

Mission Township, MN – Roads Committee

October 10, 2024, Minutes



A meeting of the Mission Township Roads Committee was held on Thursday October 10, 2024, at 5:30 PM, at the Town Hall.

Attendance: Committee members present were Chair Dave Hauser, 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 August 8, 2024, meeting and approved as presented.

Report on Town Board Actions or Requests: Jon Auge & Chair Hauser shared the August 12 board meeting Roads/Roads Committee report. The report is available on the Township's website.

Discussion Topics: The Committee discussed the following topics:

- **DNR SPRA Grant Application of E. Bass Lake Road (EBLR).** The Committee reviewed the proposed application and recommended the town board approve its submission to the DNR. If awarded, the reclamation of EBLR would likely occur in 2026.
- **Revision of Mailbox Support Policy.** Discussion occurred on whether to recommend revision of the policy to specify that 'Should the mailbox support be damaged, the town shall install a swing-away mailbox support to replace the existing support at the town's expense.' Following discussion, the Committee recommended the policy be revised by the town board to include additional verbiage on replacing damaged mailbox supports.
- **Proposed Driveway Access Ordinance.** The Committee continued our discussion on the pros/cons of developing a driveway access ordinance. The Denmark Township, MN ordinance shared by Troy Gilchrist was again reviewed in detail. The town board agrees to move forward with considering such an ordinance. Next step is for Jon to work with Troy Gilchrist to draft an ordinance for the committee's/town board's review. He will also work to develop a permit application form and a process outline like what exists for P&Z plat applications.
- **Town Maintenance Position.** Jon provided an update on the town board's progress in hiring a maintenance person. Alternatives are being developed to cover winter plowing and maintaining the park trails.
- **Street Light Project with CWC.** We currently maintain 7 street lights plus the lights at the Town Hall and Park. Crow Wing County has agreed to assume the cost for two of our street lights per a new county policy (noted in green below). The change will be effective with the next billing cycle.

Mission Township Lights								
Account	CIS Device ID #	Light Map #	Transformer Map #	Transformer #	Street Intersection	Device Type	Device Description	Notes
1625001	7340	MT-1	34-016-01-00200	BE9063	Huxtable Point Road & SW Horseshoe LK Road	24	LED RDWY 4-Way	Issued WO3 551957 To replace failed HPS light with an LED
1625001	990001674	MT-2	34-003-01-03801	7530	Huxtable Point Road & Mission Park Drive	24	LED RDWY 4-Way	
1625001	990001675	MT-3	Not on Map	Not on Map	Mission Park Drive & East Horseshoe LK Road	8	150 WATT ROADWAY LIGHT	
1625001	990001676	MT-4	34-000-19-03705	AY9052	County Road 3 & Mission Park Drive	8	150 WATT ROADWAY LIGHT	Transferred to CWC (10/2024)
1625001	990001677	MT-5	34-000-27-04800	AW9123	County 19 (Great River Rd) & Mission Cutoff	8	150 WATT ROADWAY LIGHT	
1625001	990001678	MT-6	34-000-27-04906	V9360	County 109 & Mission Cutoff	8	150 WATT ROADWAY LIGHT	Transferred to CWC (10/2024)
1625001	990001679	MT-7	34-003-01-03802	6306	County Road 3 & Town Hall Site	8	150 WATT ROADWAY LIGHT	
1625001	990001680	MT-8	34-003-01-03800	AE9449	Town Hall Parking Lot	8	150 WATT ROADWAY LIGHT	
1625001	990001681	MT-9	34-000-29-05412	9067V	Mission Park - Parking Lot	8	150 WATT ROADWAY LIGHT	
1625001	990001682	MT-10	34-000-29-05412	9067V	Mission Park - Picnic Area East Light	8	150 WATT ROADWAY LIGHT	
1625001	7346	MT-11	34-000-29-05412	9067V	Mission Park - Picnic Area Center Light	8	150 WATT ROADWAY LIGHT	
1625001	7347	MT-12	34-000-29-05412	9067V	Mission Park - Picnic Area West Light	8	150 WATT ROADWAY LIGHT	

- **2024 Road Inspection.** The Committee reviewed the 2024 Road Inspection Report from the October 1st inspection and recommended its approval to the town board.
- **2025 Meeting Schedule.** The Committee adopted the following schedule for 2025 regular meeting dates. All meetings will begin at 5:30 PM and held at the Town Hall.
 - January 7 – Focus on 2025 budget adjustments & 2026 proposed budget
 - April 24 – Focus on review of summer maintenance quotes
 - June 12 – Focus on general update on road plans & issues
 - October 9 – Focus on Road Inspection recommendations
- **New Business & Open Discussion:** None.

The Committee adjourned at 6:55 PM.

Next Meeting: The next meeting is scheduled for January 7, 2025, beginning at 5:30 PM, at the Town Hall.

Topics for Next Meeting:

- Further consideration of a Driveway Access Ordinance.
- Development & recommendation on 2026 Roads Budget.