



TROUT LAKE TOWNSHIP

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Policy on Establishing, Maintaining, and Improving Township Roads

Adopted January 15, 2004

Revised August 17, 2006

Adopted Addendum January 17, 2008

1. PURPOSE

Adopting this policy aims to guide consistent and equitable road decisions by the Board of Supervisors.

2. AUTHORITY *MN Statute §164.06*

Reviewing this policy is expected periodically, and amending this policy may be accepted at any duly convened township board meeting.

3. ESTABLISHMENT AND STATUS OF TOWNSHIP ROADS

- 3.1 Accepting a road dedicated by plat is considered if 50% of plat is sold, and construction meets specifications of 66 feet wide, with 6 inches of pit run (screened to 1" maximum size), and covered with 4-5 inches of Class 2 gravel.
- 3.2 Confirming the status of a road is by formal resolution with original documentation in file at the township office. This procedure is adhered to regardless of the process the road is acquired: through dedication by use, dedication by owner, dedication by plat, county road reversion, or common law dedication; or regardless of the process the road is relinquished.

4. MAINTENANCE OF TOWNSHIP ROADS *MN Statutes §§ 164.02 and 164.36*

- 4.1 Accomplishing the duty of maintaining township roads is by designating a road overseer to regularly assess and report road conditions.
- 4.2 Conducting road tours for defining a plan-of-work, and inspecting work-in-progress, is the process and responsibility of the Board.
- 4.3 Maintaining safe road conditions includes—but is not limited to—the road bed, approaches, drainage and ditches, signage, speed limits, weight limits, school bus turn-a-rounds; plus, responding to reports of misuse of roads and/or easements.
- 4.4 Planning with fiscal responsibility includes contracting with the lowest responsible bidder for the most feasible repair based on the demands of the situation (road demands are prioritized by safety, usage, and accessible households), and protecting the taxpayers' road investment.

- 4.4.1 Emergency funds for unforeseen road damages are to be developed and maintained at approximately 40% of the current year's road fund levy.
- 4.4.1.1 Emergency funds beyond 40% of the following year's road fund levy is deemed an excess to be transferred out, and designated for a specific purpose approved by the town electors.
- 4.4.1.2 Emergency funds may only be withdrawn by a Board Resolution that confirms damages would result if prompt action is not taken, and commits to restoring the emergency funds with a specific budget plan.
- 4.5 Granting utility companies permission to cross township road easements is only under terms to restore the road and ditch to original conditions and/or as the Board requests.
- 4.6 Completing annual road improvements prior to the application of dust control is to be aimed for.
- 4.7 Whenever possible, coordinating road work—dust control, mowing, etc.—with other government entities is desired.

5. IMPROVEMENTS OF TOWNSHIP ROADS

- 5.1 Proposing improvements for specific roads must conform to the townships' long-range road plan.
- 5.2 Planning and implementing road projects will prioritize concerns with—but is not limited to—health & safety, traffic (thoroughfare/number of houses/length), and financial long-term assessment and feasibility.
- 5.3 Requiring special assessments for cost-sharing will adhere to procedures defined in *MN Statutes, Chapter 429*. In brief, that includes –
- 5.31. Feasibility Report: a qualified person must prepare a report on
- the necessity
 - cost effectiveness
 - feasibility of the proposed improvement
 - whether it should be undertaken as proposed, or
 - in conjunction with another improvement.
- 5.32 Public Hearing requires notification by direct mailing to affected property owners, and two published notices in legal newspaper
- 5.321 Calling a minimum of one public hearing will be held under all circumstances.
- 5.33. Resolution ordering project must be made within 6 months of the hearing.
- 5.34 Call for Bids *MN Statute §§160.17 and 429.041*
- 5.35 Proposed Assessment Roll computed for individual property owners' in affected area & made available for public inspection. *MN § 429.061*

5.36 Public Hearing on Proposed Assessment

- 5.4 Depending on public taxes and/or loans or bonding for cost-sharing expenses will require elector approval. *MN Statute §366.095*

6. SPECIFIC IMPROVEMENT - DUST CONTROL

- 6.1 Controlling dust will be considered based on cost, health & safety, road condition, and benefits to the township.
- 6.2 Applying dust control may be ordered at the Board's discretion.
- 6.3 Applying dust control—whether paid for solely, or in part by the residents—requires written requests for permission; requests must state specifications and be submitted to the Town Board.
- 6.4 Cost-sharing for dust control may be granted up to 50% if funds are available.
- 6.5 Contracting for dust control is made by the Board; application of materials is made only after residents' share is paid.

7. SPECIFIC IMPROVEMENT - BLACKTOP

- 7.1 Blacktopping will be considered, but not limited to
- 7.1 a proposal initiated by the residents,
 - 7.1 b road abuts another blacktopped road maintained by a government agency, and
 - 7.1 c if reserves exist to cover the township's expense.
- 7.2 Considering factors for cost-sharing are
- 7.2 a traffic counts and proportion to baseline of 300 cars per day (*determining factor for long-term financial gain; Engstrom, G. Leroy: Itasca County 2003 5-year Plan For Highway Improvement Projects. P. 9*)
 - 7.2 b public hearings,
 - 7.2 c increased value in property resulting from the improvement, and
 - 7.2 d 20% of projected expense if borrowing funds.
- 7.3 Preparing and applying blacktop will be based on specific road needs, and county and state guidelines and specifications.

8. PRIORITY OF TOWNSHIP ROADS FOR IMPROVEMENTS

- 8.1 Class I being top priority: Oak.
- 8.2 Class II: Baich, Birch, Kolp, Trout Lake Acres.
- 8.3 Class III: Elm, Evergreen, Lake, Loons Landing Trail, Maple Drive West.
- 8.4 Class IV being zero priority/no consideration: all other township roads.

9. SERVICES RELATED TO ROADS

- 9.1 Providing culverts for homesteads with access off township roads will be charged a rate based on the township's cost, and delivered free. *Effective January 1, 2007.*