



BOARD OF COMMISSIONERS
Work Session Agenda

Tuesday, January 18, 2022

10:00 AM

or immediately following the regular board meeting

*Meeting to be held in the County Board Room
at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Agenda Item #

Agenda Time:

- 1 Discussion on Creation of an Adopt a Highway Program**
Loren Fellbaum, County Engineer

10:00

Todd County Board of Commissioners Work Session

JANUARY 18TH, 2022

Discussion on Creation of an Adopt a Highway Program





WHERE THE FOREST MEETS THE PRAIRIE

Todd County
MINNESOTA • EST. 1855 •

TODD COUNTY PUBLIC WORKS

44 Riverside Drive
Long Prairie, MN 56347
Phone (320) 732-2722
Fax (320) 732-4525

TODD COUNTY ADOPT-A-HIGHWAY PROGRAM

County Road: _____ From: _____ To: _____ Mileage: _____ Segment ID: _____

Adopt-A-Highway The group agrees to pick up litter at least two times a year for the following time frame (two-year minimum requirement). Start Year: _____ End Year: _____

Pick-A-Highway The group agrees to pick up litter one time only. Estimated Date: _____

The Todd County Public Works Department reserves the right to refuse, cancel or revise this agreement if in its sole judgement the group is not meeting the terms and conditions of this agreement. By signing this agreement, the group acknowledges the hazardous nature of the work and agrees to comply with the terms and conditions herewith to the satisfaction of the Todd County Public Works Department.

Except for the negligent acts of the County, its agents and employees, the volunteers or their agents shall assume all liability for, and save the County, its agents and employees, harmless from, any and all claims for damages, actions or causes of action arising out of the work to be done herein.

Any and all volunteers of the group or other persons while engaged in the performance of any work or service performed under this agreement shall not be considered employees of the County, and any and all claims that may or might arise under the Worker's Compensation Act of Minnesota on behalf of said employees or other persons while so engaged, and any and all made by any third party of the group's volunteers or other persons while so engaged on any of the work or services to be rendered shall in no way be the obligation or responsibility of the County.

Name of Group: _____

Group Representative(s): _____

Address: _____ City: _____ Zip Code: _____

Phone Number (home/work): _____ Cell Number: _____

Email Address: _____

Signature: _____ Date: _____

Special County Provisions: _____

County Engineer Signature: _____ Date: _____



Todd County Adopt-A-Highway Terms and Conditions

The Group agrees to:

1. Agrees to pick up litter on a segment of County Highway selected in agreement with the Todd County Public Works Department.
2. Review safety information before each pick up to alert participants to the hazards and precautions of working on a highway right-of-way. Additional Adopt-A-Highway safety information can be found on MnDOT's Adopt-A-Highway Website (<https://www.dot.state.mn.us/adopt/volunteers.html>).
3. Pick up litter during daylight hours and dates are limited to the months of May and October only.
4. Provide adequate supervision to participants eighteen years of age or younger. Unless specifically permitted, children twelve or younger shall not participate.
5. Limit work to the area between the outer shoulders and the right-of-way boundary. Work may not be done on the roadway itself.
6. Arrange litter pick up date(s) in advance with the Public Works Department. The group shall obtain their supplies (bags and/or vests) during regular business hours.
7. Gather trash bags into one pile within the road segment that is being cleaned and place on the shoulder slope near an entrance or road crossing.
8. Encourage recycling appropriate materials for their own benefit.
9. Return all borrowed or unused supplies (bags and/or vests) to the Todd County Public Works Department.



Todd County Adopt-A-Highway Terms and Conditions

The Todd County Public Works Department agrees to:

1. Provide high visibility vests, trash bags, and safety information.
2. Arrange to remove filled trash bags from the adopted highway.
3. Arrange to remove large, heavy or hazardous material from the adopted highway.
4. Erect a highway sign or otherwise recognize the group's clean-up efforts. Highway signs shall be erected only for groups that agree to adopt a highway for a minimum of two years. The name on the sign shall be limited to two lines, 18 to 20 characters and spaces per line. Todd County Public Works Department reserves the right to approve and/or edit names or acronyms per current MnDOT's Adopt-A-Highway Signage Guidelines (<https://www.dot.state.mn.us/adopt/volunteers.html>).
5. Once the County has erected the sign, any future requested changes to the name on the sign, shall be paid for by the requesting group.



Todd County Public Works Adopt-A-Highway Route Inventory Log

Segment ID #	County Road	From	To	Length (miles)	Group	Start Date	End Date
1.1	1	County Road 10	County Road 36	2.25			
1.2	1	County Road 36	County Road 65	2.00			
1.3	1	County Road 65	County Road 38	1.80			
1.4	1	County Road 38	County Road 14	4.00			
1.5	1	County Road 14	County Road 82	3.98			
1.6	1	County Road 82	County Road 22	2.01			
1.7	1	County Road 22	County Road 70	2.01			
1.8	1	County Road 70	County Road 32	2.00			
1.9	1	County Road 32	County Road 24	3.01			
2.1	2	County Road 51	County Road 57	1.44			
2.2	2	County Road 57	County Road 95	4.13			
2.3	2	County Road 95	State Highway 71	2.89			
2.4	2	State Highway 71	County Road 100	2.35			
2.5	2	County Road 100	County Road 99	2.61			
2.6	2	County Road 99	State Highway 28	3.25			
2.7	2	State Highway 28	County Road 33	2.81			
2.8	2	County Road 33	County Road 103	2.57			
2.9	2	County Road 103	Morrison County Line	2.01			
3.1	3	County Road 38	County Road 14	4.10			
3.2	3	County Road 14	County Road 84	1.93			
3.3	3	County Road 84	County Road 82	2.09			
3.4	3	County Road 82	County Road 22	2.14			
4.1	4	State Highway 27	County Road 57	2.36			
4.2	4	County Road 57	County Road 58	2.00			
4.3	4	County Road 58	County Road 11	3.30			
5.1	5	State Highway 27	County Road 30	3.36			
5.2	5	County Road 30	County Road 14	4.58			
6.1	6	County Road 50	County Road 35	2.35			
6.2	6	County Road 35	County Road 8	1.47			
6.3	6	County Road 8	State Highway 287	4.90			
7.1	7	County Road 21	County Road 66	5.86			
7.2	7	County Road 66	County Road 26	3.76			





WHERE THE FOREST MEETS THE PRAIRIE

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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	

Agenda Topic Title for Publication:	Approval of a Todd County Adopt a Highway Program
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Date of Meeting: 02/01/2022	Total Topic Time Requested: 5 minutes
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Organization / Department Requesting Action: Public Works

Person Presenting Topic at Meeting: Loren Fellbaum, Todd County Engineer
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Background: Supporting Documentation enclosed <input type="checkbox"/>

At the Fall 2021 Road Meeting, the topic of creating an Adopt A Highway Program in the Public Works Department was discussed. Using examples from surrounding counties, a formal agreement & inventory system was created for use in Todd County. This agreement and inventory was presented and discussed at the January 18th, 2022 Todd County Board of Commissioners Work Session.

Options:

- 1.) Approve the creation of a Todd County Adopt A Highway Program.
- 2.) Do not approve the creation of a Todd County Adopt A Highway Program at this time.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Approve the creation of a Todd County Adopt A Highway Program.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Unknown Funding Source(s): Fund 3 - Road and Bridge	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
Second:	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Passed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	

Official Certification

STATE OF MINNESOTA)
COUNTY OF TODD)
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

