



Enhanced 911 Ordinance

ENHANCED 911 ORDINANCE

Street Signing, Maintenance, and Locatable Structure Enhanced 911 Address Ordinance

SECTION 1 TITLE, REPEALS

101 TITLE

The title of this Ordinance is the Nicollet County Enhanced 911 Ordinance, also known as the “E-911 Ordinance”, and will be referred to herein as this Ordinance.

102 REPEALS

The existing Nicollet County 911 Ordinance previously adopted on March 13, 2007, is hereby repealed. The adoption of this Ordinance, however, shall not affect nor prevent any pending or future prosecution or legal action to abate any existing violation of the previous Nicollet County 911 Ordinance, provided the violation is also a violation of this Ordinance.

SECTION 2 GENERAL PROVISIONS

201 SCOPE

The jurisdiction of this Ordinance shall apply to the area of Nicollet County (hereinafter “County”) outside of incorporated municipalities.

202 LEGAL AUTHORITY

This Ordinance is enacted pursuant to Minnesota Statutes Sections 145A.05, subdivision 1, 403.07, 429.012, and 429.051.

203 PURPOSE

The purpose of this Ordinance is to ensure that every locatable structure in the County outside of incorporated municipalities is assigned an Enhanced 911 address that reflects a known location, in order to assist the provision of emergency medical care to all persons in the County, regardless of the place of residence or location.

SECTION 3 RULES AND DEFINITIONS

301 RULES

The language set forth in the text of this Ordinance shall be interpreted with the following rules of construction:

1. The singular number includes the plural and the plural the singular.
2. The present tense includes the past and future tenses.
3. The word “shall” is mandatory and the word “may” is permissive.
4. Whenever a word or term defined hereinafter appears in the text of this Ordinance, its meaning shall be construed as set forth in such definition.
5. In the event of conflicting provisions, the more restrictive provision applies.

302 DEFINITIONS

For the purpose of this Ordinance, the following terms shall have the meaning given to them in this section.

1. Approved Signpost. A nine (9) foot long, 1.12 pound per square foot, galvanized steel, U-channel post, or such other signpost as is approved by the County Public Works Department as complying with applicable state and federal regulations, permanently affixed in the ground used solely for display of the address sign.
2. Emergency Medical Care. Activities intended to protect the health of persons suffering a medical emergency and to ensure a rapid and effective emergency medical treatment. These activities include but are not limited to: the coordination of provisions of training, cooperation with public safety agencies, communications, life-support transportation as defined by Minnesota law, public information and involvement, and system management.
3. Enhanced 911 Address (“E-911 Address”). A five (5) digit numeric identifier issued by the County Property and Public Services Department (hereinafter “Department”) that meets E-911 and United States Postal Service (hereinafter “USPS”) requirements.
4. Enhanced 911 Addressing Plan (“E-911 Addressing Plan”). The plan that governs the establishment and assignment of E-911 addresses for locatable structures outside of incorporated municipalities.
5. Enhanced 911 Addressing System (“E-911 Addressing System”). The system which governs the assignment, display, and placement of E-911 address numbers of every locatable structure located outside of incorporated municipalities.
6. Enhanced 911 Service (“E-911 Service”). The use of automatic location identification or local location identification as part of local 911 service provided by an E-911 system

consisting of a common 911 network and database and customer data and network components connecting to the common 911 network and database.

7. Local Location Identification. The process of locating the origin of calls to an E-911 system by means of a periodically updated database located and maintained at the Public Safety Answering Point.
8. Locatable Structure. Any building, mobile home, residence, or physical point including but not limited to utility pedestal, tower, or as determined by the Department that is addressed for the purpose of location in emergency situations.
9. Location. A point on a map which reflects the County E-911 addressing scheme.
10. Primary Structure. The structure housing the primary use of the lot or parcel. A primary structure may be used for residential, commercial, industrial, public/semi-public, recreation, or other use. The address for the primary structure will serve as the address for any accessory structures added to that location. A second dwelling site will require an additional address to be generated. Primary structure does not apply to travel trailers that are fully licensed and road ready.
11. Public Agency. Any unit of local government or special purpose district located in whole or in part within this state that provides or has authority to provide firefighting, police, ambulance, medical, or other emergency services.
12. Public Safety Agency. A functional division of a public agency that provides public safety services, including firefighting, police, ambulance, medical, or other emergency services.
13. Public Safety Answering Point. A communication facility operated on a twenty-four (24) hour basis that first receives E-911 calls from persons in an E-911 service area, and that may, as appropriate, directly dispatch public safety services, or extend, transfer, or relay E-911 calls to appropriate public safety agencies.
14. Road. A public or private way that affords the primary means of access by vehicles to adjacent property, whether designed as a drive, easement, street, avenue, highway road, boulevard, cartway, or otherwise designated. A public or private way that is accessible only by foot or off-road vehicle is not a road as defined in this Section.
15. Street Name Sign. The roadway intersection sign giving the identified E-911 name for the road.

SECTION 4 PROCEDURES

401 ADMINISTRATION

This Ordinance shall be administrated by the Department, and shall be coordinated with other units of government or County departments as necessary to achieve its purpose. The Department shall designate a County E-911 Coordinator (hereinafter "Coordinator") who shall be responsible for the implementation and compliance with this Ordinance. Included in the Coordinator's duties is the assignment of location numbers to all locatable structures and/or properties on existing and proposed roads outside of incorporated municipalities in accordance with Public Safety Answering Point standards as adopted by the Nicollet County Sheriff's Office for the administration of the E-911 system.

402 UNIFORM ADDRESS SYSTEM REQUIREMENTS

1. Property Owner Responsibility.

Following the adopted County E-911 Addressing System, every owner of property in the County outside of incorporated municipalities shall ensure that any locatable structure on their property be assigned an E-911 address by the County.

A. Every owner of property containing a locatable structure that has been assigned an E-911 address shall display the number in location and manner in accordance with the requirements of the County E-911 Addressing System.

B. The property owner at each E-911 address shall be charged for the cost of the address sign and installation.

C. The property owner shall be responsible for the cost of maintenance, repair, and replacement of damaged, destroyed, or signs otherwise in need of replacement in conformance with this ordinance, including the removal of vegetation and snow that may obstruct visibility of the address sign from the traveled surface of the roadway.

2. Developer Responsibility

The Nicollet County Board of Commissioners (hereinafter "Board") may promulgate reasonable rules to require all plats, planned unit developments (PUDs), and Conditional Use Permits (CUPs) to conform to the E-911 addressing requirements and road naming conventions.

3. E-911 Address Change.

The Coordinator shall notify the property owners and the USPS of any address changes that occur as a result of County road realignment or a collaborative road project. It is the responsibility of the property owner to contact the USPS and request a change of address notification for all other E-911 address changes.

4. Notice of New Construction. Every owner of property in the County outside of incorporated municipalities on which a locatable structure is erected or placed after the effective date of this Ordinance shall obtain an E-911 address from the Department, upon payment of the applicable fees as identified on the County fee schedule, to be displayed as required herein.

5. Telephone Utility Data. Following the approved County E-911 System by the Minnesota Department of Administration for a local location identification base, each public utility providing telephone service shall provide current customer names, service addresses, and telephone numbers to each Public Safety Answering Point within the E-911 system, and shall update the information according to a schedule prescribed by the County E-911 plan, as required by Minnesota Statutes Section 403.07, subdivision 3.

Each telephone utility providing telephone service in the County shall require each owner of a locatable structure in the County who applies for new telephone service installation to provide an E-911 address to said telephone utility provider. The County shall provide the owner and telephone utility with the E-911 address for the location of each new telephone service installation.

6. Electric Utility Data. No utility or contractor operating in the County shall furnish its services to any newly built or relocated structure or parcel whose addressing is maintained by the County, until a valid address has issued by the Coordinator.
7. Use of Information. Names, addresses, and telephone numbers provided to an E-911 system under this Ordinance are private data and may be used only for identifying the location or identity, or both, of a person calling an E-911 Public Safety Answering Point. The information furnished may not be used or disclosed by the E-911 system agencies, their agents, or their employees for any other purpose except under Court Order.
8. Fee. The Board is hereby authorized to require reasonable fees for new E-911 address signs and signposts, sign replacement, and other items related to the administration of this Ordinance. Payment shall be required in advance for initial E-911 signs and replacement E-911 signs after the effective date of this Ordinance.
9. Existing Street Names. Existing street names that are recorded are accepted, unless changed by a resolution of the Board.

403 UNIFORM E-911 ADDRESS SYSTEM

1. Preferred Location. The signpost shall be located at the mailbox with the sign height of at least eight (8) inches above the mailbox. The E-911 address sign shall be clearly visible from the road from either direction. If there is more than one (1) locatable structure, there shall be multiple signs on one signpost, with the top sign for the closest locatable structure, and the signs below being in order of the distance from the road.
2. Optional Location. In the event conditions dictate a placement location other than as stated above, County staff shall determine the most appropriate location.

3. Sign Design and Mounting. The E-911 address sign shall be:
 - A. White four (4) inch letters on blue, 3M High Intensity Prismatic Grade Sheeting (as designated by the County Public Works Department), with a quarter (1/4) inch white border surrounding, back to back on one six (6) inch by sixteen (16) inch sign blank.
 - B. The sign shall be bolted to the approved signpost on one end, with the assigned E-911 address number shown horizontally on both sides.
 - C. The sign shall be placed at right angles to the public road center line, mounted to look like a flag, with the free end pointing to the locatable structure.
 - D. The bottom of the sign shall be mounted at least eight (8) inches above the mailbox.

404 ROAD REALIGNMENT

1. If a realignment occurs on a County road and is a project initiated by the County Public Works Department, or is a collaborative project between the County and another entity, the County shall furnish and install a replacement E-911 address sign.
2. If a realignment occurs on a road other than a County road or on a County collaborative project road, the road authority responsible for the project shall pay the applicable fees for a replacement E-911 address sign.

405 TOWNSHIP SIGN RESPONSIBILITY

1. Each Township shall maintain street name signs on all intersections of Township roads that do not involve County roads. Townships shall be responsible for maintenance of the street name signs located on State Highway Right of Way at Township road intersections.
2. The Townships are responsible for the initial costs of street name signs and their initial placement, and the on-going maintenance, repair, and replacement of signs.
3. The County shall mail a billing to each Township for its share of the initial cost of street name signs placement.

SECTION 5 ENFORCEMENT

501 VIOLATION

Any person who violates any of the provision of Section 4, subdivision 402, of this Ordinance shall be guilty of a petty misdemeanor, punishable as provided by Minnesota Statutes. Each day a violation continues shall constitute a separate offense.

502 ENFORCEMENT

In the event of violation or threatened violation of this Ordinance, the Board, in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, correct, or abate such violations or threatened violations, and it shall be referred to the Nicollet County Attorney's Office for appropriate action.

503 SEVERABILITY

Should any section of provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

504 EFFECTIVE DATE

This Ordinance shall take effect and shall be in full force on the 25th day of June, 2019, upon its adoption by the Nicollet County Board of Commissioners and its publication in the official newspaper of Nicollet County, as provided by Minnesota Statutes.

Dated this 25th day of July, 2019.



Denny Kemp, Chair
Nicollet County Board of Commissioners

ATTEST:



Ryan Krosch
Clerk to the Board

Original July 17, 2003
Revised March 13, 2007
Revised June 25, 2019