

**CITY OF GRANT  
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION 2005-10**

**A RESOLUTION ADOPTING THE GENERAL ROAD POLICY**

**WHEREAS**, the City of Grant provides a variety of services pertaining to the maintenance and improvement of streets and roads within its jurisdiction; and,

**WHEREAS**, the City of Grant and many of its citizens wish for a clarification of the City's road maintenance policies both for budgeting purposes and for general information; and,

**WHEREAS**, the City of Grant is obligated to provide safe travel and properly maintained roadways within the City; and,

**WHEREAS**, the City of Grant wishes to ensure fair distribution of road maintenance funds for all residents; and,

**WHEREAS**, the City of Grant has limited funds for paved road maintenance, higher priority in the paved road maintenance budget will be given to preserving paved roads already in good condition; and,

**WHEREAS**, the City of Grant intends to maintain paved roads to a thirty year life cycle.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Grant that the following General Road Policies be adopted:

**1. General Road Maintenance**

**General (or "Routine") Road Maintenance:** Road maintenance services that are determined to be of general benefit to the City at large.

**A. Brushing:** The purpose of brushing is to clear growth of trees, branches and bushes within the right-of-way in order to maintain sight distances at intersections and along the roadway. Brush shall be removed within the rights-of-way of City streets and roads as determined to be necessary by the Road Supervisor or City Council with the advice of the City Engineer after an annual inspection. It is important that any right-of-way that is not deeded to the City be kept brushed to preserve the legal right to use the right-of-way.

**B. Culverts:** To maintain adequate drainage, public roadway culverts shall be cleaned and/or replaced as determined to be necessary by the Road Supervisor or City Council with the advice of the City Engineer to meet engineering standards. Specific projects over \$2,000 will be approved by the City Council. Individual property owners shall be responsible to maintain culverts underneath private driveways or on other private property locations. If the owner refuses to fix

problems as directed by the City Council, the City shall fix said problem and assess the landowner for the total cost.

- C. **Ditches:** Ditches will be cleaned and obstructions removed as determined to be necessary by the Road Supervisor or City Council with the advice of the City Engineer.

~~D. **Chloride Dust Control:** Calcium or magnesium chloride will be placed on gravel surfaced roadways as a dust control measure as requested by property owners as part of a petition process. The cost of the dust control must be paid in advance of placement. The City may choose to pay a percentage of such costs as deemed appropriate and recorded by resolution. The City will pay for one treatment on roads with at least 400 average daily traffic counts.~~

- D. **Grading:** All gravel arterial and collector streets and roads will be graded (weather permitting) as determined to be necessary by the Road Supervisor or City Council with the advice of the City Engineer. It is the general policy that the roads shall be graded based upon volume, dust control, weather and budget as follows:

**High traffic roads** (300 cars per day or greater) will be targeted for grading once per week or more.

**Medium traffic roads** (100 to 300 cars per day) will be targeted for grading two ~~to three~~ times per month.

**Low traffic roads** (less than 100 cars per day) will be scheduled as determined to be necessary for that road.

**Roads treated with dust control** will be graded when warranted.

- E. **Graveling:** Gravel shall be placed on a portion of the total mileage of City streets and roads during each year as determined to be necessary by the Road Supervisor upon the approval of or City Council with-after the advice of the City Engineer and City Engineer. It is the general policy of the City that:

**High traffic roads** (300 cars per day or greater) will be targeted for graveling every three years.

**Medium traffic roads** (100 to 300 cars per day) will be targeted for graveling every five years.

**Low traffic roads** (less than 100 cars per day) will be scheduled as determined to be necessary for that road.

- F. **Guard Rails:** Guard rails shall be placed and maintained along City streets and roads as determined to be necessary in the Long Range Road Upgrade Safety

Plan. Areas where guard rails are needed will be identified and prioritized for installation; as funding is available.

- G. Pothole Repair:** Potholes in paved road surfaces will be filled/repared as needed. An annual pothole survey shall be taken in the spring by the Road Supervisor and reported to the City Council. Generally, all roads with potholes shall be repaired unless the road is beyond repair and the hole does not create a hazard.
- H. Crack Sealing:** This process includes filling cracks in the pavement with a sealant to minimize pavement damage associated with freeze-thaw cycle of the road base. Crack sealing will be completed as determined to be necessary to meet engineering standards as approved by the City Council. Generally, crack sealing is completed one year prior to seal coating. A typical schedule is a first crack fill three years after construction and then every seven years thereafter or as needed. There will be no crack filling on roads in need of reconstruction.
- I. Seal Coat:** This process includes placement of liquid asphalt on existing paved roadways, followed by placement of fine aggregate. This process results in the sealing of fine cracks; and provides a roughened surface for improved traction. Paved streets and roads will be seal coated as determined to be necessary by the Road Supervisor or City Council with the advice of the City Engineer to meet engineering standards as approved by the City Council. Generally, roadways are seal coated the year after crack filling. Roads in need of reconstruction will not be seal coated.
- J. ~~Overlay:~~** ~~This process includes placing a new layer of pavement over an existing paved surface. This will be done as needed to maintain the integrity of the paving surface in a manner to conform with current engineering standards. Typically, a 1 ½ to 2 inch lift of bituminous pavement is added. This is generally placed on well maintained roads after 15 to 20 years. Roads that have substantial alligator or block cracking will not be overlaid.~~ **Safety:** The City will develop and update annually a road safety plan to identify, prioritize; and correct any road safety concerns. A fund will be established to support these corrections over time.
- K. Signage:** Replacement signage shall be installed as determined to be necessary by the Road Supervisor or City Council with the advice of the City Engineer. New signs on existing roads shall be recommended by the Road Supervisor or City Council with the advice of the City Engineer and approved by the City Council and follow MN MMUTCD. Roads in new subdivisions shall be signed as recommended by the City Engineer and the cost of these signs charged to the developer.
- L. Overlay:** This process includes placing a new layer of pavement over an existing paved surface. This will be done as needed to maintain the integrity of the paving surface in a manner to conform with current engineering standards. Typically, a 1-1/2 to 2-inch lift of bituminous pavement is added. This is generally placed on

well-maintained roads after 15 to 20 years. Roads that have substantial alligator or block cracking will not be overlaid.

**M. Snowplowing and Ice Control:** Snowplowing and ice control will be completed according to the following guidelines:

- 1) Dispatching of Snowplows: The Road Supervisor or City Council with the advice of the City Engineer directs, pursuant to the standards in this policy, that the ~~Washington County Public Works Department or City and contracted personnel~~ begins snow or ice control operations when the following criteria have been met:

- a) Snow accumulation of three inches or as needed;
- b) Drifting of snow that causes problems for travel;
- c) Icy conditions which seriously affect travel; or
- d) Time of snowfalls in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfalls of less than three inches unless other adverse conditions exist. Further, snowplows are usually not dispatched until a snowfall has stopped. During extended periods of snowfalls, however, exceptions may be made. Snowplows will not be sent out in situations that may be hazardous due to restricted visibility.

However, coordination will be made with ~~Washington County Public Works Department or City and contracted personnel~~ to minimize expense by timing the plowing of City streets with County roads.

- 2) Operations: Snow will be plowed in a manner so as to minimize any traffic obstructions. In times of extreme snowfall, roadways will not always immediately be completely cleared of snow, nor will the City sand entire sections of roadway. Users of City roadways are reminded to exercise caution and drive with care, which may include traveling slower than the posted speed limit.
- 3) 3)Personal Properties: Mailboxes damaged during snow removal will be evaluated case-by-case. Only those mailboxes that were properly located and installed, and which were damaged by actual contact with City equipment, will be repaired at City expense subject to the expense limitation established by the City.

City residents are reminded not to plow from driveways onto or across public roads. Piles of snow left on or near the road can freeze into a solid mass creating hazardous situations for vehicles and snowplows. Accidents

and damages caused by snow piles placed in the roadway may result in liability to the property owner. Piles of snow increase the chance of drifting snow onto the roadway. City residents are also reminded to remove parked vehicles from roadways to assist in snow removal.

When directed by the Road Supervisor or City Council, with the advice of the City Engineer, the Mayor, or the Sheriff's Department, the City will make an emergency plowing effort through private property. No other plowing of private property will be allowed. (Life threatening situations are the exceptions.)

- 4) 3. **Use of Sand, Salt and Other Chemicals:** The City will use sand, salt and other chemicals when there are hazardous icy or slippery conditions. The City is concerned about the effect of such chemicals on the environment and will limit its use for that reason.
- 5) 4. **Development Roadways:** The City will not perform snowplowing or ice control operations on roadways located within development areas that are not occupied with residents. The City will commence snowplowing within development areas once the first Certificate of Occupancy has been issued.

- M. **L.Shouldering:** Shoulders will be kept up to the height of the paved surface on an annual basis for driver safety and to preserve the integrity of the paved surface edges to the extent allowed by the budget and with the priorities set by the Road Supervisor or City Council with the advice of the City Engineer. Shoulders will be graded as needed to maintain the shoulder profile.
- N. **Litter:** Litter within the right-of-way, such as trash, is generally removed as part of the City-wide clean-up day. Special circumstances shall be handled by the Road Supervisor, a ~~or~~ City Council member or City Clerk with the advice of the City Engineer.
- O. **Mowing:** Mowing of areas adjacent to roadways will be completed on an as-needed basis. The City has a policy of mowing roadsides at least once per year. If the budget permits, mowing will be completed twice.
- P. **Treadways:** Treadways will not be maintained except to the extent that they are part of the shouldering and mowing items listed above.
- Q. **Chloride Dust Control:** Calcium or magnesium chloride will be placed on gravel surfaced roadways as a dust control measure as requested by property owners as part of a petition process. The cost of the dust control must be paid in advance of placement. The City may choose to pay a percentage of such costs as deemed appropriate and recorded by the Dust Control Resolution. The City will pay for one treatment on roads with at least 400 average daily traffic counts.

- R. **Q.Other:** Other general road maintenance services may be determined to be general (or “routine”) in nature and conducted as determined to be necessary and as authorized by the City’s Road Supervisor (subject to a limit of \$500.00) or City Council with the advice of the City Engineer.
  - S. **Financing:** General (or “routine”) road maintenance services will be financed from the ~~City’s Road and Bridge Budget~~Road Accounts of the General Fund as approved by the City Council. It is the preference of the City of Grant that these services are not financed from special assessments.
  - T. **Utility Work:** Utility work in the road right-of-way requires a permit ~~from the City Engineer.~~
2. **Extraordinary Road Maintenance:** Any road maintenance service not defined as general (or “routine”) road maintenance is hereby defined as an Extraordinary Road Maintenance and/or Improvement Project. Included here are total reconstruction or paving of existing gravel by property owners through a petition process. These are projects; which are determined to primarily, if not exclusively, benefit property adjacent to the area of the improvement. ~~Except as noted, 100 percent% of the cost of these projects will be assessed to the adjacent or area property owners or businesses.~~ These projects include, but are not limited to, the following:
- A. **Pave Existing Gravel -;** This process includes grading and widening of the existing gravel surface to City standards. Additional gravel will be placed; and the roadway will be paved. Drainage and safety improvements will be completed where warranted. ~~Based upon the Capital Improvement Plan, the City will pay to bring the existing road up to the gravel road standard (i.e. make subgrade corrections). It is well known that gravel road maintenance costs are higher with high traffic volumes so, in addition, in lieu of 100% assessment, the City may choose to contribute to the cost of such projects to the extent that gravel surface maintenance is excessive due to traffic volumes or other reasons. There will be timing/priority limitations based on the City’s ability to fund projects.~~
  - B. **Pulverizing -;** This process consists of reverting an existing paved roadway to a gravel roadway by grinding the pavement in place and mixing it with existing gravel. Pulverizing shall be conducted upon request of 100% of adjacent landowners and authorization by the City Council. ~~It is the policy of the City to not allow paved roads be reduced to gravel and this will only be allowed in extraordinary circumstances.~~ It is the policy of the City to only permit this in extraordinary circumstances.
  - C. **Total Reconstruction -;** These projects will be evaluated by the City Engineer and recommendations forwarded to the City Council. This process involves removing the existing roadway pavement, grading the roadway; and placing new aggregate base and bituminous to City standards. As part of total reconstruction projects, drainage improvements such as culvert placement or replacement and construction of ditches and other safety improvements will be completed. Total



reconstruction projects will be evaluated by the City Engineer and recommendation forwarded to completed as necessary as approved by the City Council for consideration. Assessments for reconstruction will be in compliance with Minnesota State Law. ~~In lieu of 100% assessment, the City may choose to contribute to the cost of such projects to the extent that maintenance is excessive due to traffic volumes or other reasons.~~ There will be timing/priority limitations based on the City's ability to fund projects.

**D. Chloride Dust Control:** ~~Calcium or magnesium chloride will be placed on gravel surfaced roadways as a dust control measure as requested by property owners as part of a petition process. The cost of the dust control must be paid in advance of placement. The City may choose to pay a percentage of such costs as deemed appropriate and recorded by resolution. The City will pay for one treatment on roads with at least 400 average daily traffic counts.~~

**E. Overlay:** ~~This process includes placing a new layer of pavement over an existing paved surface. This will be done as needed to maintain the integrity of the paving surface in a manner to conform with current engineering standards. Typically, a 1-1/2 to 2 inch lift of bituminous pavement is added. This is generally placed on well maintained roads after 15 to 20 years. Roads that have substantial alligator or block cracking will not be overlaid.~~

**D. F.Financing:** It is the policy of the City of Grant to finance all Extraordinary Maintenance by means of assessments upon property benefited by the improvement under Minnesota Statutes Chapter 429 and per the City's policy for Special Assessments on Road Improvements. Except as noted, 100 percent% of the cost of these projects will be assessed to the adjacent or area property owners or businesses. There will be timing/priority limitations based on the City's ability to fund projects. ~~In lieu of 100% assessment, the City may choose to contribute to the cost of such projects to the extent that maintenance is excessive due to traffic volumes or other reasons. The City may make contributions to certain projects which impact the through streets in the City of Grant, and said contribution may be based upon the number of buildable residential and commercial lots in the area, the scope and size of the project, the traffic generated by users of the through road and, after consideration of the City of Grant Policy for Special Assessments for Road Improvements. In some cases, the City may choose to fund part of the improvements as deemed appropriate.~~

### 3. Assignment of Responsibilities

**A. Inspection:** City streets and roads will be inspected with respect to routine maintenance items as determined by the Road Supervisor or City Council with the advice of the City Engineer ~~and/or City Engineer~~, and under the constraints of the available budget approved by the City Council.

The City's Road Supervisor or City Council with the advice of the City Engineer, ~~with the advice of the City Engineer~~ and/or other representative(s) of the City of

Grant, will determine what road maintenance services are needed, on which City streets and roads they are needed, and in what priority, as directed by the City Council.

The City's Road Supervisor ~~or City Council~~ with the advice of the City Engineer, shall regularly inform the City Council as to any and all decisions arising from his/her responsibilities by providing a schedule of maintenance services authorized. Said schedule of maintenance services authorized shall be available to the citizens of Grant through the City Clerk.

**B. Driveways:** All proposed new driveway connections to City roadways will require a permit from the City. Permits shall be reviewed by the City's Building Inspector or designee with assistance from the City Engineer upon request.

**4. Effective Date,**

These policies are effective from and after the date of their adoption unless repealed or amended by further action of the City Council of the City of Grant.

**WHEREUPON**, a vote being taken upon the resolution, the following members voted in favor:

The following voted against:

**WHEREUPON**, said resolution was declared duly passed ~~this,~~ this \_\_\_\_ day of \_\_\_\_\_, ~~2004~~2005.

\_\_\_\_\_  
~~Tom Carr~~ Timothy D. Gangnon, Mayor

ATTEST:

\_\_\_\_\_  
Bart Cedergren, Clerk