

MOUNTRAIL COUNTY DEPARTMENT OF ROADS & BRIDGES

TOWNSHIP ANNUAL ROAD MAINTENANCE AGREEMENT

IT IS HEREBY AGREED, by and between **Mountrail County**, North Dakota, a Municipal Corporation under the laws of the State of North Dakota, and _____ **Township**, North Dakota, located within Mountrail County, North Dakota, that Mountrail County will maintain Township roadways as identified on the attached map. Roadways not meeting minimum County standards will be serviced only on a separate hourly charge basis.

Section 1

General

- 1.** The first priority of the Mountrail County Department of Roads & Bridges shall be to maintain the present County Road system.
- 2.** Maintenance work to be done on Township roads shall be done under the Annual Maintenance Agreement, as shown in “*Appendix A*” or on a special project basis with rates set yearly by the Board of County Commission, as shown in “*Appendix B*”. Townships delinquent with payments will have maintenance activity ceased until payment is made. If the township desires additional work that cannot be performed by the County (due to the type of work or the County’s work schedule), the Township may contract said work out without any further discount or financial assistance from Mountrail County.
- 3.** As part of this agreement, Mountrail County will furnish a maintenance map to the Township. The map will indicate roads to be bladed, receiving snow removal, or both treatments. Yearly costs will be determined from this map. Townships shall return this map to the County with any changes to requested maintenance services by **October 31, 2024**.
- 4.** Townships shall work amongst themselves to determine level of maintenance services on any shared / border roadways. Township will receive maintenance services, and be financially responsible, for all services submitted on each Township map. Mileage will be calculated / confirmed by Mountrail County Road and Bridge department and rounded to quarter mile increments. All items are based on the maintenance map which shall be submitted by each township with their annual township road maintenance agreement.

5. No maintenance will be conducted on private drives. The exception to this will be the case of a life threatening situation. These requests shall be routed through the Mountrail County Sheriff's Department.
6. Subdivision roads will be plowed and maintained at the rates in "Appendix A" by the County, as outlined in Sections 2 & 3, provided they meet current Mountrail County Zoning Specifications and are approved by Mountrail County Engineer.
7. Townships may request gravel for Township roadways from County owned stockpiles. The township must submit a gravel request by **May 1, 2025** with the following details:
 - a. Total yards requested for the year
 - b. Desired pit location
8. The Township gives the County authorization to perform work in Emergency Situations without prior Township approval. Emergency situations include work to be completed to ensure safety for the traveling public such as road closures, culvert washouts, emergency tree trimming, dead deer removal, etc. The County will keep work to a minimum until the Township can be notified.
9. Weed mowing will be conducted by the Townships. If mowing has not been completed by September 15th, the County reserves the right to mow the roads and will invoice the township based on the rates shown in "Appendix B".
10. Townships shall maintain road signs.
11. Townships shall maintain culverts.
12. Schedule for this agreement is as follows:
 - a. County Engineer will mail the annual maintenance agreement and township maintenance map to Townships by September 18, 2024.
 - b. Township will return signed agreement and township maintenance map by October 31, 2024.
 - c. Invoice for maintenance agreement will be mailed out to Townships by February 1, 2025.
 - d. Payment on road maintenance agreement due April 1, 2025.
 - e. Graveling request due May 1, 2025.
13. The execution of this agreement does not relieve the Township or Township officials of the responsibility of maintenance of township roadways. Township officials are responsible for regular inspections, identifying problem areas, deciding a course of action, and either hiring the County or a private contractor to perform the work.

Section 2

Township Road Maintenance – Blading Gravel Roads

1. Blading of Township roads will be completed at the rate shown in *“Appendix A”*
2. These rates only apply to public roads.
3. Blading frequency will be based on need and amount of traffic, as determined by the County, with a minimum of 2 blading’s per year.
4. Township roads must maintain a minimum 2” workable thickness of gravel surfacing.
5. Subdivisions approved by County Engineer will be maintained at the current rate shown in *“Appendix A”*.
6. Townships are to trim and/or remove trees and brush from right-of-way at their own expense. If trees and brush hamper normal blading efforts, the County will after written notice, cease blading until the problem is rectified.

Section 3

Township Road Maintenance – Snow Removal

1. Snow plowing of Township roads will be completed at the rate shown in *“Appendix A”*.
2. These rates only apply to public roads.
3. Frequency of plowing will be governed by Mountrail County Snow Removal Policy, shown in *“Appendix C”*.
4. Subdivisions approved by the County Engineer will be maintained at the current rate shown in *“Appendix A”*.
5. If, with reasonable effort, Mountrail County is unable to clear snow to the Township’s satisfaction, the Township may hire other, supplemental snow removal equipment at their expense. In this event, the County contract charge will not be reduced or otherwise adjusted.

6. In the event that it becomes necessary to hire bulldozers to push snow back, the Township is to submit a written request to the County. The township will take full responsibility for any and all damage to ditches, fences, culverts, etc. The cost of the snow dozing will be the responsibility of the Township.
7. Townships are to trim and remove trees and brush from right-of-way at their own expense. If trees and brush hamper normal snow removal efforts, the County will after written notice, cease snow removal until the problem is rectified.
8. Mountrail County is not responsible for damage to substandard mailbox supports caused by snow flying off the snowplow. However, if the blade or plow comes in direct contact with the box or support, Mountrail County will repair or if necessary replace the damaged installation with a crash tested support as soon as weather permits.

Section 4

Township Road Maintenance – Gravel

1. Townships may purchase gravel from the County owned stockpiles for the purpose of graveling currently maintained roadways. County stockpile gravel shall not be placed on unimproved section line roads.
2. Township to pay full cost of royalty, and crushing plus \$1.00/CY.

Section 5

County Road Maintenance – Township Signing

1. The Township will assume maintenance and installation of all required road signs. The township signs can be ordered from Newman Sign Co (1-800-437-9770) and will be sent directly to the Township address.

Section 6
Road Approaches

1. Persons requesting an approach along any roadway in an unorganized Township, Townships within Mountrail County zoning or a County designated roadway shall obtain an approach permit issued by the County Engineer's Office.
2. All approaches shall be constructed according to the special instructions on the permit.
3. Mountrail County will not participate in the construction of any approach, except during time of new or reconstruction of a roadway, at which time adjacent landowners may request approaches.

It is agreed that the above named Township shall pay to Mountrail County the total amount due as stated in "*Appendix A*" for maintenance services for a period of one year ending on December 31, 2025.

Township agrees to indemnify and hold harmless Mountrail County/M.C.R.B. for any and all claims of damage to township roads or township road right of ways due to maintenance provided under this contract.

This agreement may be modified only in writing and with the consent of each of the contracting parties.

Mountrail County

Township Board

Chairman, County Commission Date

Chairman, Board of Twp. Supervisors Date

Mountrail County Auditor Date

Township Clerk Date

Mountrail County Engineer Date

"2025 TOWNSHIP ROAD MAINTENANCE MAP"

Appendix A

**MOUNTRAIL COUNTY DEPARTMENT OF ROADS & BRIDGES
2025 TOWNSHIP ROAD MAINTENANCE AGREEMENT**

<u>Gravel Roads</u>	Total Miles	Rate	Total
Summer Blading	@	\$175/mile	=
Snow Plowing	@	\$150/mile	=
Year-Round Maintenance	@	\$275/mile	=

<u>Paved Roads</u>	Total Miles	Rate	Total
Snow Plowing and Salt / Sand Services	@	\$250/mile	=

Total Township Road Maintenance Cost =

“Appendix B”

- **Effective January 1, 2025 – Townships under contract**

\$125.00 @ Hour for mowing

\$150.00 @ Hour for extraordinary maintenance (other than normal blading/mtce.)

\$175.00 @ Hour for wheel loader with front snow blower

- **Effective January 1, 2025 – Townships not under contract**

\$250.00 @ Hour for normal road maintenance and mowing

\$300.00 @ Hour for extraordinary maintenance (other than normal blading/mtce.)

\$350.00 @ Hour for wheel loader with front snow blower

****Special one-time, project specific contract is required PRIOR to any work being performed on township roads for townships NOT under road maintenance agreement.**

“Appendix C”

MOUNTRAIL COUNTY SNOW REMOVAL POLICY

POLICY STATEMENT: It is the policy of the Mountrail County Road and Bridge Department to remove snow from the County roads safely and quickly, and to provide reasonable ice control, while taking into consideration the availability of labor, equipment, and funding. This document includes general policies followed by the Mountrail County Road and Bridge Department and its operations pertaining to sanding and snow removal.

OPERATION HOURS: Normal working hours and office hours are Monday thru Friday from 8:00 am to 4:30 pm. Work outside of these hours, such as early morning, evening, and weekends, will be at the discretion of the County Engineer. Typically, during and after a storm, snow removal and sanding operations will be conducted between the hours of 6:00 am and 6:00 pm. Exceptions for potential emergencies will be made as determined appropriate by the County Engineer. If you have a medical emergency, please contact the Sheriff’s Department or 911.

OPERATIONS IN ADVERSE CONDITIONS: Equipment will not be dispatched when, in the judgment of the County Engineer, low visibility or other conditions are such that the risk to operators and other motorists outweighs the benefits. The general guideline is that equipment will not be dispatched when the estimated visibility in open areas is less than 500 feet. In the event of police, fire or medical emergency, vehicles may be dispatched at the direction of the County Engineer.

ROUTE PRIORITIES: The priority of which roads are plowed and in what sequence may vary, and are weather dependent, but go by the following guidelines.

1. Major Collector Routes: These roads are county major collector routes and primarily commuter routes.
2. Minor Collector Routes: These roads consist of the remaining paved county roads and gravel county roads.
3. Local Roads: These roads are typically township roads, but can be roads for other public entities such as cities.
 - a. Bus Routes: Township roads under an annual maintenance contract that have been identified by the local school district as a current bus route.
 - b. Contracted Routes: Remainder of Township roads under an annual maintenance contract, that have not yet been serviced.
4. Unorganized Township Public Roads: These roads would fall under the below guidelines:
 - a. The route is a public road not on the County Route system, nor a certified Township mile.
 - b. The route is a bus route, as identified by the local school district.
 - c. The roadway connects two other public roadways and is heavily traveled in the winter season.
 - d. Snow removal services will only be performed in the event of a significant winter weather storm, as determined by the County Engineer.

Snow removal work may be performed for other political entities as equipment and labor availability permits, and shall be at the discretion of the County Engineer. Generally, that would mean that operators would have to complete the first pass in both directions of assigned routes, all roads should be widened and the snow should be winged off. County roads should also be clear of any ground drifting that may make the roads impassable before performing any non - county work.

LEVELS OF SERVICE: Mountrail County does not have a bare pavement or bare road policy and roads may not be free of snow or ice. The following are general snow and ice removal policies:

1. Snow and ice removal may be limited to daylight hours, depending upon current weather conditions and the snow from the road will be removed as best as possible.
2. Snow removal typically will begin after two (2) inches of snow has accumulated on paved roads, and four (4) inches of snow has accumulated on gravel roads.
3. Sanding of the roads will be done at critical intersections, hills, curves and other hazardous areas. Snow and ice removal equipment may not be operating when wind velocities exceed 25 miles per hour.

RURAL MAILBOXES: The County shall not repair mailboxes unless actual contact is made by snow removal unit. Mountrail County will not repair mailboxes damaged by snow as it is being removed from the roadway. Repairs to mailboxes, hit by snow removal equipment, will be performed by Mountrail County Road and Bridge Department personnel. Existing mailboxes or posts will be reused if undamaged, however, if the existing mailbox or post is significantly damaged, a new mailbox or post will be installed. If a mailbox or post is replaced, the box will be a standard metal box and the post will be a standard breakaway post, meeting Federal Highway Standards. If a mailbox post cannot be replaced do to frozen ground, a temporary mailbox will be used until spring.

OBSTRUCTIONS: Obstructions on the road right of way such as hay bales, vehicles, or fences which might cause drifting shall be removed by the owners.

1. Hay bales need to be removed from the road right of way before November 1st, and after that time the county may remove the bales or burn them.
2. The county shall 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 and abrasive placement. The owners of stalled or stranded vehicles should immediately notify the Sheriff's Department. A stalled or stranded vehicle blocking the road needs to be moved as soon as possible, or the vehicle may be towed.
3. Vehicles shall not be parked on the roadway surface or shoulder, and if a vehicle is parked on a personal driveway, it should be outside of the roadway clear zone, which is typically 15 to 20 feet from the edge of the roadway.

PRIVATE ROADS: The County will not operate snow removal equipment on private roads. Normal county removal operations may result in snow or ice being deposited in driveways adjacent to public roads. The county will try to limit the amount of snow placed in private drives but when the snow on the roadway is heavy, the amount of snow left in a driveway may be heavy.

SNOW PLACED ON ROADWAY: County residents are to avoid adding to the hazards of wintertime driving by not placing snow from their driveway onto public roads and right of way. Snow dumped, plowed, pushed, or blown onto the roadway can create a serious hazard not only for motorists but also for snowplow equipment. NDCC 24-05-23 and 24-12-02 prohibits obstructing or causing to be obstructed any public highway or right of way. Piles of snow left on or near the road can freeze into a solid mass creating a hazardous situation for vehicles and snowplows. Accident and damages caused by snow piles placed in the roadway may result in liability to the property owner. Piles of snow increase the chances of drifting snow onto the roadway. Property owners found in violation will be given notice and shall remove the snow. If the snow is not removed within a reasonable time, the county will remove the snow and the property owner will be billed.

Contract reviewed and adopted by **Mountrail County Board of Commissioners** on:

9/17/2024