

**Carlton County
Board of Commissioners
REGULAR SESSION - Rough Draft
Tuesday June 12, 2018
8:30 a.m.**

The Carlton County Board of Commissioners met this Tuesday, June 12th, 2018, in Regular Session at the Carlton County Transportation Building.

Members present: Bodie, Brenner, Peterson, Proulx and Zmyslony. Absent: None.

The meeting opened with The Pledge of Allegiance to the Flag.

Motion by Proulx, seconded by Bodie, and carried by all yea votes to approve the Agenda as amended.

Motion by Proulx, seconded by Brenner, and carried by all yea votes to approve the Minutes of the May 29, 2018, Adjourned Board Meeting.

Employee Service Awards were presented as follows:

10 Years	Mark Westphal	Land Department
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Motion by Brenner, seconded by Proulx, and carried by all yea votes to approve the refilling of a .8 FTE Family School Support Worker at the Carlton County Public Health and Human Services Offices.

Motion by Bodie, seconded by Proulx, and carried by all yea votes to Foster and Child Care actions as follows:

Child Foster Care Closure:

Martin and Anne Anderson	#41773027
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Family Child Care Renewal:

Britney Schmidt	#33513870
Colleen Paulson	#33513960
Judi Unkelhaeuser	#33474740

Family Child Care Closure:

April Winter	#18859538
Trisha Linden	#38391260

Motion by Proulx, seconded by Peterson, and carried by all yea votes to adopt the following resolution: (18-071)

WHEREAS, the Carlton County Board of Commissioners did previously take action to enter into an Agreement for the Collection of Recyclable Materials at the staffed and unstaffed recycling centers and the Carlton County Transfer Station, said Agreement by and between Carlton County and Cloquet Sanitary Service; and

WHEREAS, said Agreement allows for an annual extension of services.

NOW, THEREFORE, BE IT RESOLVED that the Carlton County Board of Commissioners does hereby authorize and approve a one year extension (extended until June 30, 2019) of the Agreement for the Collection of Recyclable Materials by and between Carlton County and Cloquet Sanitary Service.

Motion by Brenner, seconded by Bodie, and carried by all yea votes to adopt the following resolution: (18-072)

BE IT RESOLVED to enter into a Service Agreement, by and between Carlton County and the Western Lake Superior Sanitary District, whereby the WLSSD will provide for the collection and transportation of food waste materials at the Carlton County Transfer Station.

This Agreement shall be for the period of July 1, 2018, until June 30, 2019, and it is the intent of both parties to allow for renewal of this Agreement for additional one year periods (up to three additional periods). This Agreement is on file and open for inspection in the Carlton County Zoning and Environmental Services Office.

Motion by Brenner, seconded by Peterson, and carried by all yea votes to accept the recommendation of the Carlton County Planning Commission and approve the following Conditional/Interim Use Permit with conditions as on file in the Zoning and Environmental Services Office:

No. 418001, Scott Crouse, to operate a vacation rental by owner (VRBO) on his property is described as Lot 7, Block 1, Van Reese Addition, Section Thirty-five (35), Township Forty-eight (48), Range Seventeen (17), Twin Lakes Township.

Motion by Bodie, seconded by Proulx, and carried by all yea votes to approve the issuance of a Facility License Renewal as follows:

No.	Company	Type
F1804	SKB Shamrock	Industrial/Demolition Landfill

Motion by Bodie, seconded by Proulx, and carried by all yea votes to approve the issuance of Garbage Hauler licenses as follows:

No.	Company	Vehicle Make	License
1847	Lakes Sanitary Svc	Sterling	YBB2336
1848	Lakes Sanitary Svc	Freightliner	YBT8370
1849	SKB Environmental	Mack	YBR1647
1850	SKB Environmental	Mack	YBN7242
1851	SKB Environmental	Mack	YBR1646
1852	SKB Environmental	Mack	0904PRA
1853	SKB Environmental	Freightliner	2318PRA
1854	SKB Environmental	Kenworth	YTD2857
1855	SKB Environmental	Mack	PAN4598
1856	SKB Environmental	Mack	YTD5832
1857	SKB Environmental	Mack	PAN4750
1858	SKB Environmental	Mack	YTD4851
1859	SKB Environmental	Mack	YTD5833
1860	SKB Environmental	Kenworth	YTC8103
1861	SKB Environmental	Peterbuilt	YBT3007
1862	SKB Environmental	Peterbuilt	YBR1648

Motion by Bodie, seconded by Brenner, and carried by all yea votes to adopt the following resolution (18-073)

WHEREAS, the Carlton County Transportation Department is responsible for the removal of snow and ice from County roads, as well as some township roads and city streets, based interagency agreements; and

WHEREAS, snow and ice removal performance can be affected by a variety of factors such as intensity and duration of the storm event, temperature, wind, and moisture content of the snow; and

WHEREAS, the Carlton County Transportation Department's snow removal priorities reflect a commitment to ensuring the safety of the traveling public.

NOW, THEREFORE, BE IT RESOLVED that the Carlton County Board of Commissioners does hereby approve the establishment of the Carlton County Transportation Department Snow and Ice Removal Policy (see Exhibit A). It is the intent of this policy to provide realistic expectations and improve citizen awareness of snow and ice removal procedures.

Motion by Bodie, seconded by Brenner, and carried by all yea votes to adopt the following resolution (18-073)

WHEREAS, it is the goal of the Carlton County Transportation Department to provide right of way for the traveling public that is safe, efficient, and free of unnecessary hazards, while minimizing the inconvenience to property owners; and

WHEREAS, Minnesota law declares certain mailbox installations to be a public nuisance, a road hazard, and a danger to the health and safety of the traveling public.

NOW, THEREFORE, BE IT RESOLVED that the Carlton County Board of Commissioners does hereby approve the establishment of the Carlton County Transportation Department Mailbox Policy (see Exhibit B).

Motion by Bodie, seconded by Brenner, and carried by all yea votes to accept the recommendation of the Carlton County Transportation Department and approve the Carlton County Private Driveway Snowplow Application and Agreement (see Exhibit C).

Motion by Brenner, seconded by Proulx, and carried by all yea votes to adopt the following resolution: (18-074)

WHEREAS, it appears to the County of Carlton that the road hereinafter described should be designated as a County State Aid Highway under the provisions of Minnesota Law.

NOW, THERE, BE IT RESOLVED, by the County Board of Carlton County that the road described as follows, to wit:

That portion of County Road 150 (Erickson Rd.) from the intersection of C.S.A.H. 61 at the Southwest corner of Section 24, T-49N, R-16W; thence north 2.05 miles along the centerline of County Road 150 to the intersection of C.S.A.H. 2 at the Northwest corner of Section 13, T-49N, R-16W, and hereby is established, located and designated as a C.S.A.H. (County State Aid Highway) of said county, subject to the approval of the Commissioner of Transportation of the State of Minnesota. (2.00 miles)

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer is hereby authorized and directed to forward two certificated copies of this resolution to the Commissioner of Transportation for his consideration, and upon his approval of the designation of said road or portion thereof, that the same be constructed, improved and maintained as a County State Aid Highway of the County of Carlton to be numbered and known as County State Aid Highway 27.

Motion by Brenner, seconded by Proulx, and carried by all yea votes to adopt the following resolution: (18-075)

WHEREAS, it appears to the County of Carlton that the road hereinafter described should be designated as a County State Aid Highway under the provisions of Minnesota Law.

NOW, THERE, BE IT RESOLVED, by the County Board of Carlton County that the road described as follows, to wit:

That portion of County Road 101 from the intersection of C.S.A.H. 3 at the Northwest corner of Section 30, T-48N, R-16W, thence east 1.52 miles along the centerline of County Road 101 to the intersection of C.S.A.H. 51 at the North Quarter corner of Section 29, T-48N, R-16W, and hereby is established, located and designated as a C.S.A.H. (County State Aid Highway) of said county, subject to the approval of the Commissioner of Transportation of the State of Minnesota. (1.52 miles)

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer is hereby authorized and directed to forward two certificated copies of this resolution to the Commissioner of Transportation for his consideration, and upon his approval of the designation of said road or portion thereof, that the same be constructed, improved and maintained as a County State Aid Highway of the County of Carlton to be numbered and known as County State Aid Highway 51.

Motion by Brenner, seconded by Proulx, and carried by all yea votes to adopt the following resolution: (18-076)

WHEREAS, it appears to the County of Carlton that the road hereinafter described should be designated as a County State Aid Highway under the provisions of Minnesota Law.

NOW, THERE, BE IT RESOLVED, by the County Board of Carlton County that the road described as follows, to wit:

That portion of County Road 140 from the intersection of C.S.A.H. 6 at the Southwest corner of Section 36, T-47N, R-19W, thence north 1.67 miles along the centerline of County Road 140 to the intersection of C.S.A.H. 61, and hereby is established, located and designated as a C.S.A.H. (County State Aid Highway) of said county, subject to the approval of the Commissioner of Transportation of the State of Minnesota. (1.66 miles)

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer is hereby authorized and directed to forward two certificated copies of this resolution to the Commissioner of Transportation for his consideration, and upon his approval of the designation of said road or portion thereof, that the same be constructed, improved and maintained as a County State Aid Highway of the County of Carlton to be numbered and known as County State Aid Highway 13.

Motion by Brenner, seconded by Proulx, and carried by all yea votes to adopt the following resolution: (18-077)

WHEREAS, it appears to the County of Carlton that the road hereinafter described should be designated as a County State Aid Highway under the provisions of Minnesota Law.

NOW, THERE, BE IT RESOLVED, by the County Board of Carlton County that the road described as follows, to wit:

That portion of County Road 115 (Airport Rd) from the intersection of C.S.A.H. 5 at the Northwest corner of Section 28, T-49N, R-17W, thence east and north 1.97 miles along the centerline of County Road 115 to the intersection of C.S.A.H. 7, near the Center of Section 22, T-49N, R-17W, and hereby is established, located and designated as a C.S.A.H. (County State Aid Highway) of said county, subject to the approval of the Commissioner of Transportation of the State of Minnesota. (1.96 miles)

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer is hereby authorized and directed to forward two certificated copies of this resolution to the Commissioner of Transportation for his consideration, and upon his approval of the designation of said road or portion thereof, that the same be constructed, improved and maintained as a County State Aid Highway of the County of Carlton to be numbered and known as County State Aid Highway 14.

Motion by Brenner, seconded by Proulx, and carried by all yea votes to adopt the following resolution: (18-078)

WHEREAS, it appears to the County of Carlton that the road hereinafter described should not be designated as a County State Aid Highway under the provisions of Minnesota Law.

NOW, THERE, BE IT RESOLVED, by the County Board of Carlton County that the road described as follows, to wit:

That portion of C.S.A.H. 19 from the intersection of C.S.A.H. 12, near the Southwest corner of Section 11, T-46N, R-21W, thence northwest 6.90 miles along the centerline of C.S.A.H. 19 to the intersection of C.S.A.H. 6 at the Northwest corner of Section 33, T-47N, R-21W, and hereby is established, located and designated as a County Road of said county, subject to the approval of the Commissioner of Transportation of the State of Minnesota. (4.96 miles)

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer is hereby authorized and directed to forward two certificated copies of this resolution to the Commissioner of Transportation for his consideration.

Motion by Brenner, seconded by Proulx, and carried by all yea votes to adopt the following resolution: (18-079)

WHEREAS, it appears to the County of Carlton that the road hereinafter described should not be designated as a County State Aid Highway under the provisions of Minnesota Law.

NOW, THERE, BE IT RESOLVED, by the County Board of Carlton County that the road described as follows, to wit:

That portion of C.S.A.H. 6 from the intersection of C.S.A.H. 3, near the Southwest corner of Section 19, T-47N, R-16W, thence east 2.0 miles along the centerline of C.S.A.H. 6 to the intersection of C.S.A.H. 1 at the Northwest corner of Section 28, T-47N, R-16W, and hereby is established, located and designated as a County Road of said county, subject to the approval of the Commissioner of Transportation of the State of Minnesota. (2.03 miles)

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer is hereby authorized and directed to forward two certificated copies of this resolution to the Commissioner of Transportation for his consideration.

Motion by Peterson, seconded by Bodie, and carried by all yea votes to adopt the following resolution: (18-080)

WHEREAS, the contract with Northland Constructors for S.A.P. 009-604-037, the construction of CSAH 4 from T.H. 73, north of Kettle River, to I-35, has in all things been completed and the County Board has been fully advised in the premises.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Carlton County Board of Commissioners does hereby accept said completed project for and in behalf of the County of Carlton; and
2. That the Carlton County Board of Commissioners does hereby authorize the County Engineer to make final payment in the amount of Two Hundred Five Thousand, Nine Hundred Eighty-seven Dollars, and Forty-five Cents (\$205,987.45) to Northland Constructors.

Motion by Brenner, seconded by Proulx, and carried by all yea votes to adopt the following resolution: (18-081)

WHEREAS, bids have been received by the County Auditor/Treasurer for the work necessary at the Cloquet Carlton County Airport for a Box Hangar Site Preparation and Apron Expansion, SP 0902-56; and

WHEREAS, said bids or proposals were duly opened in the Carlton County Engineer's Office at 1:00 pm, Monday, June 11, 2018 and this Board has, with the County Engineer, determined the lowest bidder of said project for which proposals were invited and submitted;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Carlton County, Minnesota, in regular session duly convened, that, pending approval of funding from the Federal Aviation Administration, they hereby approve the award of the contract on the above project to the lowest bidder:

KGM Contractors Inc. of Angora MN \$ 185,687.50

BE IT FURTHER RESOLVED that the County Engineer, the County Auditor/Treasurer, and the County Attorney, on behalf of the County of Carlton, are hereby authorized to approve the Contractor's Performance Bonds and to execute the bonds and contracts with the Contractor, and submit Grant Applications to the Federal Aviation Administration and Mn/DOT Aeronautics for the above listed project.

Motion by Brenner, seconded by Peterson, and carried by all yea votes to adopt the following resolution: (18-082)

WHEREAS, bids have been received by the County Auditor/Treasurer for the work necessary at the Cloquet Carlton County Airport for Runway 17-35 Rehabilitation, SP 0902-55; and

WHEREAS, said bids or proposals were duly opened in the Carlton County Engineer's Office at 2:00 pm, Monday, June 11, 2018 and this Board has, with the County Engineer, determined the lowest bidder of said project for which proposals were invited and submitted;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Carlton County, Minnesota, in regular session duly convened, that, pending approval of funding from the Federal Aviation Administration, they hereby approve the award of the contract on the above project to the lowest bidder:

Ulland Brothers Inc. of Cloquet MN \$ 1,416,386.50

BE IT FURTHER RESOLVED that the County Engineer, the County Auditor/Treasurer, and the County Attorney, on behalf of the County of Carlton, are hereby authorized to approve the Contractor's Performance Bonds and to execute the bonds and contracts with the Contractor, and submit Grant Applications to the Federal Aviation Administration and Mn/DOT Aeronautics for the above listed project.

Motion by Proulx, seconded by Peterson, and carried by all yea votes to adopt the following resolution: (18-083)

BE IT RESOLVED to acknowledge the receipt of the Minnesota Lawful gambling Premise Permit Application for the Moose Lake Fire District Fire Fighters Relief Association, for use at Gampers Super Club (Moose Lake Township) November 24, 2018, and to further approve the waiver of the 60 day waiting period.

Motion by Bodie, seconded by Brenner, and carried by all yea votes to approve an increase (from.6 FTE to 1.0 FTE) in the County Assessor's Administrative Assistant position.

Motion by Bodie, seconded by Proulx, and carried by all yea votes that this meeting be adjourned.

Attest: _____
Paul G. Gassert
County Auditor/Treasurer

Susan Zmyslony
County Board Chairperson

EXHIBIT A

The Carlton County Transportation Department is responsible for the removal of snow and ice from county roads, as well as some township roads and city streets based on interagency agreements. Snow and ice removal performance can be affected by a variety of factors such as intensity and duration of the storm event, temperature, wind and moisture content of the snow. The department's snow removal priorities reflect a commitment to ensuring the safety of the traveling public.

I. Purpose

The following policy has been established to provide realistic expectations and improve citizen awareness of snow and ice removal procedures. As well as establish Carlton County's policy and level of service in respect to removal of snow and ice. The policy describes the minimum service expected to be provided by the County. The County reserves the right to provide services under this policy which exceed the minimum standards set out herein.

II. Goal

The general goal of the Transportation Department is to keep the County roads passable within a reasonable amount of time after a snow and/or ice event has occurred. Roadways are prioritized by traffic volume and logical routing.

III. Level of Service

A. General

Removal of snow and ice and placing of sand, salt, chemicals, or other abrasive material on the County roadway system is primarily for the safety of the traveling public. Each storm event has individual characteristics that must be dealt with accordingly. The portion of the roadway improved for travel will have upon it snow and ice in a compacted condition. These conditions may be continuous, or they may be concentrated on hills, in valleys, curves, intersections, and/or locations of particular topographical or traffic features.

B. Removal/Abrasive Placement Capacity

The Transportation Department's existing snow removal equipment will be utilized to implement this policy. The County does not assure a completely bare road and will not normally deice entire sections of roadway. The deicing of intersections, hills, and curves are the priority.

The level of snow removal and deicing materials placed during the winter season shall be accomplished within the amount of money budgeted for this service as contained in the County's Transportation Department budget adopted by the

County Board of Commissioners. As such, frequency of material application may be adjusted based upon the availability of material or sufficient resources.

C. Removal Operations

The entire width of that portion of the roadway improved for travel may not be cleared of snow, ice, compacted snow and ice, or frost. Snow cleared from that part of the roadway improved for travel shall be placed on or in the adjacent shoulder, ditch, or right-of-way; except during snow removal operations; snow may be temporarily stored on a portion of the traveled way.

Snow can be expected to accumulate adjacent to the traveled portions of the roadway to the extent that a motorists' sight distance to both the left and the right may be greatly reduced or impaired. The snow removed from intersections may be piled in their corners and may result in snow piles of unequal height. The line of sight, sight distance, or visibility of motorists approaching these intersections may be greatly reduced or impaired.

Property owners shall not push snow from their driveway or property in general onto the County right-of-way, including the roadway, shoulders, or any adjacent sidewalk/trail in accordance with Minnesota State Statute 160.27, subdivision 5. Any violation of this statute is considered a misdemeanor and property owners acting in violation of this policy may be cited. *The County shall not be responsible for snow pushed or otherwise placed on the roadway or shoulders by others.*

D. Motor Vehicle Operations

In general, motorists should be sure to adjust their driving in a manner that is appropriate for the existing conditions. Motorists shall operate their vehicles during these conditions with additional caution and watchfulness, especially in respect to the surface of the roadway, and reduced or impaired visibility.

Driving the legal speed limit may not be advisable, depending on weather conditions. The public is requested **not to crowd the plow**. People who drive during the winter season will encounter snow and ice removal equipment. Flashing lights will generally be the first indication of the presence of snow removal equipment. Citizens are cautioned to reduce speed, pass with care, and keep a safe distance when encountering snow removal equipment. **Never pass on the right.**

E. Municipal and Township Roads

Snow and ice removal will be performed within the corporate limits of a municipality or within a townships boarders only in accordance with agreements with those municipalities or townships.

IV. **Dispatching of Snow Removal Equipment**

A. General

The decision to mobilize snow removal equipment will be made by the Maintenance Superintendent, or an authorized County representative based upon the following guidelines:

- The Transportation Department will generally not dispatch snow removal equipment until after a snowfall has stopped. During extended periods of snowfall or icy conditions, exceptions may be made.
- The Transportation Department will apply snow control measures when snow accumulation exceeds two (2) inches in depth or seriously impedes traffic.
- Snow accumulations of less than two (2) inches may not be plowed.
- Snow removal equipment will not be sent out in situations that may be hazardous due to restricted visibility.
- Snow removal equipment will not be dispatched at night except for true emergency calls, such as assisting fire departments, or ambulance crews. Icing bridges or snow drifting are an expected aspect of winter travel and generally not adequate justification to dispatch snow removal crews.

B. Hours of Operation

The Carlton County Transportation Department presently operates with enough personnel to operate one shift daily. In a snow event, the necessary County personnel will be mobilized by the Maintenance Superintendent or authorized County representative. Snow removal crews will normally operate only during daylight hours, or shortly before daylight, Monday through Friday (approximately 5:00 AM through 5:00 PM), and if possible may be confined to normal work hours of 7:30 AM to 3:30 PM, Monday through Friday.

On Saturdays, Sundays, or holidays, roadways may receive a reduced level of service. The normal level of service will be implemented if conditions warrant.

Snow removal operator shifts are generally limited to a maximum of twelve (12) hours per day for safety reasons, therefore, most routes will not have coverage between 5:00 PM to 5:00 AM the next morning. Only in cases of “emergency” as set out in this policy will snow removal equipment operate from 5:00 PM to 5:00 AM.

Snow removal operations will be halted when:

- Service levels are reached
- Coverage time has elapsed
- Conditions are too hazardous
- Reasonable accomplishments cannot be made
- MnDOT closes the roadways in Carlton County under their jurisdiction or when a “**NO TRAVEL**” advisory is issued

V. **Snow Removal Operations**

A. General

Typically, snow removal operations will consist of three phases; making the road passable, widening the lanes and apply deicing materials, and cleaning up. Dependent upon the situation, more than one phase may be accomplished at a time.

- i. Make the road passable – Clean one lane in each direction.
- ii. Widen the lanes and apply deicing materials – Deicing is done at problem locations on paved roads including intersections, curves, hills, and bridges. Appropriate deicing activities will be used, based on anticipated temperatures and accepted deicing practices. At pavement temperatures below 20 degrees, salt use will be limited, as it becomes ineffective at lower temperatures.
- iii. Clean up – Remove ice and slush off roadway, clean up areas that snow has drifted back in, and widen out intersections.

B. Road Priorities

It is the goal of the Transportation Department to serve the majority of the public in the quickest way possible, with this in mind, roads with higher traffic volumes will *typically* receive higher priority.

County roads along with municipal and township roads with interagency agreements will be given priority over private driveways under contract for snow removal.

Gravel roads and some lower volume pavements may not be plowed during all snow events. Snow removal on gravel roads will be based on amount and type of snow.

VI. Miscellaneous

A. Personal Property

Mailboxes, fences, and other personal property damaged will be evaluated case by case. Damage resulting from snow flying from the plows is not the responsibility of the County. 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 the County's expense.

- i. Mailboxes – The County will not be responsible to mailboxes damaged as a result of snow removal unless actual contact is made by County equipment. Residents should mark mailboxes in drift prone areas to help snow removal operators avoid them. Claims for damage are to be submitted to the Transportation Department with 48 hours for consideration for payment or repair. (*See Mailbox Policy for more details*)
- ii. Fences – The County will not pay for or replace fences damaged as a result of snow removal unless actual contact is made by County equipment. Fence gates shall not obstruct snow removal equipment within

the County right-of-way and shall not be covered for damage claims. Claims for damaged fences are to be submitted to the Transportation Department with 30 days for consideration for payment or repair.

- iii. Obstructions – Obstructions in the road right-of-way such as hay bales, vehicles, or fences which might cause drifting shall be removed by the owners. The County will not be liable for damage to stalled or stranded vehicles on the traveled portion of the roadway or other obstructions which will interfere with snow and ice removal. The owners of stalled or stranded vehicles should immediately notify the Sheriff's Office. Owners shall remove stalled or stranded vehicles as soon as possible.

B. Residential Snow Removal

Residents are reminded that IT IS UNLAWFUL to plow snow from driveways onto or across public roads, and any person convicted of such a violation shall be guilty of a misdemeanor (Minnesota State Statute 160.2715). Piles of snow left on or near the road can freeze into a solid mass creating a hazardous situation for vehicles and snow removal equipment. Vehicular crashes and damages that are caused by snow piles placed in the roadway may result in liability to the property owner.

Snow removal from roadways may result in snow across driveways. County removal of this windrow is infeasible and remains the property owner's responsibility.

C. Stranded Motorists

The County Transportation Department may assist stranded motorist by contacting local law enforcement/emergency personnel. The County Transportation Department **WILL NOT ATTEMPT TO REMOVE ANY STUCK VEHICLE** from ditches, snow banks, or any other impediment.

VII. Emergencies/Disasters

A. Response

In "Emergency" or "Disaster" conditions, the County may deviate from the above-described sequence of service and/or level of service for whatever period of time necessary to appropriately respond to the emergency or disaster. The Transportation Department will attempt to continue its normal snow and ice removal activities as soon as practical after the emergency or disaster condition has ended.

B. Definition/Determination of an Emergency

An "Emergency" condition shall be considered as one where a loss of life or serious injury has occurred or is probable, or where extensive loss of property has occurred or is imminent. The existence of an emergency condition may be declared by the County Engineer, or designee, or the County Sheriff, or designee. Citizen reports of potential emergencies should be directed to the Carlton County

Sheriff's Office, which shall contact the County Engineer, or designee, for determination of the appropriate response, if any.

C. Definition/Determination of a Disaster

A "Disaster" under this section shall mean an event qualifying as a disaster under Minnesota State Statute 12.03.

VIII. Summary

This policy was developed to provide general guidelines for both County personnel and the traveling public. The policy intends to cover the majority of situations normally encountered during winter storm events. If certain situations arise that are not part of the above policy, the County Maintenance Superintendent, or designee, will deal with them on a case by case basis. Each decision to mobilize snow removal equipment is a judgement call based on the particular weather conditions combined with past experience along with the resources available at the time and therefore may not adhere strictly to this general policy.

Questions or concerns regarding snow and ice removal and/or road conditions should be directed to the Carlton County Transportation Department at (218) 384-9150 during regular business hours.

EXHIBIT B

It is the goal of the Carlton County Transportation Department to provide right-of-way for the traveling public that is safe, efficient, and free of unnecessary hazards, while minimizing the inconvenience to property owners. Minnesota law declares certain mailbox installations to be a public nuisance, a road hazard, and a danger to the health and safety of the traveling public (Minnesota Rules Chapter 8818), and authorizes the road authority to remove and replace such a support (Statue 169.072).

I. Ownership of Mailbox Supports

Mailboxes and mailbox supports are the property of the mail route patron. Carlton County does not issue written permits for the placement of mailboxes within the road right-of-way, nor do our easements provide for mailbox construction. All mailboxes placed within the road right-of-way are placed there at the owner's risk. Replacement or in stallion of mailbox supports by the County does not signify any change of ownership. The mailbox and support remains the property of the owner and it is the owner's responsibility to maintain to conformance standards.

II. Replacement of Unlawful Mailbox Supports and Installation

Any mailbox deemed unlawful by the Carlton County Transportation Department, as defined by Minnesota Rules Chapter 8818 (attached), shall be replaced. Once a support is deemed unlawful, the owner shall be notified in writing that the non-compliant mailbox or support shall be replaced within sixty (60) days. Failure to comply with the County's mailbox policy will result in removal of any non-conforming support at the owner's expense and misdemeanor prosecution of the property owner for a right-of-way violation.

III. Replacement of Damaged Mailbox Support and Mailboxes by Carlton County

The Transportation Department will replace all lawful compliant mailbox supports damaged by County equipment during snow removal operations or other maintenance activities provided the support was properly installed according to the United States Postal Service and Carlton County Transportation Department standards. If the installation is a standard swing-away mailbox support and damage is caused to the vertical support by direct contact of the snow removal or maintenance equipment, Carlton County will repair or replace the support with a standard swing-away mailbox support as soon as possible. All replacements will be a standard swing-away mailbox support. Carlton County will not be responsible for damage to non-standard mailbox support installations and will not replace supports damaged by third parties.

Carlton County will not replace mailboxes. Snow removal activities are inherently abusive on mailboxes, even if the installation is at the correct height and setback, windrows of snow can and will damage mailboxes. In addition, the different styles and materials used in manufacturing each mailbox varies and can present problems. For

example, plastic mailboxes are light weight and resist corrosion, but at cold temperatures can shatter upon impact with a windrow of snow.

IV. **Installation Information**

Location

Mailboxes shall be placed for maximum convenience to the patron, but shall be consistent with safety considerations for highway traffic, the mail carrier, and the patron. Mailbox locations shall minimize the walking distance within the roadway for the patron, maximize the stopping sight distance in advance of the mailbox, and shall not restrict the sight distance of vehicles exiting the driveway. The placing of mailboxes along high-speed roadways should be avoided if other practical locations are available.

Mailboxes shall be located on the far right side of the roadway in the direction of travel. The bottom of the mailbox shall be set at an elevation of 42 to 48 inches above the roadway surface as established by the United States Postal Service. The roadside face of the mailbox shall be located so that it is:

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

Where a mailbox is located near an intersection or driveway, it shall be in accordance with local ordinances and/or policies. If a mailbox is installed near an existing guardrail, it shall be located behind the guardrail, where practical.

Exceptions to these mailbox location requirements must be approved by the Carlton County Transportation Department and the local Postmaster.

Structure

Mailboxes shall conform to the requirements of the United States Postal Service, Minnesota Rules Chapter 8818 and shall be acceptable to the Carlton County Transportation Department. No more than two (2) mailboxes shall be mounted on a support structure.

All new and replacement mailbox supports shall meet the Carlton County Transportation Department standard specifications for swing-away mailbox support design. The attached drawing and specifications below are from the Minnesota Department of Transportation Standard Plate 9350A.

The metal support shall weight three (3) pounds per lineal foot or less and shall not be fitted with an anchor plate. The post must be embedded a minimum of four (4) feet below the ground and project at least two (2) feet or more above the ground as needed depending on roadway in-slope. The minimum spacing between the centers of support posts shall be thirty (30) inches.

The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post if the installation is struck by a vehicle. The exact support hardware dimensions and design may vary. The product must result in a satisfactory attachment of the mailbox to the post, and all components must fit together properly.

There are several swing-away mailbox supports manufactured for sale to the public. It is acceptable for residents to purchase and install these products if the product has passed the NCHRP 350 crash requirements and meets Minnesota Rules Chapter 8818.

Exceptions to these mailbox structure designs must be approved by the Carlton County Transportation Department and the local Postmaster.

Spacing of Mailbox Supports

In accordance with Minnesota Rules Chapter 8818, mailbox supports shall be spaced no closer than thirty (30) inches.

V. Miscellaneous Attachment to Mailbox Supports

Newspaper delivery boxes, advertisement delivery boxes, nameplates, address plates, etc. shall not be installed underneath the mailbox, whether attached to the mailbox support or on a separate post. The area underneath the mailbox shall remain free of obstructions in order to allow the unhindered passage of the snow removal equipment wing blade. Obstacles interfering with the wing blade, force the snow removal equipment to swerve, often into the oncoming lane, creating an unsafe situation for motorists and snow removal equipment operators.

VI. Interruption of Mail Delivery

When the County must remove and replace a mailbox support, it shall be done in such a manner as to cause minimal interruption of mail delivery.

VII. Replacement of Mailbox Supports Under County Roadway Improvement Projects

Carlton County will provide and install, at the County's expense, conforming mailbox supports within the limits of all Carlton County roadway reconstruction and resurfacing projects.

VIII. Call Before You Dig (Gopher State One Call)

48 hours prior to installation of any new mailbox support, contact Gopher State One Call for utility locates (800-252-1166).

Exhibit C

Driveway (Access) Permits

DRIVEWAYS

1. Access Permits are required for all approaches to County Roads or unorganized Township Roads. Permits are available at the Carlton County Transportation Department.
2. Any driveway or access constructed After February 11, 1992, will have a minimum 4:1 side slopes. Driveway side slope will be required to conform to the roadway design and may be increased based on current design standards. This includes driveways constructed by private individuals or under a county road construction project.
3. No retaining wall will be allowed in driveway construction.
4. If you access will impact wetlands, ([Zoning & Planning Wetlands Page](#)) you are responsible for contacting the [local wetland conservation act administrator](#) and applying for an exemption.
5. The Access Permit Application form and instruction sheet may be printed out from your computer, picked up at the address below, or mailed per your phone or e-mail request.

Carlton County Transportation

1630 County Road 61

Carlton, MN 55718

(218)384-9150

Transportation@co.carlton.mn.us

A completed application form and sketch may be submitted without payment. The Transportation Maintenance Superintendent will review your request and visit the site to determine acceptable construction details, culvert requirements and cost. You will then be notified of these things.

There is a \$250.00 deposit/fee required for a Driveway Access Permit. Sorry, no credit card payments accepted. Culverts may be purchased at cost from the Transportation Department. Prices vary by size. Transportation maintenance crew will deliver the culvert to access site within five business days after receipt of payment. Applicant is responsible for fill material, related earthwork and for requesting a final inspection within 30 days.

Upon satisfactory completion of the access, up to \$200 may be refunded. \$50 is retained as a permit fee. An additional \$50 per occurrence will be retained from the deposit whenever additional site inspections are needed to obtain compliance with the permit requirements.

ACCESS DRIVEWAY PERMIT APPLICATION INSTRUCTIONS

1. Complete upper portion of application form.
2. Draw a sketch of property. Show property lines and distance from nearest property line to proposed driveway access.
3. Return completed, signed application and sketch to the Transportation Office. (No money required until site is approved.)
4. Mark the access site with stake and ribbon, 20 feet apart and high enough to be seen from a pick-up truck on the road.
5. County Maintenance Superintendent will make a field review of marked site within 1-5 days of request.
6. Site inspection results and costs submitted to applicant.
7. Remit permit fee/deposit amount (and culvert cost-if any) to Transportation Department. Cash, money order or check only. Permit will be issued and work on access may begin. Culvert to be delivered within 5 days or as arranged. Fill material and labor provided by applicant.
8. Complete access work in right-of-way within 30 days and notify Transportation Department for final inspection. (Sites requiring the **removal** of an access shall be inspected again after the site has been restored to original condition.)
9. County will inspect completed work and either refund deposit or notify applicant of corrections necessary for acceptance.

NOTE: Wetland Conservation Act Provisions apply to all individual private property owners. Contact your local Planning & Zoning Department for further information. There are penalties for failure to comply.

APPLICATION FOR ACCESS DRIVEWAY PERMIT

County Road _____

Applicant Name _____

Property Owner (if not applicant) _____

Mailing Address (for deposit refund) _____

Property Address _____

City _____

State _____

Zip Code _____

Phone number(s) _____

Property located in the NE-NW-SE-SW Quarter of _____

(Sec-Twp-Rg)

_____ Miles/Yards N-S-E-W of _____

(Nearest intersecting road) on N-S-E-W side of road

Purpose of access: Why do you want to drive into this property? _____

Will structures be added to property? YES-NO Type: _____

Have you contacted Planning & Zoning about permit requirements, including WETLAND status? YES-NO-NEED INFO

Is there an existing access driveway to the property now? NO-YES (If yes, describe reason for second access request) _____

When will site be marked and ready for our review? Date: _____ Remarks _____

I-We, the undersigned, herewith make application for permission to construct the access driveway at the above location. Said driveway to be constructed to conform with the regulations of the Carlton County Transportation Department and to any special requirements and special provisions included in the permit. It is expressly understood that this permit is conditioned upon replacement or restoration of the highway to its original or to a satisfactory condition and that this permit is subject to the approval of local city or village authorities having joint supervision over said street or highway. _____

Date

Applicant Signature

Office Use Only:

Carlton County Transportation Department
1630 County Road 61, Carlton, MN 55718
Phone: (218)384-9150 Fax: (218)384-4089

Access Permit Number

ACCESS TYPE: Permanent Temporary Replacement
ACCESS SITE: Approved Denied Remarks: _____

No culvert needed Curb cut required _____

Culvert required _____ inch X _____ foot Culvert _____ band _____ apron(s)

By _____ on _____

\$ _____ Deposit/Fee paid on _____ \$ _____ Culvert costs paid on _____

(\$250.00 Deposit, \$200 refundable) \$ _____ Total Cost Due (Deposit/Fee + Culvert/Band/Apron)

Requested culvert delivery: _____ Delivered: _____ **Copy to Zoning _____ Copy to Trans. Sup. _____**

Requested final inspection: _____ Completed access approved: _____ By: _____

Remarks: _____ Dep

