



MISSION TOWNSHIP OPERATING POLICIES & PROCEDURES

Version 3.1

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SECTION 1: INTRODUCTORY

1.1 Purpose

The purpose of these policies is to establish a uniform and equitable system of township administration for elected officials and employees; as well as consultants, contractors, volunteers, and property owners who engage with Mission Township (town). These policies supersede all past policies.

1.2 Disclaimer

NOTHING IN THIS HANDBOOK OR ANY OTHER WRITTEN OR UNWRITTEN POLICIES, COURSE OF CONDUCT, OR PRACTICES THE TOWN CREATES, IS INTENDED TO CREATE, AN EXPRESS OR IMPLIED CONTRACT, COVENANT, PROMISE OR REPRESENTATION BETWEEN THE TOWN AND OUR EMPLOYEES, CONTRACTORS, OR VENDORS.

THE TOWN MAY CHANGE OR ELIMINATE POLICIES, OR PORTIONS THEREOF, CONTAINED IN THIS HANDBOOK AT ITS DISCRETION AT ANY TIME, AND WITHOUT NOTICE.

THIS HANDBOOK DOES NOT VEST ANY RIGHTS, BENEFITS OR PRIVILEGES WHICH CANNOT BE CHANGED OR ELIMINATED BY THE TOWN BOARD, IN ITS EXCLUSIVE DISCRETION, AT ANY TIME WITHOUT NOTICE.

EMPLOYMENT WITH THE TOWN IS AT-WILL, EXCEPT AS OTHERWISE PROVIDED BY LAW OR CONTRACT. THIS MEANS THAT EMPLOYMENT MAY BE TERMINATED WITH OR WITHOUT CAUSE AT ANY TIME AT THE OPTION OF EITHER THE EMPLOYEE OR THE TOWN. NO SUPERVISOR OR OTHER REPRESENTATIVE OF THE TOWN HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT TO THE CONTRARY UNLESS APPROVED BY THE TOWN BOARD.

1.3 Scope

These policies apply to all elected officials, employees, consultants and contractors, and volunteers of the town. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law. Mission Township elected officials, employees, consultants, and contractors are expected to comply with all federal, state, and local laws. This document is not intended to be a comprehensive document covering all aspects of town administration. Please refer to the MAT Manual on Town Government for additional provisions.

Additionally, these policies serve as an information guide to help employees become better informed and to make their experience with the town more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the town board for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the clerk upon hiring and such rules will be further explained, and enforcement discussed with the employee by their immediate supervisor.

SECTION 2: TOWN GOVERNANCE

2.1 Annual Town Meeting

The town will conduct its annual town meeting on the second Tuesday in March (per Minn. Stat. § 365.51) at a time and place set at the annual town meeting in the previous year. If the meeting must be cancelled because of inclement weather, the meeting will be held on the third Tuesday in March. The usual location for the meeting is the Town Hall. The primary purpose of the annual town meeting is to set the tax levy. However, the meeting may consider other matters appropriate for the electors and topics of general interest. Prior to the meeting, the town board will propose an agenda, recommend a levy, and post materials to be considered at the meeting on the town website. At the meeting, the clerk calls the meeting to order and verifies the roll of electors (only residents are eligible to vote) from those in attendance. Then the electors elect a moderator by majority vote. Town officers are eligible to serve. The moderator announces the agenda and then proceeds with the business of the meeting following the agenda. The moderator is responsible for deciding and declaring the vote on each question. After all stated business is completed, the meeting is either recessed to a date and time specific or adjourned. Minutes of the meeting are prepared by the clerk, signed by the moderator, and filed in the clerk's office. A copy of the minutes must be provided to the town board at their next regular meeting for their own motions or resolutions on actions taken at the meeting, but the board may not change the minutes.

2.2 Town Board

The governing body of Mission Township is the town board. While the town government consists of the three supervisors, clerk and treasurer, technically only the three supervisors constitute the town board as only they can vote on issues before the board. However, commonly 'town board' refers inclusively to all town officers.

2.3 Town Board Powers

The powers of the town board are those granted by the Legislature and not exclusive to electors. An exclusive power of electors is to set the tax levy. One of the most important powers held exclusively by the town board is the power to spend the township's funds. Additionally, some powers are shared with electors in that electors must authorize the town board to exercise the power.

The power to act on behalf of the town is vested in the board, not the individual supervisors. For example, no individual supervisor can bind the town to a contract without the vote of the town board. However, the town board may delegate some limited authority to a supervisor, but the delegation must first be approved and limited by the board as a group. It is understood in delegating such authority the town board retains the authority for all policy issues/decisions. The clerk and treasurer do not have the authority to vote on matters before the board or to break a tie vote among the supervisors except as statutorily defined.

2.4 Regular Town Board Meetings

Regular town board meetings are typically held monthly following a published agenda. Agenda items can be placed on the agenda by town officers or a request by the public. The clerk is responsible for soliciting agenda items one week in advance of the meeting and posting an initial agenda on the town website. However, the town board has approval for the final agenda as part of their meeting. To facilitate preparation for the meeting and transparency for the public, materials to be considered at each regular meeting must be provided to the clerk at least three business days prior to the regular meeting. Materials received by the clerk will be posted on the town website by the Friday prior to the meeting. A copy for the public of the materials reviewed by the town board will be available at each

meeting. The chair, or in their absence the vice-chair, shall conduct the meeting. Minutes of all meetings shall be taken and posted by the clerk at the Town Hall and on the town website, as well as retained in the town's records. Minutes are not official until approved by the town board at their next regular meeting.

2.5 Special Town Board Meetings

Special town board meetings are called for a specific purpose or topic(s) and may be scheduled as part of the Annual Calendar or by town board procedure. The meeting must be limited to the topics that are the subject of the meeting notice. Scheduled special meetings that are part of the Annual Calendar include: Reorganization (election of officers, establish fees and compensation, review of policies and contracts, designations, and supervisory assignments); Board of Appeal and Equalization (hear property owners who contest their valuation); Board of Audit (audit and settle financial statements of the town); Board of Canvass (canvass township election only in election year); Budget (review and approval of proposed budget); and Levy (recommend levy to electors). Minutes shall be taken and posted by the clerk at the Town Hall and on the town website, as well as retained in the town's records. Minutes are not official until approved by the town board at their next regular meeting.

2.6 Scheduling Special Town Board Meetings

The normal procedure for scheduling a special town board meeting is to schedule the meeting at a regular town board meeting. If the need arises to schedule a meeting outside of a regular meeting, any supervisor may notify the clerk of their request and the topic to be discussed. Once the clerk receives the request, he/she will determine that at least one other supervisor supports scheduling the meeting and if so, will schedule the meeting following the normal notice requirements. If the clerk determines no additional supervisor supports the request, no meeting will be scheduled, and the requesting supervisor will be so advised. All special meetings must be scheduled with a specific topic(s) stated in the notice and the meeting shall be limited to that purpose alone. Minutes of all special meetings shall be taken and posted by the clerk at the Town Hall and on the town website, as well as retained in the town's records. Minutes are not official until approved by the town board at their next regular meeting.

2.7 Supervisory Assignments

The town board may choose to designate a supervisor to fill duties/positions created by the town board as a way of delegating responsibilities among the supervisors. Supervisors may also be designated to serve on boards, commissions, or committees and as liaisons to town committees. This supervisory role is primarily to provide oversight for a designated area including supervision of employees or contractors where applicable; implement actions approved by the town board; develop and verify contracts (subject to town board approval); review claim submittals and time sheets prior to town board approval; address complaints, and other duties as assigned by the town board. Assignments are generally made at the reorganization meeting by vote of the town board but may be made or changed at any time. Spending authority levels for supervisory assignments are designated by the town board within their 'Resolution establishing compensation, meeting attendance rates, hourly compensation rates, mileage reimbursement, and delegated spending authority'.

2.8 Town Committees

The town board may establish committees to advise the board on matters relating to the planning and operation of key areas. Such committees have no authority to exercise town powers unless specifically delegated by the town board. Each established committee shall have a written charter stating its purpose, membership, scope and responsibility, and reporting requirements. Membership shall typically consist of 3-5 members, appointed for two-year renewable terms. Membership shall be open

to a combination of residents and property owners with a variety of interests and backgrounds relevant to the purpose of the committee. Elected officials are ineligible to serve. The board shall designate one member of each committee to serve as chair and they shall serve until a new chair is designated by the board. The town board shall also designate a supervisor to serve as a non-voting liaison to each committee.

Committees shall conduct their meetings in conformance with Minnesota's Open Meeting Law, with meetings conducted in a public place so members of the public can attend. Public notice of all meetings shall be provided by the clerk through the usual means. The chair shall be responsible for preparing an agenda for each meeting and ensuring that the minutes are prepared and sent to the clerk for posting on the town website. Additionally, the chair is responsible for reporting to the town board any items requiring board review or approval. Compensation for meeting attendance may be provided as determined by the town board when adopting the "Resolution establishing compensation, meeting attendance rates, hourly compensation rates, mileage reimbursement, and delegated spending authority".

2.9 Policies, Procedures and Fees

The town board shall be responsible to establish policies, procedures, ordinances, and fees to guide compliance with federal and state laws, and to ensure the orderly administration of the town. The town board shall annually review the Mission Township Operating Policies and Procedures and adopt additions or changes as necessary to accomplish this objective. They shall also annually review the Cemetery Rules and Regulations as well as the Transfer Station Regulations and adopt changes as necessary.

The town board shall annually adopt a resolution establishing compensation, meeting attendance rates, hourly compensation rates, mileage reimbursement, and delegated spending authority. In addition, they shall also adopt a resolution establishing a Fee Schedule for the town.

2.10 Public Records and Data

As prescribed by Minn. Stat. § 367.11 the town clerk is required to have custody of the records, books, and papers of the town and maintain such in the clerk's office. All data collected, created, received, maintained, or disseminated by any government entity, regardless of its physical form, including paper and electronic files, emails, photographs, videotapes, audio tapes, handwritten notes, working documents etc. are considered government data. As such it is imperative that all documents generated in the name of the town, or received in the name of the town, whether paper or electronic, be filed with the clerk in a timely manner.

While not covered by the Data Practices Act, the town should be responsive to requests for government data, not otherwise restricted by statute (i.e., personnel data or pending litigation). State Statutes allow the town to charge reasonable fees to cover costs incurred in responding to more complex data requests. The town strives to maintain the most recent years (3-5) of commonly public data on the town website which is accessible to all. Should a request be received for easily provided public data, the clerk is authorized to provide the data in a timely manner. Should the request be deemed more complex, the clerk may request it be in writing stating the specific data requested. Once received, the clerk shall initially determine the information to be provided, the cost to provide the data, and the timing to do so. The request and proposed fees will be presented to the town board for approval.

SECTION 3: Financial Management

3.1 Budget

The town board shall prepare a proposed budget for the following year prior to the annual town meeting, usually in February. In preparing the budget, efforts should be made to solicit input from the town committees and key employees. A particular focus should be the need for equipment and/or asset upgrades or replacement. The treasurer shall provide documentation on previous year's actuals vs. budget to guide the board's discussion, as well as any known extraordinary items that might impact on the budget. The proposed budget is approved at the special budget meeting held prior to the annual town meeting. Following approval of the tax levy at the annual town meeting, the budget may be adjusted and then a final version approved at the April regular meeting. The general timeline is outlined in Exhibit 1 below. The Town Budget is a planning tool and is not an approval of expenses.

Exhibit 1

<u>Month</u>	<u>Action</u>
December	<ul style="list-style-type: none"> ➤ Advise Departments & Committees - Request for Budget input due by end of January.
January	<ul style="list-style-type: none"> ➤ Treasurer prepares budget documentation. <ul style="list-style-type: none"> ▪ Previous year actual vs. budget. ▪ Report on last 3 years of actual vs. budget. ➤ Input obtained from Township Departments & Committees.
February	<ul style="list-style-type: none"> ➤ Documentation & input distributed to Town Board. ➤ Special Board Meeting on the Budget held. <ul style="list-style-type: none"> ▪ Include Department Leaders & Committee Chairs. ▪ Output is <u>the proposed</u> budget for the following year. ➤ Special Board Meeting on the Levy held (1 week following Budget Meeting). <ul style="list-style-type: none"> ▪ Output is <u>proposed</u> levy for consideration at the Annual Meeting.
March	<ul style="list-style-type: none"> ➤ Regular Board Meeting – Approval of Minutes from Special Meetings on Budget & Levy. ➤ Annual Meeting held – Output is the Levy for the following year.
April	<ul style="list-style-type: none"> ➤ Regular Board Meeting – Adoption of Final Budget based on approved levy from Annual Meeting.

3.2 Levy

The levy is set by the town electors at the annual town meeting. Prior to the annual town meeting, the town board shall recommend a proposed levy based on the next year's proposed budget. The proposed levy should have a break-out by special account fund (i.e., General, Fire, Roads and Park) which serves as a guide for the town board. The funds are levied to bring their balance to zero at fiscal year-end. The Capital Improvement Levy is held in a designated reserve fund to support approved capital projects. The town shall strive to maintain reserves equal to one year's operating budget, not including assigned or committed funds.

3.3 Claims Processing

The usual method for expense approval is submission of the item for town board approval. Claims are the method by which town expenses are submitted to the town board for approval. All claims for town funds require town board approval and such approval is exercised as a board and not by individual supervisors. As discussed in Section 2.3, the town board may delegate some limited approval authority to a supervisor involving operational issues only, but the delegation must first be approved and limited by the board as a group. Claims for payment are expected to be submitted on a timely basis after completion of the work or receipt of goods & services provided. All expenses must be submitted to the clerk and include a valid invoice or receipt identifying the vendor, a description of the item(s), cost per unit/item, total cost, and the name of the purchaser. Incomplete claims will be returned to the requestor by the clerk noting the incomplete items and requesting resubmittal. Claims must be submitted by the last day of the month for consideration at the following month's town board meeting. No expense item will be considered by the town board without the proper documentation. Expenses that exceed the budget amount for any special account fund require prior town board approval before incurring the expense.

3.4 Purchasing

Billing invoices from vendor accounts are the preferred method of claim submission. All invoices received will have the date received noted on the invoice by the clerk. Purchasers should present our Tax-Exempt ID whenever possible to exempt payment of sales tax. Every effort should be made by the purchaser to ensure the town is not subject to additional fees, charges, or penalties because of the town's payment cycle. The town board may exercise its discretion in considering approval of late fees or other charges.

3.5 Grants

Grants are a supplemental source of funding that reduce the town's reliance on the levy to fund operations and as such are supported by the town board. However, grant applications and some grants may involve up front costs or matching funds. Considering this, all grant applications require prior town board approval, and acceptance of grants also requires town board approval.

3.6 Travel and Seminars

Travel is a necessary part of conducting town business, as is attending educational seminars where knowledge is gained to improve town operations. Travel to conduct routine town business does not require prior approval and will be considered for reimbursement through the claims process. Submissions must include details on the date, mileage, and purpose. All other travel requires prior approval from the town board. Mileage will be reimbursed at the current IRS allowable rate.

3.7 Contracts

Towns have broad contracting authority. Such authority is needed to carry out the variety of activities expected of local government in providing services to their property owners. The town board must be knowledgeable of the Municipal Contracting Law (MCL-Minn. Stat. § 471.345) as lack of compliance brings severe penalties to the town and supervisors as individuals. It's also noteworthy that contracts for professional services are not deemed a contract for purposes of the MCL. The procedural requirements for contracts become more stringent as the expected cost of the contract increases.

Contracts of \$0 to \$25,000 – can be made by quotes or by direct negotiation in the open market. For quotes, the town must endeavor to obtain at least two written quotes.

Contracts of \$25,000 to \$175,000 – must be made by direct negotiation on receiving at least two

written quotes, or upon sealed bids.

Contracts of more than \$175,000 – must be let by sealed bids solicited by public notice using prescribed procedures for towns.

Services provided by contractors require a signed contract and must comply with the terms and requirements of the contract (insurance, licenses, permits, etc.). All vendor contracts will use the template prepared by the town attorney and specify the services to be provided and applicable rates. All contracts require the approval of the town board prior to their effective date. The usual signing authority for the town board is the board chair with attestation by the town clerk, following approval by the board.

3.8 Credit Card Use

The purpose of this policy is to ensure that credit cards issued in the name of Mission Township are used appropriately by township officers and employees. The use of a credit card is an alternate means of payment and must not circumvent the use of contracts, quotes, purchasing laws or town policies.

Credit cards are assigned or issued to cardholders under the authority of the town board. No cards may be issued without the approval of the Board. Cardholders are required to sign a statement acknowledging their receipt and understanding of the Credit Card Use policy prior to issuance of the card. The signed agreements are to be held by the treasurer. Credit cards are a method of payment for permitted goods and services only and no personal use of the credit card is permitted. Credit card purchases may not exceed the authorized spending limits as adopted by the town board in their annual 'Resolution establishing compensation, meeting attendance rates, hourly compensation rates, mileage reimbursement and delegated spending authority'. Splitting a purchase into more than one transaction to avoid exceeding an established spending limit is expressly prohibited.

Permissible purchases include general operating expenses such as fuel, replacement equipment, office supplies, EMS supplies, and payment for allowable services if approved by the town board. The cardholder is responsible for obtaining original receipts for all purchases showing the item(s) description, quantity, and price, and to submit such receipts as a claim to the clerk for payment by the town following the card's monthly billing cycle. Claims for credit card purchases without original receipts will be referred to the town board for resolution, and the credit card will be suspended until missing receipts are provided to the clerk and approved by the board.

The treasurer is designated to perform an annual audit of credit card purchases and corresponding documentation and report their findings to the town board at the special audit meeting. Cards used in violation of this policy may result in consequences up to and including discipline or termination of employment for town employees. If the violation is by an elected official, the violation will be reviewed by the town board for appropriate action. In the case of a prohibited purchase, the authorized card holder may be required to immediately reimburse the town for the prohibited purchase.

3.9 Capital Planning

To guide future development and provide for the maintenance of existing infrastructure the town will utilize a Capital Planning Process. The goal of this process is the creation of a Capital Improvement Plan (CIP) covering major expenditures (defined as a cost >\$10,000) over a reasonable planning horizon. The town board has determined that adopting a Capital Improvement Plan every five years and providing for annual revisions as needs change or new items are identified is the right planning horizon for the town. Projects that are projected to exceed \$175,000 require a more detailed financial analysis on their purpose, impact, and alternatives since these require using the sealed bid process. The general timeline for a CIP planning process is found in Exhibit 2 below.

Exhibit 2

<u>Month</u>	<u>Action</u>
July	➡ Request Departments and Committees to create a priority ranking of their identified projects, including rationale and proposed timing for each, utilizing common template.
September	➡ Receive and compile lists with initial review at Regular Monthly Board meeting.
October	➡ Schedule Special Board Meeting to create <u>initial</u> ranked priority list. <ul style="list-style-type: none"> ▪ Include Department Managers and Committee Chairs. ▪ Output is a draft overall priority list, with special emphasis on projects in the first two years of the plan. ▪ Include draft priority list in Fall Newsletter.
November	➡ Finalize <u>initial</u> ranked project list at Monthly Board meeting.
December	➡ Town board begins work on finance options and impacts.
February	➡ Town board reviews finance options and selects preferred plan. ➡ Town board adopts draft CIP.
March	➡ Draft CIP reviewed with Electors at Annual Meeting.
April	➡ Town board finalizes CIP and authorizes Year 1 projects.
December	➡ Town board reviews and adjusts CIP as needed.

3.10 Equipment and Assets

Town equipment and assets, whether owned or leased, are considered government property and as such can generally only be used for a public purpose. An exception is the use of the town hall and park by community groups and property owners when approved by the clerk. Equipment cannot be purchased, acquired, sold, or disposed of without prior town board approval. Equipment owned or leased by the town may not be operated outside of the town or for purposes other than town business, without prior town board approval. Exceptions to out of the town use include mutual aid by the MTFD, approved training by MTFD, and limited short-term use for purposes such as obtaining supplies, performing maintenance, or acquiring gas.

The treasurer shall maintain an inventory of all town assets with a value >\$50, with the assistance of department supervisors and the designated board supervisor for their assigned areas. It is the responsibility of the department supervisor or designated board supervisor to ensure all equipment is maintained in a safe and working condition. Only qualified and properly trained personnel may operate the town's equipment. It shall also be the responsibility of the designated board supervisor to ensure that all town equipment has adequate insurance coverage, permits, safety inspections (if required) and licenses as required by regulation or statute.

SECTION 4: Human Resource Management

4.1 Discrimination and Harassment Prevention Policy

The town is committed to creating and maintaining a workplace and town public services free of harassment and discrimination. Such harassment violates Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws. The town expects all officers, employees, and volunteers to work towards this goal and does not tolerate harassment of any kind. This policy statement is intended to: (1) make all officers, employees, and volunteers aware of harassment in the workplace; (2) express the town's strong disapproval of unlawful harassment; (3) prevent harassment of any kind; (4) to advise against this behavior; (5) protect those who may be subjected to unlawful harassment; and (6) to inform them of their rights and obligations.

I. Applicability. Maintaining a work environment free from harassment is a shared responsibility. This policy is applicable to all town officers, employees, and volunteers in the workplace and in the provision of the town's services and activities.

II. Penalties. A violation of this policy may be grounds for immediate discipline, up to and including discharge, or other appropriate action. Sanctions, if any, will be determined on a case-by-case basis, after a review of relevant information.

III. Anti-Discrimination and Harassment Policy. No person shall be discriminated against or harassed in the terms and conditions of employment, or access to and participation in services of the town based on any protected class status. Protected classes include race, sex, color, creed, religion, age, national origin, disability, marital status, status regarding public assistance, sexual orientation, gender identity, gender expression, familial status, or membership or activity in a local commission. Discrimination or harassment means verbal or physical conduct that is directed at a person because of his or her protected class, and that is sufficiently severe and pervasive to create a hostile work environment.

IV. Sexual Harassment Policy. No officer, employee, or volunteer of the town, male or female, may engage in the following conduct towards another employee: 1. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's obtaining employment or continuing employment; 2. Making submission to or rejection of such conduct the basis for employment decisions affecting an employee; 3. Creating an intimidating, hostile or offensive working environment or otherwise substantially interfering with an individual's employment by such conduct; or 4. Retaliating against an employee for complaining about such conduct.

V. Reporting. The Chair of the Town Board is the primary designated staff responsible for compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments Act of 1972, the Age and Discrimination Act of 1975 and C.F.R. Part 19, including but not limited to processing discrimination complaints filed by program beneficiaries, responding to requests from the public for reasonable modifications from persons with disabilities, and coordinating the translation of documents and interpretation services to provide meaningful access to persons with limited English proficiency.

A. Examples.

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when: submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive

work environment.

Some examples of conduct that is prohibited by this policy are as follows: These are not the only examples. If you have a question about whether conduct is permissible under this Policy, you should discuss it with your assigned supervisor or the town board.

1. Engaging in unwelcome sexual flirtations, propositions, and invitations to social events.
2. Engaging in offensive physical contact or physical closeness.
3. Using offensive words of a sexual nature describing body parts or the sexual act, telling "suggestive" jokes or stories, and conversations about sexual exploits, sexual preferences, and desires.
4. Displaying in the workplace sexually suggestive objects, pictures, cartoons, pornographic magazines, or representations of any action or subject which is sexual in nature, and which can be perceived as offensive.
5. Sabotaging an employee's character, reputation, work efforts, or property because of sex.
6. Making direct and indirect suggestions that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend in any way on the granting of sexual favors or relations.

The town recognizes that consensual relationships sometimes exist between employees which are, or have the potential of becoming, sexual in nature. The town strongly discourages such relationships, particularly those between a supervisor and subordinate and those in which differences in age, background, or other characteristics of the two individuals compromise the ability of either one to make an informed decision about participating in the relationship.

V. Complaints Relating to Discrimination or Harassment. An employee who believes he or she has been subject to discrimination or harassment, or an employee who believes another employee has been subjected to discrimination or harassment, shall immediately report their concerns to his or her supervisor, or the designated board supervisor. In addition, the employee may make his or her concerns known by telling the person engaging in sexually harassing conduct or communications that the conduct or communication is offensive, against this policy and the law, and must stop. The use of this reporting process is not a dispute resolution process as used in Minn. Stat. § 363A.28 and does not suspend the statute of limitations period under any law for bringing a civil action or making a claim with any administrative agency.

VI. Retaliation. No retaliation will occur because an employee has in good faith reported an incident of suspected discrimination or harassment, nor against any employee who participated in an investigation, or exercises his or her rights for reasonable accommodation. Retaliation includes any form of discrimination or harassment, discipline, intimidation or bullying, reprisal, denial of promotion, denial or removal of job benefits, removal of supervisory duties, transfer or reassignment of duties, negative performance reviews, and other detrimental treatment. The town, however, recognizes that false accusations of harassment can have a serious impact and asks that such reports not be made lightly or in circumstances which do not demonstrate good faith.

VII. Determination of Whether Discrimination, Harassment, or Retaliation Occurred. All complaints of discrimination, harassment, and retaliation will be examined impartially, and after an investigation of the allegations, the town will determine the final disposition. The investigation may include interviews with the employee making the charges, the accused employee, and appropriate witnesses. All determinations are made on an individual basis and the final disposition is the responsibility of the town board.

4.2 Personnel Records

Employee records are maintained in a location designated by the town clerk. Access to employee data is limited to the employee's supervisor, and town officers. Personnel data is retained in personnel files, and finance files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc. Employees have the right to know what data is retained, where it is kept, and how it is used. These files are maintained in accordance with laws related to the collection and retention of information. Employees may view their personnel file by written request to the town clerk, and only in the presence of the designated board supervisor. The town will release copies of records in the personnel file only in accordance with federal and state laws or town policy.

4.3 Job Descriptions

A job description will be prepared and maintained for each position within the town. Each job description will include position title, department, supervisor's title, primary objectives of the position, essential functions of the position, minimum requirements, desired requirements, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to the position. Good attendance and compliance with work rules and policies are essential functions of all town positions.

Prior to posting a vacant position the existing job description will be reviewed by the town board and the hiring supervisor to ensure the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description will be provided for new employees. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions must be approved by the town board.

4.4 Hiring & Termination Process

The hiring process is a key responsibility for the town. The town will comply with all applicable federal and state laws and generally accepted hiring practices. Our goal in hiring new employees, or promoting existing ones, is to ensure we maintain a respectful workplace and serve our citizens by exhibiting conduct that is ethical, professional, responsive and of standards becoming of a town representative. The town will maintain forms to properly conduct the hiring process. Those forms are included in Appendix A and are incorporated herein. The Hiring Checklist outlines the desired hiring process for the town and must be followed unless a deviation has been approved by the town board. The town board is the final authority on all hiring decisions.

Background checks will be obtained for all new employees and at the town board's discretion for any promotion or re-assignment of existing employees. The checks will be performed by the Crosslake Police Department. The designated supervisor responsible for the hiring process will initiate the request using the form provided by Crosslake and advise the town board of the outcome. All hiring decisions are contingent on an acceptable background check. The email confirming the background check will be retained in the employee's personnel file.

Any termination process should follow the procedures outlined in Section 4.10 – Performance Management. Only the town board has the authority to terminate a person's employment.

4.5 Time Reporting

To comply with the provisions of federal and state Fair Labor Standards Acts, employees and town officers are required to submit their time reporting monthly, unless another arrangement has been approved by the town board. Each time sheet must include the signature of the employee and immediate supervisor, except for town officers where only the signature of the officer is required. Time sheets are to be submitted to the treasurer by the end of the current month to be included in the payroll approved by the town board at their next regular meeting. Reporting false information on a time sheet may be cause for disciplinary action including the possibility of immediate termination for employees. Issues with town officer time sheets will be referred to the town board for resolution.

4.6 Respectful Workplace Requirements

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate when working or conducting town business. The town acknowledges that this policy cannot possibly predict all situations that might arise and recognizes that some employees may be exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all town personnel including regular and temporary employees, volunteers, MTFD personnel, and town officers. Additionally, while the town has a strong commitment to customer service (with customer defined as anyone using our facilities or services), the town does not expect employees, volunteers, or town officers to accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact. Employees must notify their supervisor about the incident as soon as possible.

Types of behavior that are considered disrespectful include: violence or threatened violence, including use of physical force, intimidation or bullying; discriminatory behaviors including inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, familial status, or status regarding public assistance; and offensive behavior that may include such actions towards co-workers or third parties, such as rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person.

Anyone who believes that disrespectful behavior is occurring is encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the individual is required to take one of the actions below.

Step 1. Politely, but firmly, tell whoever is engaging in disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 2. If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or designated board supervisor. The person to whom you speak is responsible for documenting the issue and for giving you a status report on the matter no later than ten business days after your report.

Step 3. In the case of violent behavior, individuals are required to report the incident immediately to their supervisor or designated board supervisor. Anyone who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to the designated board supervisor or clerk.

Step 4. If, after what is considered a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the town board.

Anyone reporting disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to their designated board supervisor who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed by the designated board supervisor to discuss the nature of the allegations. The investigator will obtain a description of the incident, including date, time, and place, along with identification of the offender and any corroborating evidence.

Step 3. The designated board supervisor must notify the town board about the allegations as soon as feasible.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed by the designated board supervisor of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made by the town board regarding whether disciplinary action will be taken. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

When a town officer is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the town board chair, or if that individual is the one perceived, then the vice-chair who will consult with the town attorney about appropriate investigation and action. Pending completion of the investigation, the town board may at their discretion take appropriate action to protect the alleged victim, other employees, or citizens.

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s). Consistent with the terms of applicable statutes and town policy, the town may discipline any individual who retaliates against any person who reports alleged violations of this policy. The town may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

4.7 Nepotism

Except for town board supervisors, the town does not restrict employment of more than one member of a family or persons related by blood or marriage, but it does not show favoritism toward hiring relatives of employees. To avoid a conflict of interest, no town employee may take part in decisions to hire, fire, retain, promote, or determine the salary of his/her spouse, other family member, any other relative by blood or marriage, someone living in the same household, or someone who such employee is in a romantic relationship. In addition, no town employee may be assigned responsibility for supervising and directing the work of his/her spouse, family member, any other relative by blood or marriage, someone living in the same household, or someone who such employee is in a romantic relationship. Town board supervisors, by definition of their board duties, are held to a stricter definition of nepotism in that they cannot have a spouse, child, parent, sibling, niece/nephew, grandchild, or parent-in-law as a town employee.

4.8 Conflict of Interest

Town employees are to remove themselves from situations in which they will have to act or decide where that action or decision could be a perceived or actual conflict of interest. This includes outside employment that creates a conflict with their town position. If an employee has any question about whether such a conflict exists, he/she should consult with their designated board supervisor.

Town officers must comply with Minn. Stat. § 365.37 which applies to officers involved in making contracts having a financial interest in the matter they are authorized to decide or control. The second type of conflict of interest arises when a supervisor has a personal financial interest in a matter to be acted upon by the board that is not a contract. The town board encourages supervisors to avoid such conflicts, and to consult with the town attorney should such a conflict arise. It should be noted the town board does not have the authority to make that decision for its members. The board may, however, point out a possible conflict of interest to a board member. Should the town board wish to authorize an officer to perform work under contract, then the board should follow the process outlined under Minn. Stat. § 471.88, Subd. 5 adopting the appropriate resolution to authorize such an arrangement.

4.9 Conduct as a Town Representative

In accepting town employment, volunteering, or contracting to provide services, individuals become representatives of the town and are responsible for assisting and serving the citizens for whom they work. Their primary responsibility is to serve the citizens, and as such they should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a town representative. To achieve this goal, everyone must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are requirements for every position at the town and individuals are expected to:

- Always perform assigned duties to the best of their ability.
- Always render prompt and courteous service to the public.
- Read, understand, and comply with the rules and regulations as set forth in these policies as well as those of their departments.
- Conduct themselves with decorum toward both co-workers, fellow volunteers, and third parties and respond to inquiries and information requests with patience and every possible courtesy.
- Report all unsafe conditions to the designated board supervisor for the department.

4.10 Performance Management

To meet our commitment to ensuring a healthy and productive workforce, the town promotes the following: (1) ongoing feedback to and candid discussions with employees about performance throughout the year; and (2) an annual performance evaluation that addresses prior and future performance of the employee. Employees are required to review any written document provided to them and discuss with their evaluating supervisor ongoing feedback and the annual performance evaluation.

Performance Improvement Plans (“PIPs”) are an effective tool to give an employee with performance deficiencies the opportunity to succeed. Effective PIPs put an employee on notice of performance issues and set forth a process to give an employee the opportunity to correct the problem.

Regardless of the format used, an effective PIP includes the following:

- Clear identification of the employee performance or behavior issue(s).
- The policy or performance standard at issue and an explanation why the employee is not meeting it.
- Specific, measurable, objective, and achievable goals to bring the employee back into compliance.
- Clear timeframes associated with the compliance goals.
- Defined and regularly scheduled check-in meetings with supervision.
- Clearly defined consequences if the employee fails to comply with the plan.
- Keep in mind a PIP and its related process, should always be ended. Although a PIP can be extended for legitimate reasons, it should never be open ended. In the best-case scenario if the PIP is effective, the employee’s performance improves. If, on the other hand, the employee fails to adhere to the plan, the PIP should be closed, and the town should then proceed with the next step in the process.

An objective performance review system will be established by the town board for the purpose of periodically evaluating the performance of town employees. The quality of an employee’s past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employees. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the town’s grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee’s personnel file. Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

During a probationary period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee with the opportunity to discuss what is expected, what is going well and not so well.

Supervisors are responsible for maintaining compliance with town standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the town. Town employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable town policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that

discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedure established in the town's personnel policies. The supervisor and/or the town board will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

The town elects to use progressive discipline, a system of escalating responses intended to correct negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any town employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

The following are descriptions of the progressive types of disciplinary actions to be used:

- Oral Reprimand (memo for file)
- Written Reprimand
- Suspension with or without Pay
- Discharge

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

4.11 Leaves of Absence

Leaves of absence will be considered on a case-by-case basis. All leave of absence requests requires the completion of the Leave of Absence form by the applicant, a discussion with the applicant's supervisor, completion of the supervisor's information section of the form, and submission to the town board for their consideration at a regular meeting. All leaves of absence require a stated start and end date, although leaves can be extended with town board approval. Only the town board can approve leaves of absence.

4.12 Grievance Process

The town strives to conduct itself in a fair and respectful manner, following approved policies and procedures to limit disputes. Employees are encouraged to resolve disputes between themselves when possible. Should they be unable, they should take the issue to their supervisor for resolution. On occasion issues may arise that cannot be resolved between employees, or employees and their supervisor. In these instances, the matter should be brought to the attention of the designated board supervisor for resolution. If the designated supervisor is unable to resolve the dispute, the matter should be referred to the town board for resolution. If the dispute is between an employee and their designated board supervisor, and they are unable to resolve the matter, then the designated supervisor is required to refer the matter to the town board for resolution.

While the desired approach is to resolve issues between employees and their supervisor, at any time an employee feels they are not being treated respectfully or have issues about compliance with laws or town policy that have gone unaddressed, they may raise their concerns, in writing, directed to the town clerk for referral to the town board for resolution.

In all instances care must be taken to respect individual's rights and privacy. The town board is the final arbiter for all grievances.

4.13 Health & Safety

Safety is a priority for the town. All employees and contractors operating on behalf of the town are expected to act in a safe manner following industry guidelines for the type of work performed. Individuals, whether employees, contractors, or officers may not be under the influence of alcohol or drugs while on town property, operating town equipment, or providing services to the public.

4.14 Earned Sick & Safe Time (ESST)

Earned Sick and Safe Time (ESST) is paid leave provided to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member, or to seek assistance if an employee or their family member has experienced domestic abuse. An employee is eligible for leave if they work at least 80 hours in a calendar year and are not an independent contractor. Temporary and part-time employees are eligible. An employee earns one hour of sick and safe time for every 30 hours worked to a maximum of 48 hours each year. Time will be paid at the same hourly rate an employee earns when they are working. Eligible leave and a definition of included family members is defined in Appendix B1, which is incorporated herein.

Employees can carryover and accrue a maximum of 50% of earned ESST (maximum of 24 hours) in a calendar year which is non-cumulative. No payout of accrued ESST will be made when an employee separates from the town.

4.15 Training

The town encourages appropriate training for all employees as an investment in the productivity and effectiveness of town operations. Supervisors should work with their employees to identify training needs and available resources for required training. Outsourcing of training requires prior town board approval.

4.16 Disability Access Policy

The town prohibits discrimination on the basis of disability in all programs provided by the township and all services and activities provided to township residents. The town will provide equal opportunity to access programs, services and activities. If a reasonable modification is needed for access to any programs or services, please contact the town clerk at missionclerk@gmail.com. The town will review the modification request and notify the requestor of the modification that can be made.

SECTION 5: TOWN OPERATIONS

5.1 Town Hall

The Town Hall is used to conduct the official business of the town as well as a venue to host community celebrations, groups, and associations. It is available rent free to property owners of the town for family events such as reunions, showers, and funeral lunches, as well as town community groups for their meetings. All use of the Town Hall requires a reservation obtained through the clerk, which includes signing a waiver form. All users are expected to ensure the hall is clean and returned to its original layout after their usage and are responsible for any damage to equipment or furniture. The plastic tables and metal folding chairs may be used by property owners off site with the permission of the clerk.

5.2 Fire Department

All Fire Department personnel are required to know and follow the MTFD Standard Operating Guidelines. The fire chief shall periodically review said guidelines and submit updates to the town board for approval. These guidelines are considered an extension of these policies.

The fire chief is responsible for informing the town board of any involvement by the MTFD in a public activity at a regular monthly meeting prior to the event. Should this not be possible due to unexpected circumstances, he/she must notify the designated board supervisor who will in turn notify the board via email.

The fire chief is responsible for establishing minimum service requirements to earn service credit, calculating the service credit for each firefighter, and determining whether each firefighter is in good standing. Such service requirements require the approval of the town board. Once established, the fire chief shall submit the MTFD service credit certification annually by March 1 for town board approval. Prior to submitting to the town board, the fire chief must also provide to each active volunteer firefighter notification of the amount of service credit rendered by the firefighter for the previous calendar year. The service credit notification must be provided to the firefighter 60 days prior to the fire chief's certification to the town board, along with a description of the process and deadlines for the firefighter to challenge the fire chief's determination. All challenges will be referred to the town board for resolution.

The fire chief is responsible for preparing Form FA-1 in a timely manner for approval of the town board, and subsequent submission to the state.

The fire chief is responsible for providing a monthly report on department activities and issues to the town board. The fire chief must maintain a log of calls by service area and category and report monthly on same to the town board.

The fire chief is responsible for maintaining records on training and certifications for the department.

5.3 Mission Town Park

The town park pavilion is available, rent free, to property owners of the town for family events such as reunions, showers, and funeral lunches, as well as town community groups for their meetings. All use of the pavilion requires a reservation obtained through the clerk, which includes signing a waiver form. All users are expected to ensure the pavilion is clean and returned to its original layout after their usage and are responsible for any damage to equipment or furniture.

5.4 Transfer Station

The transfer station is provided for property owners to dump leaves, grass clippings, trees, brush and stumps free-of-charge, as well as dispose of approved items for a fee. All vehicles must stop upon entering the site for the attendant to inspect their items and provide instructions on disposal. No hazardous items or industrial waste will be accepted. Contractors needing to use the site during the week must make arrangements in advance through the designated board supervisor. No firearms will be discharged in and around the property.

The list of approved items accepted by the transfer station and their corresponding fees are determined annually by the town board when adopting the Fee Schedule resolution.

5.5 Mission Cemetery

Mission Cemetery is primarily operated for the burial of town residents and property owners. Grave lots may be sold to residents or property owners by the clerk. The sale of lots to family members of residents and property owners, as well as former residents and property owners, may be considered on a case-by-case basis requiring the approval of the town board. The sale of a cemetery lot is not valid until it is registered with the town. Use of the gravesites is limited to the burial of human remains.

The cemetery is operated according to the Mission Township Cemetery Rules and Regulations as approved by the town board and incorporated herein. Any changes to the rules and regulations require the approval of the town board. The clerk shall provide a copy of the Cemetery Rules and Regulations to those purchasing lots and when burials are scheduled. Cemetery fees are determined annually by the town board when adopting the Fee Schedule resolution.

5.6 Emergency Management

Situations arise, such as weather events, that may create an emergency for the town. Should such a situation arise, the board chair, or in his/her absence any supervisor, is authorized to convene an emergency meeting of the board for the purpose of declaring an emergency and considering any immediate consideration of actions needed to protect public safety (Minn. Statutes § 13D.04, Subd. 3). No public notice is required. During an emergency, the town board may let contracts without notice and use of competitive bidding. Town officers may perform work without following the conflict-of-interest procedure, provided the necessary resolution is adopted at the next regular meeting. Minutes must eventually be formally prepared to capture any actions, and to delineate the circumstances that led to declaring an emergency.

The town board shall designate an officer to coordinate the emergency until it is deemed resolved. This includes working with other agencies, contractors, and town employees to ensure proper coordination and use of resources. It is critical that records be kept of all expenditures for use in applying for reimbursement should a disaster declaration be declared by the Governor.

SECTION 6: ROADS

6.1 Maintenance

It is the stated objective of Mission Township, Crow Wing County, MN to maintain its town roads in a safe but cost-effective manner. This requires assessing annual and longer-term maintenance needs and proposing needed work to the town board for approval.

The town shall maintain an inventory of all roads, and to the extent possible, maintain documentation of maintenance and capital improvements. The designated board supervisor is responsible for conducting the annual roads inspection with the date approved by the town board. Seasonal maintenance work is coordinated by the designated board supervisor. Such work generally requires quotes approved by the town board.

6.2 Road Standards

Minnesota Statutes § 160.02, Subd. 25 establishes town boards as 'road authorities' for town roads. As a road authority, the town board has broad authority to regulate what occurs within the town's roads and rights-of-way. The primary objective in establishing road standards is to protect public safety, reduce interference with public travel, protect the public's interest in its roads, and provide for the efficient and uniform administration of the town's roads. Road standards also create minimum road construction standards and specifications allowing for the creation of a consistent set of expectations, while providing sufficient transportation services for future residents.

The town board established road standards in adopting Resolution 2023-02 as found in Appendix B4 and incorporated herein.

6.3 Signs

It is the stated objective of Mission Township, Crow Wing County, MN to maintain its town roads in a safe but cost-effective manner. As part of its maintenance efforts, the town recognizes that regulatory, warning, and directional road signs (commonly referred to collectively as safety signs), including but not limited to stop signs, yield signs and other similar traffic control signage, need to be properly inventoried, assessed for compliance with applicable retro-reflectivity standards, maintained, and replaced from time to time. The town further recognizes that when signs are installed within town road rights- of-way they must comply with state and federal regulations as primarily outlined in the Manual on Uniform Traffic Control Devices. As part of its efforts to comply with applicable regulations, the town board shall be guided by the following plan adopted in accordance with Section 2A.08 of the Manual on Uniform Traffic Control Devices.

Inventory. In recognition of the importance of knowing the number, type, and location of road signs situated in town road rights-of-way, it is the intent of the town board to maintain an inventory of all town road signs. The completed inventory shall be maintained and shall be updated each time a sign is installed, replaced, or removed but not less than on an annual basis. The inventory shall indicate the type of sign, the number of each type of sign, the location of each sign including the direction the sign faces, the date of installation (when known for pre-existing signs), type of material used on sign face (when known), a general statement on the condition of the sign, a record of any maintenance performed on the sign, and the date of sign removal if applicable.

Removal of Excess Signs. In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on the road authority, it shall be the policy of the town to remove signs determined to be unnecessary for safety purposes and which are not otherwise required to comply with an applicable state or federal statute or regulation. The removal of signs shall be based on sound judgement and the Manual on Uniform Traffic Control Devices. Particular attention shall be paid to recommendations on signage for roads considered to be “low volume” under the Manual on Uniform Traffic Control Devices as adopted by the state.

Retro-reflectivity Evaluation. In recognition of retro-reflectivity standards adopted into the Manual on Uniform Traffic Control Devices by the Federal Highway Administration, the town board shall arrange to have all town road signs not removed under section 2 above evaluated for compliance with the applicable retro-reflectivity standards. It shall be the intent of the town to conduct this evaluation using the blanket replacement method as authorized by the Manual on Uniform Traffic Control Devices. The board reserves the right to change which evaluation method will be utilized as expressly found necessary by the board due to budgetary constraints or other practical difficulties in completing this process. The requirements of the Manual on Uniform Traffic Control Devices to maintain minimum retro-reflectivity standards, shall, as budgetary factors allow, replace signs as they reach the end of the latter of their (a) warranty period; (b) expected life expectancy for the facing material used on the sign; or (c) expected life as determined by an authorized engineering study. Damaged, stolen, or missing signs may be replaced as needed.

On-going Maintenance. The town shall include a general inspection of road signs in town rights-of-way as part of its annual road inspection. The town shall update its sign inventory as provided in section 1. The town for the purpose of complying with the requirements of the Manual on Uniform Traffic Control Devices to maintain minimum retro-reflectivity standards, shall, as budgetary factors allow, replace signs as they reach the end of the latter of their (a) warranty period; (b) expected life expectancy for the facing material used on the sign; or (c) expected life as determined by an authorized engineering study. Damaged, stolen, or missing signs may be replaced as needed.

6.4 Snow and Ice Control

It is the stated objective of Mission Township, Crow Wing County, MN, under its road authority granted by MN Statutes § 160.02, to maintain its town roads in a safe and cost-effective manner. As part of its maintenance efforts, the town recognizes that seasonal snow and ice control is an essential aspect of this objective. In developing this policy for how best to undertake snow and ice control activities in the town, the town board balances a number of factors including, but not limited to, public safety; amount of funds available for these activities; the safety of equipment operators; the need to maintain an efficient road system; the need to enable delivery of emergency services; a desire to avoid damage to town and personal property; and the cost effective allocation of resources. The funds available to the town for snow and ice control are derived from a portion of the general tax levy set by the town electors at the annual town meeting held in March. The second source comes from the gas tax collected by the state, a small portion of which is distributed to towns to help maintain their roads. The town board has no direct control over either source of funding.

With these considerations in mind, the town adopts the following guidelines for snow and ice control.

1. Snow and ice control operations will be conducted only when weather conditions do not

endanger the safety of operators or pose a risk of unreasonable damage to equipment. Once initiated, operations may be suspended if conditions deteriorate to the point that operations become unsafe for operators due to factors including, but not limited to, severe cold, significant wind, limited visibility, accumulations of ice, or rapid accumulation of snow. The decision to suspend operations will be made by the operator in consultation with the designated town board supervisor for roads.

2. Generally, snow and ice control operations will be initiated when two or more inches of snow has fallen or ice accumulations of ½ inch or greater.
3. To provide for the most efficient and effective snowplowing possible given the town's limited resources, the town board has determined that priority shall be given to the following roads based on factors such as traffic volume, road function, and the importance of the road to the community: East Horseshoe Lake Road, East Bass Lake Road, and Mission Park Drive.
4. Because the town is concerned about the potential negative environmental effects of the use of salt, we will utilize a 90/10 sand & salt mix and minimize its use on our roads to intersections and identified areas of concern.
5. Snow will be plowed as close as practicable to mailboxes located in the right-of-way. It shall be the responsibility of property owners to clear snow from around their mailboxes to enable mail delivery. Please refer to the town policy on mailbox supports for information on mailbox damage due to snow and ice control. While reasonable efforts will be made to avoid damaging private property, snow and ice control operations may result in damage to the property of others. The town assumes no responsibility for damage from snow and ice control operations to sod, trees, landscaping materials, aboveground or underground lawn sprinkling systems, exterior lighting systems or other items of personal property located in the right-of-way.
6. Snow plowing unavoidably results in snow being deposited on driveways and approaches. It is the responsibility of property owners to remove snow from their driveways and approaches. Property owners should be aware that it is unlawful under MN Statutes § 160.2715 to deposit snow or ice onto public roadways as such activity creates a hazard for snow removal operations and the public.
7. The town will not snowplow or sand private property except when requested to do so by an emergency services agency to provide access for emergency vehicles responding to an emergency. If private property is used to turn around equipment or to store snow with the written permission of the property owner, the town may snowplow the private property as needed to accommodate the town's use of the land.
8. If an emergency services agency requests snow removal to assist emergency vehicles to respond to an emergency, reasonable efforts will be made to dispatch the operator and equipment to accommodate the request. Such requests should be directed to the designated town board supervisor for roads, or if not available, directly to the operator.
9. The town assumes no responsibility for any damage or injuries caused by independent contractors performing snow or ice control operations for the town. Any claims of damage must be made directly to the contractor.
10. Complaints and requests for further services regarding snow and ice control or damage should be directed to the designated board supervisor who will determine the appropriate action in accordance with town policies. The designated board supervisor will inform the town board of such items and bring any matters requiring their approval to the next regular meeting.

6.5 Mailbox Supports

It is the goal of Mission Township to provide public rights-of-way for the traveling public that are safe, efficient, and free of unnecessary hazards, while providing minimum inconvenience to property owners. Minnesota law declares certain mailbox installations to be a public nuisance, a road hazard, and a danger to the health and safety of the traveling public (Minnesota Rules Chapter 8818) and authorizes the road authority to remove and replace such a support (Minnesota Statute 169.072). Further, conforming mailbox supports enable the safe and efficient plowing of snow since snow is plowed as close as practicable to mailboxes located in the road right-of-way. To achieve this goal, the town encourages the use of swing-away mailbox supports across the town since such supports provide for ease of plowing while minimizing damage to town and personal property. To accomplish this objective, the town has adopted the following policy.

1. Whenever a town road is reclaimed/reconstructed, the town shall install swing-away mailbox supports on the reclaimed road at the town's expense.
2. Whenever a new mailbox is placed on a reclaimed/reconstructed road, the town shall install a swing-away mailbox support at the town's expense.
3. Property owners remain responsible for providing their individual mailbox, and for ongoing maintenance.
4. Mailboxes must conform to the standards established by Minnesota Rules Chapter 8818. Mailboxes that do not conform to the established standards are considered a public nuisance and are prohibited by law (Minnesota Statutes § 169.072)
5. The important features of an approved, conforming mailbox design for rural roadways include the following:
 - The post is located a minimum of 3 feet from the edge of the road shoulder.
 - The front of the mailbox is located above the edge of the shoulder.
 - The bottom of the box at the proper height (normally 38-inch minimum to 42 inch maximum-check with the mail carrier).
 - An installation that will pivot or rotate in some fashion when a snowplow or heavy snow hits the mailbox.
6. Newspaper boxes or other accessory boxes shall not be installed underneath the mailbox, whether attached to the mailbox support or on a separate post. The area underneath the mailbox must be free of obstruction to allow passage of the snowplow's wing blade.
7. The mailbox owner assumes all risk of damage including damage from third parties, pushed or piled snow thrown from plows during snowplowing, or acts of mother nature.
8. In the event of damage from direct contact with snowplowing vehicles, the town will pay to repair or replace any conforming mailbox. 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. The town will not pay to repair or replace any mailbox that does not substantially comply with the established standards.

SECTION 7: PLANNING & ZONING

7.1 Planning Commission

The town board established a planning commission pursuant to Minnesota Statutes, section 462.354. The planning commission serves as the town's planning agency and shall be known as the Mission Township Planning Commission ("Commission"). The commission shall serve in an advisory capacity to the town board. The three supervisors serving on the town board shall constitute the commission. A majority of the commission members constitute a quorum to conduct the commission's business. Service on the commission shall be deemed part of the service on the town board and shall not require a separate oath of office. Each commission member, including the chair and vice-chair, shall have one vote on all matters acted upon by the commission. A member must be present at a meeting to vote. The terms of commission members shall be the same as their term on the town board. A vacancy on the town board shall cause a vacancy on the commission, and such commission vacancy shall be filled by the same person appointed to fill the vacancy on the town board. The town board may, by resolution, expand the number of members on the commission to five. Upon such expansion, the town board will appoint additional members to serve on the commission. The additional members must be voters of the town. Any vacancies in the additional positions shall be filled by town board appointment for the remainder of the term of the position. The additional positions shall have a term of four years, shall expire on April 1st in the last year of the term, and a member serves until a successor is appointed and qualified. The Town board shall stagger the terms of the additional positions so that appointments are made every two years. The additional commission members serve at the pleasure of the town board and may be removed by the town board at any time.

The commission shall appoint from among its members a chair and vice-chair. The chair shall be the presiding officer for commission meetings and shall sign documents on behalf of the commission as needed. The vice-chair shall conduct the duties of the chair in the chair's absence. The commission shall also appoint a secretary, which may be the town clerk. If someone other than an appointed commission member serves as the secretary, the person shall not have a vote on the commission. The secretary shall provide notices, keep records of the commission's proceedings, and countersign the chair's signature on commission documents. The commission may adopt rules and procedures related to how it conducts its meetings and hearings, provided they are consistent with all applicable laws. The chairperson is authorized to call commission meetings as necessary to conduct the commission's business. Commission meetings may be held in conjunction with town board meetings.

The commission shall have the powers and duties provided it by Minnesota Statutes chapter 462 and such other powers and duties as may be delegated by the town board. Initially, the primary duties of the commission shall include, but are not limited to, the following: to study and advise the town board on planning and zoning related matters; hear and make recommendations regarding any zoning or subdivision ordinances proposed by the town board; serve as a liaison between the town and the county regarding planning, zoning, and related matters affecting the town; and review proposed plats and provide the town board recommendations regarding the roads and other public ways shown on it. In conducting its business, the commission shall communicate with the county zoning office and coordinate its activities as needed to promote efficiency and reduce confusion among the public. To further promote coordination with the county, plats proposed to be located in the town must, as provided in Minnesota Statutes, section 505.09, first be submitted to the town board for approval before the county may approve the plat. The town is experiencing growth and the issues that go along with determining how best to respond to the impacts of such growth. The commission's role and duties may

expand in the future if the town board chooses to update its comprehensive plan, official controls, subdivision regulations, or other rules or regulations.

7.2 Planning and Zoning Administration

The town board shall employ or contract for such resources as needed to administer the town's zoning ordinance(s), working collaboratively with Crow Wing County. These resources shall be under the supervision of the planning commission chair, unless otherwise designated by the town board. The town board shall establish such processes, forms, and fees necessary to administer the town's zoning ordinances(s). Any fees established shall be included in the town's Fee Schedule resolution or ordinance.

Appendix A: Town Forms

- A1 Employment Application Form**
- A2 Hiring Checklist**
- A3 Interview Checklist**
- A4 Interview Panel Rating Form**
- A5 Background Check Request Form**
- A6 Performance Evaluation Form**
- A7 Leave of Absence Form**
- A8 Job Description Template**
- A9 Claim Form**
- A10 Employee Timesheet**
- A11 Plat Pre-approval Process**
- A12 Application for Plat**
- A13 Mission Township Plat Checklist**
- A14 Generic Resolution Approving Preliminary Plats**

Appendix B: Town Documents

- B1 Earned Sick & Safe Time (ESST) Requirements**
- B2 Park Committee Charter**
- B3 Roads Committee Charter**
- B4 Road Standards**

B1 Earned sick and safe time (ESST) Requirements – Employee Notice

Employees in Minnesota are entitled to earned sick and safe time (ESST), a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is defined as a calendar year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care.
- the mental or physical illness, treatment or preventive care of an employee's family member.
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member.
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance), before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, they are to inform their designated supervisor by email as far in advance as possible, but at least 5 days in advance. In situations where an employee cannot provide advance notice, the employee should contact their designated supervisor via email or phone as soon as they know they will be unable to work.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

B2 Park Committee Charter

Purpose: The purpose of the Mission Township Parks Committee is to advise the town board in all matters relating to the planning and operation of Mission Park, and such other activities as assigned by the Board. The town board retains the decision-making authority on all matters as the elected governing body of the Township.

Membership: The Committee shall consist of 3-5 members, appointed by the town board, with a majority of members constituting a quorum. Membership will be open to a combination of residents and taxpayer nonresidents with a variety of interests and backgrounds relevant to parks and recreation. Terms will be for 2 years, with members eligible for re-appointment. No member of the town board or town employee may serve as an appointed member. However, the Board liaison and employees may serve as ad hoc, non-voting members.

Officers: The town board shall designate one member as the Chair of the Committee who will serve in this role until a new chair is designated by the Board. The Committee may designate one of its members to serve as secretary to record minutes and serve as Chair in the absence of the Chair.

Meetings: The Committee shall conduct regular meetings as they determine with all meetings open to the public.

Notice & Minutes: Members will be notified of all meetings by the Chair. Public notice of all meetings shall be provided by the town clerk through the usual means. The committee shall provide for the recording of minutes to be sent to the town clerk for publication on the Township website.

Role & Responsibility: The Committee shall be responsible for providing advice and recommendations to the town board on the following areas.

- Development of a long-term strategic plan for the park.
- Annual operation of the park, including equipment needs.
- Annual operating needs and budget.
- Annual and long-term maintenance needs.
- Development of grant proposals where appropriate to fund specific projects or programming.

Additional areas may be added by direction of the town board.

Committees are expected to comply with all Town Policies.

Reporting: The Chair of the Committee or their designee shall be responsible for reporting to the town board all items requiring Board review or approval.

B3 Roads Committee Charter

Purpose: The purpose of the Mission Township Roads Committee is to advise the town board in all matters relating to the planning and operation of Mission Town roads, and such other activities as assigned by the Board. The town board retains the decision-making authority on all matters as the elected governing body of the Township.

Membership: The Committee shall consist of 3-5 members, appointed by the town board, with a majority of members constituting a quorum. Membership will be open to a combination of residents and taxpayer nonresidents with a variety of interests and backgrounds relevant to roads and capital planning. Terms will be for 2 years, with members eligible for re-appointment. No member of the town board or town employee may serve as an appointed member. However, the Board liaison and employees may serve as ad hoc, non-voting members.

Officers: The town board shall designate one member as the Chair of the Committee who will serve in this role until a new chair is designated by the Board. The Committee may designate one of its members to serve as secretary to record minutes and serve as Chair in the absence of the Chair.

Meetings: The Committee shall conduct regular meetings as they determine with all meetings open to the public.

Notice & Minutes: Members will be notified of all meetings by the Chair. Public notice of all meetings shall be provided by the town clerk through the usual means. The committee shall provide for the recording of minutes to be sent to the town clerk for publication on the Township website.

Role & Responsibility: The Committee shall be responsible for providing advice and recommendations to the town board on the following areas.

- Development of a long-term strategic plan for town roads.
- Annual maintenance of town roads, including identification of equipment needs.
- Annual operating needs and budget.
- Capital planning to support road maintenance.
- Development of town policies regarding roads as needed.

Additional areas may be added by direction of the town board.

Committees are expected to comply with all Town Policies.

Reporting: The Chair of the Committee or their designee shall be responsible for reporting to the town board all items requiring Board review or approval.

B4 Road Standards

The town board adopted the following road standards for the town under Resolution 2023-02 which is controlling for purposes of compliance.

Section 1 - Definitions.

The following terms shall have the meaning given them in this section.

1. Road - Generically, the term road includes trunk highways, county state-aid highways, county highways, city streets, and town roads, including all bridges and other structures needed to make up the road. Minn. Stat. § 160.02, subd. 7. In casual conversation, the term “road” is generally intended to refer to the improved portion of a right-of-way that is actually used for travel by vehicles.
2. Approach. “Approach” means the area of the Right-of-Way between the traveled surface of the road and the adjacent property that is intended to provide access for vehicles or equipment from the road to the adjacent property.
3. Town Road - Minn. Stat. § 160.02, subd. 5, defines a town road as being any road or cartway which has been established, constructed, or improved under the authority of the town board, or a road established, constructed, or improved by the county which was subsequently maintained by a town for a period of at least one year prior to July 1, 1957. In addition, Minn. Stat. § 163.11, subd. 5 allows a county to force a township to take over a county highway as a town road.
4. Right-of-way – While Minn. Stat. § 160.02 does not define the term ‘right-of-way’, the commonly accepted use of the term is generally the same as the definition provided in Minn. Stat. § 84.787, subd. 10 which uses the term to refer to the “...entire right-of-way of a town road or a county, county state-aid, or trunk highway, including the traveled portions, banks, ditches, shoulders, and medians”. Minn. Stat. § 237.162 defines “Public Right-of-Way” as the area “...on, below, or above a public roadway, highway, street, cartway, bicycle lane...including other dedicated rights-of-way for travel purposes and utility easements of local government units”.

Section 2 - General Design Requirements

1. The roadway design shall have a construction plan and cost estimate, designed and signed by a Professional Engineer (PE), licensed in the State of Minnesota, to provide a minimum of a seven (7) ton design as determined by the most current version of the MnDot Road Design Manual.
2. The PE shall provide the design and hydraulics necessary for any water features crossed and the roadway in general.
3. Soil borings may be required to determine the quality of sub-grade materials to achieve the seven (7) ton design. The designated Township Engineer shall have the opportunity to review the plan and cost estimate and request additional information or changes.

Section 3 - Roadway and Right-of-Way (ROW) Standards

1. The standard platted road ROW shall be sixty-six (66) feet in total width.
2. Approved dead-end roadways shall have a constructed cul-de-sac with a minimum of a sixty-six (66) foot radius provided for ROW and a fifty (50) foot radius roadway surface.
3. The road surface width shall be twenty-four (24) feet, shoulder to shoulder. It shall be adequately crowned to drain surface water laterally to prevent standing water from saturating the roadbed. The road surface shall be paved.
4. A minimum of four (4) inches of class 5 aggregate base shall be provided. The PE shall determine if

more is required to achieve the seven (7) ton design.

5. The paved surface shall be a minimum of twenty-two (22) feet wide with a depth of at least 2.5 inches of bituminous. Materials other than bituminous shall be reviewed on a case- by-case basis. In paving the minimum of twenty- two (22) feet, one-foot aggregate shoulders shall be provided to meet the twenty-four (24) foot roadbed requirement. The PE shall determine if more than 2.5 inches of bituminous is required to achieve the seven (7) ton design.

6. The minimum clear zone (area free of all obstructions including trees, utilities, etc.) shall be thirty-three (33) feet from the roadway centerline. The Township may consider reducing this minimum requirement to twenty-five (25) feet to protect any outstanding natural feature. Utilities shall be placed in the outer five feet of the right-of-way. Utilities parallel to the roadway shall be buried at a minimum depth of three (3) feet. When crossing under the roadway, utilities shall cross perpendicular and be at a minimum depth of five (5) feet below the proposed top of the roadway.

7. A maximum of three access points (platted lots) shall be allowed to access from a cul-de-sac.

8. To verify the above requirements are met, a plan prepared and certified by the PE that the road was constructed in conformance with the approved plans and specifications shall be submitted to the designated Township Engineer for approval. The designated Township Engineer also reserves the right to core the road at the developer's expense to ensure the proper depth of bituminous and base material has been provided.

9. In areas where the required typical roadway section is unable to be physically constructed within the platted right of way, or stormwater collection areas have been identified, additional ROW or slope easements shall be provided for future use and maintenance needs.

Section 4 - Grading and Geometrics

1. The roadbed shall be constructed in the center of the sixty-six (66) foot platted ROW unless approved otherwise by the designated Township Engineer. In no instance shall less than a minimum of twenty-five (25) feet be maintained from the centerline of the roadbed.

2. The entire ROW shall be cleared of all obstructions to provide adequate drainage and snow storage area.

3. Stumps and debris shall be properly disposed of outside the limits of the roadbed and all rocks larger than 3 inches shall be disposed of by burial outside the limits of the roadbed.

4. Care shall be taken in the selection of soils used in the construction of embankments, using the best materials available for the upper portion of the embankments and the proper soils placed in the lower portion. Unsuitable soils, such as swamp materials, shall be disposed of outside the roadbed shoulder lines.

5. Embankments shall be constructed in layers not to exceed 6 inches in plastic soils or 12 inches in non-plastic soils, with proper compaction applied to each layer until no evidence of further consolidation exists. Embankments constructed over low wet areas shall be placed in one lift to an elevation of at least one foot above water elevation before proceeding with layer construction as previously defined.

6. Side ditch and embankment construction shall provide adequate roadbed drainage including installation of centerline culverts as required. In slopes shall not be constructed steeper than 1 foot vertically to 3 feet horizontally to (1:3). Back-slopes shall not be constructed steeper than 1 foot vertically to 3 feet horizontally (1:3) and the top of the back- slope shall be blended into the natural ground line.

7. Ditch sections shall be a minimum of two (2) feet deep from the road shoulder elevation with a minimum bottom width of four (4) feet. Stormwater storage/holding areas shall be designed to meet the current Minnesota Pollution Control Agency (MPCA) NPDES Construction Stormwater Permit

requirement.

8. Road intersections shall be at right angles unless approved otherwise by the designated Township Engineer. No intersection shall be at an angle of less than 75 degrees. Horizontal and vertical alignments shall be designed to meet a 25-mph design speed as determined by the most current version of the MnDOT Road Design Manual. The minimum centerline profile slope shall be 0.5% and the maximum centerline profile slope shall be 10%.

9. When connecting a proposed roadway to an existing public roadway that will require a culvert adjacent to the existing roadway, a suitable corrugated steel culvert meeting MnDot Specification 2501 requirements shall be utilized. Pipe aprons are required with all culvert installations. The designated Township Engineer shall have the final determination on culvert requirements.

10. All graded areas as a result of road construction shall be protected from erosion to prevent destruction of the roadbed and minimize impacts to adjacent land and water features. In accordance with MPCA requirements and the NPDES Permit, topsoil, erosion control best management practices and standard turf establishment measures shall be required to prevent erosion.

Section 5 - Additional General Requirements

1. The above construction requirements outline minimum acceptable standards for construction of proposed rural residential development roads.

2. Any proposed urban roadway designs or roadways that will serve commercial/industrial developments shall be addressed on a case-by-case basis to determine minimum requirements.

3. The Township reserves the right to require traffic studies performed by the proposer's PE to determine if additional items beyond the minimum requirements are necessary. The items to be determined shall include, but are not limited to, impacts to connecting roads, the need for turn/bypass lanes, intersection lighting, intersection control evaluation, lane width, shoulder width, trail/sidewalk considerations, and access control.

4. Items deemed necessary by the Township for the long-term safety and functionality of the roadway system shall be discussed during the plat/subdivision development process.