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CITY OF MEDICINE LAKE
ORDINANCE NO. _____

**AN ORDINANCE REGULATING CONSTRUCTION ACTIVITIES WITHIN OR EFFECTING THE PUBLIC
RIGHT OF WAY WITHIN THE CITY OF MEDICINE LAKE**

The City of Medicine Lake does ordain:

Section 1. Purpose.

To provide for the health, safety and welfare of its citizens, and to ensure the integrity of its streets and the appropriate use of the rights-of-way, the city strives to keep its rights-of-way in a state of good repair and free from unnecessary encumbrances. Accordingly, the City enacts this section to impose reasonable regulation on the placement and maintenance of facilities within the city's rights-of-way and is intended to complement the regulatory roles of state and federal agencies. This section requires persons excavating and obstructing the rights-of-way to bear financial responsibility for their work and to reimburse the city for its out-of-pocket and projected costs.

This section must be interpreted consistently with Minnesota statutes sections [237.162](#), [237.163](#), [237.79](#), [237.81](#), and [238.086](#) (the "Act") and the other laws governing applicable rights of the city and users of the rights-of-way. This section must also be interpreted consistent with Minnesota rules 7819.0050 - 7819.9950 where possible. To the extent any provision of this section cannot be interpreted consistently with the Minnesota rules, the interpretation most consistent with the Act and other applicable statutory and case law is intended. This section may not be interpreted to limit the regulatory and police powers of the city to adopt and enforce general ordinances necessary to protect the health, safety and welfare of the public.

Section 2. Definitions.

For purposes of this Ordinance, the following definitions apply:

Minn. Rules Ch. 7819, as it may be amended from time to time, is hereby adopted by reference and is incorporated into this code as if set out in full. The definitions included in Minn. Rules part [7819.0100 subps. 1 through 23](#), as it may be amended from time to time, are the definitions of the terms used in the following provisions of this subchapter.

Section 3. Permit requirement.

- A. Permit required. Except as otherwise provided in this code, no person may obstruct or excavate any right-of-way without first having obtained the appropriate permit from the city.

- 35 1. Excavation permit. An excavation permit is required to excavate that part of the
36 right-of-way described in the permit and to hinder free and open passage over
37 the specified portion of the right-of-way by placing facilities described therein, to
38 the extent and for the duration specified therein.
- 39 2. Obstruction permit. An obstruction permit is required to hinder free and open
40 passage over the specified portion of right-of-way by placing equipment
41 described therein on the right-of-way, to the extent and for the duration
42 specified therein. An obstruction permit is not required if a person already
43 possesses a valid excavation permit for the same project.
- 44 B. Permit extensions. No person may excavate or obstruct the right-of-way beyond the
45 date or dates specified in the permit unless the person makes a supplementary
46 application for another Right-of-Way Permit before the expiration of the initial permit,
47 and a new permit or permit extension or amendment is granted.
- 48 C. Delay penalty. In accordance with Minn. Rules part 7819.1000 subp. 3, as it may be
49 amended from time to time and notwithstanding division (B) of this section, the city
50 shall establish and impose a delay penalty for unreasonable delays in right-of-way
51 excavation, obstruction, patching, or restoration. The delay penalty shall be established
52 from time to time by ordinance, as it may be amended from time to time.
- 53 D. Permit display. Permits issued under this subchapter shall be conspicuously displayed or
54 otherwise available at all times at the indicated work site and shall be available for
55 inspection by the City designee.

56 **Section 4. Permit applications.**

57 Application for a permit shall contain, and will be considered complete only upon compliance
58 with the requirements of the following provisions:

- 59 A. Submission of a completed permit application form, including all required attachments,
60 scaled drawings showing the location and area of the proposed project and the location
61 of all known existing and proposed facilities, and the following information:
- 62 1. Each permittee's name, gopher one-call registration certificate number, address
63 and e-mail address if applicable, and telephone numbers.
- 64 2. The name, address and e-mail address, if applicable, and telephone numbers of a
65 local representative. The local representative or designee shall be available at all
66 times. Current information regarding how to contact the local representative in
67 an emergency shall be provided at the time of registration.
- 68 3. A certificate of insurance or self-insurance:
- 69 i. Verifying that an insurance policy has been issued to the registrant by an
70 insurance company licensed to do business in the state, or a form of self-
71 insurance acceptable to the City designee;

- 72 ii. Verifying that the registrant is insured against claims for personal injury,
73 including death, as well as claims for property damage arising out of the
74 use and occupancy of the right-of-way by the registrant, its officers,
75 agents, employees, and permittees, and placement and use of facilities
76 and equipment in the right-of-way by the registrant, its officers, agents,
77 employees, and permittees, including, but not limited to, protection
78 against liability arising from completed operations, damage of
79 underground facilities, and collapse of property;
- 80 iii. Naming the city as an additional insured as to whom the coverages
81 required herein are in force and applicable and for whom defense will be
82 provided as to all coverages;
- 83 iv. Requiring that the City designee be notified 30 days in advance of
84 cancellation of the policy or material modification of a coverage term;
- 85 v. Indicating comprehensive liability coverage, automobile liability
86 coverage, workers compensation and umbrella coverage established by
87 the City designee in amounts sufficient to protect the city and the public
88 and to carry out the purposes and policies of this chapter.
- 89 4. The city may require a copy of the actual insurance policies.
- 90 5. If the person is a corporation, a copy of the certificate required to be filed under
91 M.S. § 300.06, as it may be amended from time to time as recorded and certified
92 to by the Secretary of State.
- 93 6. A copy of the person's order granting a certificate of authority from the
94 Minnesota Public Utilities Commission or other applicable state or federal
95 agency, where the person is lawfully required to have the certificate from the
96 Commission or other state or federal agency.
- 97 B. Payment of money due the city for:
- 98 1. Permit fees as established by ordinance, as that ordinance may be amended
99 from time to time, estimated restoration costs and other management costs;
- 100 2. Prior obstructions or excavations;
- 101 3. Any undisputed loss, damage, or expense suffered by the city because of the
102 applicant's prior excavations or obstructions of the rights-of-way or any
103 emergency actions taken by the city; or
- 104 4. Franchise fees or other charges as established by ordinance, as that ordinance
105 may be amended from time to time, if applicable.

106 **Section 5. Issuance of permit; conditions.**

- 107 A. Permit issuance. If the applicant has satisfied the requirements of this chapter, the City
108 designee shall issue a permit.

109 B. Conditions. The City designee may impose reasonable conditions upon the issuance of
110 the permit and the performance of the applicant thereunder to protect the health,
111 safety, and welfare or when necessary to protect the right-of-way and its current use.

112 **Section 6. Permit fees.**

113 Permit fees shall be in an amount established by ordinance, as it may be amended from time to
114 time.

115 A. Excavation permit fee. The city shall establish an excavation permit fee as established by
116 ordinance, as that ordinance may be amended from time to time, in an amount
117 sufficient to recover the following costs:

- 118 1. The city management costs; and
- 119 2. Degradation costs, if applicable.

120 B. Obstruction permit fee. The city shall establish the obstruction permit fee by ordinance,
121 as that ordinance may be amended from time to time, and shall be in an amount
122 sufficient to recover the city management costs.

123 C. Payment of permit fees. No excavation permit or obstruction permit shall be issued
124 without payment of excavation or obstruction permit fees. The city may allow applicant
125 to pay those fees within 30 days of billing.

126 D. Non-refundable. Permit fees as established by ordinance, as may be amended from time
127 to time, that were paid for a permit that the City designee has revoked for a breach as
128 stated in section 14 of this ordinance are not refundable.

129 E. Application to franchises. Unless otherwise agreed to in a franchise, management costs
130 may be charged separately from and in addition to the franchise fees imposed on a
131 right-of-way user in the franchise.

132 F. All permit fees shall be established consistent with the provisions of Minn. Rules part
133 7819.100, as it may be amended from time to time.

134 Penalty, see Ordinance No. 59 section 1

135 **Section 7. Right-of-way patching and restoration.**

136 A. Timing. The work to be done under the excavation permit, and the patching and
137 restoration of the right-of-way as required herein, must be completed within the dates
138 specified in the permit, increased by as many days as work could not be done because
139 of circumstances beyond the control of the permittee or when work was prohibited as
140 unseasonal or unreasonable under this subchapter.

141 B. Patch and restoration. The permittee shall patch its own work. The city may choose
142 either to have the city restore the right-of-way or to restore the right-of-way itself.

- 143 1. City restoration. If the city restores the right-of-way, the permittee shall pay the
144 costs thereof within 30 days of billing. If following the restoration, the pavement
145 settles due to the permittee's improper backfilling, the permittee shall pay to the
146 city, within 30 days of billing, all costs associated with having to correct the
147 defective work.
- 148 2. Permittee restoration. If the permittee restores the right-of-way itself, it shall at
149 the time of application for an excavation permit post a construction performance
150 bond in accordance with the provisions of Minn. Rules part [7819.3000](#), as it may
151 be amended from time to time.
- 152 C. Standards. The permittee shall perform patching and restoration according to the
153 standards and with the materials specified by the city and shall comply with Minn. Rule
154 part [7819.1100](#), as it may be amended from time to time. The City designee shall have
155 the authority to prescribe the manner and extent of the restoration, and may do so in
156 written procedures of general application or on a case-by-case basis.
- 157 D. Duty to correct defects. The permittee shall correct defects in patching, or restoration
158 performed by the permittee or its agents. The permittee upon notification from the City
159 designee, shall correct all restoration work to the extent necessary, using the method
160 required by the City designee. The work shall be completed within five calendar days of
161 the receipt of the notice from the City designee, not including days during which work
162 cannot be done because of circumstances constituting force majeure or days when work
163 is prohibited as unseasonal or unreasonable under this subchapter.
- 164 E. Failure to restore. If the permittee fails to restore the right-of-way in the manner and to
165 the condition required by the City designee, or fails to satisfactorily and timely complete
166 all restoration required by the City designee, the City designee at its option may do the
167 work. In that event the permittee shall pay to the city, within 30 days of billing, the cost
168 of restoring the right-of-way. If the permittee fails to pay as required, the city may
169 exercise its rights under the construction performance bond.
- 170 F. Degradation fee in lieu of restoration. In lieu of right-of-way restoration, a right- of-way
171 user may elect to pay a degradation fee as established by ordinance, as may be
172 amended from time to time. However, the right-of-way user shall remain responsible
173 for patching and the degradation fee shall not include the cost to accomplish these
174 responsibilities.

175 **Section 8. Supplementary Applications.**

- 176 A. Limitation on area. A right-of-way permit is valid only for the area of the right-of- way
177 specified in the permit. No permittee may do any work outside the area specified in the
178 permit, except as provided herein. Any permittee which determines that an area greater
179 than that specified in the permit must be obstructed or excavated must before working

180 in that greater area make application for a permit extension and pay any additional fees
181 required thereby, and be granted a new permit or permit extension.

182 B. Limitation on dates. A right-of-way permit is valid only for the dates specified in the
183 permit. No permittee may begin its work before the permit start date or, except as
184 provided herein, continue working after the end date. If a permittee does not finish the
185 work by the permit end date, it must apply for a new or extended permit for the
186 additional time it needs, and receive the new permit or an extension of the old permit
187 before working after the end date of the previous permit. This supplementary
188 application must be submitted before the permit end date.

189 **Section 9. Denial of Permit.**

190 The city may deny a permit for failure to meet the requirements and conditions of this chapter
191 or if the city determines that the denial is necessary to protect the health, safety, and welfare
192 or when necessary to protect the right-of-way and its current use.

193 **Section 10. Installation Requirements.**

194 The excavation, backfilling, patching and restoration, and all other work performed in the right-
195 of-way shall be done in conformance with Minn. Rules part 7819.1100, as it may be amended
196 from time to time and other applicable local requirements, in so far as they are not inconsistent
197 with M.S. §§ 237.162 and 237.163, as they may be amended from time to time.

198 **Section 11. Inspection.**

199 A. Notice of completion. When the work under any permit hereunder is completed, the
200 permittee shall furnish a completion certificate in accordance Minn. Rule part
201 [7819.1300](#), as it may be amended from time to time.

202 B. Site inspection. The permittee shall make the work-site available to city personnel and
203 to all others as authorized by law for inspection at all reasonable times during the
204 execution of and upon completion of the work.

205 C. Authority of City designee.

206 1. At the time of inspection, the City designee may order the immediate cessation
207 of any work which poses a serious threat to the life, health, safety, or well-being
208 of the public.

209 2. The City designee may issue an order to the permittee for any work which does
210 not conform to the terms of the permit or other applicable standards,
211 conditions, or codes. The order shall state that failure to correct the violation will
212 be cause for revocation of the permit. Within ten days after issuance of the
213 order, the permittee shall present proof to the City designee that the violation
214 has been corrected. If proof has not been presented within the required time,

215 the City designee may revoke the permit pursuant to Section 14 of this
216 ordinance.

217 **Section 12. Work done without a permit.**

218 A. Emergency situations.

219 1. Each person with facilities in the right-of-way shall immediately notify the city of
220 any event regarding its facilities which it considers to be an emergency. The
221 owner of the facilities may proceed to take whatever actions are necessary to
222 respond to the emergency. Within two business days after the occurrence of the
223 emergency, the owner shall apply for the necessary permits, pay the fees
224 associated therewith and fulfill the rest of the requirements necessary to bring
225 itself into compliance with this chapter for the actions it took in response to the
226 emergency.

227 2. If the city becomes aware of an emergency regarding facilities, the city will
228 attempt to contact the local representative of each facility owner affected, or
229 potentially affected, by the emergency. In any event, the city may take whatever
230 action it deems necessary to respond to the emergency, the cost of which shall
231 be borne by the person whose facilities occasioned the emergency.

232 B. Non-emergency situations. Except in an emergency, any person who, without first
233 having obtained the necessary permit, obstructs or excavates a right-of-way must
234 subsequently obtain a permit, and as a penalty pay double the normal fee for the
235 permit, pay double all the other fees required by this code, deposit with the city the fees
236 necessary to correct any damage to the right-of-way and comply with all of the
237 requirements of this chapter.

238 **Section 13. Supplementary notification.**

239 If the obstruction or excavation of the right-of-way begins later or ends sooner than the date
240 given on the permit, the permittee shall notify the City designee of the accurate information as
241 soon as this information is known.

242 **Section 14. Revocation of permits.**

243 A. Substantial breach. The city reserves its right, as provided herein, to revoke any right-of-
244 way permit, without a fee refund if there is a substantial breach of the terms and
245 conditions of any statute, ordinance, rule or regulation, or any material condition of the
246 permit. A substantial breach by the permittee shall include, but shall not be limited, to
247 the following:

248 1. The violation of any material provision of the right-of-way permit;

- 249 2. An evasion or attempt to evade any material provision of the right-of-way
250 permit, or the perpetration or attempt to perpetrate any fraud or deceit upon
251 the city or its citizens;
- 252 3. Any material misrepresentation of fact in the application for a right-of-way
253 permit;
- 254 4. The failure to complete the work in a timely manner; unless a permit extension is
255 obtained or unless the failure to complete work is due to reasons beyond the
256 permittees control; or
- 257 5. The failure to correct, in a timely manner, work that does not conform to a
258 condition indicated on an order issued by the city.
- 259 B. Written notice of breach. If the city determines that the permittee has committed a
260 substantial breach of a term or condition of any statute, ordinance, rule, regulation or
261 any condition of the permit the city shall make a written demand upon the permittee to
262 remedy that violation. The demand shall state that continued violations may be cause
263 for revocation of the permit. A substantial breach, as stated above, will allow the city, at
264 its discretion, to place additional or revised conditions on the permit to mitigate and
265 remedy the breach.
- 266 C. Response to notice of breach. Within 24 hours of receiving notification of the breach,
267 the permittee shall provide the city with a plan, acceptable to the city, that will cure the
268 breach. The permittee's failure to so contact the city, or the permittee's failure to
269 submit an acceptable plan, or the permittee's failure to reasonably implement the
270 approved plan, shall be cause for immediate revocation of the permit.
- 271 D. Reimbursement of city costs. If a permit is revoked, the permittee shall also reimburse
272 the city for the city's reasonable costs, including restoration costs and the costs of
273 collection and reasonable attorneys' fees incurred in connection with the revocation.

274 **Section 15. Mapping data; Information required.**

275 Each permittee shall provide mapping information required by the city in accordance with
276 Minn. Rules parts [7819.4000](#) and [7819.4100](#), as it may be amended from time to time.

277 **Section 16. Location of facilities.**

- 278 A. Compliance required. Placement, location, and relocation of facilities must comply with
279 applicable laws, and with Minn. Rules parts [7819.3100](#), [7819.5000](#) and [7819.5100](#), as
280 they may be amended from time to time, to the extent the rules do not limit authority
281 otherwise available to cities.
- 282 B. Corridors. The city may assign specific corridors within the right-of-way, or any
283 particular segment thereof as may be necessary, for each type of facilities that is or,
284 pursuant to current technology, the city expects will someday be located within the

285 right-of-way. All excavation, obstruction, or other permits issued by the city involving
286 the installation or replacement of facilities shall designate the proper corridor for the
287 facilities at issue.

288 C. Limitation of space. To protect the health, safety, and welfare or when necessary to
289 protect the right-of-way and its current use, the City designee shall have the power to
290 prohibit or limit the placement of new or additional facilities within the right-of-way. In
291 making those decisions, the City designee shall strive to the extent possible to
292 accommodate all existing and potential users of the right-of-way, but shall be guided
293 primarily by considerations of the public interest, the public's needs for the particular
294 utility service, the condition of the right-of-way, the time of year with respect to
295 essential utilities, the protection of existing facilities in the right-of-way, and future city
296 plans for public improvements and development projects which have been determined
297 to be in the public interest.

298 **Section 17. Damage to other facilities.**

299 When the city does work in the right-of-way and finds it necessary to maintain, support, or
300 move facilities to protect it, the City designee shall notify the local representative as early as is
301 reasonably possible and placed as required. The costs associated therewith will be billed to that
302 registrant and must be paid within 30 days from the date of billing. Each facility owner shall be
303 responsible for the cost of repairing any facilities in the right-of-way which it or its facilities
304 damages. Each facility owner shall be responsible for the cost of repairing any damage to the
305 facilities of another registrant caused during the city's response to an emergency occasioned by
306 that owner's facilities.

307 **Section 18. Right-of-way vacation.**

308 If the city vacates a right-of-way which contains the facilities of a registrant, the registrant's
309 rights in the vacated right-of-way are governed by Minn. Rules part [7819.3200](#), as it may be
310 amended from time to time.

311 **Section 19. Indemnification and liability.**

312 By applying for and accepting a permit under this chapter, a permittee agrees to defend and
313 indemnify the city in accordance with the provisions of Minn. Rule [7819.1250](#), as it may be
314 amended from time to time.

315 **Section 20. Abandoned facilities; Removal of abandoned facilities.**

316 Any person who has abandoned facilities in any right-of-way shall remove them from that right-
317 of-way if required in conjunction with other right-of-way repair, excavation, or construction,
318 unless this requirement is waived by the City designee.

319 **Section 21. Appeal.**

320 A right-of-way user that has been denied registration; has been denied a permit; has had
321 permit revoked; or believes that the fees imposed are invalid, may have the denial, revocation,
322 or fee imposition reviewed, upon written request, by the City Council. The City Council shall act
323 on a timely written request at its next regularly scheduled meeting. A decision by the City
324 Council affirming the denial, revocation, or fee as imposition will be in writing and supported by
325 written findings establishing the reasonableness of the decision.

326 **Section 22. Reservation of reservation of regulatory and police powers.**

327 A permittees or registrants rights are subject to the regulatory and police powers of the city to
328 adopt and enforce general ordinances necessary to protect the health, safety and welfare of
329 the public.

330 **Section 23: Effective date.**

331 This ordinance becomes effective upon passage and publication.

332 Passed by the City Council of Medicine Lake on _____, 2024.

333 Approved:

334 _____
335

336 Mayor

337 Attested:

338 _____

339 City Clerk