

September 11, 2023, Regular Board Meeting



Mission Township, MN
 'A QUIET PLACE TO BE'

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"/>	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	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"/>	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.	1. Finalize draft schedule (Oct) 2. Review by Roads Comm. (Oct)	Drafting schedule
2023 Sign Plan	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"/>	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	1. Draft initial multi-year plan by Roads Comm. (Nov) 2. Determine 2023 storm clean-up needs (May) ✓ 3. Review and approval by Town Board (Dec)	Roads Committee identifying initial components of Plan
Plow Driver Job Description <input checked="" type="checkbox"/>	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 to complete our Sign Plan ordered by CWC and awaiting delivery. Installation planned to be completed by year-end as schedules permit.
- ✓ The pressure washer in TSB is fully installed and operational.
- ✓ Plow truck scheduled for DOT inspection and minor repairs the week of October 2nd.
- ✓ All Summer maintenance work is completed.
- ✓ Winter storm clean-up continues with key roads completed.

- ✓ **Action.** Schedule the Annual Roads Inspection for Wednesday, September 27, 2023, leaving at 9 am from the Town Hall, with the back-up date being Monday, October 2, 2023, also at 9:00 am. **Motion** to approve.

December 15 Winter Storm Clean-up Status:

Activity	Vendor	Claims Paid	State Reimbursement @ 75%	Town Portion
Clearing Roads 12/15	Van Horn	\$3,000	\$2,250	\$750
Clearing Roads 12/15	Fire Dept.	\$3,741	\$2,806	\$934
Debris Clean-up	Van Horn	\$14,125	\$10,594	\$3,531
Tree Clean-up	Van Horn	\$1,250	\$937	\$313
To-Date Totals		\$22,116	\$16,587	\$5,528

Storm Roads Clean-up Status:

Completed	Nothing Needed	To Be Cleared	TBD
Birchwood Trail	E. Horseshoe Lake	Canthook	Adney Lake
CR 116	Fools Lake	Deerwood Trail	Old Bridge
East Bass Lake	Loon Lake	Greenwood	Pelican Beach
Huxtable Point	Mission Cut-Off	Morningside	Riverview Place
Mission Park Drive	Mission Way	N. Horseshoe Lake	4
Mission Heights	N. Pelican Lane	Pelican Way	
Oak Spur	Roberts Drive	Surfland	
Ridgewood Drive	Venture Lane	Town Hall Site	
Ridgewood Lane	Whispering Pines	8	
Rustic Lane	9		
SW Horseshoe Lake			
Timber Cove			
12			