

## Mission Township, MN – Roads Committee

### December 13, 2023, Minutes

---



A meeting of the Mission Township Roads Committee was held on Thursday December 13, 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 October 12, 2023, meeting and approved as presented.

**Report on Town Board Actions or Requests:** Jon Auge & Chair Hauser shared the November 13 and December 11 board meeting Roads/Roads Committee reports with discussion occurring on some items. The report is available on the Township's website.

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

- **Fiscal Year 2025 Proposed Roads Budget.** The Committee reviewed the proposed budget with discussion occurring on several items. Updates were made to the 2024 budget already adopted based on 2023 actual activity. The Committee recommended the proposed budget be submitted to the town board for their consideration and approval.
- **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 is reviewing CWC's ordinance as a template for developing our own version. Further discussion has been deferred to the February meeting.
- **Township Maintenance Position.** Input was provided on the existing items and additional items were added to the template. The Committee raised the idea of hiring a maintenance company vs. an employee, to handle the various items not

already covered by current contracts. It might alleviate concerns regarding benefits, supervision, and back-up should an employee be hired.

- **Proposed 2024 Meeting Calendar**. Meeting dates were set for February, April, June, August, October, and December.

**New Business & Open Discussion**: There were no items raised for discussion.

The Committee adjourned at 6:32 PM.

**Next Meeting**: The next meeting is scheduled for Thursday, February 1, 2024, 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.