

## Mission Township, MN – Roads Committee

### October 12, 2023, Minutes



---

A meeting of the Mission Township Roads Committee was held on Thursday October 12, 2023, at 5:30 PM, at the Town Hall.

**Attendance:** Committee members present were Chair Dave Hauser, Eric Carder, Dave Meyer and Merle Roberts. Town Board Supervisor Jon Auge also attended.

**Agenda:** The proposed agenda was reviewed and adopted.

**Minutes:** The Committee reviewed the Minutes of the September 14, 2023, meeting and approved as presented.

**Report on Town Board Actions or Requests:** Jon Auge & Chair Hauser shared the October 9 board meeting Roads/Roads Committee Report with discussion occurring on some items. The report is available on the Township's website.

**Discussion Topics:** The Committee discussed the following topics:

- **2023 Road Assessment.** The roads are generally in good condition. The town board accepted the 2023 Roads Assessment report at their October 9 meeting and authorized RFP's for the required work.
- **ROW longer-term maintenance approach.** Discussion occurred on how to address the narrowing of our ROW's due to tree and brush growth. The Roads Assessment identified only a couple of roads (Canthook Drive and Greenwood Lane) requiring more immediate work. This will be addressed in 2024.
- **2023-2032 Road Maintenance Plan.** The Committee reviewed the updated draft of the 2023-2032 Road Maintenance Plan presented by Jon. The plan addresses the various road maintenance activities such as full reclamation, seal coating, crack sealing and routine maintenance, time phased with projected annual costs. There was discussion on the various components and costs. The Committee liked the approach and feels it provides a sound template for future maintenance planning. Jon will share it with the Town Board for use in the budget process.
- **Development of Driveway Ordinance.** The Committee discussed the pros/cons of developing a driveway ordinance. It would require a permit and the involvement of our town engineer. Discussion also occurred on allowing multiple driveways. The Committee would like to review CWC's ordinance as well as any township versions before deciding whether to proceed with drafting an ordinance for our town. Jon agreed to distribute examples of existing ordinances for review prior to our next meeting.

- **Township Maintenance Position.** Input was provided on the existing items and additional items were added to the template.

### **New Business & Open Discussion:**

1. We are still working on a back-up plan in the event our plow goes out of service. Jon shared that he had reached out to Pelican Township about developing a mutual aid type agreement and is awaiting a response. Dave Hauser is contacting Bordon who plows Center Township about a potential agreement.
2. We need to create truck access on the north side of the TSB for the clean-out of our holding tank. It was suggested we use class 1 or 5. Jon will contact Gary Norwood for options with a plan to complete in 2024.

The Committee adjourned at 6:25 PM.

**Next Meeting:** The next meeting is scheduled for **WEDNESDAY** December 13, 2023, beginning at 5:30 PM, at the Town Hall.

### **Topics for Next Meeting:**

- Consider the development of a Driveway Ordinance.
- Fiscal Year 2025 proposed roads budget.
- Township Maintenance Position – proposed roads activities and recommendation.
- 2024 meeting schedule and action items.