

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 7/3/12
Via: Patrick Wussow, County Administrator
From: Ross Wagner, Economic Development & Forest Industry Coordinator
Title of Item: Aitkin County Corridor Access Policy
Requested Meeting Date: July 10, 2012 Estimated Presentation Time: 25 Minutes
Presenter: Ross Wagner

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Routine Business
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position Approve under Consent Agenda
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list)

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

Aitkin County Economic Development & Forest Industry Coordinator

Aitkin County Courthouse

Ross Wagner

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

TO: Aitkin County Board of Commissioners

FROM: Ross Wagner, Economic Development & Forrest Industry Coordinator

DATE: July 3, 2012

SUBJECT: ATV Corridor Access Permit Policy

Attached is a draft Policy to regulate the use of All Terrain Vehicles (ATV'Ss) on County Roads by designating certain segments of County Roads as Corridor Access Trails. By designating Corridor Access trails, communities can designate routes to and from areas or businesses and the established ATV Trail. In the case of several cities in the county, a combination of county and city streets are needed to establish an orderly route through town or to services available.

Essentially, this policy covers those instances where an ATV rider can access services in our communities from the established Northwoods ATV Trail.

The purpose in making this a "Corridor Access" trail is to allow legally operated ATV's by both adults and children to use the corridor trail access. The application form, to be used by Cities or Townships is also attached. As you can see, both the County Sheriff and County Engineer have an opportunity to provide additional regulations.

**AITKIN COUNTY
ATV CORRIDOR ACCESS TRAIL APPLICATION REQUEST**

Instructions; Cities and Townships must use this form to request use of County Roads in their jurisdictions for ATV use to and from the Northwoods ATV Trail. Forms and Policy are available at the Aitkin County Land Department and must be submitted to the Aitkin County Administrators Office when completed. The request will then go to the County Sheriff and Engineer for review and then to the County Board for final action.

Requesting Agency - Permittee

City or Township Name;

Permitter:

Aitkin County
217 2nd Street NW
Aitkin, MN 56431

ROADWAY DESCRIPTION OR ATTACHED MAP, include proposed signage:

WHEREAS, Minn. Statutes 84.92-84.928 generally regulates the use of all terrain vehicles within the right of way for trunk highways, county state aid highways, and county roads, and
WHEREAS, Minnesota Statutes 84.928 subd. 1a(h) authorizes counties to establish a permit process to designate corridor access trails on public road right-of-ways for purpose of accessing established all-terrain vehicle trails, and

By signing this Application, the permittee agrees to the following terms and conditions:

1. This permit shall be subject to the terms and conditions of the Aitkin County Policy All Terrain Vehicle Corridor Access Trail Permit.
2. **Permittee** affirms that the section of requested County Road in this application is approved on motion by the City Council/Town Board and he/she is authorized to make said application.
3. **Permittee** shall be responsible for adequate signage that will clearly indicate what portions of County Roads are permitted under this policy.

PERMITTEE

On behalf of the _____, I hereby agree to comply with the terms, conditions and regulations therein.

By _____
Authorized Representative

I have reviewed this application and recommend approval by the Aitkin County Board subject to the following, if any, conditions.

Aitkin County Sheriff

Date

Aitkin County Engineer

Date

Other terms and conditions: _____

Approval or Denial:

After consideration by the Aitkin County Board, and subject to above additional terms, if any, the above application is _____ (approved or denied).

By _____
County Administrator

Date _____

**Aitkin County Policy
All Terrain Vehicles
Corridor Access Trail Permit**

Policy

Aitkin County has an established system of All Terrain Vehicle (ATV) trails throughout the County. In certain areas, County Roads are needed for accessing the established ATV Trail and to access services such as fuel and food to and from the ATV Trails. This policy is to designate the use of ATV's on Aitkin County roads for such use.

Permit Application

Before a permit is issued by Aitkin County for a Corridor Access Trail, a permit application must be submitted by using the attached application. Ultimate approval will come from the county board. The following Guidelines will be used by Aitkin County to authorize a Corridor Access Trail Permit.

Guidelines

A road authority as defined by State Statutes may, by permit, designate corridor access trails on public road rights-of-way for purposes of accessing established ATV trails. A driver's license is not required to operate an all-terrain vehicle on a designated corridor access trail.

- A. When authorized under this policy it shall be permissible to operate an ATV on the outside slope, ditch bottom, inside slope, shoulder or where no shoulder exists, the extreme right side of the driving surface, of a County road, which has been designated as a corridor access trail. The direction of travel by an ATV where permitted herein shall be the same direction as the vehicular travel of the adjacent lane of the roadway.
- B. In the case that a County Road is within the city limits of any city in Aitkin County, permission to use those county road segments will be considered by the Aitkin County Board upon a request received from said city and recommendation for approval from the County Engineer and County Sheriff. In the case that a County Road is not within a city limit a request must be submitted by the appropriate Township Board and would be considered by the Aitkin County Board with recommendation for approval from the County Engineer and County Sheriff.
- C. A person under 12 years of age shall not operate an ATV on a corridor access trail. A person 12 years of age but less than 16 years may operate an ATV on a corridor access trail only if that person possesses a valid ATV safety certificate issued by the Commissioner of Natural Resources and is accompanied on another ATV by a person 18 years of age or older who holds a valid driver's license, as outlined in M.S. 84.9256 Subdivision 1(b) and (c).
- D. Permits may be suspended or otherwise modified or cancelled, by Aitkin County if damage to the roadway results from ATV usage or where public safety is affected.
- E. Additional terms and conditions, including but not limited to ATV Speed Limits on Corridor Access Trails may be set by Aitkin County for approval of the permit.

- F. Adequate signage, to indicate where operation of a County road is allowed pursuant to this policy, shall be installed by the requestor with approval by the Highway Department on portions of County Roads designated as Corridor Access Trails

- G. Except as otherwise provided herein, all operation of all ATV's shall be in compliance with Minnesota Statutes 84.92-84.928, as well as any other federal, state, or local rule or regulation.