



## *Kittson County Highway Department*

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### **KITTSON COUNTY CULVERT MAINTENANCE POLICY**

The following policy shall be followed whenever there is a need to replace a culvert which has failed structurally, has separated causing a hole in the roadway or when there is need to provide access to a farmstead or field where a landowner/operator has requested that a culvert be increased/decreased in size. All culverts must be properly permitted by KCHD, the Watershed Districts or the Department of Natural Resources and must be installed and maintained according to Minnesota State Law. All culverts placed within Kittson County right-of-way shall become the property of the County.

#### **Farm Entrances Along County Roads & CSAH's:**

- Kittson County shall fund half the cost of a new culvert up to \$1,200.00 for new installations and to replace failed culverts for farm entrances. Installation is the landowners/operator's responsibility; aprons may be required by the engineer at the landowners/operator's expense.

#### **Field Entrances Along County Roads & CSAH's:**

- Kittson County shall fund half the cost of a new culvert up to \$1,200.00 to provide access to cropland at the rate of one (1) entrance per quarter section of land (or separate ownership) unless a physical restriction divides the quarter where in such a case two entrances may be provided. Installation is the landowners/operator's responsibility; aprons may be required by the engineer at the landowners/operator's expense.
- Failed or plugged culverts: Kittson County shall fund half the cost of a new culvert up to \$1,200.00. Additional cost and installation are the responsibility of the landowner/operator. Aprons may be required at the discretion of the engineer at the landowner/operator's expense.

#### **Township Road Connections with County Roads & CSAH's:**

- Failed or plugged culverts at these locations will be maintained or replaced by the township. Replacement culverts shall be of proper length in order to provide a safe side slope at the road intersection and will be determined by the County Engineer.

#### **Centerline (Cross) Culverts Through County Roads & CSAH's:**

- Failed or plugged culverts shall be maintained or replaced by KCHD with culvert of the same diameter, length and placed at the same elevation.

- All costs associated with requests by a landowner/operator to install a larger/smaller diameter culvert, or a culvert at a new location shall be the responsibility of the landowner/operator. Concrete culverts may be required at the discretion of the engineer.
- The location and installation of new centerline culverts through County Roads and CSAH's must be approved by the County Engineer.

**Notes:**

- The minimum size culvert diameter in agricultural areas will be 18" (for side culverts and 24" for centerline culverts) to avoid plugging with sediment or animals and to minimize the potential of roadway overtopping which is a hazard to the traveling public. Smaller culverts in urban areas may be considered by the County Engineer.
- Side culverts are generally installed 4 feet from the toe of the road in-slope.
- Culvert materials purchased from KCHD must go through a township, city, or county account. Purchases must be approved by the road authority before delivery or loading from the KCHD yard can be performed.
- A minimum side slope shall be determined by the County Engineer.
- The County Engineer reserves the right to determine Highway Department cost participation based on service life of the culvert.

**This policy was approved by the Kittson County Board of Commissioners on \_\_\_\_\_ (date).**

**Approved by:**

\_\_\_\_\_  
Chairperson of County Board

\_\_\_\_\_  
County Engineer