Mission Township
29474 County Road 3, PO Box 126, Merrifield MN 56465
missiontownshipmn.gov
Town Clerk: 218-765-4377 or missionclerk@gmail.com

Mission Township Board of Supervisors Meeting
November 09, 2026, at 7:00 PM
AGENDA

One or more members of the Town Board may attend remotely

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	Presenter	Action
1.0	**Call to Order, Pledge of Allegiance and Roll Call**	Chair	
2.0	**Approval of the Agenda**	Chair	Motion
3.0	**Open Forum** ▪ Citizens may address the board on any non-agenda item for up to 5 minutes per speaker.	Chair	Information
4.0	**Presentations –** None.		
5.0	**Consent Agenda** *Items are considered routine and reviewed in advance by the board. Any supervisor may request separate discussion and action on any item.* ▪ Approval of minutes – October 12, 2026 & October 26, 2026 ▪ Approval of Claims ▪ Accept Crosslake Police Report ▪ Review & Action – Town Correspondence	Chair	Motion
6.0	**Town Operations Reports** 6.1 - Clerk 6.2 –Treasurer 6.3 - Cemetery 6.4 - Fire Department ▪ MOU for use of Old Center Town Hall as Training Site 6.5 - Park/Park Committee 6.6 - Planning & Zoning 6.7 - Roads/Roads Committee 6.8 - Transfer Station ▪ Plan for future use or removal of shed	 Naomi Scott Kari Alcock Erik Lee/Naomi Scott Chief Mattheisen Bob Steele Bob Steele/Jim Peterson Jon Auge Jon Auge/Dave Hauser Erik Lee Erik Lee	 Report Report Report Report Motion Report Report Report Report Motion
7.0	**Updates & Action Items** 7.1 - Town Hall Building Maintenance 7.2 - Website Redesign Project Implementation 7.3 - Appointment Process for Treasurer Role 7.4 - 2026 Board Initiatives	 Erik Lee Jon Auge/Naomi Scott Jon Auge Jon Auge	 Update Update Action Update

	7.5 - Schedule Special Town Board Meeting for 11/30 @ 7 PM for Purpose of Considering Adoption of Ordinance 2026-02 and a Preliminary Plat for Fireweed Acres as recommended by the Planning Commission	Jon Auge	Motion
8.0	**Announcements**	All	Information
9.0	**Adjournment**	Chair	Motion

Future Meetings:

Meeting	Date	Time	Location
Fire Department Monthly Meeting	11-10-2026	8:00 PM	Town Hall
Special Town Board Meeting	11-30-2026	7:00 PM	Town Hall
Town Board Reorganization Meeting	12-07-2026	6:00 PM	Town Hall
Fire Department Monthly Meeting	12-08-2026	8:00 PM	Town Hall
Monthly Town Board Meeting	12-14-2026	7:00 PM	Town Hall

Future Action Items: ***Refer to Master Planning Calendar***

Timing	Action	Owner
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	Q4-26	- Amendment in-process
Plan for Treasurer replacement	Q4-26	- Interim treasurer appointed - Ballot initiative approved by voters
Redesign township website	Q4-26	- In-process – new site Go-Live on 11-16
Review & revise cemetery policies	Q2-27	- Pending
Update Comprehensive Plan	Q2-27	- Region 5 process underway
Explore digitization of town/cemetery records	Q2-27	- Pending
Resolve North Horseshoe Lake Road cul-de-sac	Q4-27	- Awaiting attorney input on options
Develop 2027-2031 Capital Improvement Plan	Q2-28	- Pending

Mission Township Regular Meeting Minutes
October 12, 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, and Mary and Kern Rodeberg. Present via Zoom: Michael Miller and Park Committee Chair Jim Peterson.

1.0 Call to Order, Pledge of Allegiance & Roll Call – J. Auge called the October 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 E. Lee to approve the agenda as presented, second by B. Steele. 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. A supervisor may request discussion of any item.*

- Approval of minutes – September 14, 2026, minutes approved as presented.
- Approval of claims – Claims totaling $69,862.63 were approved.
- Accepted Crosslake Police Report.
- Received Town Correspondence with no action noted.

Motion by B. Steele to approve the consent agenda, second by J. Auge. 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. PO Box 327 transferred to Fire Relief and PO Box 126 was updated to current Board members. Proposed Board of Canvas Meeting for November 9th @ 6p.

6.2 **Treasurer** – Reviewed report.

6.3 **Cemetery.** Provided verbal report.

6.4 **Fire Department** – Reviewed report.

- The fire chief requested amending the Chief 3 Job Description requiring Office 1 certification as a qualification for the position, as it is for the Chief 1 position. Motion by B. Steele to amend the Chief 3 Job Description requiring Officer 1 certification as a qualification, second by E. Lee. Voice vote with all Supervisors voting aye. Motion passed. Discussion occurred on viable candidates that have Officer 1 certification. Since no one currently has this certification, the board agreed to defer an appointment for 3 months allowing candidates to get certified. Motion by E. Lee to approve up to 3 individuals for Officer I training, second by J. Auge. Voice vote with all Supervisors voting aye. Motion passed.
- Four applicants were presented for hiring: Brandon Lee-Fire and Medical, Jeffrey Johnson-Fire and Medical, Shelby Fitch-Medical only and Brandon Cluever-Fire only. B. Steele moved to approve all new hires, second by E. Lee. Voice vote with all Supervisors voting aye. Motion passed.
- Equipment maintenance, oil and lube, agreement with Kirvida Fire, Inc. was discussed. Fire Chief Matthiesen would like to get another bid. This will be deferred to November to await the second bid.

- The Fire Chief would like to submit a $3,000 SourceWell grant for double ear radios and AED pads. He will bring the equipment needed and pricing to the next Regular Board meeting for approval of the grant submission.
- Upcoming training to be announced.
- The board discussed use of the old Center Town Hall as a training facility. Mission Township would have to provide maintenance of the building. There is a leaking roof that would need to be fixed. Bret suggests steel flashing over transection shingles for approximately $2,000 in materials. The former town hall will be used to practice rescuing people from a fire and other training exercises and limited to MTFD only. Motion by B. Steele to approve the roof repairs to not exceed $2,000, second by J. Auge. Voice vote with all Supervisors voting aye. Motion passed. The Board expressed not wanting to use tax dollars for any additional repairs. J. Auge will prepare a simple agreement for B. Steele to review with Center Township on the use and maintenance of this facility.

6.5 **Park/Park Committee**.

- New equipment was received last week and is being used at the Park. Security for the shed where the new equipment is being stored was discussed with a variety of options presented. Deterrence is the key focus. E. Lee will bring information on Midwest Security as an option to next month's meeting.
- The Park Committee talked about bringing back the Root Beer floats and some sort of event at the Park for the community. B. Steele will solicit leadership for such an event in the Fall Newsletter.
- Rob Saunders used his woodchipper to clear out some of the trails in the Park. Thanks Rob! Some of the trails may need to be widened next year. The water will be shut off and two of the three restrooms will be closed next Monday, 10/19/26.

6.6 **Planning & Zoning**.

- The Philips variance from last month was approved.
- Fireweed Court subdivision was discussed. It's posted as a private road, but it is a platted road dedicated to the public, privately maintained. The board may need to consider how to address the road when reviewing the preliminary plat.
- Preliminary plat subdivision for Erik and Kathy Lee deferred until after expiration of our moratorium.

6.7 **Roads/Roads Committee** –

- Ditch pitch repairs on EBLR is a check list item requiring completion.
- Plow DOT and annual maintenance is in process. There is a $2,700 item for removal of metal fragments in the read differential.
- 2026 Road Inspection was completed by the Roads committee on 10-7. A Request for quotes will be sent to Anderson Brothers for consideration by the board next May.
- E. Lee posted "no trespassing" signs at the sand pile north of the Transfer Station.
- Jorgensen driveway has been completed and approved. J. Auge made a motion to approve refunding $200 of the driveway permit fee per our policy, second by B. Steele. Voice vote with all Supervisors voting aye. Motion passed.

6.8 **Transfer Station**

- Plan for future use or removal of shed. Could Gary Norwood come and tear down the building recycling the materials? E. Lee will investigate this and bring a proposal to the November meeting.

7.0 Updates and Action Items

7.1 **Town Hall Building Maintenance Update/Quotes**. E. Lee submitted an Insurance claim for the Town Hall roof for which $9,920.00 was initially approved. Since the work will be greater than $25,000, he will solicit 2 quotes for the board to consider at the November meeting.

7.2 **Website Redesign Project**. J. Auge gave an overview of the new website and some highlights. The new website will be sent out to the Board and other stakeholders for their feedback.

7.3 **Letter to Chris Pence on Parcel 77290629.** Discussion on the response included the additional storage structure on the property. Options include doing nothing further; appealing the decision, usually made by property owners; and sending Pence's letter with a cover letter to adjacent residents. The board consensus was for the chair to prepare a cover letter and send it, along with the Pence response, to adjacent property owners.

7.4 **Letter to Gary Griffin on Tax Forfeit Land Sales Process.** The board appreciated Gary's response and willingness to change the process going forward.

7.5 **Subdivision Ordinance Amendment**. The board discussed the draft ordinance amendment. B. Steele identified a few items requesting clarification that will be raised with our attorney. The current plan is to consider the ordinance amendment in November so it can be adopted prior to expiration of our moratorium. Board members indicated they could be available on 11/30 @ 6p for a Planning Commission and Town Board meeting.

7.6 **Schedule Board of Canvas Meeting.** J. Auge made a motion to schedule the Board of Canvas meeting for 11/9/26 @ 6:30pm, second by B. Steele. Voice vote with all Supervisors voting aye. Motion passed.

8.0 – Announcements.

9.0 Adjournment – E. Lee made a motion to adjourn the October 12th, 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 9:15 pm.

Respectfully Submitted,

_____ _____

Naomi Scott, Clerk Attest: Jon Auge, Chair

************October minutes are unapproved until the November 9th Regular Township Meeting **********

Mission Township Special Meeting Minutes
October 26, 2026, Meeting – 9:00am - Mission Town Hall

Present – Chair Jon Auge, Supervisor Bob Steele, and Supervisor Erik Lee.

1.0 Call to Order & Roll Call – J. Auge called the October 26, 2026, Special Township Meeting to order at 9:00 am. All supervisors were present. The purpose of the meeting was to consider and approve quotes for roof repairs to the Town Hall/Fire Department roof.

2.0 Consider Town Hall Roof Repair Quotes – E. Lee presented two quotes for re-roofing the Town Hall roof as follows:

Equity Builders Roofing	$43,980
Hathaway Construction	$32,000

Both quotes are all-inclusive for tear-off and haul-away of existing shingles and installation of new substrate, and shingles. Any needed repairs to damaged roof structure will be done on a time and material basis and are not included in either quote. E. Lee made a motion to accept the low bid from Hathaway Construction of $32,000, with a contingency of $5,000 for any necessary roof repairs; second by B. Steele. Voice vote with all supervisors voting aye. Motion carried. The board chose charcoal grey for the shingle color. E. Lee will request a quote from Hathaway Construction for installing heat tape on the roof and replacement of Town Hall entrance posts for consideration at the November regular meeting.

The board then considered a quote from Rainy Day Gutters to gutter the west side of the Town Hall roof at a cost of $1,100. J. Auge made a motion to accept the quote from Rainy Day Gutters of $1,100; second by E. Lee. The gutter and down spout will be green to match the soffit color. Voice vote with all supervisors voting aye. Motion carried.

3.0 Adjournment – Having completed the stated agenda, J. Auge made a motion to adjourn the October 26th, 2026, Special Mission Township Board meeting, second by B. Steele. Voice vote with all supervisors voting aye. Motion carried, and the meeting was adjourned at 9:10 am.

Respectfully Submitted,

_____
Jon Auge, Chair

*******October special minutes are unapproved until the November 9th Regular Township Meeting **********

Date Range : **11/9/2026 To 11/9/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
11/09/2026	Kari Alcock	October Mileage Reimbursement	11512	$29.00			
					100-41125-331-	GENERAL GOVERNMENT	$29.00
11/09/2026	Bolton & Menk, Inc.	I#0407880(8/15/26-9/11/26) & I#0409530(9/12/26-10/12/26)	11513	$16,433.50			
					420-43050-303-	R & B ADMINISTRATION	$3,696.00
					420-43050-303-	R & B ADMINISTRATION	$12,737.50
11/09/2026	CTC-446126	Invoice #11510201 Town Hall November phone and internet	11514	$228.61			
					100-41125-321-	GENERAL GOVERNMENT	$228.61
11/09/2026	Crow Wing County Highway Department	Invoice 10926	11515	$334.39			
					225-42210-231-	Fire Administration	$334.39
11/09/2026	Elan Financial Services	Old National Credit Card - All receipts included. This account has been closed.	11516	$138.60			
					100-41125-201-	GENERAL GOVERNMENT	$62.61
					100-41410-201-	Elections	$75.99
11/09/2026	Elan Financial Services	Bell Bank Credit Card - All receipts included	11517	$652.00			
					100-41125-318-	GENERAL GOVERNMENT	$570.00
					100-41125-201-	GENERAL GOVERNMENT	$82.00
11/09/2026	Brian Johnson	Deposit release for Driveway Permit #2026-01	11518	$200.00			
					100-41912-810-	Driveway Permit	$200.00
11/09/2026	MATIT	Invoices #6488-Worker's Comp Premium & #17487-Insurance for Park Equip switch	11519	$1,739.00			
					100-41125-151-	GENERAL GOVERNMENT	$1,735.00
					100-41125-362-	GENERAL GOVERNMENT	$4.00

Date Range : **11/9/2026 To 11/9/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
11/09/2026	Optimal Yardscapes, LLC	#2157. Cemetery Sept & Oct mowing, 9/18 Full Burial & Headstone Locate	11520	$2,275.00			
					100-49010-408-	Cemetery	$100.00
					100-49010-390-	Cemetery	$1,575.00
					100-49010-406-	Cemetery	$600.00
11/09/2026	Region Five Development Commission	2nd payment of Comprehensive Plan	11521	$3,977.60			
					100-41125-319-	GENERAL GOVERNMENT	$3,977.60
11/09/2026	M&R Services	Fall Mowing of Ditches	11522	$5,355.00			
					201-43050-390-	R & B ADMINISTRATION	$5,355.00
11/09/2026	Midwest Machinery	Invoice #11071724 Park Equipment	11523	$19,678.48			
					229-45010-237-	Culture-Recreation Administration	$19,678.48
11/09/2026	Minnesota UI	Bachman, Roberts & Allord Claims Account #07998933	11524	$116.39			
					100-41125-142-	GENERAL GOVERNMENT	$116.39
11/09/2026	Plunkett's	Invoice #10839676 - 10/8/26 Pest Control	11525	$150.73			
					100-41125-235-	GENERAL GOVERNMENT	$150.73
11/09/2026	Saehr Consulting	Invoice # October	11526	$833.75			
					100-41125-319-	GENERAL GOVERNMENT	$833.75
11/09/2026	Waste Partners, Inc.	Sanitation Administration Invoice 6AX01295	11527	$191.95			
					100-41125-395-	GENERAL GOVERNMENT	$58.78
					100-43210-395-	Sanitation Administration	$27.90
					100-45010-395-	Culture-Recreation Administration	$105.27

Date Range : **11/9/2026 To 11/9/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
11/09/2026	Xcel Energy	Statement #1000885691 - 9/25/26 through 10/26/26 Gas Bill	11528	$74.05			
					100-41125-383-	GENERAL GOVERNMENT	$74.05
11/09/2026	MN State Fire Dept Association	2027 Dues	11529	$225.00			
					225-42210-355-	Fire Administration	$225.00
11/09/2026	PERA-Public Emp Retirerment Assoc	Mission Township 6329000 PERA	11530	$427.74			
					100-41125-121-	GENERAL GOVERNMENT	$427.74
11/09/2026	MN Dept of Revenue	Mn State Taxes & MN Leave-Paid Electronically via PPI	11531	$109.88			
					225-42210-125-	Fire Administration	$25.00
					225-42210-136-	Fire Administration	$27.36
					229-45010-136-	Culture-Recreation Administration	$1.74
					100-41125-136-	GENERAL GOVERNMENT	$55.78
11/09/2026	IRS-Internal Revenue Service	IRS-Paid electronically via Paper Plan-it	11532	$2,133.24			
					100-41125-125-	GENERAL GOVERNMENT	$635.22
					225-42210-125-	Fire Administration	$1,457.80
					229-45010-125-	Culture-Recreation Administration	$40.22
11/09/2026	Payroll	Payroll-Direct Deposit-paid electroncally via Paper Plan-it	11533	$11,425.88			
					225-42210-103-	Fire Administration	$7,575.71
					100-41430-103-	Clerk & Treasurer	$1,680.21
					100-41110-103-	Council/Town Board	$1,322.58
					229-45010-103-	Culture-Recreation Administration	$224.46
					100-43210-103-	Sanitation Administration	$552.07
					100-41125-103-	GENERAL GOVERNMENT	$70.85

Date Range : **11/9/2026 To 11/9/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
Total For Selected Claims				**$66,729.79**			**$66,729.79**

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

Crosslake Police Department
Mission Township
Monthly Report: October 2026

Agency Assist	8
Alarm	1
Background	1
Ems	1
Fire	1
Hazard In Road	1
Personal Injury Accident	1
Suspicious Activity	2
Traffic Arrest	2
Traffic Warning	54
Traffic Citation	15
Warrant Service	1

TOTAL: 88

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

2026	2025
Agency Assist – 8	Agency Assist – 4
Alarm – 1	Housewatch – 1
Background – 1	Traffic Warning – 27
Ems – 1	Traffic Citation – 4
Fire – 1	Welfare Check – 2
Hazard In Road – 1	
Personal Injury Accident – 1	
Suspicious Activity – 2	
Traffic Arrest – 2	
Traffic Warning – 54	
Traffic Citation – 15	
Warrant Service – 1	

TOTAL: 88

TOTAL: 38

2026 Year to Date: 601
2025 Year to Date: 718

CROW WING COUNTY
MINNESOTA

October 12, 2026

Mission Township
C/O Naomi Scott
PO Box 126
Merrifield, Minnesota 56465

Re: Future County Highway Project SAP 018-603-028

Dear Township Officials,

The Crow Wing County Highway Department is planning to resurface CSAH 3, between Clow Stamping and CSAH 11, in the summer of 2027. I am reaching out as the project manager for the above-referenced project, which is located within the limits of Mission Township. The purpose of this letter is to share preliminary information about the upcoming project and to offer the Township an opportunity to provide input.

The proposed project involves mill and overlay surface reconditioning. In addition, the highway will be evaluated for potential safety improvements, including turn or bypass lanes, rumble strips, and updated signage. More specifically, the intersection of CR 109/Pelican Way will be improved with right and center left turn lanes. The Mission Town Hall will also be improved with a turn lane at both entrances. Currently, the project is in the final design phase.

If the Township would like a representative from the Crow Wing County Highway Department to present this project at an upcoming board meeting, or if you have any questions, please feel free to contact me using the phone number or email provided below. For updates on current and upcoming projects, please visit our website.

Sincerely,

Steve Stroschein

Steve Stroschein
Engineering Manager
Crow Wing County Highway Department
steve.stroschein@crowwing.gov
Office 218-824-1110
Cell 218-838-5547

CROW WING COUNTY
MINNESOTA

October 23, 2026

To: Adjacent Property Owners on TH 6 and CSAH 11
Re: 2028 Roundabout Project
SP 018-611-031

Dear Property Owner,

The Crow Wing County Highway Department is hosting a public information meeting to discuss the intersection improvement project at the junction of County State Aid Highway (CSAH) 11 and Trunk Highway (TH) 6, four miles north of Crosby. The County has been working closely with the Minnesota Department of Transportation (MnDOT) to develop an improvement plan for this intersection. After much consideration, a roundabout is determined to be the preferred design with plans for construction scheduled for the summer of 2028.

This project will seek to improve a variety of well documented challenges that exist at this intersection. This will be accomplished by using current safety design standards, best management environmental practices, and working cooperatively with utility companies to relocate service lines.

The purpose of this letter is to inform you of the upcoming Public Information Meeting being held at the **Crosby City Hall (2 Second St SW, Crosby, MN 56441)**. The date is set for **Wednesday, November 18th, 2026 from 4:30 PM to 5:30 PM**. This meeting will be open house style with large printed layouts of the preliminary design, along with other pertinent project information. Representatives from the County will be available for comments and questions.

If you cannot attend and would like to discuss information regarding the project, please give me a call at 218-824-1110 or e-mail me at jordan.larson@crowwing.gov.

Sincerely,

Jordan D Larson

Jordan Larson
Project Manager

CC: Perry Lake Township
City of Cuyuna
City of Crosby
Wolford Township
Mission Township
Commissioner Lee

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

MISSION TOWNSHIP CEMETERY

BLOCK 5

LOT 3

SPACE	PURCHASED BY	INTERNMENT	BIRTH	DEATH	BURIAL	LOT COST	DATE	
1	Koernke							
2	Koernke	Lena	1900	1930				
3	Koernke	Lena						
4	Koernke	Albetina	1864	1943				
5	Koernke							

LOT 4

1	Harvey Drake	Ethel	1919	1924				
2	Harvey Drake	Mrs Emma Drake	1884	3-7-60	3-12-60			
3	Harvey Drake	Harvey Austin Drake	1879	10-23-66	10-25-66			
4	Harvey Drake	Harveys Cousins Remains						
5	Harvey Drake	Vera Drake Austin	1914	12-28-95	1-3-96			

1/21/92 Harvey Drake's Block 5, Lot 4, spaces 4 & 5 were deeded to Dorothy Ehrhardt 2120 Waukon Ave. St. Paul, MN 55519. Record not known when Harvey Drake purchased the five spaces, but his name is on the cemetery map.

CEMETERY DEED

Know all by These Presents: That the Mission Township Cemetery Association of Mission Township in the County of Crow Wing and State of Minnesota, in consideration of the sum of Three hundred Dollars, to them in hand paid by Renee Tormoen hereby grant, bargain, sell and convey unto the said Ronald and Shirley Hall their heirs and assigns forever the following described piece of land as a place for the burial of the dead, to-wit:

Lot No. 32, Block No. 14 of the Cemetery situate on 28056 County Road 19, Merrifield MN Mission Township New Cemetery in the County of Crow Wing and State of Minnesota, according to the plat of said Cemetery on file in the office of County Recorder of said County.

To have and to hold the same, subject to all the laws of this State, now or hereafter enacted for the management and regulation of Cemeteries, and also subject to all rules and by-laws of the said Cemetery Association now or hereafter made, for the regulation of the affairs of the same or any part thereof.

It is hereby covenanted, that said hereby granted premises are free from all incumbrances, and that the title now conveyed is perfect, and that said Mission Township Cemetery Association will warrant and defend the same to said grantee, their heirs and assigns forever.

In testimony whereof the said Cemetery Association has caused these presents to be executed in its behalf by its Chairman and Township Supervisors

this 9th day of November, 2026,

Signed, Sealed and Delivered in Presence of

By Jon Auge - Its Chairman

Its Treasurer

State of Minnesota, } ss.
County of Crow Wing

On this 9th day of November, A. D. 2026 before me appeared Jon Auge and Kari Alcock to me personally known, who, being by me duly sworn Notary Public did say, that they are respectively the Chairman and the Treasurer of the Mission Township

the above named in the foregoing instrument, and that the

and that the said instrument was signed and sealed in behalf of said Mission Township by authority of its Board of Supervisors and said Robert Steele and Erik Lee acknowledged said instrument to be the free act and deed of said Cemetery

My commission is indeterminate

Mission Township, Crow Wing County, Minnesota

Application for Driveway Access Permit

Permit Number: _____ (assigned by Township) Parcel Number: 77170535

Owner Name: Brian Johnson

Mailing Address: 13669 N Horseshoe lake rd

Cell Phone Number: 612-940-2976 Email: BrianJ3944@MSN.com

Applicant Name: Brian Johnson

Cell Phone Number: 612-940-2976 Email: BrianJ3944@MSN.com

Address and Location of Driveway: 13669 N Horshoelake rd

Merrifield MN 56465 north side of road

List any Special Considerations: driveway goes in one side of the shed and out the other side so in effect it could be considered two driveways

Purpose of Driveway: X Residence ___ Commercial (Specify Type) _____

Number of Present Driveways to property: 1 Date Proposed Driveway Needed: ASAP

Contractor: _____

Cell Phone Number: _____ Email: _____

I/we the undersigned make an application for permission to construct an access driveway at the above location to be constructed in accordance with Mission Township's Driveway Access Ordinance 2025-02, and to any special provisions stated in the permit. It is agreed that all work will be done to the satisfaction of the Township. It is further agreed that no work in connection with this application will commence until the application is approved and the permit is issued.

A fee and deposit of $250.00 made payable to Mission Township must be made at time of application. Upon final inspection and approval by the township, the deposit will be refunded less a $50.00 permit fee and any other costs reasonably incurred by the township as permitted in the Driveway Access Ordinance 2025-02.

Permission is hereby granted for consideration of the driveway access as described in the above application with said driveway to be constructed in accordance with Mission Township's Driveway Access Ordinance and to any special provisions included in the permit.

Brian Johnson Date: 12/15/25

Signature of Applicant

Mission Township, MN
"A QUIET PLACE TO BE"

MISSION TOWNSHIP DRIVEWAY ACCESS PERMIT

Permit Number: 2026-01 **Deposit Received:** $250.00

Special Provisions:

Culvert Required: ____ Yes X No Notes: _____

Other Special Provisions: APPROVAL FOR SINGLE DRIVEWAY ACCESS PER TOWN BOARD DECISION & FINDINGS DATED 04-10-2026 & ADOPTED ON 04-13-2026. A COPY IS ATTACHED FOR THE RECORD. 2ND DRIVEWAY ACCESS MUST BE RESTORED TO IT'S ORIGINAL CONDITION.

Date: 04-14-2026 By: Jon Auge
Mission Township Road Supervisor or Designee

Driveway Access Final Approval

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

Date: 10-29-2026 By: Jon Auge
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: 11-09-2026 By: Jon Auge
Town Board Chair

Amount Refunded: $200.00 Check # _____ Date Issued: _____

Mission Township
Crow Wing County, Minnesota
'A QUIET PLACE TO BE'

Mission Township
29474 County Road 3, PO Box 126, Merrifield MN 56465
missiontownship.org
Town Clerk: 218-765-4377 or missionclerk@gmail.com

November 9, 2026

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

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

Mr. Johnson,

I am writing to thank you for accepting the Town Board's decision to limit your access to a single driveway access to the subject location. We sincerely appreciate your understanding and cooperation!

I recently reviewed the driveway and noted you have restored the proposed second access to a natural state (photo below). As a result, I am providing final approval of your permit and the Town Board authorized refunding the $200 deposit portion of the original fee (check enclosed).

Again, thanks for your attention to this matter which is appreciated.

Sincerely,

Jon Auge

Jon Auge, Roads Supervisor
Cell: 651-335-6555

C: Naomi Scott, Clerk



- Claims #11512 to #11533 totaling $66,729.79.

Clerk's Correspondence includes:

- Letter from Crow Wing County Highway Department, p1.
    - Does the Board want to schedule a presentation for next Spring?
- Letter from CWC HD to area residents around 2028 roundabout project at CSAH 11 and TH 6, p2.
- Old Mission Cemetery, Block 5, Lot 4, Space 4.
    - Grandaughter of Harvey Drake, Linda Meier, would like cremated remains of Donald "Sonny" Marvin Sliter, Harvey's grandson, 10/8/35-11/20/22, to be buried in this space, p3.
- Cremation burial on 7/17/27 for Ronald(2/6/36-9/1/26) & Shirley(6/1/32-11/21/16) Hall, residents of Mission Township since 1971. Cemetery deed for Block 14, Lot 32 for Board signatures, p4.
- Johnson Driveway permit refund, p5-7.

Naomi Scott, Mission Township Clerk

SUBJECT: **Fire Training & MBFTE Reimbursement Process**
DATE: **02-03-2026**

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

Vendor Selection & Approval

- Fire Chief submits list of training schedule & vendors with contracted rates for Town Board approval annually.
- Town Board approves schedule & vendors.
- Clerk adds vendors to CTAS vendor list for claims processing.

Training

- Vendor provides training per agreed schedule & rates.
- Fire Chief records training participation.

Claims Submission

- Vendor submits invoice with date(s) of training, description of training, instructor, and cost.

Claims Processing

- Clerk provides invoice(s) to the Fire Chief for verification of training and approval.
- Fire Chief approves the invoice(s) and prepares MBFTE form(s) requesting reimbursement from Town's allotted training funds. and submits both to the clerk with a list of participants. Submission of the MBFTE form confirms claim is eligible for reimbursement.
- Clerk creates claim for Town Board approval

Claims Approval

- Town Board approves claim.
- Clerk signs and submits form(s), along with a copy of the invoice(s), to the MBFTE for reimbursement.
- Treasurer provides a quarterly report of reimbursements.
- Fire Chief tracks training dollars & reimbursements.

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

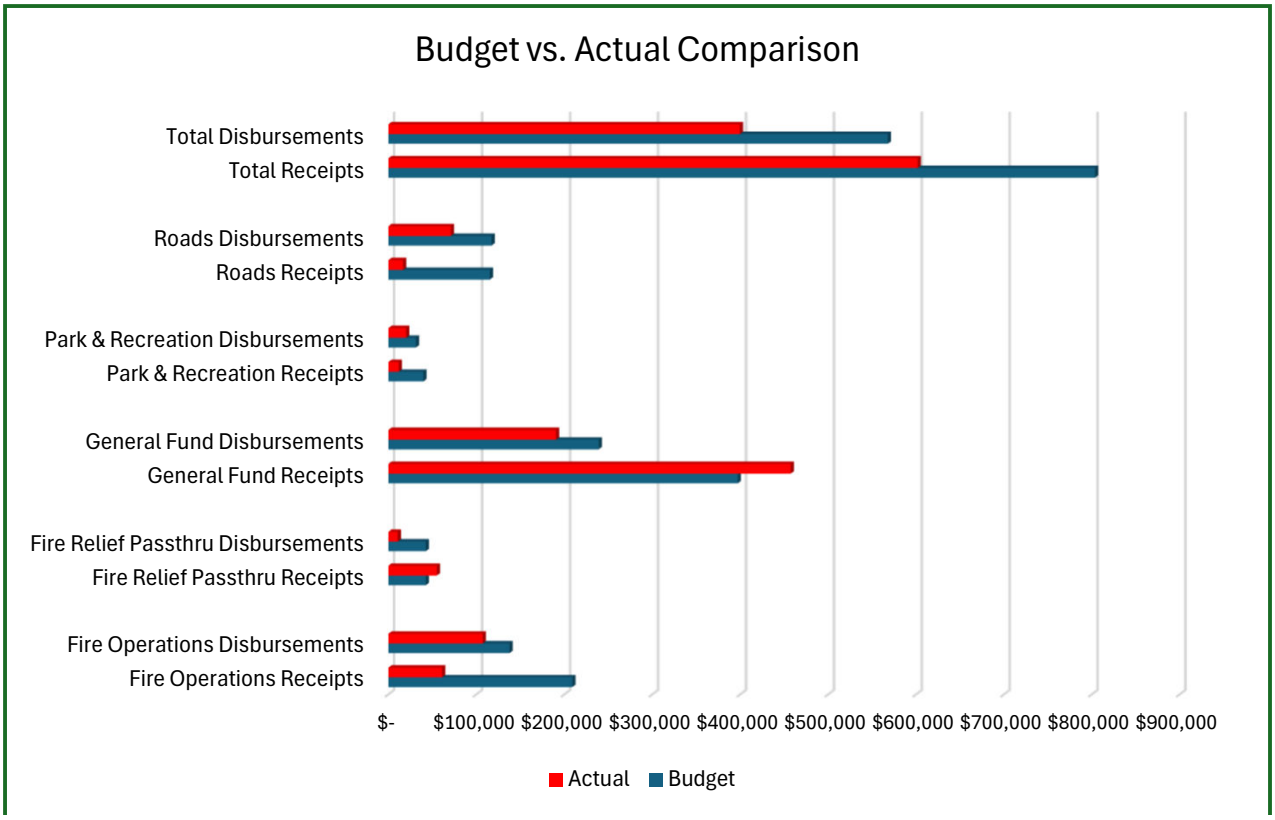
Treasurer's Report – November 9, 2026 Board Meeting

1. Beginning Balance: $1,434,177.11
    a. Receipts: $608,803.72
    b. Disbursements: $411,502.30
    c. Ending Balance: $1,612,280.91

Mission Township, MN
'A QUIET PLACE TO BE'

Monthly Budget vs. Actual Comparison Report
October 2026

	Annual Budget	October YTD Actual	% of Budget
Fire Operations Receipts	$ 209,000	$ 61,017	29.2%
Fire Operations Disbursements	$ 137,750	$ 107,209	77.8%
Fire Relief Passthru Receipts	$ 42,548	$ 55,110	129.5%
Fire Relief Passthru Disbursements	$ 42,548	$ 10,628	25.0%
General Fund Receipts	$ 397,100	$ 457,292	115.2%
General Fund Disbursements	$ 239,002	$ 190,522	79.7%
Park & Recreation Receipts	$ 39,750	$ 11,645	29.3%
Park & Recreation Disbursements	$ 31,350	$ 20,242	64.6%
Roads Receipts	$ 115,354	$ 16,757	14.5%
Roads Disbursements	$ 117,210	$ 70,997	60.6%
Total Receipts	$ 803,752	$ 601,821	74.9%
Total Disbursements	$ 567,860	$ 399,597	70.4%



November 2026 MONTLY FIRE DEPARTMENT REPORT

Monthly calls- Oct 2026: 13

Mission Twp:	EMS	5	Fire	3	Alarms	0	Hazmat	0	MVA 0
Center Twp:	EMS	1	Fire	0	Alarms	0	Hazmat	1	MVA 0
Pelican Twp:	EMS	2	Fire	1	Alarms	0	Hazmat	0	MVA 0

Year to date calls through October 31 2026: calls 134

Personnel:

1) I submitted 1 new application to Naomi for approval. Tabby Puhl
2) Captain 3 position appointment

Budget:

Probationary helmets and EMS helmet with Helmet Fronts
Locker Tags and Accountability tags
Flashlights for members without

PR / Events:

We attended the Mission Tavern Trunk or Treat and the Merrifield Lions Trunk or Treat

Miscellaneous:

1. Sourcewell Grant
2. Grant coming up on Dec 4 due in February for $40,000 with match funds of 25%
3. Center Town hall training letter
4. I would like to use the $3000 boost funds from Sourcewell

Department Training:

1) Cassie and Vanessa Finished EMT training
2) Sending Shelby to Northpoint EMR training
3) Sending Jeff Johnson and Brandon Lee to FF I training with Fire Inc. at Pequot Lakes

Mission Township
29474 County Road 3, PO Box 126, Merrifield MN 56465
missiontownship.org
Town Clerk: 218-765-4377 or missionclerk@gmail.com

Date: **October 18, 2026**
Subject: **MEMORANDUM OF UNDERSTANDING BETWEEN MISSION TOWNSHIP AND CENTER TOWNSHIP ON USE OF THE OLD CENTER TOWN HALL BY THE MTFD**

This Memorandum of Understanding (MOU) is made and entered into by and between Mission Township and Center Township to govern the use of the Old Center Town Hall located at 24491 County Road 19, Merrifield, MN 56465, by the Mission Township Fire Department (MTFD) as a training facility. By approving this MOU, the respective town boards do hereby agree to the following conditions for use of the building.

1. Center Township retains ownership of the building and authorizes the MTFD to use it for training purposes for so long as this MOU remains in effect, without any renumeration.

2. Mission Township agrees to use the building for MTFD training with the understanding no use beyond training, is allowed. No liability for the building is assumed by such use.

3. Mission Township agrees to not materially alter the building and to pay for any improvements needed to use the building as a training facility. The MTFD chief will seek written approval of Center Township before any improvements or changes are made to the building.

4. Mission Township accepts all liability for MTFD personnel while using the building. However, nothing in this agreement constitutes a waiver by either town of any statutory limits or immunities from liability.

5. The law of the State of Minnesota shall govern all interpretations of this MOU and the jurisdiction for any litigation that may arise under this MOU will be in Crow Wing County District Court.

This MOU constitutes the entire agreement between our respective townships with respect to use of the Old Center Town Hall. This MOU can be terminated by either party at any time, and for any reason, on 30 days written notice of termination provided to the other party.

IN WITNESS WHEREOF, the towns have executed this Memorandum of Understanding.

Mission Town Board

_____
By, Jon Auge, Chair

Date: _____

Center Town Board

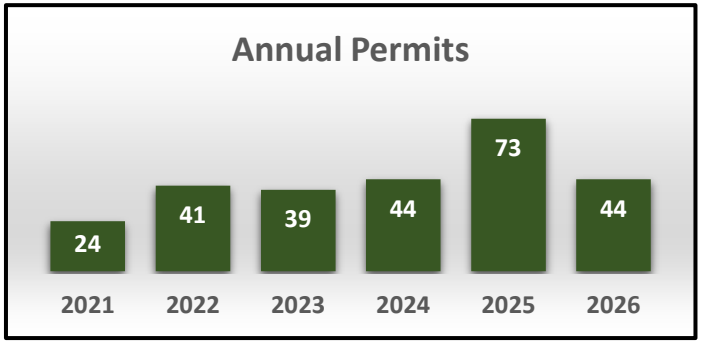
_____
By, Leon Yeager, Chair

Date: _____

Mission Township
Crow Wing County, Minnesota
'A QUIET PLACE TO BE'

Planning & Zoning Tracking Report - 2026

Updated: 11-05-2026



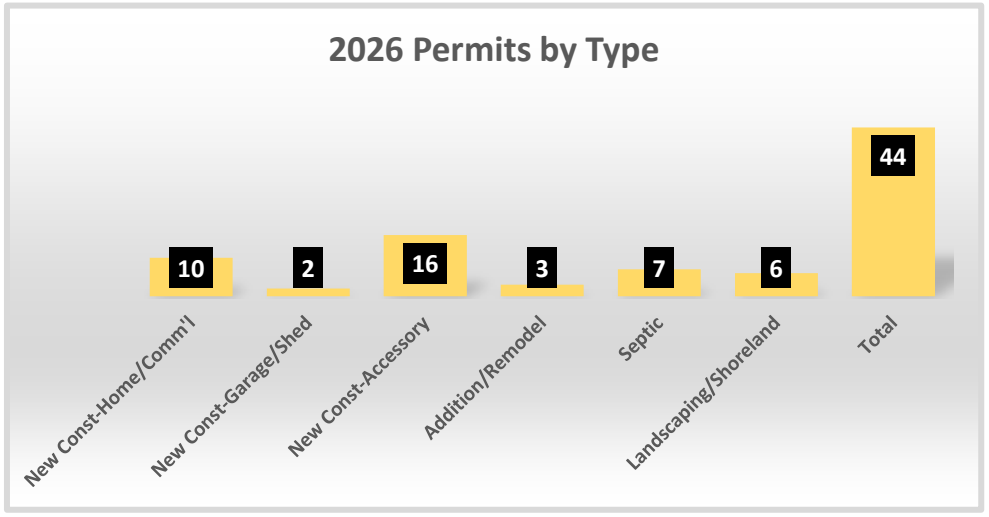
Applicant	Date Submitted	Parcel	Location	Request	Town Board Action	Status & Disposition
Oseland, Rick and Joan	02/23/2026	N/A	Acerage near Pine & Little Pine Rivers in NE portion of Town	Divide existing parcels into 10-acre parcels		✓CWC-DRT on 02-23-2026 ✓Pending lifting of Town's Moratorium
Tidd, Phil & Linda Agent: Kevin McCormick	02/26/2026	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	05/18/2026	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
PurNorth Investments LLC, Troy Purcell	09/28/2026	77070539	31847 CSAH 3	Preliminary Plat of 31.9 acres - 12 lots		✓CWC-DRT on 08-24-2026 ✓Scheduled for PC & Town Board on 11-30-2026

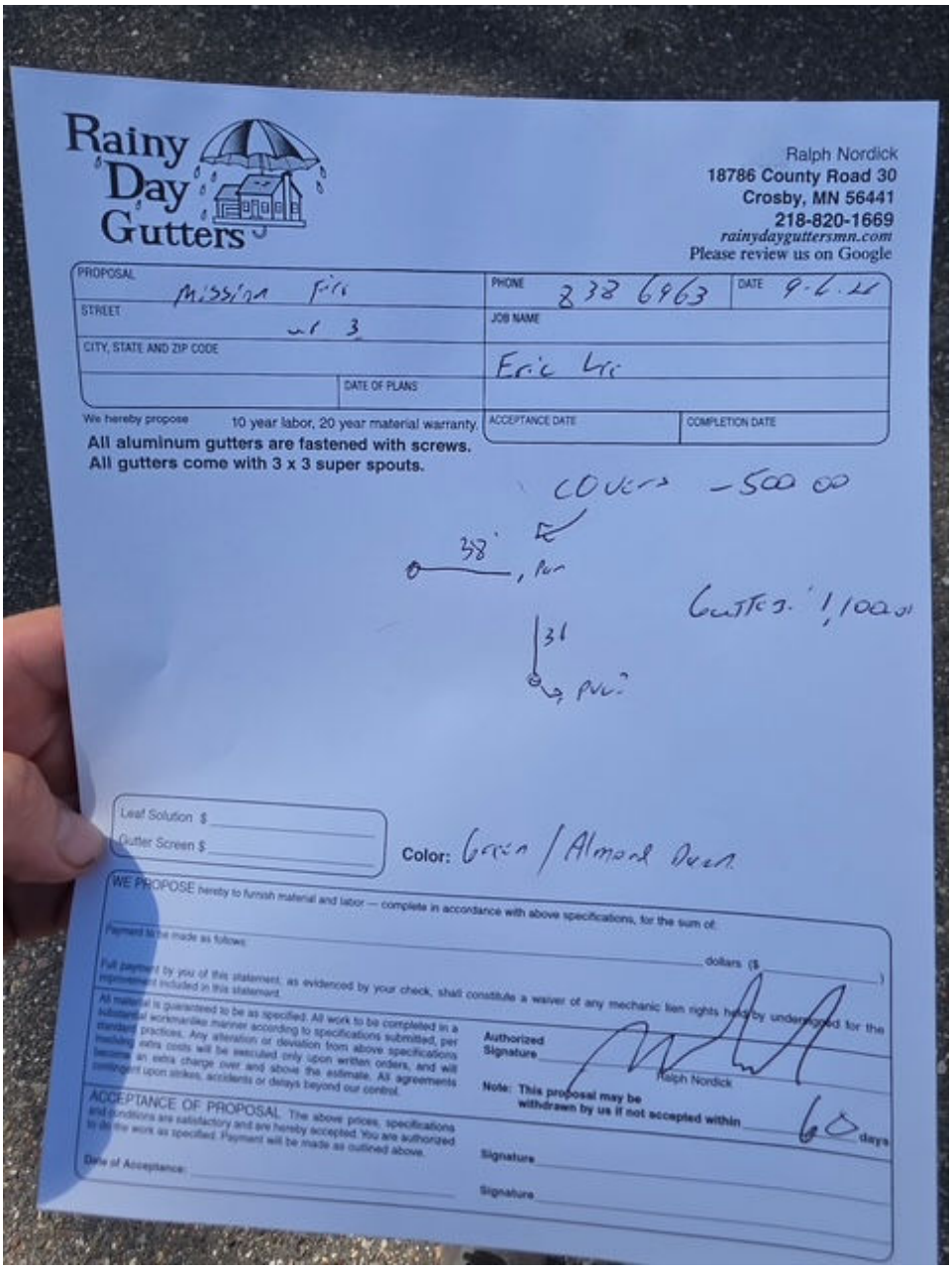
P&Z Inquiries/Pending Items

May-2025-Residents concern about potential landscaping business on west side of EHLR, north of CR 109. Resolved with CWC on 9-30-2026. No requirement for a CUP. Letter from Town Board sent to adjacent property owners.

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. Further subdivision restricted due to Moratorium.

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





Rainy Day Gutters

Ralph Nordick
18786 County Road 30
Crosby, MN 56441
218-820-1669
rainydayguttersmn.com
Please review us on Google

PROPOSAL: Missing Pic | PHONE: 838 6963 | DATE: 9.6.22
STREET: ur 3 | JOB NAME:
CITY, STATE AND ZIP CODE: | Eric Lic
DATE OF PLANS:

We hereby propose 10 year labor, 20 year material warranty. | ACCEPTANCE DATE | COMPLETION DATE

All aluminum gutters are fastened with screws.
All gutters come with 3 x 3 super spouts.

COVers -500 00

38' ↵ Rn

31 Rn

Gutters 1,100 00

Leaf Solution $ _____
Gutter Screen $ _____

Color: Green / Almond Dura

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

Payment to be made as follows: _____ dollars ($ _____)

Full payment by you of this statement, as evidenced by your check, shall constitute a waiver of any mechanic lien rights held by undersigned for the improvement included in this statement.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized Signature: Ralph Nordick

Note: This proposal may be withdrawn by us if not accepted within 60 days

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

Mission Township Job Description

Mission Township
Crow Wing County, Minnesota
'A QUIET PLACE TO BE'

Position: Town Treasurer	**Department: General**
Reports To: Town Board Chair	**Supervisory Role ☐ Yes ☑ No**
Date Approved by Town Board: 11-09-2026	**Status ☐ FT ☑ PT ☐ Seasonal**

Minimum Qualifications:

1. General administrative skills to prepare and process documents and records.
2. Proven ability to maintain a solid management and filing system and adhere to important dates, deadlines, and events that have an impact on town business.
3. Proven financial knowledge and leadership skills including contract management, accounts payable, accounts receivable, preparing and reconciling financial reports, accurate fund accounting and auditing.
4. Ability to attend township meetings.
5. Good listening skills in dealing with concerned citizens, board members, employees and volunteers.

Desired Qualifications:

1. Be able to commit the time to attend meetings, research and report on issues/opportunities, and respond to constituent and board member questions and concerns.
2. Knowledge of town financial accounting process/systems and general knowledge of Minnesota laws pertaining to town financial accounting and reporting requirements.
3. Make time to attend training sessions to increase knowledge of town government.

Essential Position Duties:

1. Fulfill statutory authority to receive and take charge of all money belonging to the town, or which is required to be paid into its treasury and pay it out only upon lawful order of the town or its officers.
2. To preserve all books, records and property pertaining to or filed in the treasurer's office.
3. To keep a true account of all money received as treasurer and the way it's disbursed and provide an accounting to the town board of audit and at the annual meeting.
4. To make and file with the town clerk, within 5 days of the annul meeting, a statement in writing of income and expenses to include items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount of each that was made, and the balance on hand.
5. Attend all regular and special meetings (as needed) as scheduled by the town board.
6. Balance all bank and fund statements monthly and report findings to the town board.
7. Maintain appropriate funds in bank accounts for all approved disbursements.
8. Responsible for payroll process including onboarding of new hires and providing a monthly payroll spreadsheet to the payroll provider.
9. Assist with and offer input into developing the annual budget.
10. Maximize invested funds returns, consulting with approved vendor and following board direction.
11. Maintain town Asset Inventory.
12. Responsible for the timely filing of pension, county, state and federal reports as required by law.
13. Deliver monthly and quarterly reports tracking revenue and spending to the town board.

14. Submission of required financial reports for the annual meeting.
15. Perform other duties and responsibilities as requested from time-to-time by the town board.

Other Requirements:

1. To deliver on demand all books and property belonging to the treasurer's office, and all money in the treasurer's hands as treasurer, to a qualified successor.

This position description does not constitute an employment agreement between the town and the employee and is subject to change by the town. All employees must comply with applicable state and federal laws and regulations, as well as town and department policies.

Town Board 2026 Initiatives

Revised: 10-30-2026

Mission Township
Crow Wing County, Minnesota
'A QUIET PLACE TO BE'

Key Initiative	Board Leader	Timing	Key Activities/Status
❶ Amend Subdivision Ordinance to strengthen local controls	Board	Q4-26	☑ Adopt Moratorium on Admin. Subdivisions & Exempt Divisions of land (Q4-25) ☑ Conduct Study to assess current controls & options ☑ Develop revisions to Subdivision Ordinance (Q3-26) ☐ Adopt Amendments to Subdivision Ordinance (Q4-26)
❷ Plan for Treasurer Replacement	Board	04-26	☑ Develop Transition Plan for 2026 (Q2-26) ☑ Appointment of interim treasurer (Q2-26) ☑ Finalize ballot initiative (Q3-26) ☐ Appoint permanent treasurer if initiative is approved (Q4-26)
❸ Redesign Town Website, including transition to .gov domain	Auge Scott	Q4-26	☑ Develop RFP for Board Approval (Q2-26) ☑ Select provider & approve contract (Q3-26) ☑ Develop new website (Q3-26) ☐ Create & publish new website (Q4-26)
❹ Update Comprehensive Plan	Auge	Q2-27	☑ Contract with Region 5 to facilitate process (10-25) ☑ Create local planning team (Q2-26) ☐ Follow Region 5 framework to create draft plan (Q3/4-26 – Q1-27) ☐ Adopt updated Comprehensive Plan (Q2-27)
❺ Review & revise Cemetery policies & brochure	Lee Scott	Q2-27	☐ Identify policy changes for Board approval (Q1-27) ☐ Create new brochure and document templates (Q1-27) ☐ Approve documents, print brochure & revise Policy Manual (Q2-27)
❻ Explore digitization of town records, including a Cemetery records system	Scott	Q2-27	☐ Explore options & cost to digitize records (Q3-26) ☐ Select provider & approve contract (Q4-26) ☐ Complete work and archive records (Q2-27)
❼ Resolve North Horseshoe Lake Road cul-de-sac issue	Auge	Q4-27	☐ Identify options to address lack of a turnaround (Q1-27) ☐ Analyze options and prepare report for Board (Q2-27) ☐ Select preferred option & prepare action plan (Q3-27) ☐ Implement approved action plan (Q4-27)
❽ Develop 2027-2031 Capital Improvement Plan	Auge Alcock	Q2-28	☐ Identify projects for inclusion in plan (Q1-27) ☐ Prioritize projects, estimate costs, & explore financing (Q3-27) ☐ Develop draft plan for review and comment (Q4-27) ☐ Review draft plans with Electors at Annual Meeting (Q1-28) ☐ Finalize plan & authorize Year 1 projects (04-28)

Indicates change from last version