



## MISSION TOWNSHIP TOWN BOARD RESPONSIBILITIES

*Revised: 12-01-2025*

The broad responsibilities of town supervisors, clerk and treasurer are contained within the approved job descriptions for each role. However, for supervisors, the town board may choose to designate a supervisor to fill duties/positions created by the board as a way of delegating responsibilities among the supervisors. This supervisory role is primarily to provide oversight for the 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. <Policy 2.7>.

**The following are the key responsibilities for each Designated Supervisory Area.**

### **Cemetery**

1. General oversight of the facility including:
  - Maintenance.
  - Supervision of contractors.
  - Identification and development of facility improvements.
  - Identification, development and implementation of CIP projects.
  - Responding to issues and complaints.
2. Oversight of burials and administration of town's cemetery policies in coordination with the town clerk.
3. Ensuring Pre-Memorial Day weekend spring clean-up & winter staking by contractor.
4. Ownership for Cemetery burial/maintenance contract.
5. Annual evaluation of costs/fees and recommendations for fee changes to the town board.
6. Point of contact for citizens on Cemetery questions and concerns.

### **Fire Department**

1. General oversight of the facility including:
  - Maintenance.
  - Supervision of contractors.
  - Identification and development of facility improvements.
  - Identification, development and implementation of CIP projects.
  - Responding to issues and complaints.
2. Immediate supervisor of the Fire Chief.
3. Oversight of the Fire Department including:
  - Adherence to Town Policies & Procedures.
  - Development and implementation of CIP plans/projects.
  - Approval of unplanned operating expenses between board meetings within delegated authority.
  - Responding to issues and complaints.
4. Ownership of contracts with partner townships and point of contact for them on issues and concerns.
5. Participation in Fire Department meetings when feasible.
6. Point of contact for citizens on Fire Department questions and concerns.

7. Trustee for the Mission Township Fire Relief Association and attendance at meetings.

### **Park**

1. General oversight of the facility including:
  - Maintenance.
  - Supervision of contractors.
  - Identification and development of facility improvements.
  - Identification, development and implementation of CIP projects.
  - Responding to issues and complaints.
2. Immediate supervisor of the Park Maintenance Attendant.
3. Ensuring spring clean-up occurs prior to Memorial Day weekend or earlier, weather permitting.
4. Annual evaluation of costs/fees and recommendations for fee changes to the town board.
5. Liaison with the Park Committee.
6. Point of contact for citizens on Park questions and concerns.

### **Planning & Zoning**

1. Chair of the Planning Commission.
2. Immediate supervisor of the contracted Zoning Administrator.
3. Participation in CWC DRT meetings and on-site visits when town applications are presented.
4. Responsible for preparation of application materials for town board review and recommendation to CWC.
5. Responsible for communicating town board decisions to CWC and representing them as required.
6. Annual evaluation of costs/fees and recommendations for fee changes to the town board.
7. Point of contact for CWC and citizens on planning & zoning questions and concerns.

### **Roads**

1. General oversight of town roads including:
  - Maintenance.
  - Supervision of contractors.
  - Identification and development of RFP's/Quotes.
  - Identification, development and implementation of CIP projects.
  - Responding to issues and complaints.
2. Ownership of the Annual Road Inspection and preparation of the report & requests for quotation, for board approval.
3. Ownership for maintaining the Roads and Sign inventories.
4. Town Weed Inspector per MN Statute 18.8, subd. 2.
5. Identification and coordination of Engineering services.
6. Point of contact for CWC Highway/Sheriff Departments, and citizens on questions and concerns.
7. Liaison with the Roads Committee.

### **Transfer Station**

1. General oversight of the facility including:
  - Maintenance.
  - Supervision of contractors. (Dumpsters, roll-offs, & brush pile maintenance)
  - Identification and development of facility improvements.
  - Identification, development and implementation of CIP projects.

- Responding to issues and complaints.
- 2. Immediate supervisor of the Transfer Station Attendant.
- 3. Oversight for spring start-up and fall shutdown of facility.
- 4. Annual evaluation of costs/fees and recommendations for fee changes to the town board.
- 5. Point of contact for citizens on Transfer Station questions and concerns.

### **Town Hall Site**

1. General oversight of the site [Town Hall-Fire Hall-Maintenance Building] including:
  - Maintenance. (furnace, water softener, & exterior maintenance)
  - Supervision of contractors.
  - Identification and development of facility improvements.
  - Identification, development and implementation of CIP projects.
  - Responding to issues and complaints.
2. Immediate supervisor of the Town Hall Cleaning Attendant.
3. Oversight of the oil collection area, including regular collection of monies.
4. Annual evaluation of costs/fees and recommendations for fee changes to the town board.

### **Town Board Assigned Responsibilities**

- Asset Inventory (Zabilla).
- Bonds and Investments management (Zabilla).
- Budget Process (Auge/Zabilla).
- Capital Planning Process & reporting (Auge/Zabilla).
- Coordination of legal services (Auge).
- Newsletter publication (Steele).
- Operating Policy & Procedures Handbook (Auge/Scott).

### **Addendum A – Mission Park Maintenance Schedule**

Month	Activity
<b>January/February</b>	<ul style="list-style-type: none"> <li>▪ Complete periodic park &amp; bathroom checks.</li> <li>▪ Keep paved trails clear of snow.</li> <li>▪ Remove snow after each snowfall and keep the path to the parking lot open after the lot is plowed.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>▪ Keep paved trails clear of snow.</li> <li>▪ Inventory tennis wind screens, tennis &amp; pickleball nets, and order new items as needed.</li> <li>▪ Move tennis benches and roll ball field.</li> <li>▪ Install tennis &amp; pickleball nets weather permitting.</li> <li>▪ Install toilet dispensers.</li> <li>▪ Trim trees as needed.</li> <li>▪ Schedule rest rooms to be pumped in April.</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>▪ Put out disc golf equipment &amp; rake/seed around areas as needed.</li> <li>▪ Check picnic tables and repair as needed.</li> <li>▪ Turn on water.</li> <li>▪ Complete general spring clean-up, including roofs.</li> <li>▪ Drag gravel portion of parking lot.</li> <li>▪ Remove branches and debris from trails.</li> <li>▪ Schedule trash pick-up.</li> </ul>

	<ul style="list-style-type: none"> <li>Check playground equipment to ensure its operational and schedule/complete any needed maintenance.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Crack seal courts and paved trails.</li> <li>Rake &amp; seed around basketball court.</li> <li>Rake volleyball court and install net.</li> <li>Put out bases on ballfield and mow outfield.</li> <li>Weed &amp; feed ballfield.</li> <li>Put out cornhole game.</li> <li>Power wash pavilion and courts.</li> <li>Trim parking lot and plant flowers.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>Spray insecticide inside the pavilion and kitchen.</li> <li>Crack seal walkways.</li> <li>Move aluminum benches.</li> <li>Schedule rest rooms to be pumped.</li> </ul>
<b>July/August</b>	<ul style="list-style-type: none"> <li>Continue with general maintenance of park, trails and courts; mowing, trimming and removing debris.</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>Power wash tennis, basketball and pickleball courts.</li> <li>Schedule rest rooms to be pumped at the end of the month.</li> <li>Schedule and post park seasonal closing date.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Turn off water.</li> <li>Check equipment for needed repairs and store for winter.</li> <li>Cancel trash pick-up.</li> </ul>
<b>November/December</b>	<ul style="list-style-type: none"> <li>Complete periodic park &amp; bathroom checks.</li> <li>Keep paved trails clear of snow.</li> <li>Remove snow after each snowfall and keep the path to the parking lot open after the lot is plowed.</li> </ul>

### **Ongoing Responsibilities**

#### **Rest Rooms:**

- Clean weekly or whenever needed.
- Replace supplies and sweep areas.
- Order 5 gallons of blue septic liquid in March/April.
- After each pumping, put ½ gallon of blue septic liquid in each rest room then run water in each tank for 15 minutes.
- Add 8 ounces of blue septic liquid weekly to control the odor.

#### **Water Well:**

- Put 3 cups of bleach into each well at spring start-up.
- Run water for ½ day until bleach odor is gone.
- Turn on the 2 controls found in the water lines.
- Call State of MN for well/water check and certification. When it is received, give it to the clerk.

#### **Pavillion Reservations:**

- Monitor reservations and coordinate with the clerk.
- Put out 3 tables if needed and turn on pavilion lights.
- Clean picnic tables and sweep the pavilion floor.

- Open the gate by the parking lot if users are planning to deliver items.
- Following the event, close and lock the gate and store the tables.

**Park Committee:**

- Participate in Committee meetings to discuss ongoing maintenance items and identify longer-term projects.