

CROW WING COUNTY – FIRST ASSESSMENT DISTRICT (FAD)

Policy and Procedure for Requesting One-Time Maintenance in the First Assessment District (FAD) Unorganized Territory in Crow Wing County

Adopted by Crow Wing County Board of Commissioners – October 23, 2007
Revised November 22, 2016

Background

On October 23, 2007, the Crow Wing County Board of Commissioners, acting as the First Assessment District (FAD) Town Board, adopted a policy for performing one-time maintenance on roads dedicated to the public but not established as a town road in the FAD.

By State Statute, public funds can only be used to perform maintenance services on roads dedicated to the public and recorded in a plat. Roads platted but not established as a town road by the County Board in the FAD are considered one-time maintenance roads.

The process described below applies to these types of roads currently in the FAD.

Process

- The property owners interested in one-time maintenance of a road identify a single representative to act as the liaison with the County Highway Department. This person will be referred to as the Lead Petitioner.
- The Lead Petitioner contacts the Highway Department for help with verification that the road in question is a dedicated platted public road not established as a town road. Privately owned easements and roadways not officially accepted as public ownership, will not receive consideration under this procedure.
- Once the road jurisdiction is verified, the Lead Petitioner completes the Petition for Maintenance Service. (Exhibit A)
- The Lead Petitioner is solely responsible for distributing the Official Petition and gathering required signatures. Property owners who sign the petition are indicating support for the one-time maintenance. Those who do not sign, or cannot be reached by the Lead Petitioner, will be counted as unsupportive of the proposed one-time maintenance.
- Once the requirements below are met, the Lead Petitioner will submit the petition to the Crow Wing County Highway Department.

Requirements

- The road must serve a minimum of four occupied residences.
- The road must be a described public road, meaning the road is dedicated to the public as a road in a recorded plat.
- The petition signed by at least fifty percent of adjoining and benefiting property owners of a public described road is submitted to the County Highway Engineer requesting maintenance service. Performance of maintenance on such described public roads shall be provided without intent to, and will not, establish such roads as publicly maintained town roads.

CROW WING COUNTY – FIRST ASSESSMENT DISTRICT (FAD)

Guidelines

- After receiving the petition, any maintenance work will be at the discretion of the County Highway Engineer and will be limited to routine blading and shaping of the roadway. No brushing, tree-cutting or snowplowing services will be provided. If deemed necessary, the Engineer may authorize providing up to fifty cubic yards of fill material per road.
- Performance of maintenance under this policy is for one-time maintenance in the FAD only and does not obligate the County to provide any future maintenance. Petitions for maintenance on any specific road can only be submitted once in any twelve-month period.
- One-time maintenance is performed three times annually. The requests are consolidated for efficiency by the date received and added to the work schedule. Typically, this work is performed in the middle of June, August and October. Approved requests not received by the first day of these months will be scheduled on the next one-time maintenance work schedule.

Additional Information

- The County Engineer will record the costs associated with said maintenance. This information is available upon request to the County Board and County Auditor.

CROW WING COUNTY – FIRST ASSESSMENT DISTRICT (FAD)

Exhibit A

Date Received _____
Petition Number _____

CROW WING COUNTY, STATE OF MINNESOTA
PETITION FOR MAINTENANCE SERVICE

The following hereby petition the Crow Wing County Highway Engineer for Road Maintenance Service, including blading and shaping, on the described public road known as _____.

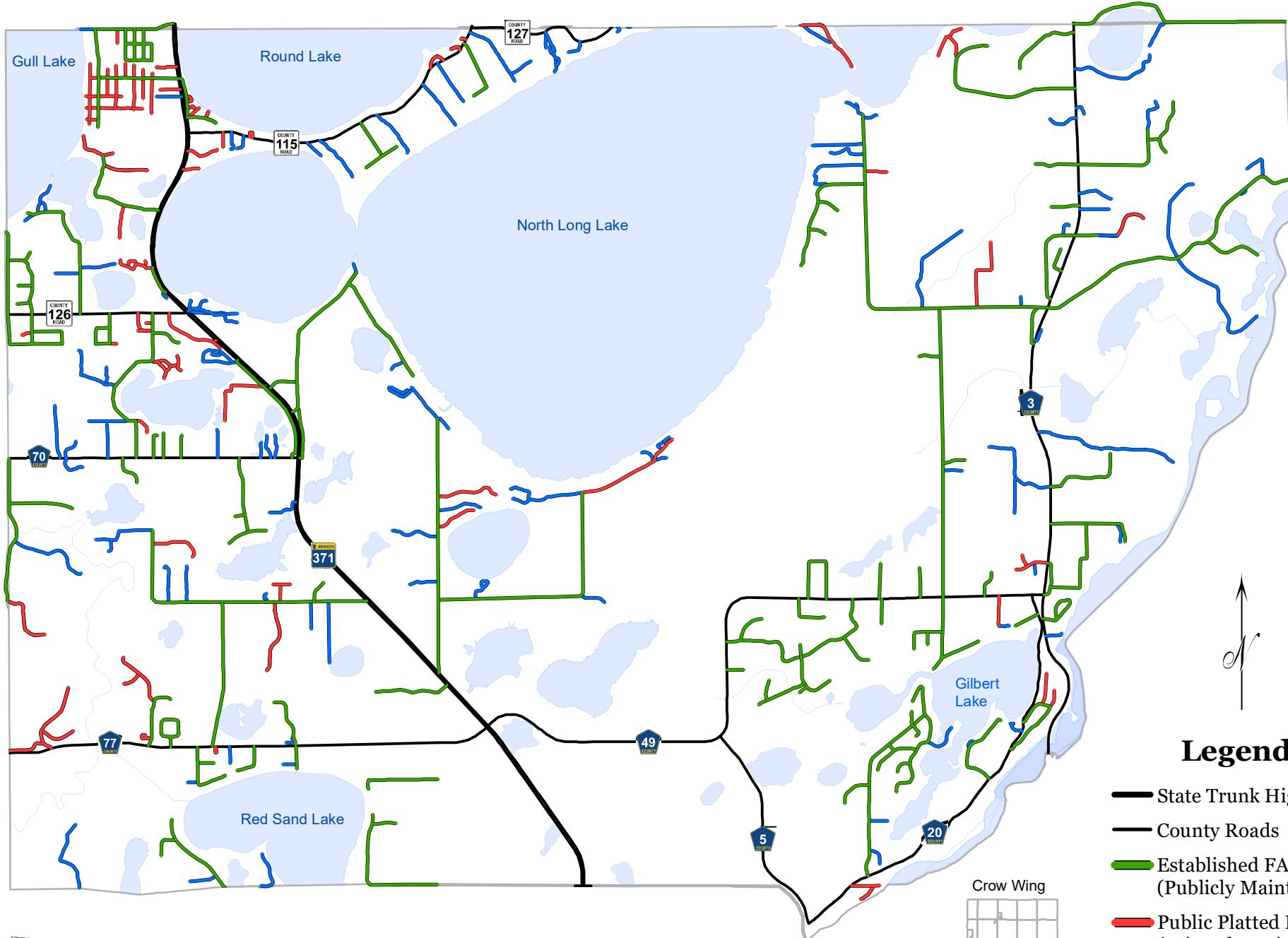
This road is described in the plat of _____, recorded in the Office of the
Crow Wing County Recorder and has a right of way of _____ feet.

It is understood that any maintenance will be performed at the discretion of the County Highway Engineer and the performance of any maintenance will not establish the road as a publically maintained town road.

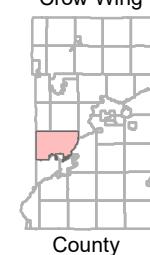
Requested blading and importing of up to fifty cubic yards of fill material to begin at: _____ and terminate at: _____

This request is for that portion of the road that services the following lots:

Date: **Lead Petitioner:** **Phone:**



CROW WING COUNTY FIRST ASSESSMENT DISTRICT (FAD) ROAD CLASSIFICATION



12/17/2024

One Time Maintenance
First Assessment District

Platted Gravel Roadways (red)

Bernard Lane

Bernard Road

Bester Avenue

Caldwell Avenue

Central Avenue

Cinosam Oaks Road

Cinosam Pines Road

Cinosam Road

Cole Avenue

Crappie Bay Road

Crawford Street

Dorothy Avenue

Ez Lane

Hartley Circle

Hidden Lane

Jackson Avenue

Joannes Drive

Karr Drive

Kinder Cors

Kyar Lane

Madson Avenue

Maryville Court

Minnehaha Street

N Pond Drive

Noka Trail

Northgate Lane

Outback Trail

Paine Avenue

One Time Maintenance
First Assessment District

Pine Ridge Road

Retreat Road

River Arches

Rosella Way

Rudbeck Road

See Gull Cove

See Gull Road

See Gull Run

Skillman Street

South Road

Susanville Drive

Tower Drive

Ward Avenue

West Walk

Non-platted roads with history of maintenance: (yellow)

Browns Lane

Buck Trail

Cataract Street

Deepwoods Trail

Doe Trail

Dorothy Trail

Green Flag Circle

Jacks Lake Road

Jackson Road

Maple Drive

Moburg Road

North Browns Lane

North Sorenson Lake Trail

Sorenson Lake Lane