shoreland district shall be platted if it results in one or more new riparian lots.~~

Article V. Minor Subdivisions. The Mission Township Subdivision Ordinance is amended by adding a new Section 8.5 as follows:

Section 8.5. Minor Subdivision Development Process and Standards.

- (a) Town Approval. The Town is the entity responsible for processing and acting on the preliminary and final plat for a Minor Subdivision within the Town. All Minor Subdivisions shall be platted in accordance with the requirements of this Section and Minnesota Statutes, chapter 505.

- (1) Combined Approval. The Town may process, consider, and act on a preliminary and final plat for a Minor Subdivision at the same time as provided in this Section.
 - (2) If the Town determines separate approvals are required for a subdivision, the Town will process and act on the preliminary plat as provided herein and then the developer shall submit a separate application requesting final plat approval. In such cases, the application materials required to seek preliminary plat approval are those set out in Section 9.6(F) of the County Ordinance and the application materials to request final plat approval are those set out in Section 9.6(G) of the County Ordinance. The Town will process and act on each of the requests as set out in this Section, except that the application for final plat approval shall not require review by the Planning Commission and a public hearing is not required.
- (b) Application. A developer shall submit an application to the Town to seek approval of a proposed Minor Subdivision. The application shall include all submittals required in Section 9.6(F)&(G) of the County Ordinance. The Town may waive one or more submittal requirements if it determines they are not applicable to the proposed Minor Subdivision. The Town will only process and act on complete applications. Once an application is made complete, it shall be forwarded to the Planning Commission to conduct a public hearing.
- (c) Agency Review. The Town will submit a copy of its application materials to the following agencies for review at least 10 days prior to the date of the public hearing:
- (1) To the County;
 - (2) If a proposed Minor Subdivision is located in a shoreland area, to the Minnesota Department of Natural Resources; and
 - (3) If the proposed Minor Subdivision abuts a state highway or a county highway, to the Minnesota Department of Transportation or to the County Highway Department as appropriate.
- (d) Public Hearing. The Town shall provide at least ten days' published notice of a public hearing to be held by the Planning Commission to hear, consider, and act on a recommendation to the Town Board regarding the application for a Minor Subdivision. After conducting the public hearing, the Planning Commission shall act to forward the application to the Town Board with its recommendation regarding approval of the Minor Subdivision. If the Planning Commission recommends approval, it shall identify any conditions the Planning Commission recommends be imposed on the Minor Subdivision if approved by the Town Board.

- (e) Town Board Action. The Town Board shall make the final decision on an application for a Minor Subdivision. If the application is approved, the Town Board may impose conditions on the Minor Subdivision, which may include conditions that must be satisfied before the Minor Subdivision is recorded with the County including, but not limited to, entering into a development agreement with the Town.
- (f) County Requirements. The developer is also required to comply with all requirements of the County Ordinance applicable to the Minor Subdivision and to obtain County approval if required.
- (g) Recording. If approved, the developer shall record the Minor Subdivision with the County Recorder once all prerecording conditions are satisfied. The developer shall provide two sets of mylars and is responsible for addressing any irregularities that prevent recording of the plat. The Minor Subdivision shall be recorded within 120 days of approval, unless the Town Board grants an extension before the expiration of the 120 day period. The developer shall provide the Town a copy of the recorded plat within 60 days of recording.

Article VI. Major Subdivisions. Section 9 of the Mission Township Subdivision Ordinance is amended as follows:

Section 9. Major Subdivision Development Process and Standards.

- (a) Plat Preapproval Required. The County is the entity primarily responsible for processing and acting on requests to ~~subdivide property~~ plat a Major Subdivision within the Town. However, under Minnesota Statutes, section 505.09, the County Board is prohibited from approving a plat of land in the Town unless the Town Board first: (1) approves the plat; and (2) approves the laying of streets and other public ways shown on the plat. It is a violation of this Ordinance for a developer to seek preliminary approval of a plat from the County unless the Town Board has first reviewed and acted to approve the proposed plat and laying of the streets and other public ways.
- (b) Application. A developer shall submit an application for a Major Subdivision to the Town to seek approval of a proposed preliminary plat to be located in the Town. The application must be on the form approved by the Town Board and the Town will only process complete applications. A copy of the proposed preliminary plat must be included with the application. The Town will notify the developer in writing if its application is incomplete and identify what additional information or materials are required to make the application complete.

- (c) Town Board Review. The proposed preliminary plat shall be presented to the Town Board for consideration at a regular Town Board meeting. The developer is expected to attend the meeting to answer questions from the Town Board. The Town Board may condition its approval of the ~~plat~~ Major Subdivision as it determines is needed to protect the interests of the Town. A condition of approval for a ~~plat~~ Major Subdivision proposing to dedicate any land or easements to the public is that the Town Chairperson is not authorized to sign the final plat until a development agreement for the ~~plat~~ Major Subdivision has been fully executed with the Town, the conditions of approval imposed by the Town Board have been satisfied, and the developer has provided the Town the required letter of credit and escrow associated with the development. The Town Board may waive the requirement to enter into a development agreement if the developer does not propose to dedicate any roads, stormwater facilities, or other lands to the public within the ~~plat~~ Major Subdivision.
- (d) Additional Approval. Approval of a preliminary plat is conditioned on the final plat being substantially similar to the preliminary plat approved by the Town Board. If there are any significant changes between the approved preliminary plat and the proposed final plat, the developer shall be required to obtain Town Board approval of the proposed final plat before seeking final approval from the County. A significant change in the plat requiring additional approval from the Town Board includes, but is not necessarily limited to, a change in the number of proposed lots, the addition, extension, or relocation of any platted roads, or the addition or removal of any dedicated park land or stormwater facilities.
- (e) Development Agreement. Any developer seeking to plat ~~property~~ a Major Subdivision within the Town that involves the proposed dedication of a road, park, utility, stormwater pond or drainage area, or other lands to the public shall enter into a development agreement with the Town Board prior to obtaining final approval of the plat. The development agreement must be in a form acceptable to the Town Board and shall, at a minimum, address the following issues:
- (1) Identify the approved plans and specifications for all public improvements to be constructed within the plat. Any roads being dedicated to the public within the plat must be constructed in accordance with and comply to the Town's road standards;
 - (2) Require a letter of credit, or other form of security acceptable to the Town Board, to secure the construction of any public improvements and indicating the Town may draw upon the letter of credit as needed to correct any breaches in the agreement or to complete the construction of the public improvements;
 - (3) Timeline for completion of the public improvements;

- (4) Escrow from which the Town Board may reimburse itself for its costs, including attorney fees and engineering costs it incurs related to the development; and
- (5) The circumstances under which the Town Board will accept the maintenance of any roads dedicated to the public within the plat.
- (f) Plat Signature. Once the Town Board approves a ~~plat~~ Major Subdivision, the Town Chairperson and Clerk are authorized to sign the final plat if all conditions of approval have been satisfied.

Article VII. Variances and Appeals. Section 10 of the Mission Township Subdivision Ordinance is amended as follows:

Section 10. Variances and Appeals. The Town Board shall serve as the Board of Appeals and Adjustments to hear and act on any requests for a variance from the strict application of the requirements of this Ordinance and to hear and decide appeals where it is alleged there was an administrative error in any order, requirement, decision, or determination made in the administration or enforcement of this Ordinance.

- (a) Variances. Variance requests must be submitted in writing to the Town ~~Board~~ and shall detail the variance being requested. The Board of Appeals and Adjustments shall hold a public hearing on the request after providing at least 10 days' published notice. A variance may only be granted if the property owner is able to demonstrate the strict enforcement of this Ordinance would cause practical difficulties because of circumstances unique to the individual property under consideration. "Practical difficulties" as used in connection with the granting of a variance means the property owner proposes to use the property in a reasonable manner not permitted by the official controls, the plight of the landowner is due to circumstances unique to the property not created by the landowner, the variance is in harmony with the general purposes and intent of the Ordinance, the variance is consistent with the comprehensive plan, and the variance, if granted, will not alter the essential character of the Town~~ship~~. Economic considerations alone shall not constitute practical difficulties. The Board of Appeals and Adjustments may impose conditions on the variances it issues.
- (b) Appeals. A notice of appeal may be filed with the Town Clerk within 30 days of the date of the administrative order, requirement, decision, or determination being appealed. The notice of appeal shall not be deemed complete, and shall not be acted on, unless it contains all of the following: (i) the name, mailing address, and phone number of the person making the appeal; (ii) the specific order, requirement, decision, or determination being appealed, the date it was made, and identify the person who made it; (iii) a detailed explanation of the reasons for the appeal; and (iv) identify the specific relief being sought by the appeal. The Town Clerk shall refer all properly brought appeal petitions to the Planning

Commission, which shall hold a public hearing and provide a recommendation to the Board of Appeals and Adjustments. The Board of Appeals and Adjustments shall make a final decision on the appeal, which may include upholding, modifying, or overturning the decision being appealed. The Board of Appeals and Adjustments shall issue its decision in writing and shall provide a copy to the appellant.

- (c) District Court. Decisions of the Town Board and the Board of Appeals and Adjustments constitute final decisions of the Town. Final decisions are subject to appeal to district court as provided in Minnesota Statutes, section 462.361, but only if the appeal is brought and filed with the Town and the court within 30 days of the decision being appealed.

Article VIII. Administration. The Mission Township Subdivision Ordinance is amended by adding a new Section 15 as follows:

Section 12.5. Administration. The Town Board, or its designees, shall be responsible for administering and enforcing this Ordinance. In addition to such other duties and authorizations the Town Board may assign or grant, the Town Clerk, Town Zoning Administrator, and Town Attorney are hereby authorized and directed to perform the following duties on behalf of the Town as may reasonably be needed.

- (a) Town Clerk Duties. The Town Clerk is authorized to perform the following duties on behalf of the Town related to the administration of this Ordinance.

- (1) Receive applications and determine if they are administratively complete.
- (2) Provide posted, published, and mailed notices.
- (3) Provide copies of documents to other agencies.
- (4) Keep a record of proceedings.

- (b) Town Zoning Administrator Duties. The Town Zoning Administrator is authorized to perform the following duties as may be requested by the Town related to the administration of this Ordinance.

- (1) Review applications for completeness and compliance with the requirements of this Ordinance. If an application is deemed incomplete, to determine the information that is missing, and to notify the applicant in writing of what is required to make the application complete.
- (2) Track compliance with the applicable deadlines for reviewing and acting on applications.

- (3) Communicate with applicants as needed to process applications.
- (4) Conduct site inspections to verify compliance with approved applications and the requirements of this Ordinance.
- (5) Assist with intaking and processing applications.
- (6) Assist with drafting and providing required notices.
- (7) Coordinate with applicable agencies and review authorities as required by this Ordinance, including the County Highway Department for actions adjacent to County roads, the County Soil and Water Conservation District for wetland-related matters, MnDOT for actions adjacent to State highways, the DNR for shoreland, stream, and wetland-related matters, the U.S. Army Corps of Engineers for wetland-related matters, and other applicable agencies.
- (8) Attend meetings and provide research, reports, and findings to the Town Board and Planning Commission, as applicable.
- (9) Provide recommendations regarding applications made under this Ordinance.
- (10) File or assist with filing required documents related to subdivisions, variances, amendments, and other land use actions with the County Recorder or other appropriate office, as required.
- (11) Prepare, revise, and submit reports to the Planning Commission and Town Board as may be needed.
- (12) Maintain permanent and current records related to the administration of this Ordinance, including, but not limited to, applications, maps, subdivisions, supporting documents, decisions, and other records pertaining to the Ordinance.
- (13) Take such other actions as are reasonably necessary, and as may be requested by the Town, to assist the Town in the administration of this Ordinance.
- (14) Assist in the enforcement of this Ordinance, including issuing letters, stop work orders, and make such other directives and orders as may reasonably be needed.
- (15) Perform such other duties related to the administration and enforcement of this Ordinance as the Town Board may direct.

(c) Town Attorney Duties. The Town Attorney is authorized to perform the following duties as may be requested by the Town related to the administration of this Ordinance.

- (1) Respond to questions from the Town and the Zoning Administrator related to the interpretation, administration, and enforcement of this Ordinance.
- (2) Issue written legal opinions as may be needed.
- (3) Prepare development agreements and such other agreements and documents as may be needed.
- (4) Draft amendments and related documents as may be needed.
- (5) Defend, or coordinate the defense, of the Town related to the administration or enforcement of this Ordinance.
- (6) Assist in the enforcement of this Ordinance, including issuing letters, stop work orders, and make such other directives and orders as may reasonably be needed.
- (7) Initiate such legal actions on behalf of the Town as may be needed to enforce this Ordinance upon authorization of the Town Board.

Article IX. Effective Date. This Ordinance shall take effect and be in full force on the first day of publication after its passage.

Article X. Incorporate Amendments. The Town Attorney is authorized and directed to incorporate the amendments made by this Ordinance into the Mission Township Subdivision Ordinance. The numbering shall be updated and other non-substantive changes shall be made as may be needed. The updated subdivision ordinance shall constitute the official Mission Township Subdivision Ordinance.

Adopted this ____ day of _____ 2026.

BY THE TOWN BOARD

Jon Auge, Chair

Attest: _____
Naomi Scott, Clerk

New material is double underlined and deleted material is ~~stricken~~.