



## Mission Township, Minnesota

### Roads Committee Charter

Established July, 2020

**Purpose:** The purpose of the Mission Township Roads Committee is to advise the Board of Supervisors in all matters relating to the planning and operation of Mission Township roads, and such other activities as assigned by the Board. The Board of Supervisors retains the decision-making authority on all matters as the elected governing body of the Township.

**Membership:** The Committee shall consist of 3-5 members, appointed by the Board of Supervisors, with a majority of members constituting a quorum. Membership will be open to a combination of residents and taxpayer nonresidents with a variety of interests and backgrounds relevant to roads and capital planning. Terms will be for 2 years, with members eligible for re-appointment by the Board. No member of the Board of Supervisors or township employee may serve as an appointed member. However, the Board liaison and employees may serve as ad hoc, non-voting members. Members may not serve on any other Township appointed committee.

**Officers:** The Board of Supervisors shall designate one member as the Chair of the Committee who will serve in this role until a new chair is designated by the Board. The Committee may designate one of its members to serve as secretary to record minutes and serve as Chair in the absence of the Chair.

**Meetings:** The Committee shall conduct regular meetings following an annual schedule to be determined by the Committee and published by the Township Clerk.

**Notice & Minutes:** Members will be notified of all meetings by the Chair. Public notice of all meetings shall be provided by the Township Clerk through the usual means. The committee shall provide for the recording of minutes to be sent to the Township clerk for publication to the Board and on the Township website.

**Role & Responsibility:** The Committee shall be responsible to provide advice and recommendations to the Board of Supervisors on the following areas.

- Development of a long-term strategic plan
- Annual maintenance of Township roads, including identification of equipment needs
- Annual operating needs and budget
- Capital planning to support road maintenance
- Development of Township policies (i.e. right of way) as needed

Additional areas may be added by direction of the Township Board. Committees are expected to comply with all Township Policies.

**Reporting:** The Chair of the Committee shall be responsible to report to the Board of Supervisors all items requiring Board review or approval.