



Saint Louis County

Public Works Department • Richard H. Hansen Transportation and Public Works Complex
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830 • www.stlouiscountymn.gov

James T. Foldesi, P.E.
Public Works Director/
Highway Engineer

April 15th, 2020

Greetings,

If you are receiving this email, you are an active group in the St. Louis County Adopt-A-Highway program. This email is to inform you that St. Louis County has completed updates to the web-based application and it is ready for use. The updated application is designed to create a self-service experience that allows group members to manage their Adopt-A-Highway segment on their schedule.

Highlights of the updates to application include:

1. Ability to report a clean-up without having to schedule it in advance.
2. Informational “How-To” windows available on the homepage with step-by-step instructions for completing required actions in the application.
3. Ability to change the group administrator if the previous administrator is no longer a part of the group, without having to cancel and reapply for the same segment.

The new Adopt-A-Highway application is now available on-line at www.stlouiscountymn.gov/aah. Since you are registered with the program, you already have an on-line account that has been created for your group. Please use the account credentials to log in to the application. Click on the “Dashboard” icon shown in the Welcome window to log in to your account. If you do not know your password or are not able to log in, please see the attached FAQs document for assistance. As a reminder, each group is required to complete at least two (2) clean-ups per year. Typically these are completed in the spring (May/June) and fall (September/October).

The health and safety of St. Louis County residents is our priority. If circumstances due to the COVID-19 pandemic prevent your group from completing your spring clean-up, please send an email to adoptahighway@stlouiscountymn.gov and let us know so that we may document in the Adopt-A-Highway system. Note: Failure to report this to us could result in being removed from the program. If your group cannot complete your spring clean-up due to COVID-19 and you report this to us, your group will be exempt and remain in the program. If you do decide to continue with your spring clean-up, please continue to use social distancing practices and proper PPE, and be sure to log your clean-up using the Adopt-A-Highway web application as stated above.

If you need to pick up supplies (trash bags and/or vests) prior to May 4th, you must call ahead and provide the quantities you need along with the time you can pick up the supplies. Public residents are not allowed inside our buildings, therefore, your requested supplies will be placed outside the main doors of each respective supply pickup location with a note on it for your group. See our [brochure](#) for supply pickup locations and corresponding phone numbers. Our current office hours for all supply pickup locations are Monday/Wednesday/Friday from 8:00 AM – 11:00 AM. These are the only

available windows for picking up supplies at this time. We will send out another notice when these hours change.

Thank you for your service to the residents of St. Louis County. For questions, please contact St. Louis County at 218-625-3860.

Sincerely,

Amanda Mitchell
Adopt-A-Highway Administrator