Enactment of these Policies and Procedures

The Chippewa County Board of Commissioners believes that roadway safety, roadway maintenance, roadway design and construction, and roadside maintenance to the right of way of the county roadway system are the basic responsibility of the County Highway Department.

The Chippewa County Board of Commissioners has reviewed and supports these policies and procedures, which will aid the County Highway Department to perform their duties and responsibility to the County.

These policies and procedures, when enacted by the County Board, will supersede any prior Chippewa County Highway Department policies and procedures.

Chairman of County Commissioners

3-3-15

Date
TABLE OF CONTENTS

Introduction

Administration
Construction
Maintenance

Procedures and Policy

Administration & Construction

Customer Service
Use of Equipment Policy
Smoking Policy
Loss of Driving Privileges
Bridge Funding Policy
Bridge Load Rating and Load Posting Policy
Construction Agreement with Municipalities

Maintenance

Winter Maintenance

Snow Removal Procedure

Road and Bridge Maintenance

Road and Bridge Maintenance Procedure
Pavement Marking and Traffic Signing Procedure
Dust Control Policy

Roadside Maintenance

Roadside Maintenance Procedure
Mailboxes & Newspaper Boxes along Roadway Policy
Access Management Policy

Attachment | Inventory of County State Aid and County Roads
Attachment | Misdemeanor List for Roadway Right of Way
Attachment | Maintenance Priority Schedule
Attachment | Rural Lighting Map
Attachment | Rural 36” Stop Sign Map
Attachment | Miscellaneous Sign Request
Attachment | Chippewa – Lac qui Parle Co Seal Coat Agreement
Attachment | Road kill Management Detail
Attachment | Mailbox Support
INTRODUCTION

The County Highway Department is responsible for the construction and maintenance of 297.9 miles of County Roadways and 52 County Bridges. The Department Head is the County Highway Engineer and the Department is made up of three entities, Administration, Construction and Maintenance. The County Highway Department is also responsible for the bridge safety inspection of 163 bridges on or over County, Township and Cities (under 5000) roadways to be completed in accordance with state and federal guidelines.

ADMINISTRATION

Administration consists of the County Highway Engineer and Accountant. Administration is responsible for the budgeting and accounting of all payroll, construction and maintenance costs, and reporting all costs annually.

CONSTRUCTION

The Assistant to the County Engineer heads up Construction. The Assistant to the County Engineer supervises two Highway Technicians and temporary/seasonal help as needed. Construction is responsible for programming of road and bridge construction, which includes project scheduling, surveys, design, right-of-way acquisition, inspection, and contract administration on the County Roadway system.

MAINTENANCE


Organizational Chart (see attached Figure)
Effective Date: March 3, 2015
Revised Date:

**Customer Service**

The County Highway Department strongly believes in working with all governmental units in servicing the public. In meeting this goal, the County Highway Department will follow the following guidelines:

**Chippewa County Entities:**

The Highway Department will not charge for any labor or equipment cost, but will bill for material that is on hand. Any material that is special order will include the cost of material plus a 10% administration fee. The exception to this will be the County Landfill and County Ditches will be billed for all services, since their funding source does not come from the county levy.

The County Engineer and Maintenance Supervisor/Assistant Engineer will determine if Highway Department staff is available to complete the work and when the work could be completed. Services that would be considered minor work will be scheduled to be completed in a timely manner (minor work will be considered 1 or 2 staff and less than half a day to complete the work). County road and bridge projects will take priority over all other projects.

**Chippewa County Township and Communities:**

The Highway Department will charge for all labor, equipment, and material which will include a 10% administration fee, unless stated otherwise within the Policy and Procedure Handbook.

The County Engineer and Maintenance Supervisor/Assistant Engineer will determine if Highway Department staff is available to complete the work and when the work could be completed. Services that would be considered minor work will be scheduled to be completed in a timely manner (minor work will be considered 1 or 2 staff and less than half a day to complete the work). County road and bridge projects will take priority over all other projects.

Services classified as emergency, as determined by the Sheriff’s Department in most cases, will not be billed unless a disaster declaration has been issued.

**Highway Department will sell material that is on hand and rent equipment to:**

* Federal and State Agencies
* Other Counties, Townships, and Communities
* Non-Profit Organization (County Board of Commissioners decision)

The customer’s cost will be the cost of the material plus a 10% administration fee (the customer or a customer representative is responsible for picking up the material).
Use of Equipment Policy

County Highway Department will supply equipment or allow employees to use equipment as stated below:

**Personal Use of Equipment**

County Highway Department has certain pieces of equipment needed for the day-to-day operation of the Department. The employees may use some of these pieces of equipment, type of equipment and cost are listed below:

- If the employee wishes to make faxes and personal copies, the cost will be based on the rates set by the County Board.
- If the employee makes a personal long distance phone call, he/she shall be responsible for reimbursing the County for that call plus tax.
- County will supply cell phones to the County Highway Engineer, Assistant to the County Engineer, Maintenance Supervisor and Technicians. Persons using the cell phone will be responsible to abide by the county policy.

**Use of County Vehicles**

County Highway Department will provide county owned vehicles for employees use as follows:

- **Maintenance**
  - Pickup for the Maintenance Supervisor
  - One pickup for each Shop (Shop 1, 2, 3 and 5)

- **Construction**
  - Pickup for the Assistant to the County Engineer
  - Pickup for each Technician

- **Others**
  - One pickup for Seasonal Help (Extra if Needed)
  - One pickup for Custodial Services (Extra if Needed)

Employees operating the vehicles listed above must follow the rules 1 – 11 of Section K (Use of County Vehicles) under General Provisions of the Chippewa County Non-Union Personnel Policy and the following:

Employees will only be allowed to take County owned vehicle home outside the normal working hours, when determined by the County Highway Engineer, Assistant to the County Engineer and/or Maintenance Supervisor that the situation is beneficial to the County. (Example: Winter Storm Watch or Warning where Maintenance Supervisor/Working Crew Foreman needs to check the roads or when an inspector on a construction project is closer to their home than the office.)
Smoking Policy

County Facilities

County Board has determined that all county facilities are classified as “Smoke Free”, which means the County Highway Engineering offices, Montevideo Shop, Montevideo Cold Storage Building, Clara City Shop and the Watson Shop are “smoke free”.

County Vehicles and Equipment

Based on the smoking band passed by the State Legislators that went into effect on October 1, 2007, all County owned, leased or borrowed vehicle and equipment are “smoke free”.
CHIPPEWA COUNTY HIGHWAY DEPARTMENT
902 NORTH 17TH STREET        MONTEVIDEO, MINNESOTA 56265

TELEPHONE 320-269-2151
FAX 320-269-2153

Effective Date: March 3, 2015
Revised Date:

Loss of Driving Privileges Policy

All employees where a valid driver’s license is a “condition of their employment” must notify his/her supervisor of any loss of driving privileges. Written notification by the employee must take place prior to the start of his/her next shift immediately after being notified of a suspension/revocation or pending suspension/revocation. Failure to notify a supervisor will result in immediate dismissal.

In no case shall an employee drive a Chippewa County vehicle or his/her personal vehicle during paid time when s/he has lost driving privileges unless s/he possess a limited/restricted license from the Minnesota Department of Public Safety entitling him/her with driving privileges while working.

After notification of an employee’s loss of driving privileges, the Department will consider the following information concerning the suspended/revoked license.

- Did the employee voluntarily notify supervisor of license loss
- Employee’s driving license record (frequency and severity of offense)
- Employee’s work record (probationary vs. permanent, performance evaluation and discipline history)
- Total length of suspension
- Reason for suspended license (e.g. DWI, parking tickets, medical reasons, etc.)

Notwithstanding the factors identified above, any employee who is required to hold a certain driver’s license as indicated in the position description, and suspension of driving privileges is cause by violation of state laws will be subject to the following disciplinary action:

For purposes of this policy, a driver’s license or privilege shall include the employee’s commercial driver’s license.

On County Business:

If an employee loses their driver’s license or privileges while driving a county vehicle or driving a personal vehicle on county business, will result in process to discharge the employee.

Off the Job:

If an employee driver’s license or driving privileges is suspended for 90 days or less, the disciplinary action will be as follows:

Require the employee to immediately apply for a limited/restricted license or reinstatement pending any appeals.

During the time period when the employee is applying for a limited/restricted license, or if unable to obtain a limited/restricted license, and no duties can be found for the employee to perform, the employee will be allow to take a leave of absence using their vacation or leave without pay if they do not have vacation time available.
A subsequent loss of license or driving privileges, regardless of the number of days or reasons thereof, will result in the process to discharge the employee.

If an employee driver’s license or privileges is suspended for more than 90 days:

Employee shall be placed on leave of absence until matter can be brought to the Board of Commissioners to discharge the employee, unless said employee immediately applies for reinstatement if the employee is challenging said revocation and is reinstated within 20 days.

The employee is discharged*.

*Note: If the employee was discharged under this policy, but subsequently received the appropriate license within the 90 day period of loss of license, then the County may reinstate the employee.

Notwithstanding the factors identified above, any employee who is required to hold a driver’s license and suspension/revocation of driving privileges is cause by medical reasons; the following steps will be taken:

1. A determination will be made to determine if driving is a substantial part of his/her job duties. (If “No” go to step 2, if “Yes” go to step 3)
2. Can arrangement be made so the person may still be able to perform job duties? (If “No” go to step 3, if “Yes” no need to go further)
3. Is there another position opening, that the person is qualified, that would not require driving? (If “No” go to step 4, if “Yes” no need to go any further)
4. Is the employee eligible for Disability? (If “No” go to step 5, If “Yes” start the process)
5. Employee has the option to resign or be discharged.
Bridge Funding Policy

Minnesota Statutes Chapter 103E.525, subd. 2, states “Bridges and culverts on public roads required by the construction or improvement of a drainage project or system must be constructed and maintained by the road authority responsible for keeping the road in repair”. It is the intent of the Chippewa County Highway Department to assist the local road authority, except cities 5,000 or over in population, by providing services related to the replacement of a bridge on township or city roads. Services available through the County Highway Department include but not limited to the following: safety inspections, administration, surveying, and completing a hydraulic and risk analysis.

The funds for local road authority to replace or rehabilitate bridges are available through local funds, State funds and State bonding, and/or Federal funds. The County’s willingness to provide these services is contingent on the availability of these funds.

Definitions

The following definitions will be used for this policy.

Bridge

A bridge may be a span structure or a culvert but must meet the following criteria: to be classified as a bridge the structure must be 10 feet or longer in length, as measured along the centerline of the roadway.

Eligible Item

The “abutment to abutment” costs of eligible bridge rehabilitation or reconstruction work on publicly owned bridges. “Abutment to abutment” cost applies only to the material two-foot above the top of a culvert.

Non-eligible item

Items not covered under the eligible item definition, including but not limited to engineering, right-of-way, bridge removal, approach work, turf establishment, or any work done that doesn’t conform to the Engineer’s recommendation.

The funding and procedure for local road authorities in Chippewa County for the replacement of bridges under their jurisdictions is outlined as follows:

Funding

Eligible Items

100% cost by Town Bridge Fund and/or a combination of state and federal funds as long as Engineer’s recommendations are followed.

Non-eligible Items
100% cost by local road authority.

Engineering

50% cost by local road authority and 50% by County. If the local road authority elects to replace the bridge with a structure that does not conform with the Engineer’s recommendation, then the County contribution for engineering cost or other cost shall be limited to the amount that would have been expended had the Engineer’s recommendation been followed.

Procedure

The County Highway Engineer or his/her representatives will conduct bridge safety inspections of bridges in Chippewa County. An annual report shall be submitted to the local road authority. Bridges meeting the appropriate criteria will qualify for Town Bridge Funding and/or State Bonding.

All requests for bridge replacement must be made in writing to the County Highway Engineer.

The County Highway Engineer will advance the project by receiving approval from the District State Aid Engineer to replace the bridge with state funding, request the County Board to add the bridge to the “Bridge Replacement Resolution”, have the site survey completed, and have a hydraulic and risk analysis with structure recommendation completed. Once the hydraulic and risk analysis and structure recommendation has been completed, this information will be given to local road authority for their approval.

If after reviewing the analysis and replacement recommendation the local road authority does not wish to proceed, the project will be removed from the construction list. The local road authority will be billed for appropriate charges pursuant to this policy. If the local road authority reconsiders its decision and wishes to proceed with the project, the County Highway Engineer will determine if another hydraulic and risk assessment will need to be completed at the local road authority expense.

If the local road authority elects to proceed, plans will be completed. The local road authority will have opportunity to view the final plans for comments. The County Highway Department will be in charge of advertisement, letting, recommending award of the Contract to the County Board, and administration of the Contract. The local road authority will be notified of the letting date, and be invited to the pre-construction meeting.

When the project has been completed and the County Board approves final payments, the local road authority will be billed for appropriate charges pursuant to this policy.

Note:

The local road authority for the bridges listed below in Lone Tree Township shall be Joint Ditch Authority for Judicial Ditch No. 7.

Bridge No. 12548, 12J56, 12547, 12550, 12J45, 12511, 12J55, 12J46, 12512, 12513, 12514, and 12515

This document is an internal policy of the Chippewa County Highway Department only. It does not create an agreement between the County and the Local Road Authority. This is subject to change at any time at the discretion of the Chippewa County Highway Department, subject to approval of the County Board.
Bridge Load Rating and Load Posting Policy

Purpose

This policy is intended to provide a standardized guideline to meet the requirements of Minnesota Statutes Chapter 165.12, Subd. 1(c) and (d) on load rating analysis requirements and new or different load posting requirements on town bridges.

Procedure for Load Rating:

When a new load rating analysis is required on a town bridge, the County Highway Engineer or his/her representatives shall contact the local road authority and notify them that the County will be hiring a consultant to complete a load rating analysis on one or more bridges under local road authority jurisdiction. When the analysis is completed, a copy of the analysis will be mailed to the local road authority for their records. If a new or different load posting is required, the County will install the appropriate signing and make every effort to install the signs within 30 days. The County will bill the local road authority for all costs associated with the load rating analysis and required signing in accordance with the County Customer Service Policy.

Procedure for Bridge Posting:

The local road authority should randomly inspect their load posted bridges especially prior to planting and harvesting season to make sure the load posting signs are still in place. As required, the County will inspect for load posting signs while conducting the bridge safety inspection. If any of the required signing is missing the County will notify the local road authority.

The local road authority is responsible to make sure these load posting signs are in place and maintained. The County will make a conscious effort to have the load posting signs on inventory and will install the load posting signs for the local road authority if requested. The local road authority will be billed in accordance with the County Customer Service Policy.

The County will update the load posted bridge map every year and it will be located at http://www.co.chippewa.mn.us/170/Permits

This document doesn’t make the County liable for the local road authority failure to act as required by law.
MUNICIPAL CONSTRUCTION AND MAINTENANCE POLICY
FOR COUNTY STATE AID HIGHWAY AND COUNTY HIGHWAYS

Purpose

This policy is intended to provide a standardized guideline to make clear design requirements, best practices, and cost-sharing standards related to municipal transportation infrastructure on County State Aid Highways (CSAH) and County Highways in Chippewa County. The policy is intended for use by the Chippewa County Highway Department, the Chippewa Board of Commissioners, and other local government officials.

Unless explicitly stated otherwise, the County Board reserves the right to adjust funding for any item addressed in this policy in order to best utilize available resources to serve the public as a whole.

Background

The CSAH system is a network of key highways under the jurisdiction of Minnesota’s counties. The portions of this system that is located within the boundaries of city governments (municipalities) are eligible for State Aid System funds.

Municipal State Aid System funds are allocated to Chippewa County for construction, improvement, and maintenance on designated State Aid Highways in cities with less than 5,000 population and regular State Aid funds for construction, improvement, and maintenance on designated State Aid Highways in cities with a population equal to or greater than 5,000. The annual amount of State Aid revenue available in Chippewa County is determined by income generated from the Highway Users Tax Distribution Funds and based on the distribution formula determines the share of the funds that will be received by each county.

The availability of funding, the applicable Minnesota Statutes and Rules, and Chippewa County policies (such as this one) govern what construction, engineering, and maintenance items are eligible for State Aid and County Aid System funding. Moreover, these factors will determine how Municipal State Aid funding will be allocated by the County Board to the CSAH infrastructure in each city.

Roadway Improvement and Construction Design Requirements

In order to be eligible for State Aid funding, projects must meet the following requirements:

- State Aid and Public Right-of-Way Accessibility Guidance (PROWAG) standards.
- Minimum width of all streets built under this Policy shall be per State Aid Rules
- Maximum width of all streets built under this policy shall be as agreed upon by the County and the City for each project.

Construction and Improvement Costs

For projects built under this policy, the County will allocate Municipal State Aid Funds and/or County Funds for the total costs of construction, engineering, supervision and other administrative expenses as follows:

- Up to 100% of the eligible costs for the following:
  - Grading and sub-grade correction
  - Base and bituminous surfacing or concrete surfacing
- Removal and installation of driveways if required due to the construction of the roadway
- Removal of pavements and curb and gutter
- Removal and installation of sidewalk if required due to the construction of the roadway

- Up to 80% of the eligible costs for the following*:
  - Curb and gutter
  - Storm sewer and drainage structures

*The actual County contribution rate will be based on the ratio, as determined by a MnDOT Hydraulic Engineer, of the drain structure area in the CSAH and/or County Highway right-of-way to the total area drained.

- Up to 50% of the eligible costs for the following:
  - Removal and installation of pedestrian curb ramps.

For projects built under this policy, the municipality will allocate funds for the costs of construction, engineering, supervision, and other administrative expenses as follows:

- 100% of the costs for the following:
  - All non-eligible items, including sanitary sewer, sanitary sewer connection, water-mains, water-main connection, hydrants, street lights, telephone or electric poles or buried cable, sidewalks, and other items not related to constructing the roadway.
  - Storm sewer outlets outside of the right of way
  - Storm water treatment items
  - Removal and installation of sidewalks

- The remainder of total costs not covered by State Aid and/or County funds for the items above, including:
  - Storm sewer, drainage structures, and curb and gutter
  - Removal and installation of pedestrian curb ramps

**Maintenance Costs**

For maintenance of CSAH and County Highway infrastructure, costs will be funded as follows:

- The County will pay for 100% of the following**:
  - Pavement preservation
  - Pavement marking (except for parking and crosswalk)
  - Snow plowing (except that when the Municipality deems it desirable to remove snow by hauling, it shall do so at Municipality own expense).

**The County may enter into an agreement with the Municipality whereby the Municipality performs maintenance items in exchange for compensation from the County.

- The Municipality will pay for 100% of the following:
  - Sanitary sewer, water, or other public utilities
  - Curb and gutter, storm sewer and drainage structures (which means city is responsible for keeping the curb and gutter cleaned of debris, and the storm sewer system is clean of debris, flushed and operating at capacity. Any repair cost will follow the requirement under Construction and Improvement Cost)
  - Culvert crossings (which means clean of debris and flush clean if needed)
  - Sidewalks and pedestrian ramps (which means keep these areas clean of debris. Any repair cost will follow the requirement under Construction and Improvement Cost)
  - Pavement markings for parking areas and crosswalks
Overview

With the advent of each Minnesota snow season comes the concerns about access to work, school and business. The safety and convenience of the traveling public is a main concern of the Chippewa County Highway Department. The goal of the County Highway Department is to have all County Roads passable within a reasonable amount of time after a snowfall and/or wind has stopped.

THE COUNTY DOES NOT ASSURE A COMPLETELY BARE ROAD AND WILL NOT SAND ENTIRE SECTIONS OF ROADWAY. USERS OF THE ROADWAY SYSTEM ARE REMINDED TO EXERCISE CAUTION AND DRIVE WITH CARE.

THE LEGAL SPEED LIMIT MAY NOT BE POSSIBLE AT ALL TIMES.

Commencing of Snow Removal

The County Highway Department will usually not dispatch the snowplows until after the snowfall and/or wind has stopped. During extended periods of snowfall and/or wind, exceptions may be made. The snowplows will not be sent out in situations that may be hazardous due to restricted visibility. The County Highway Department will apply snow control measures when snow exceeds two (2) inches in depth and/or drifting, snowfall of less than two (2) inches may not be plowed.

If snowfall and/or wind stop during regular working hours, the equipment may be dispatched at that time. If snowfall and/or wind stop during the night or early morning hours, every effort will be made to have the roadway passable by 6:00 a.m. Weekend operation will be handled in a similar fashion.

Snow Removal Operation

Generally, snow removal will consist of three phases; making the road passable, widening and sanding, and cleaning up. Dependent upon the situation, more than one phase may be accomplished at one time. Main priority will be the paved county roadways, the gravel roads may not be plowed all the time and Level C gravel roads will only be plowed as time permits. Plowing of gravel roads will be based on amount and type of snow.

A. Make Roads Passable

Clean one lane in each direction. Generally plow and wing are used.

B. Widen the Lanes to edge of Shoulder

Sanding is done at problem locations on paved roads including intersections, curves and hills.

An 8-10% salt to sand mixture is used for regular sanding. More salt may be added to the mixture for problem areas. At temperatures below +20 degrees and high winds, slip sand use will be limited, as it becomes ineffective.

C. Clean Up
Removal of ice and slush off the roadway, clean up areas that snow has drifted back in, and widened out intersections.

**Personal Property**

Mailboxes, fences, and other personal property damaged will be evaluated case by case. Only those personal property items that were properly located and installed, and which were damaged by actual contact with County equipment will be repaired at county expense. *(See Mailboxes & Newspaper Boxes along Roadway Policy)*

As snow is plowed from the roadways, operators leave as little snow across driveways as possible. County removal of this windrow is infeasible and remains the property owner responsibility.

Residents are reminded that IT IS UNLAWFUL to plow snow from driveways onto or across public roads, and any person convicted of such violation shall be guilty of a misdemeanor *(see Attachments)*. Piles of snow left on or near the road can freeze into a solid mass creating a hazardous situation for vehicles and snowplows. Accidents and damages that are caused by snow piles placed in the roadway may result in liability to the property owner. Also piles of snow increase the chances of drifting snow onto the roadways.

Residents are reminded to remove parked vehicles from county roads until after plowing operations are completed.

The County Highway Department may assist stranded motorists by contacting law enforcement/emergency personnel. The County Highway Department WILL NOT ATTEMPT TO REMOVE ANY STUCK VEHICLES from ditches, snow banks, or any other impediment.

The County Highway Department will make reasonable emergency plowing effort on any route, public or private, if so ordered by the County Sheriff Department. The County Sheriff Department will coordinate operations with ambulance and fire units. The County Sheriff Department will dispatch equipment on a priority basis. All emergencies should be called to the County Sheriff Department on the 911-phone system.

**Sidewalks**

Sidewalks on county roads within municipalities are the responsibility of the municipalities, just as any other public utility. Policy of individual municipalities regarding sidewalk snow removal may vary between municipalities.

**Information**

Questions and/or concerns regarding local snow removal and/or conditions should be directed to the local County Highway Shop or if no answer, call County Highway Department in Montevideo at (320) 269-2151. Local radio station should be monitored for information on road conditions. All emergencies should be called to the County Sheriff Department on 911-phone system.
Road and Bridge Maintenance Procedure

The County Highway Department will be responsible for maintenance of the county roadway surface and bridges, and will complete this work with county forces or by Contract. The activities are as follows:

Special Note: The Landowner or Renter is responsible for the removal dirt, mud, snow or ice, etc. that they deposit which may cause a hazard on the county road and/or right of way. If county forces are required to remove the obstruction a minimum of one (1) hour of labor and equipment time will be billed to the Landowner, and if aggregate must be replaced to meet prior condition the Landowner will be billed for all labor, equipment and material.

Bituminous Surface Roads

This work consists of seal coats, spot seal coat, temporary patching with aggregate or winter mix, permanent patching with hot mix bituminous, and crack sealing.

Aggregate Surface Roads

The gravel roads are divided into three categories: Level A are county gravel road with greater than or equal to 50 Average Daily Traffic (ADT), Level B are county gravel roads with less than 50 ADT and Level C will be county minimum maintenance roads (must be signed as minimum maintenance roads) (see attached Figure).

This work would consist of hauling aggregate surfacing, blading, spot tiling, and repairing frost boils on Level A & B county roads, and any work done on Level C county roads will be determined by the County Highway Engineer. Dust control will be done in the spring by request or as determined by the County Highway Engineer. (see Dust Control Policy)

The blading operation will start as soon as the gravel roads are able to be bladed in the spring and continue until the road freezes in the fall. A 28-foot aggregate surfaced top shall be maintained with a crown slope ranging from 0.035 ft/ft to 0.04 ft/ft with a desired crown height of 0.5 to 0.6 foot. Blading on Level A gravel roads should be done at least once or twice a month to maintain crown and remove washboards, Level B gravel roads should be done twice in the spring and once in the fall and then as warranted, Level C will be done once in the fall to establish crown. Towards the end of October, the Motor Patrol operator shall get the gravel roads in shape before the freeze. The dust control areas shall be bladed as needed to maintain the gravel roads.

Bridges

This work consists of repairing bridge railing, replacing sway braces and beams, replacing riprap, and other maintenance activity that would extend the life of the bridge.

Painting of the Bridge railing and abutments to cover graffiti will be classified as a low priority, and will be done when time permits.
Shouldering

This work consists of pulling up the existing aggregate shouldering or adding aggregate shouldering material to the shoulder. High priority shouldering projects is when aggregate shoulder is greater than 1.5 inches below the driving lane and low priority when the aggregate shoulder is less than 1.5 inches below the driving lane.
Highway Safety Strategies and Procedure

Overview

The County Highway Engineer is authorized and responsible for the placement of traffic control devices to aid in safe movement of the traveling public. The traffic control devices shall be placed in accordance with the Minnesota Manual on Uniform Traffic Control Devices for Streets and Highways (MnMUTCD) and County Roadway Safety Plan dated August 2011.

County Roadway Safety Plan looked at intersection, which included rural street lighting, updating signs and markings; roadside, which include 6” edgelines, ground in wet-reflective markings, rumble StripE, rumble strip, 2’ paved shoulder with rumble strip, and safety edge; and curves, which included chevrons and 2’ paved shoulder with rumble strip. Other safety issues that should be address encroachment into right of way, clear zones and mailboxes (see Mailbox Policy).

Intersection

Rural Street Lighting will be placed at location where three legs of the intersection has ADT of equal or greater than 1500, and destination lighting will be placed at location where three legs of the intersection has ADT of equal or greater than 750 and less than 1500.

Place a 36” Stop Signs instead of standard 30” Stop Signs at all location where change in driver reaction has not occurred in greater than 5 miles. (Optional toolbox may be Blinking Stop Signs)

Flashing LED Signs: Signs with flasher beacons and integrated flashing perimeters must be used sparingly to retain their effectiveness. They should not be used except in cases where a sign has been documented as having repeatedly gone unnoticed, as opposed to disregarded, and only after and adequate trial of other measures when possible. (Reference MnDOT guidance for usage of LED signs)

Roadside

Currently have a policy listed below for pavement markings and traffic signing, but items for the tool box that may be used in the future are Embedded Wet Reflective Marking, Rumble StripE, Rumble Strip with 2’ Paved Shoulder. In designing new paved roads or overlays, the design will included Safety Edges and a minimum of 2’ shoulders on curves with rumble strips.

Pavement Marking

A. Yellow Centerline Marking

Yellow centerline marking shall be maintained on all paved county roads. The cycle of application shall be every two years, and yearly on segments of county roads as determined by the County Highway Engineer. Currently the segments of roadways to have the yellow centerline marking placed yearly are as follows:

County Road 2: from Trunk Highway 7 to end of curb & gutter approximately
120 feet north of 10th Avenue NE in City of Clara City

County Road 4: from Trunk Highway 23 to end of curb & gutter at the north city limits in the City of Maynard

County Road 5: from the West County line to end of curb & gutter at Pleasant Street in the City of Granite Falls

County Road 15: from Trunk Highway 7 & 59 to First Street in the City of Montevideo

County Road 15: from Trunk Highway 7 to 60th Street SW

County Road 38: from junction of County Road 5 to end of curb & gutter at East Skyline Drive in the City of Granite Falls

B. White Edge Line Markings

White edge line marking shall be maintained on all paved county roads. The cycle of application shall be every two years on the County Highway paved routes with greater than or equal to 400 ADT and all curve segments of County Highway paved routes with less than 400 ADT, and every three years on the County Highway paved routes with less than 400 ADT. (See attached Figure)

County Highway paved routes with greater than or equal to 400 ADT will have a 6” wide edge line and County Highway paved routes with less than 400 ADT will have a 4” wide edge line.

After a County Highway paved routes has been seal coated a 4” wide edge line will be placed that year when the County Highway paved routes has a greater than or equal to 750 ADT, otherwise the edge line will be placed the next year.

No white edge line markings shall be placed where curb & gutter exists in urban sections, except to designate right turn lanes.

C. Pavement Markings

Pavement markings for railroad crossing, which include highway-rail grade crossing and stop lines, shall be maintained and replaced as needed.

Pavement marking for pedestrian crossing, bicycle/trail crossings and vehicle parking, within the city limits, are the responsibility of the municipalities.

Traffic Signing

The placement and maintenance of the traffic signs on the County roadway system will be in accordance with the Minnesota Manual on Uniform Traffic Control Devices for Streets and Highways (MnMUTCD).

A. Sign Inventory

The County Highway Department has purchased sign management software “Simple Signs”, and has installed the county sign inventory data into the program. It is the Maintenance Supervisor responsibility to make sure that the sign inventory is maintained and up to date.
B. Sign Maintenance

In the process of “Maintaining Traffic Sign Retroreflectivity” the County will use the Expected Sign Life method and replace the traffic sign as follows:

<table>
<thead>
<tr>
<th>MATERIAL GRADE</th>
<th>FROM INSTALLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI</td>
<td>10 Years (South Facing)</td>
</tr>
<tr>
<td></td>
<td>11 Years (East/West Facing)</td>
</tr>
<tr>
<td></td>
<td>12 Years (North Facing)</td>
</tr>
<tr>
<td>HIP</td>
<td>14 Years (South Facing)</td>
</tr>
<tr>
<td></td>
<td>15 Years (East/West Facing)</td>
</tr>
<tr>
<td></td>
<td>16 Years (North Facing)</td>
</tr>
<tr>
<td>VIP or DG3</td>
<td>18 Years (South Facing)</td>
</tr>
<tr>
<td></td>
<td>19 Years (East/West Facing)</td>
</tr>
<tr>
<td></td>
<td>20 Years (North Facing)</td>
</tr>
<tr>
<td>E-911 Signing (HIP)</td>
<td>14 - 16 Years</td>
</tr>
<tr>
<td>E-911 Signing (DG3)</td>
<td>18 - 20 Years</td>
</tr>
</tbody>
</table>

The County Highway Department will replace traffic signs with HIP sheeting unless DG3 sheeting is required, and will be phasing out the Engineering, HI and VIP sheeting signs to be in compliance with the minimum sign retroreflectivity. Based on funding, the priority for sign replacement will be as follows:

1) STOP and YIELD Signs
2) Warning Signs
3) Other Regulatory Signs
4) Informational/Guidance Signs

Signs not required to meet the minimum sign retroreflectivity (R7 series, R8 series, R9 series, R10-1 – R10-4b, Adopt-A-Highway, Blue and Brown background, and Bikeway signs) will be replace based on vandalism or other sign degradation.

The County Highway Department will conduct a daytime inspection, twice a year, for traffic signs along the county roads, and complete E-911 daytime inspection once a year to supplement the management program and monitor for sign replacement needs based on vandalism or other pre-mature sign degradation.

The County Highway Department is responsible for maintaining traffic signs all county highways and the E-911 Signs in the County with the exception of:

1) All signing on approaches to the county highway, other than the STOP or YIELD signs that is maintain by the County.
2) STOP signs at MnDOT controlled intersection.
3) Specific signs installed by others (State Agencies and Cities), which will be under their jurisdiction. This includes street signs within the city limits.
4) Miscellaneous Signs requested to be placed within the right of way, along the county roadway, must meet the requirement of the MnMUTCD and have County Highway Engineer approval. (See Miscellaneous Signs Request)
C. General Sign Practice

Signs placed within the right of way, along the county roadway, must meet the requirement of the MnMUTCD.

The County Highway Department will use the following guideline in the placement of traffic signs: (see attached Figures)

1) STOP or YIELD signs shall be placed at all roadway intersections on the county road system. They will be placed approximately 50 feet from the centerline of the perpendicular roadway. The Engineer will inform the County Board of proposed stop and yield changes.

2) STOP AHEAD signs will be installed on rural county paved roadways as they approach STOP sign. On rural county gravel roadways where the STOP or YIELD sign is obstructed from view, STOP AHEAD or YIELD AHEAD signs will be installed. STOP AHEAD or YIELD AHEAD signs will be placed approximately 700 feet from the STOP or YIELD sign.

3) Other warning signs will be installed approximately 400 feet from the object or condition of concern, unless otherwise determined by the County Highway Engineer.

4) Chevron Sign will be placed on curves with a Radius of 1000 feet or less.

**The placement of signs may vary based on terrain, condition, and engineering judgment.

The County Highway Department is responsible for the maintenance and placement of the Rural E-911 street signs for the county.

The County Highway Department has been instructed to place rumble strips on paved county roads in advance of a stop condition. The rumble strips will be placed in rural settings where the speed limit is greater than 45 MPH; no rumble strips will be placed within the city limits. Consideration will be made in the placement of the rumble strips to minimize the noise on rural residents. (See attached Figure)

Miscellaneous Sign Request

Purpose

A “Miscellaneous Sign” is a sign that the County Highway Department would not typically place on the county roadway right-of-way unless requested to do so. Signs requested to be placed within the right of way, along the county roadway, must meet the requirement of the MnMUTCD and have County Highway Engineer approval.

Scope

County Highway Department will consider placing requested signs within the county roadway right-of-way once the following steps have been completed:

The request shall be submitted on the “Sign Request Form” to the County Highway Engineer for approval. The County Highway Engineer, with guidance from the MnMUTCD, MnDOT Traffic Manual and other information, will notify the person(s) making the request, of his/her decision.
The person(s) requesting the sign(s) will be responsible for 100% of the cost of the sign(s), sign posts, and other materials needed to install the sign(s), plus 10% handling fee. They will also be responsible for an installation fee as indicated on the “Sign Request Form”.

Sign(s) shall be installed in conformance with the MnMUTCD. Only the county force, unless approved by the County Highway Engineer, shall be allowed to install or replace these sign(s) at our convenience.

The person(s) requesting the sign(s) will become the owner of the sign(s). The sign(s) shall be removed in 15 years or shall be removed when they are no longer applicable, whichever comes first. Once the sign has been removed as stated above a new “Sign Request Form” must be submitted for approval before a new sign(s) can be installed.

All cost associated with maintaining the sign(s) shall be the responsibility of the applicant.

D. Signs Reported Damage or Missing

The County Highway Department does not have a sign shop so will need to order and maintain a small inventory of signs, so the general guidelines after receiving notice of a sign that are damaged or missing as follows:

Stop Signs: as soon as practical, a temporary sign will be placed if required. County personnel will be dispatched regardless of time of day and/or overtime.

Warning and Other Regulatory Signs: generally no later than three working days during normal working hours depending if the sign is in our inventory or as soon sign is received from the manufacturer.

Other Signs such as guide and information signs: generally replace as soon as practical within normal operations.

Other Safety Procedure

Enforce the current mailbox policy

Reclaim the roadway right of way and place right of way makers (*see attached Figure*)

Work on removing fixed objects that are not crashworthy outside the clear zone
Note:
See Section 2A.19 for reduced lateral offset distances that may be used in areas where lateral offsets are limited, and in business, commercial, or residential areas where sidewalk width is limited or where existing poles are close to the curb.

Figure 2A-2 Examples of Heights and Lateral Locations of Sign Installations
Figure 2A-3  Examples of Locations for Some Typical Signs at Intersections

Note: Lateral offset is a minimum of 6 feet measured from the edge of the shoulder, or 12 feet measured from the edge of the traveled way. See Section 2A.19 for lower minimums that may be used in urban areas, or where lateral offset space is limited.
Typical Rural Intersection Signing

<table>
<thead>
<tr>
<th>Sign Type</th>
<th>Sign Number</th>
<th>Sign Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Route Markers</td>
<td>MI-X4</td>
<td>24&quot; x 24&quot;</td>
</tr>
<tr>
<td>Aisle Weight Limits</td>
<td>RI-2/2</td>
<td>24&quot; x 30&quot;</td>
</tr>
<tr>
<td>Stop</td>
<td>RI-4</td>
<td>50&quot; x 50&quot;</td>
</tr>
<tr>
<td>Yield</td>
<td>RI-2</td>
<td>36&quot; x 36&quot;</td>
</tr>
<tr>
<td>Double Arrow (or other arrows)</td>
<td>M6-4</td>
<td>21&quot; x 15&quot;</td>
</tr>
<tr>
<td>JCT</td>
<td>M2-1</td>
<td>21&quot; x 15&quot;</td>
</tr>
<tr>
<td>Stop Ahead</td>
<td>W5-1a</td>
<td>36&quot; x 36&quot;</td>
</tr>
<tr>
<td>Yield Ahead</td>
<td>W5-2a</td>
<td>30&quot; x 30&quot;</td>
</tr>
<tr>
<td>Other Warning Signs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sign Style

- Single Sign: Minimum of 5'
- Double Sign: Minimum of 4'

Note: Sign height shall not be greater than 5.5'. All signs should be placed at 12' from the edge of the driving lane.

* Sign may also be a yield sign
** Sign may also be a yield ahead sign

Note: Advance placement of warning signs will be 400', unless otherwise determined by engineer.
RUMBLE STRIP DETAIL

FIGURE
Dust Control Policy

Purpose

The purpose of this policy is to provide guidelines for the application of dust control on the road authority’s aggregate surfaced roads.

Scope

Chippewa County has authorized the use of a dust control application in safety sensitive areas, which shall be determined by the County Highway Engineer, and in front of dwellings on county aggregate surfaced roads. To maintain a safe roadway for the traveling public, the county forces will blade through the dust control areas as needed to maintain the gravel roads. Towards the end of October, the county forces shall blade through the dust control areas to get the gravel roads in shape before the roadway freezes.

The current placement of the dust control application on the county roads shall be as follows:

- County may recommend areas for the placement of dust control for safety and/or maintenance issues. The application will be in the spring as needed.
- County Road 3 from Trunk Highway 7 to County Road 13 to maintain dust during the sugar beet harvest. The application will be done in the fall as needed.
- In front of dwellings along county aggregate surfaced roads based on the following:
    - The Resident shall make their request for dust control as stated in the last paragraph.
    - Residences within 400-feet of the county aggregate surfaced road shall receive the dust control application at no charge. The County Highway Engineer will determine the length of application with a maximum length of 400 feet. Any additional length of application beyond the determined length will be at the expense of the Resident.
    - The application will be done in the spring.

The County Highway Department will also make this service available to Chippewa County Townships, Communities and Residents. The County Highway Department will advertise yearly for requests to place the dust control application and send notification to those that participated in the program the previous year. Cost shall be based per running foot. The cost on township and community roads shall be based on one pass down the center, and the additional cost on county roads shall be based on a dual pass covering the majority of the roadway width. All costs associated with the placement of the dust control will be paid by the entity making the request for dust control, except stated otherwise within this policy.
Roadside Mowing and Maintenance Policy

Introduction

The primary purpose for planting and maintaining a vegetative cover on roadside areas is to prevent erosion of the soil and maintain adequate roadway drainage. It is desirable to manage the vegetative growth in a manner that will create a safe and appealing roadside for the motorist and provide protection for nesting wildlife.

Minnesota Statutes 160.2715 Right of Way Use, Misdemeanors.
Except for the actions of the road authorities, their agents, employees, contractors, and utilities in carrying out their duties imposed by law or contract, and except as herein provided, it shall be unlawful to:

(2) Plow or perform any other detrimental operation within the road right of way except in the preparation of the land for planting permanent vegetative cover or as authorized under Section 160.232.

Anyone found to plow, tear up, or deposit debris (including field rock) within the county road right of way will be notified by the County Highway Department in writing requesting them to rectify the situation. If the situation is not rectified or a repeat offense occurs, the County Highway Department will notify the Sheriff Department to rectified the situation. All cost for material, labor and equipment will be billed to the landowner or appropriate offender.

Components of the program will include all operations that are normally conducted to maintain roadside vegetation and drainage. These include:

- Roadside Mowing and Weed Control Procedure
- Roadside Restoration Procedure
- Brush Control Procedure
- Roadside Clean Up Procedure
- Management and Handling of Road-kill Carcasses

Roadside Mowing and Weed Control Procedure

Purpose

Mowing is an important part of the management of roadside vegetation. Roadsides are generally maintained in conformance with adjacent land use. The entire right of way may be mowed if the adjacent property is a park, cemetery, church, business or home.

Weed Control

Spot mowing of noxious weeds should be done as necessary to reduce propagation.
Road authorities, including road authorities of cities shall cause all noxious weeds on their respective highways and streets to be cut down or otherwise destroyed or eradicated as often as may be necessary to prevent the ripening or scattering of seed and other propagating parts of such weeds.

State law requires that all road authorities, including Chippewa County and all its communities and townships, shall be responsible for controlling noxious weeds on their respective highways and streets.

County forces will cut down noxious weeds by spot mowing within the county roadway right-of-way as often as may be necessary to prevent the ripening or scattering of seed and other propagation parts of such plants, and record the location of the weeds so they may be sprayed in the fall.

County Ag Inspector will conduct weed spraying within the county roadway right-of-way in the fall of the year. Weed spraying will commence in late September and end in October.

County roadways within the city limits fall under the jurisdiction of the Community to maintain the weeds.

Roadside Mowing

160.232 Mowing Ditches Outside Cities.

(a) To provide enhanced roadside habitat for nesting birds and other small wildlife, road authorities may not mow or till the right-of-way of a highway located outside of a home rule charter or statutory city except as allowed in this section and section 160.23.

(b) On any highway, the first eight feet away from the road surface, or shoulder if one exists, may be mowed at any time.

(c) An entire right-of-way may be mowed after July 31. From August 31 to the following July 31, the entire right-of-way may only be mowed if necessary for safety reasons, but may not be mowed to a height of less than 12 inches.

(d) A right-of-way may be mowed as necessary to maintain sight distance for safety and may be mowed at other times under rules of the commissioner, or by ordinance of a local road authority not conflicting with the rules of the commissioner.

(e) A right-of-way may be mowed, burned, or tilled to prepare the right-of-way for the establishment of permanent vegetative cover or for prairie vegetation management.

(f) When feasible, road authorities are encouraged to utilize low maintenance, native vegetation that reduces the need to mow, provides wildlife habitat, and maintains public safety.

(g) The commissioner of natural resources shall cooperate with the commissioner of transportation to provide enhance roadside habitat for nesting birds and other small wildlife.

Mowing of the entire right of way is discouraged unless it is necessary to conform to adjacent land use in accordance with state statutes.

Vegetation should be controlled in the shoulder area for safety reasons. Normal mowing should consist of a cut swath of 6 feet to 8 feet wide along the shoulder and shoulder inslope to define the edge of roadway and reduce the cover for wildlife. Animals in this zone may constitute a hazard to motorists. Ditch bottoms may be mowed to allow for proper drainage, after July 31, or to control noxious weeds at any time prescribed by law.

Mowing will be done twice yearly. The first mowing will be started the mid to end of June or when the grass on the shoulders has reached a height of approximately 18 inches. The second mowing will begin in the fall. For safety reasons, a third cut may occur mid-summer. Mowing on Level C county roads will be as time permits. The recommended minimum height of cut is 4 inches. It is important that all
equipment be set to operate no lower than this. If grass is cut to this minimum height, it will be more resistant to the harmful effects of drought and weed infestation. Consequently, it will be in a better condition to resist erosion damage.

Mowing on adjacent township roads and farm access shall be made to the right of way line. Field and other access shall be mowed to the centerline of the ditch or toe of the fill slope.

Mowing shall be done up to and around all structure as close as possible; this includes bridge ends, mailboxes, signposts, and etc.

Once shoulder mowing has started, it should be completed before cutting of weed and brush is done.

Mowing for snowdrift control shall be done, as needed, after all of the growth has taken place. Normally, this is late in the fall season.

County roadways within the city limits fall under the jurisdiction of the Community to mow.

**Farmer Mowing**

Farmers are allowed to harvest hay on the highway right of way. Farmers are encouraged to abide by the following guidelines:

- Notify the Maintenance Supervisor prior to mowing. (One reason for notification is so the Maintenance Supervisor can inform the farmer of any chemical use for weed control and when it was placed).
- Keep mowing equipment off the traveled roadway.
- Mowing is recommended to be delayed until August 1 in order not to disturb wildlife nesting on the roadsides.

**Mowing Restrictions**

Prior to mowing, all debris should be cleared from the area to be mowed. This will prevent possible damage to mowing equipment and eliminate the hazard to passing pedestrians and vehicles.

Tractor-driven mowers are unsafe on slopes steeper than 3:1. These slopes require specialized slope mowing equipment. Steep slopes should generally be left un-mowed.

Tractor mowers should not be used in swampy areas or on unstable surfaces where roadside damage could result from wheels digging in or slipping.

Mower operators should avoid cutting or hitting landscape trees and shrubs.

Mowing of wildflowers and native grasses is discouraged except for shoulder mowing, sight distance mowing (site corners), spot mowing of noxious weeds and controlled burning around landscape plantings.

**Safe Mowing and Weed Spraying Practice**

Operators should abide by the following safety rules.

1. Be careful; if a slope is too steep, do not try to mow it. A hole, bump or quick turn can bring tragedy on a slope.

2. Be alert; slow down for tall weeds or grass, a hidden log, culvert, stump or rock can throw you.
3. If the mower is equipped with a roll-over-protection-system (ROPS), use the seat belts provided. Wear all approved safety equipment in accordance with safety policies.

Roadside Restoration Procedure

Purpose

The county roadside is for the purpose of draining county roads and preventing accumulation of water in roadside, so far as practical. The county roadside is located on county right-of-way.

Scope

County Highway Department is responsible for maintaining the public roadside to prevent damage to the roadway. As part of this responsibility, cleaning out the bottom to restore the grade to its original design and cleaning out side culverts may be required when it is determined that the roadway is in danger of being damaged by poor drainage.

Cleaning Roadside Ditch Bottom

If the landowner would like to clean a county roadside ditch bottom, they shall complete the “Application for Permit to Clean Roadside Ditch Bottom” form, and submit the form to the County Highway Engineer. All cost incurred for cleaning the roadside ditch bottom will be the responsibility of the landowner.

Private Utilities (Utility Permit located on the Web Page under Highway/Permits)

All private utilities that wish to place an object within the right-of-way of the county roadway system must fill out a County Utility Permit. Private Utilities wishing to cross the roadway can open cut on county gravel roads as long as it is less than 10 feet below the roadway surface, but must bore under county paved roads and county gravel roadways with a depth of 10 feet or greater below the roadway surface unless approved by the County Highway Engineer.

Private drainage ditches and/or tile are classified as a private utility. Private drainage ditches and/or tile will not be allowed to outlet directly into the county roadside, unless it outlets at a centerline culvert that outlets into a drainage ditch or drainage swale.

County Highway Department procedure for private drainage tile or drainage ditch along or crossing a county roadway, within the right-of-way, is as follows:

1. A utility permit will be required and shall be submitted to the County Highway Engineer for approval prior to any construction.

2. If the permit is approved, the applicant will become the owner of the drainage facility and will be responsible for all items indicated on the permit and the following:

   A. Furnishing and installing material from right-of-way line to right-of-way line.

   B. Proper installation, appropriate traffic control, and returning roadway and roadside from right-of-way to right-of-way to previous or better condition.

   C. Any additional cost required maintaining the drainage system on county right-of-way.
If the roadway and roadside are not restored to satisfactory condition, the County Highway Engineer can order the appropriate work to be done and the owner will be responsible for all cost.

**Roadway Brush Control Procedure**

**Introduction**

Brush control is an important part of the management of roadside vegetation. Brush control is to prevent accumulation of trees and brush in the roadway.

**Brush Control**

All brush and trees should be cut down within the clear zone of the roadway. For gravel roads will range from 20 to 27 feet from the centerline of the roadway and for paved roadways will range from 27 to 37 feet.

Every effort will be made to cut down trees and brush outside the clear zone but within the roadway right of way.

**Roadside Clean Up Procedure**

County Highway Department supports and appreciates the efforts of groups or individuals that aid the County in keeping the roadside clean of garbage and debris. The organization, groups or individuals that notify the County Highway Department of their wishes to clean up the roadside of a county road will be aided as follows:

Notify the County Highway Department when you will be picking up the roadside of the county road and the termini points.

The County Highway Department will supply the organizations, groups or individuals with safety vest and garbage bags. These items can be picked up at the County Highway Engineers office in Montevideo. After you have completed the picking up the roadside, please return the safety vest and unused garbage bags to the County Highway Engineers office.

The organization, group or individual can leave the filled garbage bags along the roadside to be picked up by the County Highway Department employees or can bring them to the County Shops in Montevideo, Watson or Clara City. If the garbage bags are to be left along the roadside, please place them next to a signpost so all of the bags are picked up.

**Management and Handling of Road-kill Carcasses**

The intent is to provide general procedural information for personnel on County rights of way, including County facilities.

County operations require management of road-kill animal carcasses. The following management practice allows for proper removal and disposal of road-kill carcasses. Dumping carcasses into pits or mass graves is not an acceptable or legal disposal practice. The options listed below are possible methods for carcass disposal.

1) **Place the carcass on County right of way in the vicinity of kill site.** Whenever possible, do not place the carcass in the water flow area of the ditch bottom. Placing the carcass in the ditch bottom has the potential to create erosion problems or surface water impacts. Place the carcass in a suitable location on the roadside backslope (typically about ten feet up from the ditch bottom flow line - see Attachment) and when feasible, cover the carcass with wood chips to remove visual impacts to motorists. Use other disposal alternatives in areas of high pedestrian activity or other sensitive locations.
2) **Bury the carcass.** Carcasses cannot be buried within 5 feet of the seasonal high water table or within 10 feet of bedrock. To prevent groundwater impacts, do not bury carcasses in sandy or gravely soils. The carcass must be completely covered with soil or wood chips. Bury a maximum of two carcasses per hole. There must be a separation distance of at least three feet from edge to edge of carcass burial locations. Use other disposal alternatives in areas of high pedestrian activity or other sensitive locations.

3) **Transport carcass to a landfill for disposal.**

4) **Transport carcass to game farms or state wildlife refuge for animal food use upon approval of facility owner or operator.**

Carcass Handling Procedure:

While there is no documented risk to humans from Chronic Wasting Disease, other pathogens such as E. Coli or salmonella can be prevalent in any animal carcasses and can represent a hazard to humans. To address these potential hazards, the following precautions should be used whenever handling animal carcasses (procedures may vary by District so contact District Safety Administrator with any questions regarding handling procedure):

1. Use appropriate traffic control procedures and wear proper high visibility garments before attempting to move carcasses. Whenever possible, use equipment/tools to handle carcasses to minimize direct bodily contact.

2. Never handle injured or stray animals. Contact local law enforcement or an animal control agency for assistance with live, injured or stray animals.

3. Do not attempt to move any carcass that appears to be in overall good condition (no obvious sign of injury) AND shows evidence of hemorrhaging at the mouth, nose or anus. These conditions may indicate anthrax as a possible cause for the animal’s death. Movement of the carcass could release disease-carrying spores into the environment. Immediately contact the Minnesota Board of Animal Health (BAH) at 651-296-2942 or a local BAH office for assistance. Call the State Duty Officer (1-800-422-0798 or for Metro locations: 651-649-5451) if no one is available at BAH offices.

4. Wear disposable first aid-style gloves whenever you handle a carcass. Nitrile gloves are preferred over latex because it is a stronger material and is less likely to produce allergic skin reactions. The gloves must be thrown away after use and prior to operating any vehicle controls. It is recommended that two pairs of gloves be worn (one over the other) whenever contact with animal blood or organs cannot be avoided.

5. Wash your hands thoroughly with soap and water or an anti-bacterial product after handling a carcass, even though gloves were worn while handling the carcass.

6. If you have reason to believe that the equipment you used may have been contaminated, wash the area with an anti-bacterial product. It is preferable to clean equipment in the field in order to prevent bringing potential contaminants back to the shop. If you must perform the cleaning at the shop, the equipment may be decontaminated with hot soap and water or with a solution of one part bleach to 9 parts water when feasible. You may also use dedicated tools for handling the carcass that are disposed of after use.
Mailboxes & Newspaper Boxes along Roadways Policy

Purpose

The purpose of this policy is to provide guidelines for mailboxes within the road authority’s right of way. For the safety of the traveling public, the following policy applies to mailboxes and their installations on roads with the posted speed limit of 40 mph, or greater.

Scope

No mailbox or newspaper delivery box, hereinafter referred to as mailbox, will be allowed to exist on the Chippewa County right of way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the roadway system. A mailbox installation not conforming to the provisions of this regulation is an unauthorized encroachment under Minnesota Statutes 169.072.

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as to standards established by the County Highway Department.

A mailbox installation that conforms to the following criteria will be considered acceptable unless, in the judgment of the County Highway Engineer, the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the roadway system.

Location

No mailbox will be permitted where access is obtained from a freeway or where access is otherwise prohibited by law or regulation.

Mailboxes shall be located on the right-hand side of the roadway in the carrier’s direction of travel. The bottom of the box shall be set at an elevation established by the U.S. Postal Service, between 42 and 48 inches above the roadway surface. The roadside face of the box shall be:

- On the Outside edge of aggregate shoulder or,
- 8 – 12 inches outside of the paved shoulder or,
- 6 – 12 inches back of the face of curb.

Where a mailbox is located near an intersection or driveway, it shall be in accordance with local ordinances and/or policies.

Where a mailbox is installed near an existing guardrail, it should, wherever practical, be placed behind the guardrail.

Exceptions to the placement criteria above must be approved by the County Highway Department and the local Postmaster.
Structure

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the US Postal Service. No more than two mailboxes may be mounted on a support structure unless crash tests have shown the support structure and mailbox arrangement to be safe.

A single post should be used for the mailbox support that is constructed of either a:

- 4-inch by 4-inch square wooden post,
- 4-inch diameter wooden post or,
- a metal support of a weight of three pounds per foot or less for any one foot of vertical measurement above ground.

For MnDOT’s standard “swing-away” design, the post must be embedded a minimum of four feet below ground and project at least two feet above ground. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than ten inches below the ground surface. (See Attachment)

The post-to-box attached details should be sufficient strength to prevent the box from separating from the post top if the installation is struck by a vehicle. The exact support hardware dimension and design may vary, such as having a two-piece platform bracket or alternative slot and hole locations. The product must result in a satisfactory attachment of the mailbox to the post, and all components must fit together properly.

The minimum spacing between centers of support posts shall be a minimum of 30 inches. Mailbox support designs not described in this regulation are acceptable if approved by the County highway Engineer.

For additional instructions regarding installation, please see the following illustrations.

Removal of Non-Conforming or Unsafe Mailboxes

In accordance with Minnesota Statue 169.07 any mailbox that is found to violate the intent of this regulation shall be removed by the postal patron upon notification by the County Highway Department. At the discretion of the County Highway Department, based on an assessment of hazard to the public, the patron shall be given 60 days to remove and replace an unacceptable mailbox. After the 60 days has expired, the unacceptable mailbox will be removed and replaced by the County Highway Department at the owner or resident’s expense, not to exceed the statutory limit.
Access Management Policy

Purpose

The purpose of this policy is to establish guidelines for access control along the county roadway system.

Scope

County Highway Department has the authority to approve new accesses, access relocation, access widening and change in access use along the county roadway system. Applicant responsibility will be as follows:

- Applicant must fill out the appropriate paper work and submit it to the County Highway Department for approval. (Access Permit located on the Web Page under Highway/Permits)

  If the request is approved, the owner shall be responsible for 100% of labor and material cost to construct the access, and the construction of the approach must comply with county’s standards. If it does not comply with county standards, the owner will have two weeks to make required corrections or the county forces will make the correction.

County Highway Department standards are as follows:

  Field Access:

  Applicant must fill out “Access Permit” and submit to County Highway Department for approval.

  Two accesses will be allowed per ½ mile. The County Highway Engineer must approve additional access.

  Requirement for the access:

  - Finished top shall be no greater than 26 feet for a single access and no greater than 36 feet for a double access placed at the property line, with 25-foot radius.

  - Side slopes shall be constructed at 4:1 or 6:1 as determine by the County Highway Engineer.

  - County Highway Engineer shall determine the size of culvert if required.

  - Minimum distance from the edge of a public road or private access to the centerline of a field approach will be 125 feet.

  Residential/Commercial Access:

  Applicant must fill out “Access Permit” and submit to County Highway Department for approval. For existing field access that is changing into residential or commercial access, applicant must fill out a new “Access Permit” for change in use, which must be approved by the County Highway Engineer.
One access per site will be allowed. The County encourages sharing accesses. If applicant is requesting a second access will require special consideration and be approved by the County Board. Minimum distance guidelines between Residential, Commercial and local road accesses will be based on AASHTO Stopping Site Distance, and will be measured from the centerline of a public road or private access to the centerline of private access, for rural areas that distance is 495 feet.

Requirement for the access:

Finished top shall be no greater than 26 feet for a residential/farm access and no greater than 36 feet for a commercial access, with 25-foot radius.

Side slopes shall be constructed at 4:1 or 6:1 as determine by the County Highway Engineer.

County Highway Engineer shall determine the size of culvert if required.

**AASHTO Stopping Sight Distance**

<table>
<thead>
<tr>
<th>Speed Limit (mph)</th>
<th>Stopping Sight Distance (ft)</th>
<th>Rate of Vertical Curvature, K</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>155</td>
<td>11.1</td>
</tr>
<tr>
<td>30</td>
<td>200</td>
<td>18.5</td>
</tr>
<tr>
<td>35</td>
<td>250</td>
<td>29.0</td>
</tr>
<tr>
<td>40</td>
<td>305</td>
<td>43.1</td>
</tr>
<tr>
<td>45</td>
<td>360</td>
<td>60.1</td>
</tr>
<tr>
<td>50</td>
<td>425</td>
<td>83.7</td>
</tr>
<tr>
<td>55</td>
<td>495</td>
<td>113.5</td>
</tr>
</tbody>
</table>

Rate of vertical curvature, K, is the length of curve per percent algebraic difference in intersecting grades (A). K=L/A

**Local Road Access:**

Local Unit of Government or developer that wishes to access a public or private road onto a county road must follow the procedures as stated in Minnesota Statutes, Chapter 505.03, Subdivision 2 (b), (c) and (d).

It is strongly recommended that any development that requires access onto a county road should meet with the County Highway Engineer early in the process.

Guidelines for local and private road access will be as follows:
## Access Spacing and Allowance

<table>
<thead>
<tr>
<th>Functional Class</th>
<th>Area Land Use</th>
<th>Typical Posted Speed</th>
<th>Intersection Spacing</th>
<th>Private Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Arterial</td>
<td>Rural</td>
<td>55</td>
<td>1/2 mile</td>
<td>1/4 mile</td>
</tr>
<tr>
<td></td>
<td>Urban</td>
<td>&gt;40</td>
<td>1/4 mile</td>
<td>1/8 mile</td>
</tr>
<tr>
<td></td>
<td>Urban Core</td>
<td>&lt;40</td>
<td>300-660 feet dependent upon block spacing</td>
<td>Permit Required</td>
</tr>
<tr>
<td>Collectors</td>
<td>Rural</td>
<td>55</td>
<td>1/2 mile</td>
<td>1/4 mile</td>
</tr>
<tr>
<td></td>
<td>Urban</td>
<td>&gt;40</td>
<td>1/8 mile</td>
<td>Not Applicable</td>
</tr>
<tr>
<td></td>
<td>Urban Core</td>
<td>&lt;40</td>
<td>300-660 feet dependent upon block spacing</td>
<td>Permit Required</td>
</tr>
</tbody>
</table>
## Inventory of County State Aid and County Roads

In Chippewa County as of September 16, 2019

### Gravel, Improved

<table>
<thead>
<tr>
<th>CSAH NO</th>
<th>LENGTH</th>
<th>UNIMPROVED</th>
<th>TO MINIMUM REQUIREMENTS</th>
<th>BITUMINOUS SURFACED</th>
<th>CONCRETE SURFACED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>17.40</td>
<td>-</td>
<td>17.40</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>16.50</td>
<td>-</td>
<td>-</td>
<td>16.50</td>
<td>-</td>
</tr>
<tr>
<td>2A</td>
<td>1.68</td>
<td>-</td>
<td>-</td>
<td>1.68</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>14.00</td>
<td>-</td>
<td>11.00</td>
<td>3.00</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>17.00</td>
<td>-</td>
<td>-</td>
<td>17.00</td>
<td>-</td>
</tr>
<tr>
<td>4A</td>
<td>1.46</td>
<td>-</td>
<td>-</td>
<td>1.46</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>22.80</td>
<td>-</td>
<td>14.00</td>
<td>8.80</td>
<td>-</td>
</tr>
<tr>
<td>5A</td>
<td>1.09</td>
<td>-</td>
<td>-</td>
<td>1.09</td>
<td>-</td>
</tr>
<tr>
<td>6</td>
<td>16.00</td>
<td>-</td>
<td>-</td>
<td>16.00</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>18.30</td>
<td>-</td>
<td>9.00</td>
<td>9.30</td>
<td>-</td>
</tr>
<tr>
<td>8</td>
<td>4.00</td>
<td>-</td>
<td>-</td>
<td>4.00</td>
<td>-</td>
</tr>
<tr>
<td>9</td>
<td>11.90</td>
<td>-</td>
<td>-</td>
<td>11.90</td>
<td>-</td>
</tr>
<tr>
<td>9A</td>
<td>0.40</td>
<td>-</td>
<td>-</td>
<td>0.40</td>
<td>-</td>
</tr>
<tr>
<td>10</td>
<td>3.00</td>
<td>-</td>
<td>-</td>
<td>3.00</td>
<td>-</td>
</tr>
<tr>
<td>12</td>
<td>20.50</td>
<td>-</td>
<td>20.50</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>13</td>
<td>30.40</td>
<td>-</td>
<td>-</td>
<td>30.40</td>
<td>-</td>
</tr>
<tr>
<td>14</td>
<td>2.60</td>
<td>-</td>
<td>-</td>
<td>2.60</td>
<td>-</td>
</tr>
<tr>
<td>15</td>
<td>15.70</td>
<td>-</td>
<td>-</td>
<td>15.70</td>
<td>-</td>
</tr>
<tr>
<td>16</td>
<td>8.00</td>
<td>-</td>
<td>-</td>
<td>8.00</td>
<td>-</td>
</tr>
<tr>
<td>17</td>
<td>10.40</td>
<td>-</td>
<td>7.50</td>
<td>2.90</td>
<td>-</td>
</tr>
<tr>
<td>17A</td>
<td>0.14</td>
<td>-</td>
<td>-</td>
<td>0.14</td>
<td>-</td>
</tr>
<tr>
<td>18</td>
<td>1.50</td>
<td>-</td>
<td>-</td>
<td>1.50</td>
<td>-</td>
</tr>
<tr>
<td>20</td>
<td>0.20</td>
<td>-</td>
<td>-</td>
<td>0.20</td>
<td>-</td>
</tr>
<tr>
<td>21A</td>
<td>0.29</td>
<td>-</td>
<td>-</td>
<td>0.29</td>
<td>-</td>
</tr>
<tr>
<td>30</td>
<td>3.60</td>
<td>-</td>
<td>-</td>
<td>3.60</td>
<td>-</td>
</tr>
<tr>
<td>31</td>
<td>5.70</td>
<td>-</td>
<td>-</td>
<td>5.70</td>
<td>-</td>
</tr>
<tr>
<td>32</td>
<td>4.00</td>
<td>-</td>
<td>-</td>
<td>4.00</td>
<td>-</td>
</tr>
<tr>
<td>36</td>
<td>3.00</td>
<td>-</td>
<td>3.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>38</td>
<td>0.70</td>
<td>-</td>
<td>-</td>
<td>0.70</td>
<td>-</td>
</tr>
<tr>
<td>38A</td>
<td>1.54</td>
<td>-</td>
<td>-</td>
<td>1.54</td>
<td>-</td>
</tr>
<tr>
<td>41</td>
<td>0.39</td>
<td>-</td>
<td>-</td>
<td>0.39</td>
<td>-</td>
</tr>
<tr>
<td>42</td>
<td>0.94</td>
<td>-</td>
<td>-</td>
<td>0.94</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>255.13</td>
<td>-</td>
<td>65.00</td>
<td>190.13</td>
<td>-</td>
</tr>
</tbody>
</table>

### Combined Totals

<table>
<thead>
<tr>
<th>CH NO</th>
<th>LENGTH</th>
<th>UNIMPROVED</th>
<th>TO MINIMUM REQUIREMENTS</th>
<th>BITUMINOUS SURFACED</th>
<th>CONCRETE SURFACED</th>
</tr>
</thead>
<tbody>
<tr>
<td>3C</td>
<td>4.00</td>
<td>-</td>
<td>4.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>11</td>
<td>3.00</td>
<td>-</td>
<td>3.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>12C</td>
<td>10.00</td>
<td>-</td>
<td>10.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>17C</td>
<td>3.00</td>
<td>-</td>
<td>3.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>33</td>
<td>2.70</td>
<td>1.70</td>
<td>-</td>
<td>1.00</td>
<td>-</td>
</tr>
<tr>
<td>34</td>
<td>9.00</td>
<td>-</td>
<td>7.40</td>
<td>1.60</td>
<td>-</td>
</tr>
<tr>
<td>35</td>
<td>4.00</td>
<td>-</td>
<td>4.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>36C</td>
<td>9.00</td>
<td>-</td>
<td>9.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>37</td>
<td>3.00</td>
<td>-</td>
<td>3.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>39</td>
<td>1.10</td>
<td>-</td>
<td>-</td>
<td>1.10</td>
<td>-</td>
</tr>
<tr>
<td>40</td>
<td>3.90</td>
<td>-</td>
<td>-</td>
<td>3.90</td>
<td>-</td>
</tr>
<tr>
<td>41C</td>
<td>1.01</td>
<td>-</td>
<td>-</td>
<td>1.01</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>53.71</td>
<td>1.70</td>
<td>43.40</td>
<td>8.61</td>
<td>-</td>
</tr>
</tbody>
</table>

**Combined Totals**

- Total Miles: 308.84
- Gravel, Unimproved: 1.70
- Gravel, Improved to Minimum Requirements: 108.40
- Bituminous Surfaced: 198.74
- Concrete: 0.39

X:\Shared\Administration\Road Inventory
Misdemeanor List for Roadway Right of Way

Minnesota Statutes Chapter 160.2715

Except for the actions of the road authorities, their agents, employees, contractors, and utilities in carrying out their duties imposed by law or contract, and except as herein provided, it shall be unlawful to: (Please circle the appropriate violation)

(1) Obstruct any highway or deposit snow or ice thereon;

(2) Plow or perform any other detrimental operation within the road right-of-way except in the preparation of the land for planting permanent vegetation cover or as authorized under section 160.232;

(3) Erect a fence on the right-of-way of a trunk highway, county state aid highway, county highway or town road, except to erect a lane fence to the ends of a livestock pass;

(4) Erect or reconstruct driveway headwalls in or on the right-of-way of a highway or road, except as may be allowed by permit from the road authority imposing reasonable regulations as are necessary to prevent interference with construction, maintenance, and safe use of the highway or road and its appurtenances;

(5) Dig any holes in any highway; except to locate markers placed to identify sectional corner positions and private boundary corners;

(6) Remove any earth, gravel or rock from any highway;

(7) Obstruct any ditch draining any highway or drain any noisome materials into any ditch;

(8) Place or maintain any building or structure within the limits of any highway;

(9) Place or maintain any advertisement within the limits of any highway, except as provided in section 160.27, subdivision 7;

(10) Paint, print, place, or affix any advertisement or any object within the limits of any highway, except as provided in section 160.27, subdivision 7;

(11) Deface, mar, damage or tamper with any structure, work, material, equipment, tools, signs, markers, signals, paving, guardrails, drains, or any other highway appurtenance on or along any highway;

(12) Remove, injure, displace, or destroy right-of-way markers, or reference or witness monuments, or markers placed to preserve section or quarter section corners;

(13) Improperly place or fail to place warning signs and detour signs as provided by law;

(14) Drive over, through, or around any barricade, fence, or obstruction erected for the purpose of preventing traffic from passing over a portion of a highway closed to public travel or to remove, deface, or damage any such barricade, fence, or obstruction.

This is a warning that you are in violation hereof. If the situation remains or is done again, the County Highway Department will contact the Sheriff and the County Attorney may prosecute you. Any person convicted of such violation shall be guilty of a misdemeanor.
# MAINTENANCE PRIORITY SCHEDULE

## WINTER (Dec – Mar)

<table>
<thead>
<tr>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snow Removal</td>
<td>H</td>
</tr>
<tr>
<td>Bridge Repair</td>
<td>M</td>
</tr>
<tr>
<td>Barricade Repairs</td>
<td>M</td>
</tr>
<tr>
<td>Shop Maintenance/Improvements</td>
<td>L/M</td>
</tr>
</tbody>
</table>

## EARLY SPRING (Mar - May) (8 Weeks)

<table>
<thead>
<tr>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place Spring Load Restrictions</td>
<td>H</td>
</tr>
<tr>
<td>Inspect/Fix 911 Signing &amp; Traffic Signing</td>
<td>H</td>
</tr>
<tr>
<td>Reshape Gravel Roads (includes reclaiming)</td>
<td>H</td>
</tr>
<tr>
<td>Inspect Paved Roads</td>
<td>H</td>
</tr>
<tr>
<td>Crack Filling</td>
<td>M/H</td>
</tr>
<tr>
<td>Temporary Patching</td>
<td>M</td>
</tr>
<tr>
<td>Pull-up Shoulders on Paved Roads</td>
<td>M</td>
</tr>
<tr>
<td>Pickup Litter in Roadway Ditches</td>
<td>L</td>
</tr>
</tbody>
</table>

## LATE SPRING (May)

<table>
<thead>
<tr>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove Spring Load Restrictions</td>
<td>H</td>
</tr>
<tr>
<td>Gravel &amp; Blade Dust Coat Areas</td>
<td>H</td>
</tr>
</tbody>
</table>

## SUMMER (Jun - Aug)

<table>
<thead>
<tr>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mow Top Cut (Top 6-8 feet of Inslope)</td>
<td>H</td>
</tr>
<tr>
<td>Seal Coat</td>
<td>H</td>
</tr>
<tr>
<td>Permanent Patching &amp; Pavement Repair</td>
<td>H</td>
</tr>
<tr>
<td>Blade Gravel Roads</td>
<td>H</td>
</tr>
<tr>
<td>Haul Gravel on Roads</td>
<td>M/H</td>
</tr>
<tr>
<td>Repair Gravel Roads</td>
<td>M</td>
</tr>
<tr>
<td>Shouldering Paved Roads</td>
<td>L/H</td>
</tr>
<tr>
<td>Mow Weeds</td>
<td>L/M</td>
</tr>
</tbody>
</table>

## FALL (Sep - Nov)

<table>
<thead>
<tr>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shape Gravel Roads for Winter</td>
<td>H</td>
</tr>
<tr>
<td>Haul/Mix Winter Sand</td>
<td>H</td>
</tr>
<tr>
<td>Inspect/Fix Traffic Signing</td>
<td>H</td>
</tr>
<tr>
<td>Mow Last Top Cut (Top 6-8 feet of Inslope)</td>
<td>H</td>
</tr>
<tr>
<td>Mow Backslope and Approaches</td>
<td>M/H</td>
</tr>
<tr>
<td>Brush Control</td>
<td>L/M/H</td>
</tr>
<tr>
<td>Roadway Ditch Cleanouts</td>
<td>L/M</td>
</tr>
<tr>
<td>Pickup Litter in Roadway Ditches</td>
<td>L</td>
</tr>
</tbody>
</table>

## OTHER MAINTENANCE RESPONSIBILITY

<table>
<thead>
<tr>
<th>Description</th>
<th>Priority</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pavement Marking</td>
<td></td>
<td>Contracted</td>
</tr>
<tr>
<td>Route Crack Sealing</td>
<td></td>
<td>Contracted</td>
</tr>
<tr>
<td>Dust Control</td>
<td></td>
<td>Contracted</td>
</tr>
<tr>
<td>Tiling</td>
<td></td>
<td>Contracted</td>
</tr>
<tr>
<td>Spray Weeds</td>
<td>H</td>
<td>Contracted</td>
</tr>
<tr>
<td>Utility Permits</td>
<td>L</td>
<td>Inspection</td>
</tr>
<tr>
<td>Access Permits</td>
<td>L</td>
<td>Placement/Inspection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Maintenance</td>
<td>H</td>
</tr>
<tr>
<td>Rumble Strips at Stop Conditions</td>
<td>H</td>
</tr>
<tr>
<td>Sign Replacement</td>
<td>H</td>
</tr>
<tr>
<td>Turf Establishment</td>
<td>M</td>
</tr>
<tr>
<td>Removal of Road Kill Hazard</td>
<td>L/M</td>
</tr>
<tr>
<td>Culvert Clean Outs</td>
<td>L/M</td>
</tr>
<tr>
<td>R-O-W Maintenance/Marking</td>
<td>L/M</td>
</tr>
<tr>
<td>Painting Bridge Railings &amp; Abutments</td>
<td>L</td>
</tr>
<tr>
<td>Monte to Wegdahl Bike Trail &amp; County Park Maint.</td>
<td>L</td>
</tr>
</tbody>
</table>
Miscellaneous Sign Request Form

Request for a Sign(s) to be placed along County Road No. _______ at the approximate location shown on the attached map(s).

Information Person making request:

Name of Applicant: ___________________________________________________

Address: ___________________________________________________________________

Telephone: __________________________________________________________________

Type of Sign Requested: __________________________________________________________________

(Direction and Information sign spell out exactly what you want on the sign):

____________________________________________________________________________

____________________________________________________________________________

By signing this “Sign Request Form” the applicant agrees to the following conditions:

Responsible for 100% of the cost of the sign(s), sign posts, and other materials needed to install the sign(s), plus 10% handling fee.

Responsible for an installation and removal fee, this will be $195.00 per sign.

Only the county force, unless approved by the County Highway Engineer, shall be allowed to install, replace, or remove these sign(s) at our convenience.

The County Highway Department shall remove the sign in 15 years or removed when notified when they are no longer applicable, whichever comes first.

Once the sign has been removed as stated above a new “Sign Request Form” must be submitted for approval before a new sign(s) can be installed.

All cost associated with maintaining the sign(s) shall be the responsibility of the applicant.

I hereby apply for the proposed sign to be installed:

Date: _____________________  Signature: ___________________________________________
CHIPPEWA COUNTY HIGHWAY DEPARTMENT

Sign(s) will be allowed for installation as stated in the “Highway Safety Strategies and Procedure” Policy indicated under Miscellaneous Sign Request. **Prior to the sign(s) being ordered, the Applicant will submit a check for $______________ to the County Highway Department for the cost of sign material, installation and removal of the sign(s).**

______________________________________________  __________________
County Highway Engineer      Date
AGREEMENT BETWEEN CHIPPEWA AND LAC QUI PARLE COUNTY
SHARING OF SEAL COAT EQUIPMENT

The intent of this agreement is to provide a basis for the sharing of equipment for bituminous seal coating of county roadways. The Counties of Chippewa and Lac qui Parle are the participating entities.

In support of this intent, Chippewa and Lac qui Parle Counties agree to the following:

1. Each county will be responsible for maintenance and repair of their equipment and will make sure that the equipment is in good working condition so that each county can complete their yearly seal coat projects. The equipment to be maintained by each county is as follows:

   Lac qui Parle County:

   Distributor: At a minimum be able to hold 3000 gallons of bituminous material and shall be designed, equipped and operated that bituminous material at even heat may apply uniformly variable widths of surface of no less than 14 feet. Distributor equipment shall include tachometer, pressure gauges, accurate volume measuring devices, and thermometer for measuring temperature of tank contents.

   Pneumatic-Tire Roller: At a minimum must be a 9 tire self—propelled pneumatic-tire roller with a compacting width that exceeds 5 feet. The pneumatic tire roller shall have a capability of creating a mass of not less than 200 pounds per inch of rolling width.

   Chippewa County:

   Chip Spreader: At a minimum must be a self-propelled mechanical type aggregate spreader capable of distributing aggregate uniformly to a required width of not less than 14 feet and at a design rate.

   Pneumatic-Tire Roller: At a minimum must be a 9 tire self—propelled pneumatic-tire roller with a compacting width that exceeds 5 feet. The pneumatic tire roller shall have a capability of creating a mass of not less than 200 pounds per inch of rolling width.

Each county will be responsible for a motorized broom for cleaning the roadway surface prior to seal coating and removing loose aggregate after seal coating.

2. The Maintenance Supervisors of Lac qui Parle County and Chippewa County will establish the yearly work schedule for seal coating, and Lac qui Parle County will supply a qualified operator for the distributor when seal coating is being done in Chippewa County and Chippewa County will supply a qualified operator for the chip spreader when seal coating is being done in Lac qui Parle County.

Once the yearly schedule has been completed the Counties have the right to rent or lease the equipment under jurisdiction if they so desire.
3. Lac qui Parle County will not assess a charge to Chippewa County for the use of the above mentioned equipment and personnel for the seal coat operation and Chippewa County will not assess a charge to Lac qui Parle County for the use of the above mentioned equipment and personnel for the seal coat operation.

4. Each party shall be responsible for any damage to the equipment caused by its employee(s) or its agents. The responsible party shall repair the damage caused by its employee(s) or its agents.

   Each party will be responsible for its own acts and omissions, the acts and omissions of its employees and agents, and their results to the extent authorized by law. The parties will not be responsible for the acts of any others and the results thereof. Liability of the Counties will be governed by Minnesota Statutes Chapter 466.

   Any and all persons employed by or on behalf of each party to perform any of the work described in this Agreement shall not be considered employees of any other party. Any claims that may or might arise under the Workers Compensation Act of Minnesota on behalf of said employees or persons while so engaged shall be the obligation or responsibility of the worker’s county.

   Any and all claims made by any third person or party as a consequence of any act or omission on the part of said employees or persons while engaged in any of the work described herein, shall be the obligation of the equipment-utilized party.

   In performing work undertaken pursuant to this Agreement, each party shall defend, indemnify and hold harmless the other party, its officials, officers, agents and employees from and against any and all loss, liability and damages arising out of or in any manner related to any of the terms, conditions or other provisions of this agreement.

5. This agreement shall commence once both parties have signed and can be terminated within 90 days after one of the participating Counties gives notice to the other County. If a County decides to terminate the agreement, the other County will be given first opportunity to purchase the above-mentioned equipment if so desired.

   

   

   Chippewa County Chairperson  Date  

   Lac qui Parle County Chairperson  Date 

   Chippewa County Auditor  Date  

   Lac qui Parle County Auditor  Date
NOTES:
PLACE CARCASS ON THE DITCH BACKSLOPE APPROXIMATELY 10 FEET UP FROM DITCH FLOW LINE (BOTTOM OF DITCH).
COVER THE CARCASS WITH WOOD CHIPS WHEN APPROPRIATE.

ROADKILL MANAGEMENT DETAIL
IF NECESSARY, LOCATE NEWSPAPER HOLDER ABOVE HORIZONTAL PIPE TO PREVENT SNOW PLOW DAMAGE.

BOLT WOOD FILLER BOARD TO MOUNTING STRAPS BEFORE ATTACHING MAILBOX.

FLAG

FASTEN MAILBOX TO WOOD FILLER BOARD USING FOUR NO. 10 X 1" SHEET METAL SCREWS ON EACH SIDE.

NOMINAL 2" X 8" WOOD FILLER BOARD

WOOD FILLER BOARD FASTENED TO MOUNTING STRAPS USING FOUR 1/4" DIA. X 2-1/2" LONG CARRIAGE BOLTS.

SECTION A-A

TOP VIEW

1/4" BY 1-1/4" MOUNTING STRAP (TYP.)

5/16" DIA. (TYP.)

TOP VIEW

ROADWAY VIEW

PIPE/POST CONNECTION

END VIEW

MOUNTING STRAP DETAIL

SWING-AWAY MAILBOX SUPPORT

NOTES:

THE MINIMUM SPACING (CENTER TO CENTER) BETWEEN MULTIPLE MAILBOX SUPPORTS SHALL BE EQUAL TO THE HEIGHT OF THE MAILBOX SUPPORT.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED IF THEY SATISFY NCHRP REPORT 350 CRITERIA IN ACCORDANCE WITH FHWA ACCEPTANCE LETTER, MEET MINNESOTA RULES 88B AND U.S. POST OFFICE RECOMMENDATIONS AND ARE IN COMPLIANCE WITH MN/DOT REQUIREMENTS WHICH MAY INCLUDE THE FOLLOWING (REQUIRED ON TRUNK HIGHWAYS):

PIECE SHALL CONFORM TO SPEC. 3362, SCHEDULE 40 OF ASTM A53/A53M.

ALL FASTENERS SHALL CONFORM TO SPEC. 3391.

PIES, POST AND OTHER STEEL COMPONENTS SHALL BE GALVANIZED PER SPEC. 3392.

THE CONTRACTOR SHALL SEND THE SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL. FOR QUESTIONS REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

① ANY CHANGE IN HEIGHT (H) MUST BE APPROVED BY LOCAL POSTMASTER.

② 45° BENDS MAY BE USED AS AN OPTION.

③ A 48" OR 53" CANTILEVER LENGTH (L) MAY BE USED AS AN OPTION FOR NON-TRUNK HIGHWAY USE.

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
MAILBOX SUPPORT
SWING-AWAY TYPE

SPECIFICATION REFERENCE

3362
3391
3392
3401

STANDARD PLATE NO. 9350A
NOTES:
USE THIS SUPPORT IF FOUR OR MORE MAILBOXES ARE LOCATED IN ONE AREA.

1. Postal service regulations will determine the height.
2. For rural locations, the face of the box shall be 8" to 12" from the edge of the turnout or usable shoulder.