

**November 13, 2023, Regular Board Meeting**

**ROADS REPORT – ROADS COMMITTEE UPDATE**

**Information/Update Items:**



**Mission Township, MN**  
 'A QUIET PLACE TO BE'

The Roads Committee is working on the following items.

Item	Key Next Steps	Status
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 (May-24)	Requires approval by electors at Annual Meeting before adoption by town board
Maintenance Schedule for Truck Storage Bldg.	1. Finalize draft schedule (Oct) 2. Review by Roads Comm. (Dec)	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 installation is complete. 3-year Sign Plan finalized
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 (Jan)	Roads Committee identifying initial components of Plan
Considering developing a Driveway Ordinance	1. Reviewing existing ordinances in other communities (Dec-Jan-24)	

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

**Update/Action Items:**

- ✓ Signs installed and 3-year Sign Plan finalized.
- ✓ Plow truck passed DOT inspection and received required maintenance, including replacement of sanding motor. New cutting blades and rubber shield are needed due to wear and tear.
- ✓ Winter storm clean-up completed. Awaiting invoices to file disaster claim with State.
- ✓ Exploring a mutual aid or back-up plan in event of in-season plow truck down time with area contractors.
- ✓ Developing a 10-year Roads Maintenance Schedule to aid in future budget decisions.

**Action:** Approve purchase of replacement cutting blades and rubber shield for plow truck at a cost of \$4,232.