

August 14, 2023, Regular Board Meeting

ROADS REPORT – ROADS COMMITTEE UPDATE

Information/Update Items:



The Roads Committee is working on the following items.

Item	Key Next Steps	Status
Road Standards <input checked="" type="checkbox"/>	<ol style="list-style-type: none"> 1. Review by Town Board (Feb) ✓ 2. Review by County Engineer (Mar) ✓ 3. Changed to Resolution on advice of Attorney ✓ 4 Adoption by Town Board (Apr) ✓ 	Adopted by Town Board
Right-of-Way Ordinance	<ol style="list-style-type: none"> 1. Finalization by Roads Committee (Apr) ✓ 2. Review by Town Board (Jun) ✓ 2. Approval by attorney (Sep) 3. Adoption by Planning Commission & Town Board and publication by Clerk (Oct) 	Pending review by Attorney
RFPs for summer road work <input checked="" type="checkbox"/>	<ol style="list-style-type: none"> 1. Receipt of quotes (Apr) ✓ 2. Review by Roads Comm. (Apr) ✓ 3. Approval by Town Board (May) ✓ 	Work Completed
Maintenance Schedule for Truck Storage Bldg.	<ol style="list-style-type: none"> 1. Finalize draft schedule (Oct) 2. Review by Roads Comm. (Oct) 	Drafting schedule
2023 Sign Plan	<ol style="list-style-type: none"> 1. Finalize plan by Roads Comm. (May) ✓ 2. Approval of Sign Order by Town Board (Jun) ✓ 3. Installation of signs by CWC (Fall) 	Sign Plan Approved by Board – Awaiting completion of work by CWC
Contract for road sweeping <input checked="" type="checkbox"/>	<ol style="list-style-type: none"> 1. Draft contract with Pequot Sand & Gravel (Apr) ✓ 2. Approval of contract by Town Board (Apr) ✓ 	Contract Approved – Work Completed in June
Develop ROW Maintenance Plan	<ol style="list-style-type: none"> 1. Draft initial multi-year plan by Roads Comm. (Sep) 2. Determine 2023 storm clean-up needs (May) ✓ 3. Review and approval by Town Board (Oct) 	Roads Committee identifying initial components of Plan
Plow Driver Job Description <input checked="" type="checkbox"/>	<ol style="list-style-type: none"> 1. Finalization of description by Roads Comm. (Feb) ✓ 2. Review & approval by Town Board (Mar) ✓ 	Approved by Board

Blue text = new item or timing since last report / ✓ = Completed

Update/Discussion Items:

- ✓ Signs ordered by CWC and awaiting delivery. Installation planned to be completed by year-end as schedules permit.
- ✓ Winter storm debris mostly cleaned-up. Next phase is removal of overhanging trees. Consider RFP for completion of work by October 1 to qualify for State reimbursement funding. (**Motion to authorize**).
- ✓ ATV approach patch installed on MPD @ intersection with Huxtable Point Road.

- ✓ Cancelled Gravelle pressure washer quote (\$5,100) signed 4-18-23 due to lack of performance. Proposing to have F. Richie Plumbing out of Lino Lakes complete per quote. For comparison North Country quote was \$7,000 (**Motion to accept quote**). Work will be completed by the end of August.

F. Richie Plumbing

QUOTE

2063 Rosewood Street
 Lino Lakes, MN 55038
 Frankvfan1@gmail.com

INVOICE # 001
Date: 8-6-2023

To:
 Mission Township
 C/O Jon Auge, Roads Supervisor
 PO Box 126
 Merrifield, MN 5465

Expiration Date: 9-1-2023

Qty	Description	Unit price	Line total
1	Connect to existing water service (hot and cold). Connect to the existing gas supply. Vent unit out the side wall. Ensure system start up All parts and labor to complete the install Repair town hall sillcock on south wall.	\$5,000	\$5,000
		Subtotal	\$5,000
		Sales Tax	0.00
		Total	\$5,000

This is a quotation on the goods and services named. Payment due on receipt of invoice. All sales final, payment due upon receipt.

To accept this quotation, sign here and return: _____

Thank you for your business!