

**ROOSEVELT TOWNSHIP  
BOARD MEETING  
AGENDA  
April 13<sup>th</sup>, 2026**

1. Call to Order
2. Agenda approval
3. Sonya, Jim and Breanna Oath of Office
4. Minutes-March 9, 2026 Board Meeting
5. Minutes-March 10, 2026 Annual Township Meeting
6. March Treasurer's Report
7. Designate Township Banks – Deerwood Bank, checking
8. Claims for Approval
9. Road & Equipment Reports
  - Equipment
  - Roads
  - Crack Sealing Quotes
  - Agreement for the maintenance responsibilities and rates for a town line road – Richardson Township
  - Garrison Township – town line road discussion
  - Schedule Spring Road Inspection
  - Schedule Road Maintenance Employee Review
  - Township Approval Form – Pobuda
10. Garrison Fire Contract '27-'28; '26 is \$15,977 increasing to \$16,775.
11. Board Structure: Chairman, Vice Chair, Road Supervisor
12. Amend Resolution #2025-04-14 Establishing a policy for the compensation and reimbursement of town officers & Town Officers compensation and reimbursement policy; Approve Resolution #2026-04-13A Establishing a policy for the compensation and reimbursement of town officers & Town Officers compensation and reimbursement policy (increase in meeting pay and removal of Clerk) and Resolution #2026-04-13B Resolution Adopting Option B – Appointment of Town Clerk.
13. Appoint Township Clerk and approve Job Description.
14. Motion for Election Judge Pay –\$20/hour plus a per diem amount of \$15 per 4 hour shift for a meal
15. Motion for moderator pay to be increased to \$100
16. Designate Town Attorney – Current: Couri & Ruppe, PLLP

**17. Designate Fund amounts for 2027 Levy of \$350,000 voted at Annual Meeting:**

**SAMPLE:**

	<b>2027 Levy</b>
<b>General Fund</b>	<b>\$50,000</b>
<b>Road &amp; Bridge Fund</b>	<b>\$180,000</b>
<b>Recycling Fund</b>	
<b>Fire Protection Fund</b>	<b>\$20,000</b>
<b>New Equipment/Gravel Fund</b>	<b>\$100,000</b>
<b>Go Bond Series 2013-A Fund</b>	
<b>Tax Abatement Fund</b>	
	<b>\$350,000</b>

- 18. Set date & time for regular Board Meetings – Adopt Schedule  
2<sup>nd</sup> Monday of each month at 7 pm**
- 19. Designate official newspapers and posting places:  
Mille Lacs Messenger, Morrison County Record, Brainerd Dispatch  
Town Hall, Pine Center Tire, & Bear Trax.**
- 20. Donations, Contracts for Health Services  
Pine Center 1<sup>st</sup> Responders \$1,000,  
Crisis Line & Referral \$1,000,  
Mille Lacs Health System \$1000,  
CWC Historical Society \$100,  
Pierz Summer Youth Activities \$200,  
CWC Fair \$100,  
Onamia Food Shelf \$250,  
Garrison Food Shelf \$250,  
Horizon Health \$500,  
Crow Wing County 4H \$250,  
Club of the Pines \$250,  
Cuyuna Range Youth Center – Letter sent to wrong email so I got it late.**
- 21. Clerk – Notary**
- 22. Recycling Day**
- 23. Bob Smude Liquor License for JRs**
- 24. Open Forum**  
**Other Information:**  
**- None**

**ADJOURNMENT**

**ROOSEVELT TOWNSHIP  
BOARD MEETING  
March 09, 2026**

- The meeting was called to Order at 7:00 pm by Chairman, Sonya Crocker, all officers present.

Sonya led the Flag Pledge.

- Motion by Darla to approve the agenda as written, 2<sup>nd</sup> by Jim all approved, motion carried.
- Motion by Sonya to approve February 9<sup>th</sup>, 2026, Board Minutes as written, motion was 2<sup>nd</sup> by Darla, all approved, motion carried.
- Sonya moved to accept the February Treasurer's report as read; 2<sup>nd</sup> by Darla, all approved, motion carried.
- Darla makes a motion to approve the claims as listed, motion was 2<sup>nd</sup> by Darla, all approved, motion carried.
- Road & Equipment Report:
  - Equipment: Good.
  - Roads: Brushing ditches, Richardson on South Platte lake road – hired Hoffman to clear up a bunch of brush. Slade did some grading on South Platte and Cooley. Jim and Charlie went out and found the spots for the speed limit signs. Talking about the gravel – we would have to get a couple actual quotes since we are breaking it down, Slade is thinking during the Spring Road Check he would be able to determine which roads need it most this year and then go from there. Heard that the North Platte Lake Road needs some crack sealing this should work with the budget and the finances will be there. We will get some quotes together.
- Sonya makes a motion to approve any Roosevelt Township officers and employees would like to attend the Spring Short Courses that can, motion was 2<sup>nd</sup> by Jim, all approved, motion carried.
- Sonya makes a motion to approve the Group Life Insurance as is, with the removal of Jacoby Kelm and addition of Jim Rolsing pending results of the election, 2<sup>nd</sup> by Darla, all approved, motion carried.
- Open Forum:
  - Dick Kelby asks why the old state flag was being flown outside. Breanna mentions that when the new one was being discussed the board at the time had written a letter to the state stating that they would never fly the new flag. Bring it up tomorrow.
  - Sonya went to a hazmat meeting. She said that Garrison Fire department was there too. There has been an influx of meth labs in the area so keep an eye out. Always be aware of

your surroundings. Make sure you call 911 if you need and make sure to protect yourself as well. Lots of good information. The county has a natural disaster plan, not the township itself.

- Slade said last Thursday Northland Fire came and inspected and got us up to code.

**Other information:**

- Annual Township Election, March 10, 5pm-8pm
- Annual Meeting March 10, approx. 8:30

At 7:29 pm, Sonya moved to close the meeting, 2<sup>nd</sup> by Darla, all in favor, motion passed.

Meeting adjourned.

---

Breanna Cielinski  
Roosevelt Township Clerk

Approved \_\_\_\_\_  
Sonya Crocker, Chairman

**ROOSEVELT TOWNSHIP  
ANNUAL MEETING  
March 10, 2026**

1. The meeting was called to Order at 8:21 pm by the Clerk.
2. Flag Pledge
3. Election Results:  
Total of 26 voters  
Supervisor – 3-year term  
    Sonya Crocker – 26  
Supervisor – 2-year term  
    Jim Rolsing – 25 Votes  
Clerk – 2-year term  
    Breanna Cielinski - 26 votes  
Option B  
    Yes – 22 votes  
    No – 2 votes  
    Blank - 2
4. Mabel Kelby nominated Dick Kelby for moderator, 2<sup>nd</sup> by Bonnie Orton, No other nominations. All in favor, nomination carried.
5. Mable Kelby moved to accept the Agenda as written, 2<sup>nd</sup> by Darla Kellner. All in favor, motion passed.
6. Motion by Slade Fetters to approve the Minutes of the 2025 Annual Meeting: 2<sup>nd</sup> by Jim Rolsing. All in favor, motion passed.
7. The 2025 Treasurer's Report was read by the Treasurer, Bonnie Orton. Mable Kelby moved to accept the report as read, 2<sup>nd</sup> by Darla Kellner, all approved, motion carried.
8. The Clerk read the Board of Audit Report. The Board verified the total receipts for 2025 were \$247,079.62 and total disbursements were \$185,311.04. Receipts and claims were randomly reviewed and verified by the three supervisors. Mabel Kelby makes a motion to accept the Board of Audit Report as read, 2<sup>nd</sup> by Sonya Crocker, all approved, motion carried.
9. Slade said no complaints yet. He has been doing a lot of brushing. Crack Sealing needs to be done, Slade will be making calls on that within the next weeks. Mable moves to accept the road report, 2<sup>nd</sup> by Jim Rolsing, all approved, motion carried.
10. Levy Discussion:  
Bonnie Orton stated that \$350,000 for 2027 seems like a reasonable amount. Slade said we will try to get a lift of gravel on all the roads within a 3-year timeline since it was 27.1 miles of road he's thinking 7 miles 2026, 10 miles 2027 and 10 miles in 2028. Mable was wondering if we have enough money for the rising gas costs. Bonnie said we should be fine, but we will buy the gravel as needed

so we can adjust the plan as we go. We won't be buying all the gravel up front we will have each road done separately.

Sonya Crocker made a motion to recommend the 2027 Levy amount of \$350,000; 2<sup>nd</sup> by Mabel Kelby. All in favor, motion carried.

12. Bonnie Orton made a motion for the 2027 Annual Township Election hours to be 5pm to 8 pm, 2<sup>nd</sup> by Darla Kellner. All in favor, motion passed.

13. Mable Kelby makes a motion that if voter registration exceeds 500 registered voters that the board of supervisor's exercise to their discretion if we need to put the March election ballot on the November ballot, 2<sup>nd</sup> by Sonya Crocker, all approved motion carried.

Dick Kelby makes a motion, for the location and time of 2026 Annual Township Meeting to be at the Town Hall, 22613 County Road 2, Brainerd, MN, and the time to be announced later, 2<sup>nd</sup> by Mabel Kelby. All approved, motion passed.

14. Discussion for Donations and Contracts:

- Bonnie Orton made a motion to contract for services with the Pine Center First Responders for \$1,000, if they need more money they have the option to come back and ask, 2<sup>nd</sup> by Slade Fetters, all in favor, motion carried.
- Darla Kellner made a motion to contract for services with the Crisis Line & Referral Service for \$1,000, if they need more money they have the option to come back and ask, 2<sup>nd</sup> by Sonya Crocker, all in favor, motion carried.
- Slade Fetters made a motion to donate \$100 to the Crow Wing County Historical Society, 2<sup>nd</sup> by Bonnie Orton, all in favor, motion carried.
- Slade Fetters made a motion to donate \$100 to the CWC Fair Association, 2<sup>nd</sup> by Mabel Kelby, all in favor, motion carried.
- Breanna Cielinski made a motion to donate \$200 to the Pierz Summer Youth Activities, 2<sup>nd</sup> by Bonnie Orton, all in favor, motion carried.
- Sonya Crocker moved to donate \$1000 to the Mille Lacs Health System, 2<sup>nd</sup> by Jim Rolsing, all in favor, motion carried.
- Mabel Kelby moved to donate \$250 to Garrison Food Shelf and \$250 Onamia Food shelves, 2<sup>nd</sup> by Slade Fetters, all in favor, motion carried.
- Darla Kellner moved to donate to Horizon Health \$500, 2<sup>nd</sup> Mabel Kelby, all in favor, motion carried.
- Sonya Crocker made a motion to donate \$250 to the Crow Wing County 4-H, 2<sup>nd</sup> by Bonnie Orton, all in favor, motion carried.

15. Depositories of Town Funds:

- Bonnie Orton made a motion to keep as is, the depository of Town Funds at Deerwood Bank of Garrison for checking, 2<sup>nd</sup> by Slade Fetters, all in favor, motion carried.

16. Posting & Publishing locations:

- Slade Fetters made a motion for posting locations to include the Town Hall, Bear Trax, Pine Center Tire, the township website and Facebook page as well as keeping the newspapers for publishing legal notices to remain as Mille Lacs Messenger, Morrison County Record and Brainerd Dispatch; 2<sup>nd</sup> by Jim Rolsing, all in favor, motion carried.

**17. Discussion of Wages of Town Officers, online payments & reports:**

- Mable Kelby made a motion for the meeting pay to increase as follows \$120 Chair, \$100 others, 2<sup>nd</sup> by Vonnie Rolsing, all in favor, motion carried.
- Sonya Crocker made a motion for work outside of meeting to be at \$20/hour, 2<sup>nd</sup> by Darla Kellner, all in favor, motion carried.
- Mable Kelby makes a motion for the Clerk's Salary to remain at \$900, 2<sup>nd</sup> by Bonnie Orton, all in favor, motion carried. Darla Kellner opposes.
- Mabel Kelby made a motion for the Treasurer's salary to increase to \$350, 2<sup>nd</sup> by Darla Kellner, all in favor, motion carried.
- Sonya Crocker made a motion for the Election Judge pay to remain at \$20 per hour, with a per diem amount of \$15 per 4 hour shift for a meal, 2<sup>nd</sup> by Mable Kelby, motion carried.
- Darla Kellner made a motion to increase the moderator pay to \$100, 2<sup>nd</sup> by Slade Fetters, all in favor, motion carried.
- Mable Kelby made a motion for online payments to be made for Federal and State Taxes, and PERA payments, and the Credit Card payment, 2<sup>nd</sup> by Darla Kellner, all in favor, motion carried.

**18. South Platte Lake Road – Contract with Richardson**

Slade said that we maintain South Platte Lake Road and in return Richardson maintained Hannah Trail. Now Hannah Trail is vacated we need to make an agreement to maintain South Platte Lake with Richardson Township. Slade and Jim think about \$50 a time any maintenance is done on the road. Slade is thinking we should revisit the Garrison Township Agreement as well. Dick doesn't think \$60 a time wouldn't cover the cost. Sonya thinks we should stay lower to not burn bridges since they are our neighbors. A contract would need to be rewritten for Garrison.

**19. Recycling Day**

- Sonya said a few townships around have a recycling day and she is wondering if this is something anyone would want. Darla Kellner thinks it's a good idea. If people would use it. Bonnie thinks it would be a good idea if we could get people to come out here and pick it up, but she doesn't think anyone does it out here. Sonya Crocker makes a motion to leave it to board discretion once they have done research and if it seems affordable to do so, 2<sup>nd</sup> by Bonnie Orton, all approved, motion carried.

**20. Open Forum:**

- A couple other donations to mention - Donation Cuyuna Kids – they didn't seem interested lets just leave it alone. Sonya mentions JRs (park), Pine Center Sportsman's Club and the Club of the Pines. Slade says the Park is Sportsman's Club but they don't need any money for donations as they like to donate to the township occasionally.
- Slade Fetters makes a motion to donate \$250 to the Club of the Pines, 2<sup>nd</sup> by Sonya Crocker, all approved, motion carried.
- Slade Fetters makes a motion to look at the Garrison Township contract and leave the cost up to the board discretion, 2<sup>nd</sup> by Mable Kelby, all approved, motion carried.
- Dick Kelby has a discretion of the old state flag that is being flow outside. Lyle said absoulty not. The flag is obsolete. Dick said, It has been selected and approved. Lyle said Crow Wing County

Commissioners voted not to use the new Islamic flag. Dick recommends we do not fly the state flag at all. Lyle is proud of that flag – Bonnie said it shows the history of our state, it shows Minnesota. Lyle said we are not Islamic here. Bonnie said only 13 people voted on it, it should have been up for a vote. Dick said it resembles the north star it is the colors of the sky. Mable said people feel very strongly about flying the old flag. Dick said this was the 4<sup>th</sup> version and he is happy with it. Lyle said this Minnesota 1983-2024 version is what he likes and he is proud of. Sonya Crocker makes a motion to keep the old flag flying, 2<sup>nd</sup> by Lyle, all approved, Dick Kelby opposed, motion carried.

- Lyle said this is a maritime flag that is inside the town hall – Mabel said no its not. Lyle said this is common time area. Mabel said no that is not part of the flag it is honor for men and women.

22. Bonnie Orton moved the meeting to be adjourned, 2<sup>nd</sup> by Darla Kellner, all in favor, meeting adjourned at 9:39.

Breanna Cielinski  
Roosevelt Township Clerk

Approved \_\_\_\_\_

\_\_\_\_\_  
Dick Kelby, Moderator

TOWN OF ROOSEVELT  
OFFICE OF THE TREASURER  
24561 Williams Road  
Hillman, MN 56338  
(320) 247-2105

DATE: 3/31/2026  
MONTH March

FROM BANK STATEMENT:

\$248,885.27 DEERWOOD CHECKING ENDING BALANCE  
          \$-00 DEDUCT CHECKS OUTSTANDING  
\$248,885.27 TOTAL

CHECKS OUTSTANDING:

\_\_\_\_\_

TREASURER SIGNATURE:

*Bonnie Ostrom*

Fund Name: All Funds

Date Range: 03/01/2026 To 04/30/2026

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
03/26/2026	CWC Auditor	134204	2025 Tax Forfeited Settlement	(03/26/2026) -	N Forfeited Tax Sale Apportionments	100-31920-	\$ 187.75
<b>Total for Selected Receipts</b>							<b>\$ 187.75</b>
							<b>\$ 187.75</b>

# Outstanding Checks and Deposits in Transit Report

4/8/2026

Date of Report : 4/8/2026

Total

For the Period: 3/1/2026 To 3/31/2026

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$55,425.76	\$187.75	\$3,024.61	\$52,588.90	\$0.00	\$0.00	\$52,588.90
Road and Bridge	\$156,262.35	\$0.00	\$6,508.27	\$149,754.08	\$0.00	\$0.00	\$149,754.08
Recycling Fund	\$565.27	\$0.00	\$0.00	\$565.27	\$0.00	\$0.00	\$565.27
Fire Protection Fund	\$29,337.50	\$0.00	\$0.00	\$29,337.50	\$0.00	\$0.00	\$29,337.50
New Equipment/Gravel Fund	\$11,731.62	\$0.00	\$0.00	\$11,731.62	\$0.00	\$0.00	\$11,731.62
General Debt Service (Identify)	\$2,742.70	\$0.00	\$0.00	\$2,742.70	\$0.00	\$0.00	\$2,742.70
Tax Abatement Debt Fund	\$2,165.20	\$0.00	\$0.00	\$2,165.20	\$0.00	\$0.00	\$2,165.20
<b>Total</b>	<b>\$258,230.40</b>	<b>\$187.75</b>	<b>\$9,532.88</b>	<b>\$248,885.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$248,885.27</b>

Darla Kellner	Vice Chair, Town Supervisor	Date
Jim Rolsing	Town Supervisor	Date
Sonya F Crocker	Chair, Town Supervisor	Date

As of 4/8/2026

Fiscal Year : 2026

<u>of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$68,115.61	\$1,049.67	\$16,576.38	\$52,588.90
Road and Bridge	\$142,644.43	\$23,686.23	\$16,576.58	\$149,754.08
Recycling Fund	\$565.27	\$0.00	\$0.00	\$565.27
Fire Protection Fund	\$32,770.74	\$561.01	\$3,994.25	\$29,337.50
New Equipment/Gravel Fund	\$11,497.87	\$233.75	\$0.00	\$11,731.62
General Debt Service (Identify)	\$2,742.70	\$0.00	\$0.00	\$2,742.70
Tax Abatement Debt Fund	\$2,165.20	\$0.00	\$0.00	\$2,165.20
<b>Total :</b>	<b>\$260,501.82</b>	<b>\$25,530.66</b>	<b>\$37,147.21</b>	<b>\$248,885.27</b>

Fund Name: All Funds  
 Date Range: 03/01/2026 To 03/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
03/09/2026	Payroll Period Ending 03/09/2026	10918	February 2026 Payroll	N	Clerk	100-41425-103-	\$ 935.40
	<b>Total For Check</b>	<b>10918</b>					<b>\$ 935.40</b>
03/09/2026	Payroll Period Ending 03/09/2026	10919	February 2026 Payroll	N	Council/Town Board	100-41110-103-	\$ 174.64
	<b>Total For Check</b>	<b>10919</b>					<b>\$ 174.64</b>
03/09/2026	Payroll Period Ending 03/09/2026	10920	February 2026 Payroll	N	Road Maintenance Employee	201-43127-101-	\$ 2,366.72
	<b>Total For Check</b>	<b>10920</b>					<b>\$ 2,366.72</b>
03/09/2026	Payroll Period Ending 03/09/2026	10921	February 2026 Payroll	N	Council/Town Board	100-41110-103-	\$ 69.85
	<b>Total For Check</b>	<b>10921</b>					<b>\$ 69.85</b>
03/09/2026	Payroll Period Ending 03/09/2026	10922	February 2026 Payroll	N	Treasurer	100-41510-103-	\$ 532.06
	<b>Total For Check</b>	<b>10922</b>					<b>\$ 532.06</b>
03/09/2026	Payroll Period Ending 03/09/2026	10923	February 2026 Payroll	N	Council/Town Board	100-41110-103-	\$ 138.48
	<b>Total For Check</b>	<b>10923</b>					<b>\$ 138.48</b>
03/09/2026	Slade Fetters	10924	Phone & Miles	N	Road Maintenance Employee	201-43127-321-	\$ 50.00
		10924				201-43127-331-	\$ 73.37
	<b>Total For Check</b>	<b>10924</b>					<b>\$ 123.37</b>
03/09/2026	Crow Wing Power	10925	Monthly Bill	N	General Government Buildings and Plant	100-41940-381-	\$ 123.00
	<b>Total For Check</b>	<b>10925</b>					<b>\$ 123.00</b>
03/09/2026	Centra Sota Cooperative	10926	Diesel fuel	N	Road and Bridge Equipment	201-43126-217-	\$ 1,031.74
	<b>Total For Check</b>	<b>10926</b>					<b>\$ 1,031.74</b>
03/09/2026	Bonnie Orton	10927	Miles & Ink & Flag	N	General Government	100-41001-437-	\$ 37.57
		10927			Treasurer	100-41510-202-	\$ 19.85
		10927				100-41510-331-	\$ 21.75
	<b>Total For Check</b>	<b>10927</b>					<b>\$ 79.17</b>
03/09/2026	Jim Rolising	10928	Phone & Miles	N	Council/Town Board	100-41110-321-	\$ 50.00
		10928				100-41110-331-	\$ 76.71
	<b>Total For Check</b>	<b>10928</b>					<b>\$ 126.71</b>
03/09/2026	CWC Highway Dept.	10929	Salt & Sand	N	Road Maintenance	201-43128-224-	\$ 1,400.25

Fund Name: All Funds

Date Range: 03/01/2026 To 03/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
03/09/2026	Sonya Crocker	10930	Mileage	N	Council/Town Board	100-41110-331-	\$ 43.50
		<b>10930</b>					<b>\$ 43.50</b>
03/09/2026	Breanna Cielinski	10931	Phone and Transportation	N	Clerk	100-41425-321-	\$ 50.00
		10931				100-41425-331-	\$ 18.13
		<b>10931</b>					<b>\$ 68.13</b>
03/09/2026	Card Service Center	OL030920261	Computer Security, Stamps, Power Pruner	N	Clerk	100-41425-309-	\$ 60.00
		OL030920261				100-41425-322-	\$ 80.75
		OL030920261			Road Maintenance Employee	201-43127-212-	\$ 27.90
		<b>OL030920261</b>				201-43127-240-	\$ 721.83
							<b>\$ 890.48</b>
03/09/2026	PERA	OL030920262	Pera - February 2026	N	Council/Town Board	100-41110-121-	\$ 14.00
		OL030920262				100-41110-173-	\$ 14.00
		OL030920262			Clerk	100-41425-121-	\$ 81.75
		OL030920262			Treasurer	100-41425-173-	\$ 70.85
		OL030920262				100-41510-121-	\$ 46.50
		OL030920262			Road Maintenance Employee	100-41510-173-	\$ 40.30
		OL030920262				201-43127-121-	\$ 213.62
		OL030920262				201-43127-173-	\$ 185.14
		<b>OL030920262</b>					<b>\$ 666.16</b>
03/09/2026	IRS	OL030920263	Federal Tax Deposit -Q1 March 2026	N	General Government	100-41001-106-	\$ (3.32)
		OL030920263			Council/Town Board	100-41110-122-	\$ 26.77
		OL030920263				100-41110-135-	\$ 6.26
		OL030920263				100-41110-171-	\$ 33.03
		OL030920263			Clerk	100-41425-122-	\$ 67.88
		OL030920263				100-41425-135-	\$ 15.87
		OL030920263			Treasurer	100-41425-171-	\$ 83.75
		OL030920263				100-41510-122-	\$ 38.61
		OL030920263				100-41510-135-	\$ 9.03
		OL030920263			Road Maintenance Employee	100-41510-171-	\$ 47.64
		OL030920263				201-43127-122-101	\$ 177.37
		OL030920263				201-43127-135-101	\$ 41.48
		OL030920263				201-43127-171-101	\$ 218.85
		<b>OL030920263</b>					<b>\$ 763.22</b>
							<b>\$ 9,532.88</b>

Total For Selected Checks

Date Range : 4/1/2026 To 4/30/2026

<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>
04/13/2026	MIN Association of Townships	Minnesota Association of Township Spring Short Courses - Breanna & Sonya Slade Jim & Darla	10943	\$375.00	201-43127-310- 100-41110-310- 100-41425-310-	Road Maintenance Employee Council/Town Board Clerk	\$75.00 \$225.00 \$75.00
04/13/2026	Dick Kelby	Moderator Annual Meeting	10944	\$50.00	100-41960-112-	Elections/Other than Clerk	\$50.00
04/13/2026	Darla Kellner	Mileage Hotel for Spring Short Courses 2026 & Per Diem for Election	10945	\$68.65	100-41110-331- 100-41960-437-	Council/Town Board Elections/Other than Clerk	\$53.65 \$15.00
04/13/2026	Slade Fetters	Phone & Miles	10946	\$127.43	201-43127-321- 201-43127-331-	Road Maintenance Employee Road Maintenance Employee	\$50.00 \$77.43
04/13/2026	Sherry Shockman	Election Mileage and Per Diem Meal	10947	\$23.70	100-41960-331- 100-41960-437-	Elections/Other than Clerk Elections/Other than Clerk	\$8.70 \$15.00
04/13/2026	Bonnie Orton	Ink & Per Diem Eleicton	10948	\$25.19	100-41510-202- 100-41960-437-	Treasurer Elections/Other than Clerk	\$10.19 \$15.00
04/13/2026	Breanna Cielinski	Phone and Transportation	10949	\$238.50	100-41425-321- 100-41425-331- 100-41410-331-	Clerk Clerk Elections	\$50.00 \$101.50 \$87.00
04/13/2026	Sonya Crocker	Mileage	10950	\$87.00	100-41110-331-	Council/Town Board	\$87.00
04/13/2026	CWC Highway Dept.	Salt & Sand	10951	\$735.67	201-43128-224-	Road Maintenance	\$735.67

Date Range : 4/1/2026 To 4/30/2026

<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>
04/13/2026	Garrison Fire Dept.	April-June 2026 Payment	10952	\$3,994.25	225-42205-391-	Fire Protection-Contracted	\$3,994.25
04/13/2026	NORTHLAND FIRE PROTECTION	Fire Extinguisher Service	10953	\$335.40	100-41940-403-	General Government Buildings and Plant	\$335.40
04/13/2026	Jim Rolsing	Phone & Miles	10954	\$61.96	100-41110-321- 100-41110-331-	Council/Town Board Council/Town Board	\$50.00 \$11.96
04/13/2026	Crow Wing Power	Monthly Bill	10955	\$103.00	100-41940-381-	General Government Buildings and Plant	\$103.00
04/13/2026	Minnesota Benefit Association	Township Group Term Life	10956	\$965.00	201-43127-133-	Road Maintenance Employee	\$965.00
04/13/2026	Crow Wing County	Property Tax	10957	\$50.00	100-41001-491-	General Government	\$50.00
04/13/2026	BEAUDRY OIL & PROPANE	Delivery	10958	\$153.74	100-41940-383-	General Government Buildings and Plant	\$153.74
04/13/2026	Pierz Rural Area Fire Protection	Fire Protection	10959	\$9,860.00	225-42205-392-	Fire Protection-Contracted	\$9,860.00
04/13/2026	Card Service Center	INK 2 months and an individual for town hall Gas, Paper Towels and File Box	OL41320261	\$164.22	201-43127-212- 100-41425-202- 100-41425-201- 100-41425-211-	Road Maintenance Employee Clerk Clerk Clerk	\$19.88 \$76.87 \$37.99 \$29.48

Date Range : 4/1/2026 To 4/30/2026

<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>
04/13/2026	Minnesota Paid Leave	Paid Leave - Only & Employee Portions - 19.33 Family Premium not sure yet where the 15.88	OL41320262	\$112.37	100-41001-627- 100-41425-627- 100-41510-627- 100-43127-627-101 100-43127-627-103 100-41001-106-	General Government Clerk Treasurer Road Maintenance Employee Road Maintenance Employee General Government	\$12.94 \$23.36 \$10.82 \$48.87 \$0.50 \$15.88
04/13/2026	MIN Revenue	1st Quarter 2026 Withholding	OL41320263	\$267.70	201-43127-172-101	Road Maintenance Employee	\$267.70
04/13/2026	PERA	Pera - March 2026	OL41320264	\$936.00	100-41110-121- 100-41110-173- 100-41425-121- 100-41425-173- 100-41510-121- 100-41510-173- 201-43127-121- 201-43127-173-	Council/Town Board Council/Town Board Clerk Clerk Treasurer Treasurer Road Maintenance Employee Road Maintenance Employee	\$31.50 \$31.50 \$93.00 \$80.60 \$33.75 \$29.25 \$340.93 \$295.47
04/13/2026	IRS	Federal Tax Deposit -Q2 April 2026	OL41320265	\$1,329.58	100-41110-135- 100-41110-122- 100-41110-171- 100-41425-135- 100-41425-122- 100-41425-171- 100-41510-135- 100-41510-122- 100-41510-171- 201-43127-135-101 201-43127-122-101 201-43127-171-101 100-41001-106- 100-41960-135- 100-41960-122-	Council/Town Board Council/Town Board Council/Town Board Clerk Clerk Clerk Treasurer Treasurer Treasurer Road Maintenance Employee Road Maintenance Employee Road Maintenance Employee General Government Elections/Other than Clerk Elections/Other than Clerk	\$13.83 \$59.16 \$72.99 \$18.06 \$77.22 \$95.28 \$6.55 \$28.02 \$34.57 \$66.20 \$283.08 \$507.98 (\$5.10) \$4.29 \$18.36

Date Range : 4/1/2026 To 4/30/2026

<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>
					100-41960-171-	Elections/Other than Clerk	\$22.65
					100-41410-135-	Elections	\$0.87
					100-41410-122-	Elections	\$3.74
					100-41410-171-	Elections	\$4.61
					201-43127-135-103	Road Maintenance Employee	\$1.63
					201-43127-122-103	Road Maintenance Employee	\$6.98
					201-43127-171-103	Road Maintenance Employee	\$8.61

Total For Selected Claims

\$20,064.36

\$20,064.36

Darla Kellner	Vice Chair, Town Supervisor	Date
Jim Rolsing	Town Supervisor	Date
Sonya F Crocker	Chair, Town Supervisor	Date

Ryan Pobuda  
144 Satellite LN NE  
Fridley, MN 55432  
763-516-2973  
[rpobuda@icloud.com](mailto:rpobuda@icloud.com)

March 31, 2026

Roosevelt Township  
Minnesota

RE: Zoning Variance Request – Accessory Structure (Shed)  
Property Address: 23161 N Platte Lake Road

Dear Jim Rolsing,

I am writing to formally request a zoning variance for my property located at 23161 N Platte Lake Road. I am seeking approval to construct a 10' x 16' (160 sq. feet) accessory storage shed.

Due to the unique characteristics of my property, and for tree preservation, compliance with the current setback ordinance creates difficulty and prevents reasonable use of the property. The proposed shed placement is the only feasible location that is far as possible from the shoreline and allows for safe access and functional use without removing significant landscaping or interfering with other property improvements.

The requested variance is minimal and will not alter the essential character of the area. The shed will be used solely for residential storage purposes, will not generate noise or traffic, and will be constructed to match the appearance of existing structures on the property. It will not obstruct neighboring views, impact drainage, or create safety concerns.

I have taken care to locate the shed in a manner that minimizes visibility and impact to adjacent properties.

Enclosed with this request is a site plan with a rendering of where the shed will be located.

Thank you for your time and consideration of this request.

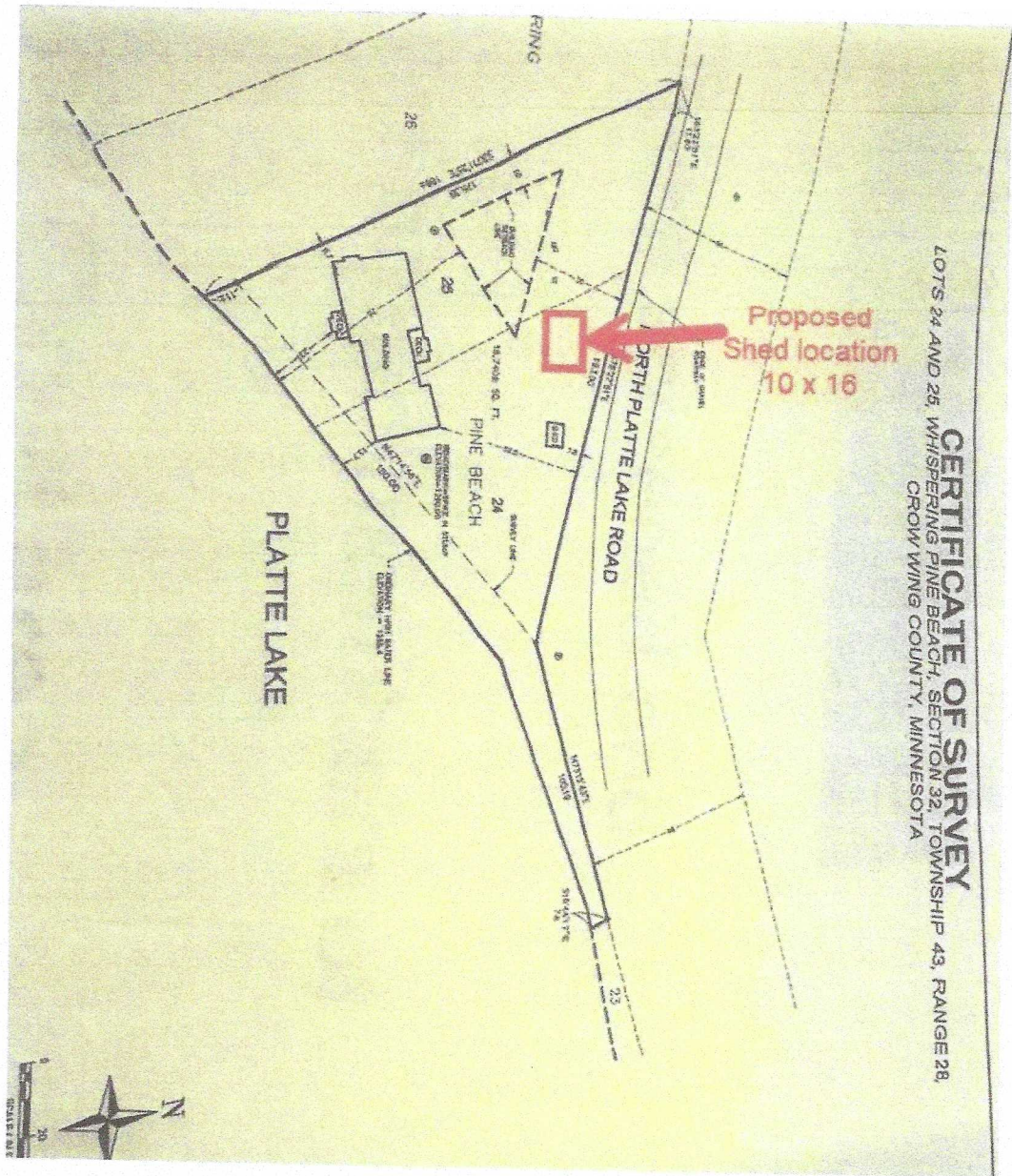
Sincerely,

Ryan Pobuda

LOTS 24 AND 26, WHISPERING PINE BEACH, SECTION 32, TOWNSHIP 43, RANGE 28,  
CROW WING COUNTY, MINNESOTA

**CERTIFICATE OF SURVEY**

Proposed  
Shed location  
10 x 16





TOWNSHIP RECOMMENDATION FORM

On April 13th 2026, the Town Board of Roosevelt Township

Discussed with Ryan Poboda, the request to:

Variance to construct storage shed at 23161 N. Platte Lake Rd.

After reviewing the request, the Town Board:

RECOMMENDS APPROVAL

State Reason(s) Why: There is not enough room on the property to put the storage shed while meeting all set backs from the road and lake. The proposed site does not affect Rd. maintenance.

RECOMMENDS DENIAL

State Reason(s) Why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed:

\_\_\_\_\_  
Township Supervisor

\_\_\_\_\_  
Township Supervisor

\_\_\_\_\_  
Township Supervisor

\_\_\_\_\_  
Township Clerk



March 2026

Dear Township Leader,

We are writing on behalf of the Cuyuna Range Youth Center (CRYC) to share our commitment to the youth of our community and to ask for your support in sustaining the programs that serve them.

CRYC welcomes students in grades 4 through 12 from the Crosby-Ironton School District and surrounding communities into a safe, supportive space where they can learn, grow, and build positive relationships. In a rural district of approximately 450 students, CRYC reaches nearly half of them each year, many of whom face challenges such as food insecurity, limited supervision after school, and the risks associated with unsupervised time.

We work to provide the confidence, skills, and support they need to make positive life decisions.

Through CRYC, students benefit from:

- A Safe After-School Environment – A supervised space with structured activities and caring adult mentors.
- Nutritional Support – Warm meals and healthy snacks provided each day to help address food insecurity and support student well-being.
- Youth Development Programs – Leadership opportunities, character-building activities, mental health awareness, and financial literacy education.
- Community Engagement – Students are encouraged to give back through volunteer projects and community events that strengthen our region.

To continue providing these opportunities, we are asking for your township's support in any of the following ways:

- Financial Contributions to help sustain youth programming and operational costs.
- Meal Sponsorships or Food Donations to support the daily meals and snacks we provide to students.
- Volunteers who are willing to spend time with students as mentors, helpers during activities, or guest speakers who can share their skills and experiences.
- Community Connection Opportunities, where township leaders or community members can visit the center, connect with students, and share about local service, careers, and community involvement.

We believe that investing in our youth is an investment in the future of our entire community. With the support of local townships and community partners, CRYC can continue to be a place where young people feel safe, supported, and inspired to grow into responsible and caring citizens.

Thank you for your time, consideration, and continued dedication to the well-being of the young people in our region.

Best regards,

*Cuyuna Range Youth Center*

Board, Staff, and Youth



**SealTech, Inc**  
 Asphalt Paving and Maintenance  
 743 Pioneer Trail SE  
 Cambridge, MN 55008  
 estimates@sealtechinc.com

**Date: 04/06/2026**  
 Contact: Bryan Coons  
 Direct: 1-320-760-1156  
 Job# 26-04  
 Terms: Net 30  
 Valid: 30 days

Job Site:

Roosevelt township  
 Attn: Slade  
 22613 County rd 2  
 Brainerd MN 56401

Bill To:

Roosevelt township

Qty	Description	Amount
	<b>Mastic Crack Seal</b>	
	1. Remove dirt & dust with power blowers	
	2. Apply mastic material to desired width with box tool screed	
	3. Smooth surface & edges using a hand tool	\$11,610.60

Larger alligator & deep wide cracks may require more than one application, a Crack Seal

**Crack repair rout and seal and clean and seal**

1. Rout out cracks 1/4" and larger to 3/4"
2. Machine clean cracks removing all weeds and debris
3. Apply hot rubberized crack sealant  
 \*\*does not include top garage joint or bottom driveway joint \*\*
4. double fill. \$13,286.00

**Dig Out Patching**

1. Remove damaged materials to a depth of 3"
2. Compact existing base
3. Pave a 3" compacted DOT MN Spec. MV3 wear course \$10,295
4. will do clean and seal on existing repaired cracks that need it and rout out and seal new cracks!  
 On depressed cracks we will use mastic to seal and fill cracks to make the ride smooth  
 On the 2 areas White pine road we will cut out and replace asphalt with class 5 and 4 inches of new asphalt.

\*\*\*Price depends on options chosen.\*\*\*

**Mastic repairs on Camp lake road, White Pine rd, North Platte lake road**

**Total depends on options chosen**

Exclusions: SealTech Inc. does not cover landscape repairs, sod restoration, permits, bonds, testing, engineering/surveying, dewatering, hazardous material removal, pavement fabric disposal, unforeseen sub-terrain failures, or damage to unmarked electricity, sewer, water, irrigation, telephone, or cable lines near the work zone. The association is responsible for all towed vehicles. Remobilization charges may apply. A minimum 1.5% slope is required for proper drainage. If the work area has a slope of less than 1.5%,

SealTech Inc. is not responsible for water ponding. Additionally, the seal coat is not guaranteed against failure due to tree coverage, sap, or areas prone to water retention. SealTech Inc. is not liable for damage to garage doors left closed during paving or concrete installation along the apron. The use of salt within the first year of new concrete installation will void the warranty. No warranty is provided for mill overlay.

Any change orders to project must be approved by the customer unless other terms have been negotiated. A 30% down payment is due on all projects over \$25,000 prior to the start of the project.

Customer Acceptance: \_\_\_\_\_ Date \_\_\_\_\_

Contractor Acceptance: \_\_\_\_\_ Date \_\_\_\_\_

Bertram Asphalt Company  
P.O. Box 162  
Paynesville, MN 56362

Cell: 320-292-1311  
Email: [bertramasphalt@gmail.com](mailto:bertramasphalt@gmail.com)

### Proposal

Company Name: Roosevelt Township  
Billing Address: 22613 Co. Rd. 2  
Brainerd, MN 56401  
Contact Person: Slade Fetters (Road Maintenance)

Date: May 16<sup>th</sup>, 2026

Cell: 218-821-1396  
Email: [fettersconcrete@gmail.com](mailto:fettersconcrete@gmail.com)  
Cell: 320-630-6355  
Email: [rsvlt@brainerd.net](mailto:rsvlt@brainerd.net)  
Cell: 763-370-9693  
Cell: 320-247-2105  
Email: [rsvlttreas@yahoo.com](mailto:rsvlttreas@yahoo.com)

Breanna Cielinski (Clerk)  
Address: 24063 Co. Rd. 2 Brainerd, MN 56401  
Sonya Crocker (Chairman)  
Bonnie Orton (Treasurer)

Project Address: N.Platte Lake Road Hillman MN, White Pine Road Garrison MN, and Camp Lake Road Brainerd MN

We hereby submit specifications and quotations for the following:

Description of work to be performed	Unit	Qty.	Price
<b>Crack Sealing:</b>	<b>up to 4,050 pounds for</b>		<b>\$8,221.50</b>

Clean singular cracks that are ¼" – 1.5" wide and not in alligatored areas.  
Blow cracks clean with high volume compressed air from a backpack or push power blower.  
Cracks will be filled and an overband put on all in one fill with a Double Wall Jacketed Oil Injector Melter.  
Failed cracks that have been previously sealed will be blown clean with high volume air and resealed.  
Cracks that are on previously chip sealed roads will be blown clean with high volume air and resealed.  
**We seal the cracks with a rubberized crack sealer that meets MN Dot Specs.**  
Product will be applied to manufacturers specifications.  
Single ply paper barrier or detach will be put on as a bond breaker on hot material when necessary.  
Alligator cracking, hairline cracking, block cracking, cracks shorter than 4', or cracks wider than 1.5" are not included unless otherwise specified.

#### Striping: (Not Included)

- Note: "No parking" designation by the customer. Customer is responsible for removing cars and obstructions before we arrive on site.
- Note: Any material put down over the 4,050 pounds will be charged at the rate of \$2.03 per pound.
- Note: Irrigation must be off 24 hours and obstructions moved prior to construction.
- Note: Additional Mobilization charges may apply if stopped for irrigation, vehicles, or obstructions.
- Note: Quote assumes one mobilization.
- Note: Sweeping of the asphalt is not included. Some dirt may be present when completed.
- Note: Weeds on the asphalt surface should be sprayed or removed by others 2 weeks prior to sealing.
- Note: It is not Bertram Asphalt's Responsibility to remove any vegetation.
- Note: Fuel surcharge of 1% of contract price for every \$0.25 increase at pump price over \$5.00 for diesel fuel.
- Note: Contracted prices are subject to repricing if the WT1 oil pricing exceeds \$125/Barrel at time of delivery.

Escalation Clause: This contract has been based on material costs at current market rates. Due to uncertain market conditions that are beyond our control and in the event of future material price increases the responsible party agrees to pay for the escalations of material without a change order. This paragraph applies only to materials.  
Exclusions: Bonds, permits, fees, surveying, staking, engineering, testing, soil corrections, sub grade corrections, shouldering or turf restoration, irrigation systems, damage to irrigation systems, location or relocation of underground lines, cables, or utilities, rock excavation, dewatering, traffic control, utility or structural sheeting, repair, or adjustments, underpinning, buried debris, drain tile, footing insulation or waterproofing, separation fabrics, geotextile fabric removal, disposal, or installation, vapor barriers, drainage layers, class V base materials other than listed above, hazardous materials, removal of contaminated soils, haul road or crane road construction, erosion control other than listed above, gas, mechanical, electrical, or electrical excavation, lighting, curb, concrete, site fence, evening, night or weekend work, winter conditions.  
**We propose to furnish material and labor, complete in accordance with the above specifications, for the total lump sum of:**

**Estimated Total: \$8,221.50**

#### Note: See Bertram Asphalt Company Warranty Terms, Qualifications, and Construction Specifications.

By signing this contract, you are agreeing to the Bertram Asphalt Company Warranty Terms, Qualifications, and Construction Specifications.  
Payment terms are net 10 days. Unpaid balances will accrue a late fee of 10% per month until paid in full and shall be charged on any balance 30 days past due.  
Note: this proposal may be withdrawn if not accepted within 10 days. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. The owner/ general contractor, by acceptance of this proposal, agrees to pay all cost of collections, including reasonable attorney's fees incurred, in order to recover any amounts due or to become due herein. All agreements are contingent upon strikes, accidents, weather or other delays beyond our control. Contractor to carry proper insurance including Workers Compensation.

Authorized Signature: \_\_\_\_\_  
Bill Bertram

Acceptance of Proposal: The above prices, specifications, conditions, and attached warranty qualifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

Please take note: Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. Under Minnesota law you have the right to pay persons who supplied labor and materials for the improvement directly and deduct the amount from the contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.

Bertram Asphalt Company  
P.O. Box 162  
Paynesville, MN 56362

Cell: 320-292-1311  
Email: [bertramasphalt@gmail.com](mailto:bertramasphalt@gmail.com)

### Proposal

Company Name: Roosevelt Township  
Billing Address: 22613 Co. Rd. 2  
Brainerd, MN 56401  
Contact Person: Slade Fetters (Road Maintenance)  
Breanna Cielinski (Clerk)  
Address: 24063 Co. Rd. 2 Brainerd, MN 56401  
Sonya Crocker (Chairman)  
Bonnie Orton (Treasurer)  
Date: May 16<sup>th</sup>, 2026  
Cell: 218-821-1396  
Email: [fettersconcrete@gmail.com](mailto:fettersconcrete@gmail.com)  
Cell: 320-630-6355  
Email: [rsvlt@brainerd.net](mailto:rsvlt@brainerd.net)  
Cell: 763-370-9693  
Cell: 320-247-2105  
Email: [rsvlttreas@yahoo.com](mailto:rsvlttreas@yahoo.com)  
Project Address: N.Platte Lake Road Hillman MN, White Pine Road Garrison MN, and Camp Lake Road Brainerd MN

We hereby submit specifications and quotations for the following:

Description of work to be performed	Unit	Qty.	Price
<b>Spray patching: (one load)</b> Prepare area by blowing off debris and excess moisture. Coat area with CRS-2 oil. Fill in area with oil and aggregate chip mixture. Top area with dry coat of aggregate. This price includes no more than 7 tons of material or 7 hours on site per load, whichever comes first.			<b>\$5,700.00 per load x 1 load = \$5,700.00</b>

#### Striping: (Not included)

Note: **"No parking" designation by the customer.** Customer is responsible for removing cars and obstructions before we arrive on site.

Note: Irrigation must be off 24 hours and obstructions moved prior to construction.

Note: Additional Mobilization charges may apply if stopped for irrigation, vehicles, or obstructions.

Note: Quote assumes one mobilization.

Note: Sweeping of the asphalt is not included. Some dirt may be present when completed.

Note: Vegetation and Weeds on the asphalt surface should be sprayed and removed by others 2 weeks prior to sealing.

Note: If vegetation and weeds are not removed prior to patching we cannot warranty our work.

Note: Fuel surcharge of 1% of contract price for every \$0.25 increase at pump price over \$5.00 for diesel fuel.

Note: Contracted prices are subject to repricing if the WT1 oil pricing exceeds \$125/Barrel at time of delivery.

Escalation Clause: This contract has been based on material costs at current market rates. Due to uncertain market conditions that are beyond our control and in the event of future material price increases the responsible party agrees to pay for the escalations of material without a change order. This paragraph applies only to materials.

Exclusions: Bonds, permits, fees, surveying, staking, engineering, testing, soil corrections, sub grade corrections, shouldering or turf restoration, Irrigation systems, damage to irrigation systems, location or relocation of underground lines, cables, or utilities, rock excavation, dewatering, traffic control, utility or structural sheeting, repair, or adjustments, underpinning, buried debris, drain tile, footing insulation or waterproofing, separation fabrics, geotextile fabric removal, disposal, or installation, vapor barriers, drainage layers, class V base materials other than listed above, hazardous materials, removal of contaminated soils, haul road or crane road construction, erosion control other than listed above, gas, mechanical, electrical, or electrical excavation, lighting, curb, concrete, site fence, evening, night or weekend work, winter conditions.

We propose to furnish material and labor, complete in accordance with the above specifications, for the total lump sum of:

**Total for one load: \$5,700.00**

Note: See Bertram Asphalt Company Warranty Terms, Qualifications, and Construction Specifications.

By signing this contract, you are agreeing to the Bertram Asphalt Company Warranty Terms, Qualifications, and Construction Specifications.

Payment terms are net 10 days. Unpaid balances will accrue a late fee of 10% per month until paid in full and shall be charged on any balance 30 days past due.

Note: this proposal may be withdrawn if not accepted within 10 days. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. The owner/ general contractor, by acceptance of this proposal, agrees to pay all cost of collections, including reasonable attorney's fees incurred, in order to recover any amounts due or to become due herein. All agreements are contingent upon strikes, accidents, weather or other delays beyond our control. Contractor to carry proper insurance including Workers Compensation.

Authorized Signature: \_\_\_\_\_

Bill Bertram

Acceptance of Proposal: The above prices, specifications, conditions, and attached warranty qualifications are satisfactory and are hereby accepted.  
You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

Please take note: Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. Under Minnesota law you have the right to pay persons who supplied labor and materials for the improvement directly and deduct the amount from the contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.

# Roosevelt Twp.

White Pine Road - Garrison, MN

**Legend**  
📍 N Platte Lake Rd

White Pine Rd

Google Earth

© 2020 Google

1000 ft



# Roosevelt Twp.

N. Platte Lake Road - Hillman, MN

**Legend**  
📍 N Platte Lake Rd

Platte Lake Rd

Google Earth

©2020 Google

1000 ft



# Roosevelt Twp.

Camp Lake Road - Brainerd, MN

Legend



Google Earth

Image © 2026 Airbu

200 ft



# Appointed Township Clerk Job Description

## Position Title: Township Clerk

**Name:** Breanna Cielinski  
24063 County Road 2  
Brainerd. MN 56401

## Compensation:

- **Base Salary:** \$900 per month
- **Mileage Reimbursement:** \$0.752 per mile (in accordance with current IRS rate)
- **Cell Phone Stipend:** \$50 per month
- **Meeting Pay:** \$100 per meeting
- **Additional Compensation:** \$20.00 per hour for work performed outside of official meetings when such work directly relates to official township duties
- **Taxes & Withholdings:** All amounts paid as compensation shall be subject to all appropriate taxes and withholdings as provided by law.
- **Employee Benefits:** MN Paid Leave, Unemployment, PERA, ESST (1 hour for every 30 hours worked).

---

## Position Summary

The Township Clerk serves as the official record keeper of the township and is responsible for maintaining accurate financial records, preparing meeting documentation, processing payroll and required reports, and ensuring compliance with all applicable state and local regulations. The Clerk works closely with the Town Board and Treasurer to support efficient and transparent township operations.

---

## Statutory Duties

### Accounting for Each Town Board Meeting

- Prepare and submit claims list to the Treasurer
- Record all receipts from the Treasurer in the Receipts Register
- Prepare cash reports and reconcile with bank statements
- Compare and balance financial records with Treasurer reports
- Audit and generate claims for each invoice
  - Attach invoices to claims

- Prepare claims list for Board approval
  - Maintain required employee forms, including:
    - Minnesota New Hire Reporting
  - Process payroll and print net pay distribution reports
  - Complete required tax and reporting forms:
    - Monthly and Quarterly IRS Form 941
    - PERA Salary Deduction Reports (three per month)
    - Minnesota Withholding Reports (quarterly)
  - Deliver meeting materials to Board members at prior to each meeting, including:
    - Agenda
    - Previous meeting minutes
    - Action items
    - Treasurer's report
- 

### **Duties at Town Board Meetings**

- Provide copies of the following for public viewing:
    - Agenda
    - Meeting minutes
    - Claims list
    - Action items
  - Record detailed and accurate minutes of all proceedings
  - Present and read correspondence requiring Board action
  - Participate in discussions and advise the Board of relevant past actions, resolutions, or records
  - Track contracts under discussion and provide necessary documentation (“contractor’s packet”)
- 

### **Duties After Town Board Meetings**

- Prepare and finalize official meeting minutes
- Dispose of non-essential correspondence appropriately
- Complete Clerk's portion of claims and ensure proper filing

- Maintain and file permanent records, including official minutes
  - Carry out additional tasks and follow-up actions as directed by the Town Board
- 

**Additional Expectations**

- Maintain confidentiality and integrity of township records
- Ensure compliance with Minnesota statutes and reporting requirements
- Communicate effectively with Board members, Treasurer, and residents
- Maintain organized and accurate records at all times

**Amendments.** The Board may amend this policy by resolution.

**Effective Date.** The compensation adopted in this resolution shall be effective as of April 13, 2026.

Adopted this 13th day of April, 2026

BY THE BOARD

\_\_\_\_\_  
Sonya Crocker, Chairperson

\_\_\_\_\_  
Darla Kellner, Supervisor

\_\_\_\_\_  
Jim Rolsing, Roads Supervisor

Attest: \_\_\_\_\_

Breanna Cielinski, Clerk

## **RESOLUTION #2026-04-13A ESTABLISHING A POLICY FOR THE COMPENSATION AND REIMBURSEMENT OF TOWN OFFICERS**

**WHEREAS**, Minn. Stat. § 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk, if one is employed, deputy treasurer, if one is employed, and other employees of the town;

**WHEREAS**, Minn. Stat. § 367.05 indicates the above mentioned persons are entitled to mileage for the use of their own automobile at a rate determined by the Town Board for necessary travel on official town business;

**WHEREAS**, Minn. Stat. § 471.665, subd. 1 directs the Town Board to set the maximum amount which the town shall pay to any officer or employee as compensation or reimbursement for the use of their own automobile in the performance of their duties for the town;

**WHEREAS**, Minn. Stat. § 471.665, subd. 3 allows the Town Board to establish a monthly or periodic allowance for use by officers or employee of their own automobile in the performance of their duties for the town in lieu of a mileage allowance;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of **Roosevelt Township**, Crow Wing County, Minnesota hereby adopts the following policy regarding the compensation and reimbursement of Town Officers:

### **TOWN OFFICER COMPENSATION AND REIMBURSEMENT POLICY**

1. **Definitions.** For the purposes of this policy, the following terms shall have the meaning given them in this section.
  - 1.1. **Town.** "Town" means **Roosevelt Township**, Crow Wing County, Minnesota.
  - 1.2. **Town Board or Board.** "Town Board" or "Board" means the Town Board of supervisors of **Roosevelt Township**, Crow Wing County, Minnesota.
  - 1.3. **Town Officers.** "Town Officers" means the supervisors, clerk, treasurer, deputy clerk, and deputy treasurer of **Roosevelt Township**, Crow Wing County, Minnesota.
2. **Compensation.** The following establishes the basis on which Town Officers shall be compensated for performing services within the scope of their duties for the town.
  - 2.1. **Meetings.** Town Officers shall be compensated as follows for attending regular or special board meetings, town hearings, annual or special town meetings, or other meetings as

authorized by the Board: Chairman **\$120** per meeting Other Supervisors **\$100** per meeting; Treasurer **\$100** per meeting; Deputy Clerk **\$100** per meeting; Deputy Treasurer **\$100** per meeting. The Deputy Clerk and Deputy Treasurer shall only be eligible for compensation if they are attending the meeting to perform the official duties of the Clerk or Treasurer in their absence.

2.2. **Hourly Rate.** Town Officers that are authorized by the Board to perform work for the town outside of a meeting shall be compensated as follows: Supervisors \$20 per hour; Treasurer \$20 per hour; Deputy Clerk \$20 per hour; Deputy Treasurer \$20 per hour. The Deputy Clerk and Deputy Treasurer shall only be eligible for compensation for work done outside of a meeting if the work directly relates to official duties and is necessitated by the absence of the Clerk or Treasurer.

2.3. **Salary.** Treasurer shall be compensated on a monthly salary for the normal duties of their roll preformed each month. Treasurers salary will be \$350 per month.

2.4. **Taxes & Withholdings.** All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

3. **Reimbursement of Expenses.** The following establishes the rates at which Town Officers shall be reimbursed for expenses they are authorized by the Board to incur and actually incur on behalf of, and within the scope of their duties for, the town. Only expenses authorized by the Board are eligible for reimbursement.

3.1. **Mileage.** When it is necessary and authorized by the Board for Town Officers to use private automobiles to perform their duties on behalf of the town, Town Officers shall be eligible to have their mileage reimbursed for the actual miles traveled at the established federal standard mileage rate for the use of privately owned vehicles in effect at the time of travel. Town Officers are not eligible for mileage reimbursement for attending regular or special board meetings, hearings, or annual or special town meetings held within the Town. The mileage reimbursement is inclusive of all direct and indirect automobile related expenses and no other reimbursement for the use of a private automobile shall be allowed.

3.2. **Telephone.** The Maintenance Employee and Road Supervisor using their private phone to conduct town business shall be eligible to seek reimbursement of **\$50** per month.

3.3. **Meals.** Town Officers may request reimbursement of the actual cost of necessary meals consumed while on Board authorized town business more than 30 miles from the town. Alcohol is not a reimbursable expense and shall not be consumed while engaged in town business. The request for reimbursement must be accompanied by a receipt and the amount of the reimbursement shall not exceed the following amount per meal: **\$10** for breakfast; **\$15** for lunch; and **\$20** for dinner.

3.4. **Other Expenses.** The following limits are set for expenditures between regular board meetings. These limits do not include personal vehicle mileage expenses.

Board Chair-----	\$ 500.00
Road Supervisor-----	\$ 3,000.00
Other Supervisors-----	\$ 100.00

Clerk-----\$ 200.00  
Treasurer-----\$ 100.00  
Maintenance Employee-----\$ 1,000.00

**BE IT FURTHER RESOLVED**, that all expenditures shall have proper documentation and shall be submitted to the Town Board at the next monthly meeting after having been made, where the Town Board will ratify all proper and authorized expenditures. Nothing in this Resolution negates requirements that certain purchases must comply with public bidding laws and other legal requirements for purchasing with public funds.

Any other expenses actually incurred by Town Officers in the performance of their duties for the Town, but which are not addressed in this policy, shall only be eligible for reimbursement if the Board authorized the activity and the expenses were necessary to and arose out of properly conducting Town business.

4. **Amendments.** The Board may amend this policy by resolution.

5. **Effective Date.** The compensation adopted in this resolution shall be effective as of April 13, 2026.

Adopted this 13th day of April, 2026

BY THE BOARD

\_\_\_\_\_  
Sonya Crocker, Chairperson

\_\_\_\_\_  
Darla Kellner, Supervisor

\_\_\_\_\_  
Jim Rolsing, Roads Supervisor

Attest: \_\_\_\_\_

Breanna Cielinski, Clerk

**ROOSEVELT TOWNSHIP  
CROW WING COUNTY, MINNESOTA**

**RESOLUTION NO. 2026-04-13B  
RESOLUTION ADOPTING OPTION B – APPOINTMENT OF TOWN CLERK**

**WHEREAS**, Minnesota Statutes, Section 367.30, Subdivision 2, authorizes a town to provide for the appointment by the town board of the town clerk; and

**WHEREAS**, the Town Board of Roosevelt Township has determined that it is in the best interest of the township to provide for the appointment of the town clerk the voters had voted on Option B at the March Annual Township Election; and

**WHEREAS**, the Township has complied with all statutory requirements necessary to adopt Option B;

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Board of Roosevelt Township, Crow Wing County, Minnesota, as follows:

**1. Adoption of Option B**

The Township hereby adopts Option B pursuant to Minnesota Statutes, Section 367.30, Subdivision 2, providing for the appointment by the Town Board of the office(s) of: Town Clerk and Town Treasurer.

**2. Effective Date**

This change shall become effective upon adoption of this resolution and in accordance with applicable law. Any currently elected clerk shall continue to serve until the expiration of their term unless otherwise provided by law.

**3. Filing Requirement**

The Town Clerk is hereby directed to file a copy of this resolution with the Crow Wing County Auditor and any other required governmental offices.

**4. Appointment Authority**

Upon the effective date, the Town Board shall have the authority to appoint the clerk and to establish duties, compensation, and terms of employment consistent with Minnesota law.

**5. Severability**

If any provision of this resolution is found to be invalid, such invalidity shall not affect the remaining provisions.

**ADOPTED** by the Town Board of Roosevelt Township, Crow Wing County, Minnesota, this 13th day of April, 2026.

BY THE TOWN BOARD:

\_\_\_\_\_  
Sonya Crocker Chair/Supervisor

\_\_\_\_\_  
Jim Rolsing Supervisor

ATTEST:

\_\_\_\_\_  
Darla Kellner Supervisor

\_\_\_\_\_  
Breanna Cielinski Town Clerk



**Garrison Fire & Rescue**  
P.O Box 239  
Garrison, MN 56450

February 1, 2026

Dear Township & Community Officials,

As we begin a new year, I would like to take a moment to provide you with a summary of our department's activity and progress over the past year. I would also like to formally introduce Brandon Holmes as our new Assistant Chief. Brandon has already demonstrated strong leadership and commitment, and I am confident he will continue to serve our department with dedication and professionalism.

Included in your packet, you will find the proposed fire protection contract for 2027 and 2028. You will note a 5% increase in the contract amount. This adjustment reflects that we have not implemented an increase in the past four years. The increase will help ensure we can continue maintaining equipment, supporting training efforts, and delivering high-quality emergency services.

I have also included the Annual Incident Report in this packet. This year has been one of steady progress and growth. We welcomed three new firefighters and one new medical responder to the department. We also recognized the retirement of Medical Responder Roger Marks after 37 years of dedicated service. We are grateful for his commitment and many years of service to our community. We concluded the year with 17 firefighters and three medical responders.

Highlights from the year include:

- Provided Mutual Aid to Bemidji following their major windstorm
- Hosted a live burn training in February
- Significantly improved our monthly truck maintenance check procedures
- Held an End-of-the-Year Department Banquet for the first time in over five years
- Conducted several animal rescues including ducklings, a pelican, and a swan
- Received a Hoods for Heroes Grant for new SCBA hoods
- Received a \$40,000 grant to replace our main medical response vehicle a 2002 Ford F550
- Acquired two Command/Rescue vehicles to strengthen response capabilities

Recruitment will remain a top priority for us in 2026. We would greatly appreciate your assistance in sharing and promoting our recruitment efforts within your townships. Thank you for your continued trust and support. Please feel free to contact me with any questions regarding the annual report or the proposed contract.

Sincerely,

Corri Erickson, Fire Chief  
Garrison Fire & Rescue  
(605) 254-6269

*The Desire to Serve - The Courage to Act - The Ability to Perform*

We proudly serve the following communities: City of Garrison, Bay Lake Township, Garrison Township, Hazelton Township, Kathio Township, Maple Grove Township, Mille Lacs Band, Roosevelt Township.



# GARRISON FIRE & RESCUE

P.O. Box 239  
Garrison, MN 56450

## 2025 Annual Incident by District Report

Garrison Fire & Rescue responded to 277 calls for service in 2025. By comparison, the department responded to 287 calls in 2024 and 271 calls in 2023. A breakdown of 2025 incidents by type and district is provided in the table below.

	TOTAL	City of Garrison	Bay Lake Township	Garrison Township	Hazelton Township	Kathio Township	Maple Township	Mille Lacs Township	Roosevelt Band of Ojibwe	Roosevelt Township
Medical	199	37	42	56	55	2	4	1	2	
MVA	10	0	1	6	0	1	0	1	1	
Building Fire	11	0	0	0	2	3	1	5	0	
Brush/Grass/Wildland Fire	9	1	1	0	2	2	2	1	0	
Camper/Motor Home Fire	0	0	0	0	0	0	0	0	0	
Smoke/CO/Fire Alarm Activation	12	0	4	1	3	0	2	1	1	
Gas Leak	3	0	0	1	0	1	1	0	0	
Vehicle Fire	2	0	0	1	1	0	0	0	0	
Assist Another Agency	4	0	0	0	1	1	1	0	1	
Other Fire	14	3	2	5	0	1	1	0	2	
Cancelled Enroute	13	2	2	1	1	2	3	0	2	
<b>TOTAL</b>	<b>277</b>	<b>43</b>	<b>52</b>	<b>71</b>	<b>65</b>	<b>13</b>	<b>15</b>	<b>9</b>	<b>9</b>	

*The Desire to Serve - The Courage to Act - The Ability to Perform*

We proudly serve the following communities: City of Garrison, Bay Lake Township, Garrison Township, Hazelton Township, Kathio Township, Maple Grove Township, Mille Lacs Band, Roosevelt Township

City of Garrison and Roosevelt Township  
Fire Service Contract  
Coverage Years 2027-2028

This contract is made and entered into this 11th day of February, 2026 between the City of Garrison in Crow County, 27069 Central Street, Garrison, MN, 56450, a public corporation ("City"), and Roosevelt Township in Crow Wing County, 22613 County Road 2, Brainerd, MN, 56401, a public corporation ("Town").

In consideration of the mutual promises and agreements hereinafter set forth the parties do hereby agree as follows:

1. **Fire Service.** Town agrees to purchase from City, and City agrees to provide Town, the following fire-related services:

Check all those that apply.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Structural Firefighting           | <input checked="" type="checkbox"/> Emergency Medical Services   |
| <input checked="" type="checkbox"/> External Structural Firefighting  | <input checked="" type="checkbox"/> Fire Scenes                  |
| <input checked="" type="checkbox"/> Interior Structural Firefighting  | <input checked="" type="checkbox"/> Rescue Scenes                |
| <br>  |  |
| <input checked="" type="checkbox"/> Grass/Forest Firefighting         | <input checked="" type="checkbox"/> General Medicals             |
| <br>  |  |
| <input checked="" type="checkbox"/> General Firefighting              | Level of Emergency Medical Response                              |
| <input checked="" type="checkbox"/> Vehicles & Equipment              | <input checked="" type="checkbox"/> First Responder              |
| <input checked="" type="checkbox"/> Carbon Monoxide Calls             | <input checked="" type="checkbox"/> Emergency Medical Technician |
| <input checked="" type="checkbox"/> Other Non-Structural Firefighting | <input type="checkbox"/> Paramedic                               |
| <br>  |  |
| <input checked="" type="checkbox"/> Rescue                            | <input type="checkbox"/> Fire Code Enforcement                   |
| <input checked="" type="checkbox"/> Vehicle & Equipment Extrication   |  |
| <input checked="" type="checkbox"/> General Search & Rescue           | <input checked="" type="checkbox"/> Hazardous Materials Response |
| <input checked="" type="checkbox"/> Confined Space Rescue             |  |
| <input checked="" type="checkbox"/> High Level Rescue                 | Level of Hazardous Materials Response                            |
| <input checked="" type="checkbox"/> Water Rescue                      | <input checked="" type="checkbox"/> First Responder, Awareness   |
| <input type="checkbox"/> Diving/Recovery                              | <input checked="" type="checkbox"/> First Responder, Operations  |
| <br>  | <input type="checkbox"/> HAZMAT Technician                       |
| <input type="checkbox"/> Disaster Response                            | <input type="checkbox"/> HAZMAT Specialist                       |
| <br>  |  |
| <input type="checkbox"/> _____  |  |

The services indicated above are further explained, or limited, as follows:

- a. **Allocation of Resources.** The parties understand the fire department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the fire department under the circumstances of a given situation. Failure to provide fire services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this contract.

- b. **No Guarantee.** The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard. The City and its officers, employees and volunteer shall not be liable to the Town or any other person for failure to furnish assistance under this agreement or for recalling assistance.

2. **Payment.** The City shall provide Town a written claim for the full Payment Amount or for each partial payment of the Payment Amount according to the following schedule:

- a. That the City shall furnish said fire protection services to the Township for an annual consideration payment of **\$16,775.00**.
- b. The City hereby agrees to accept the sum above enumerated in quarterly payments for the use of its personnel, equipment, cost of new equipment, compensation of firemen and premiums of any insurance, if any, purchased by the City to indemnify itself for the loss of, or any damage to, any firefighting equipment while furnishing fire protection within the Township are covered by this contract.

3. **Annual Meeting of Parties.** Town and City shall hold at least one joint meeting annually during term of this contract at least 60 days before its anniversary date to calculate the Payment Amount for the upcoming year, discuss Town's satisfaction with the service provided during the year, and to discuss such other issues as either party deems relevant to this contract. If the Payment Amount is based on a lump sum rather than a formula, the financial terms of this contract will be reviewed annually and appropriate cost adjustments made upon mutual agreement of the Parties. The meeting shall be held at a regular Town meeting and shall be attended by the Fire Chief and/or Assistant Fire Chief.

4. **Emergency Service Charge.** Town, in its sole discretion, may exercise its authority to impose and collect an emergency service charge on those receiving emergency services, including fire services, within Town. City shall have no right to, or interest in, any service fees collected by Town. If Town imposes an emergency service charge it shall provide City a list of the specific types of information it determines it needs collected in order to successfully impose and collect the charge. City shall make a good faith effort to collect the requested information for each service call to the Service Territory and promptly provide Town with the information it collected.

5. **Service Territory.** City shall provide fire services as indicated in this contract to the area in Town described below and/or as indicated on a map which is attached hereto and made part of this contract. The identified area shall constitute the Town's Service Territory for the purposes of this contract:

- a. **Contract Coverage Area.** That in accordance with the other terms and provisions hereof, the City shall provide fire protection services to all sections of said Township with the exception of sections 28-33 of said Township.

6. **Term.** This contract shall commence on the effective date indicated above and shall expire two years from that date unless terminated earlier as provided herein.

7. **Ownership.** City owns the buildings and equipment associated with the fire department and the amounts paid by Town do not give rise to any ownership interest in, or responsibility toward, those items unless a specific ownership interest is indicated below:

8. **City's Responsibilities.** In addition to any other obligations described herein, City shall:

- a. Authorize and direct the City fire department to provide the fire services described herein to Town's Service Territory;
- b. Develop a detailed annual operational budget for the fire department for each year during the term of this contract by the Anniversary Date and present it to Town along with sufficient information to explain the items included in the budget figures;
- c. Upon Town's request, provide Town access to financial and cost data related to the fire department for five years prior to the current service year;
- d. Disclose to Town any proposed action City or the fire department intends to take that can reasonably be expected to effect the Insurance Services Office Fire Protection Grade in the Service Territory or City's ability to provide the fire services indicated above; and
- e. Promptly disclose to Town any information City can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

**9. Town's Responsibilities.** In addition to any other obligations described herein, Town shall:

- f. Promptly pay City the Payment Amount as indicated above for the year of service, or a prorated share of the Payment Amount for the length of service actually provided if the contract is terminated early;
- g. Present a budget and levy proposal to the town electors at each annual town meeting during the term of this contract seeking authority to levy funds as needed to pay the "Payment Amount;" and
- h. Promptly disclose to City any information Town can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

It is understood and agreed Town shall have no responsibility whatsoever toward the firefighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLSA, FMLA, or any other employment related issues. It is further agreed Town has no responsibility, beyond paying the agreed upon Payment Amount, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the fire services described herein.

**10. Insurance Requirements.** City shall maintain general liability insurance for its services and shall include Town as an additional insured for the term of this contract and any extensions thereof. The City shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. City shall also maintain inland marine, automobile, and property insurance coverages. City shall provide Town proof of such insurance coverages and the additional insured endorsement naming the Town annually by the anniversary date of this contract. City shall also maintain workers' compensation coverage as required by law.

**11. Indemnification.** City agrees to defend and indemnify Town against any claims brought or actions filed against Town or any officer, employee, or volunteer of Town for injury to, death of, or damage to the property of any third person or persons, arising from City's performance under this contract for services. Under no circumstances, however, shall City be required to pay on behalf of itself and Town, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for Town and City may not be added together to determine the maximum amount of liability for City. The intent of this subdivision is to impose on City a limited duty to defend and indemnify Town for claims arising out of the performance of this contract subject to the limits of liability under

Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.

12. **No Waiver.** Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

13. **Modification.** This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both City and Town, and attached hereto.

14. **Subcontracting & Assignment.** City shall not subcontract or assign any portion of this contract to another without prior written permission from Town. Services provided to Town pursuant to a mutual aid agreement City has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of Town so long as City remains primarily responsible for providing fire services to Town's Service Territory.

- a. **First call disclaimer.** The City shall not be required to provide fire protection services to the Township in the event that the City Fire Department is, at the time of the call from the Township, fighting a fire within the City limits of Garrison or elsewhere. The use of Mutual aid would be determined at this time.
- b. That in the event two or more calls are received from the Township or from property owners within the area covered by the fire protection, that said calls shall be answered in the order of their receipt unless the Fire Chief or other officer in charge of the Fire Department at the time directs otherwise.

15. **Termination.** This contract may be terminated at any time during its term by mutual agreement of the parties. Either party may terminate this agreement by personally serving a 1 year written notice of termination on the other party. This agreement shall terminate 1 year from the date of personal service of the written termination notice unless the party serving the notice withdraws the notice in writing before it is effective. If Town fails to pay for the service according to the schedule established herein, City may terminate this agreement 1 year from the date of personal service of written termination notice. Notice to City shall be served on the City administrator or City clerk if there is no City administrator, and notice to Town shall be served on the Town clerk.

16. **Service Contract.** This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties.

17. **Minnesota Law Governs.** This contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this contract shall be venued in the State of Minnesota.

18. **Severability.** The provisions of this contract shall be deemed severable. If any part of this contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this contract.

19. **Property Owners Insurer billed.** The City hereby agrees to bill property owner's insurer for each fire call and to accept responsibility of collection for same from property owner or his insurer thereby relieving the Township of this obligation.

IN WITNESS WHEREOF, the parties have executed this contract effective on the date indicated above.

City of Garrison

Roosevelt Township



Mayor



Fire Chief



Clerk

Chairperson

Clerk

# **AGREEMENT FOR THE MAINTENANCE RESPONSIBILITIES AND RATES FOR A TOWN LINE ROAD**

This agreement is hereby entered into this 13<sup>th</sup> day of April, 2026, by and between the Town Board of Supervisors of Roosevelt Township, Crow Wing County, Minnesota and the Town Board of Supervisors of Richardson Township, Morrison County, Minnesota.

**WHEREAS**, Roosevelt Township and Richardson Township share the following described town line road(s): South Platte Lake Road - Richardson Township portion of the road is from address **36802** to **36495** which is **.3** miles of road.

**WHEREAS**, Minn. Stat. § 164.12 directs town boards to divide roads along the line between two townships (Town Line Road) and enter into an agreement for the maintenance of those roads;

**WHEREAS**, Minn. Stat. § 164.13 requires towns with Town Line Roads to bear jointly and in equal shares the expense of constructing and maintaining any bridge on the road(s) as made necessary by the construction of a drainage ditch or by reason of the changing, widening or alteration of any drainage ditch, or by reason of altering or changing of any watercourse;

**NOW, THEREFORE, BE IT RESOLVED**, in consideration of the mutual promises and benefits that each party shall derive from this resolution, Roosevelt Township and Richardson Township hereby enter into the following agreement for the division of maintenance responsibilities for the above described town line roads.

## **I. Agreement**

---

Roosevelt Township agrees to maintain, repair, upgrade, and/or reconstruct the town line road known as South Platte Lake Road according to Roosevelt's standards. Road repairs other than routine maintenance will be performed as follows:

- 1) The section from address 36802 to 36495 will be 50/50.
- 2) Major repairs for the section from address 36802 to 36495 will be the responsibility of Richardson Township.

Roosevelt Township must consult with Richardson Township for any cost over \$500. Failure to provide this estimate in writing and receive approval in writing will constitute a violation of this agreement and cancel and requirement for payment by Richardson Township.

Further, Richardson Township is to receive a phone call when anything other than routine maintenance is needed, for example repairing weather related road damages.

Richardson Township agrees to pay Roosevelt Township a flat rate of \$50.00 for each time said road is maintained. Maintenance is defined as grading, snow removal, mowing, sanding, downed tree removal. Any rate change requires written notification to Richardson Township.

The flat rate is subject to review on an annual basis. Roosevelt Township will provide Richardson Township with written notice to any increase in flat rate for maintaining the said road.

Billing for maintenance and any other incurred costs will be done quarterly and sent to Richardson Township for payment. Routine maintenance will be billed separately from other projects.

Further, Richardson Township agrees to pay Roosevelt Township a portion of the cost of any repair, upgrade and/or reconstruction of said road upon approval of a plan by both townships and costs over estimated amount of \$500, the portion of the cost will be determined and discusses at the time of repair, upgrade and/or reconstruction.

Each Township will be responsible for such tree and growth removal as may be necessary for travel, maintenance or safety of the road within those Townships boundaries. If Roosevelt Township, in its capacity as the Township maintaining the road should determine that trees or other growth as described in Minnesota statues 160.22 need to be cut on said road right of way, in the Township of Richardson, then the Township of Richardson shall be required to obtain permission to cut said trees or initiate a tree cutting procedure pursuant to Minnesota statues 160.22, and shall be responsible for all costs association therewith. If the Township of Richardson fails to remove the trees or growth or see to its removal the Township of Richardson, and not the Township of Roosevelt shall be responsible for, any risks, liabilities, or costs associated with the failure to remove the trees or growth.

## **II. DISPUTES**

---

If a disagreement arises regarding the fairness of the division of maintenance responsibilities provided in this agreement and the parties are not able to resolve the disagreement, the issue will be submitted to the county board for a determination of the proper division of responsibility as provided in Minn. Stat. § 164.12, sub d. 6.

## **III. AMENDMENTS**

---

Any alterations, amendments, deletions, and waivers of the provisions of this agreement shall be valid only when reduced to writing and duly signed by each Township.

## **IV. ENTIRE AGREEMENT**

---

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous line road agreements presently in effect between the parties concerning the above described road(s).

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as of this 13<sup>th</sup> day of April, 2026.

**Roosevelt Township**

**Richardson Township**

By the Town Board of Supervisors:

By the Town Board of Supervisors:

\_\_\_\_\_  
Sonya Crocker, Town Board Chair

\_\_\_\_\_  
Mike Insley, Town Board Chair

Attest: \_\_\_\_\_  
Breanna Cielinski, Town Clerk

Attest: \_\_\_\_\_  
Cheryl Lincoln, Town Clerk

Thursday

Friday

Saturday

Notes

<p>5 <small>64/301</small>                  Cut trees off S. Platte                  with Hoffman/Black                  1st part of S. Platte</p>	<p>6 <small>65/300</small>                  Brush Rd's                  Oscar +                  Schmolke                  Blue Bill</p>	<p>7 <small>66/299</small>                  Sand Blacktop Rd's</p>
<p>12 <small>71/294</small>                  Place calls for Creek                  Sealing, Check culverts                  Check Blacktop Rd's                  to see what work                  needs to be done</p>	<p>13 <small>72/295</small>                  Plow snow                  Clean intersections</p>	<p>14 <small>73/292</small></p>
<p>19 <small>78/287</small>                  Eid al-Fitr, Begins or Sunset</p>	<p>20 <small>79/286</small>                  First Day of Spring</p>	<p>21 <small>80/285</small></p>
<p>26 <small>85/280</small>                  Grind brush Bellview                  Jackpine/Grade                  Redick, Williams, Thompson                  Pine shaves, Tate, Grish                  Duster, Rehling</p>	<p>27 <small>86/279</small>                  Brush/Little white fish                  Reetzsch</p>	<p>28 <small>87/278</small></p>

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr  
 May  
 Jun  
 Jul  
 Aug  
 Sep  
 Oct  
 Nov  
 Dec

March

Monday

Tuesday

Wednesday

2

61/304

3

62/303

4

63/302

Brush Rds  
Redick, Thompson  
Williams, Forest Ridge  
White Pine

Holi, Begins at Sunset

Shop, Check for  
Frozen culverts

9

68/297

10

69/296

11

70/295

Beck Bellview & Cooley  
Start grading brush  
on Bellview

Plow Rds/Jackpine  
Ponter, N. Platte, Platte  
S. Platte, Fischer, Bassow  
Redick, Williams, Tate, Thompson  
Pine St, Esker, Cooley, S.  
Camp Lake Rd, Camp Lake Dr, White Pine

Finish plowing  
Rds

16

75/290

17

76/289

St Patrick's Day

18

77/288

Clean up drifts  
on wing

Check for drifts/  
fix Mail box on Cooley

Plow Blacktop Rds  
look at crack  
Sealing w/ Seal Tech

23

82/283

24

83/282

25

84/281

Spring short courses  
Energy Pt.

Take wing off grades  
Check Rds w/ Rd  
blade Camp Lake Rd  
to Y or Camp Lake Dr

Finish Camp Lake Rd  
Meet w/ Jet Black  
blade S. Platte, Platte  
L. Pl. N. Platte, Roosevelt  
Fischer, Bassow

30

89/276

31

90/275

César Chávez Day

Build East Ridge,  
East Sucker, Blue bill,  
Lynx, Lynx

Meet w/ Anderson  
about crack sealing

2026 Equipment					
Mileage and Hours					
Date	Hours Grader	Hours Backhoe	Milage Mack Truck	Milage FL Truck	Hours Tractor
1/1/2026	6239.7	2603.7	196,823	109,862	449
1/31/2026	6257.3	2603.7	196,823	110,507.4	454.2
2/28/2026	6271.1	2604.5	196,823	110,818.9	470.2
3/31/2026	6308.4	2605	196,874	111,149.1	492.4
4/30/2026					
5/31/2026					
6/30/2026					
7/31/2026					
8/31/2026					
9/30/2026					
10/31/2026					
11/30/2026					
12/31/2026					



March 2026		Class 5			
Plowed	Winged	Sanded	Bladed	Clean	Brush
BARSTOW	///			/	
BELLVIEW	///	/		/	/
BLUEBILL PT.	///			/	/
CAMP LAKE DR.	///			/	
CAMP LAKE RD.	///	/		/	
COOLEY EAST	///			/	
COOLEY WEST	///	/		/	
DEUTSCH	///			/	/
ERSKINE	///			/	
FISHER	///	/		/	
FOREST RIDGE	///			/	/
JACKPINE	///	/		/	/
LITTLE WHITEFISH	///			/	/
N. PLATTE LK. RD.	///	/		/	
ORTON					
OXCART RD.	///	/		/	/
PLATTE LK. TRAIL	///	/		/	
PINE SHORES RD.	///			/	
POSTER LN.	///			/	
REDDICK RD.	///	/		/	/
REHLING RD.	///			/	
ROOSEVELT	///			/	
ROSCOE	///			/	
SCHIMOLKE	///	/		/	/
S. PLATTE LK. RD.	///	/		/	
TATE	///			/	
THOMSON	///			/	/
TRANSFER STATION					

March 2026		Class 5			
Plowed	Winged	Sanded	Bladed	Clean	Brush
WHITE PINE RD.	///			/	/
WILLIAMS RD.	///			/	/
APACHE PLACE					
BANYAN	///			/	
BIRCH	///			/	
CODY	///			/	
CHESTNUT	///			/	
CHIPPEWA TRL.	///			/	
CYPRESS	///			/	/
DEER ROAD	///			/	
DOGWOOD DR.	///			/	
ELM COURT	///			/	
EL DORADO	///			/	
HICKORY	///			/	
LOVELAND PASS	///			/	
OAK COURT	///			/	
OREGON TRAIL	///			/	
PINE RIDGE	///			/	
POPLAR DR.	///			/	
SANTA FE TRL.	///			/	
SPRUCE CIRCLE	///			/	
TEAK LANE	///			/	
WESTWARD HO-W	///			/	
WESTWARD HO-E	///			/	
WILLOW	///			/	