
***COST PARTICIPATION BETWEEN
WASHINGTON COUNTY AND OTHER AGENCIES
FOR COOPERATIVE HIGHWAY IMPROVEMENT PROJECTS***

Purpose

To establish policies for determining appropriate division of cost participation to be used by Washington County in funding cooperative roadway, traffic signal, and bridge construction projects with the Minnesota Department of Transportation, municipalities, and other agencies.

Scope

The establishment of cost policy is consistent with Minnesota Statutes, Sections 162.17, 373.01, 469.175, 471.59, and amendments.

General Policies

- A. A greater degree of county participation is afforded municipalities having a population of less than 5,000, because of the absence of direct state aid allocations to these municipalities.
- B. It is recognized that there may be occasional differences between these policies and written participation policies of the Minnesota Department of Transportation. In those cases, participation will be negotiated by the county engineer.
- C. When federal aid highway funds are utilized on a county highway project, these cost participation policies will be applied to the non-federal share of any specific item of work. In the event federal or state grant funds are made available to a project on a lump sum basis, the county will determine the items for which those funds will be utilized.

Definitions

County: Washington County.

County Engineer: The county engineer of Washington County or designated representative.

Over 5,000: A city of 5,000 population or more.

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Permanent Traffic Signal: A traffic control signal system normally consisting of metal signal poles with mast arms and underground electrical systems with conduit, cable, and access-hole installations.

Priority Factor: A number which reflects the sum of the various factors in the county's Intersection Control Ranking System (ICRS).

Street Lighting: All components normally installed by a municipality for the purpose of street illumination. Street lighting shall not include luminaires on signal poles.

Standard Specifications: Minnesota Department of Transportation Standard Specifications for Highway Construction, latest edition, and/or supplement thereto.

State Highway: A highway under jurisdiction of the State of Minnesota.

Temporary Traffic Signal: A traffic control signal system normally consisting of wood poles with signal indications suspended on span wires and overhead electrical systems.

Under 5,000: A city under 5,000 population or township.

Contract Items: All line item costs in a project bid proposal.

Construction Items: All line item costs in a project bid proposal except mobilization, traffic control, field office, and erosion control measures.

Serviceable Condition: The facility has a useful life estimated to be similar to project proposal.

Non-Programmed Projects: Any project not identified in the Washington County Capital Improvement Program.

Approved System: A bike path system which has been adopted by a local unit or Washington County.

Roadways

The county's participation in roadway projects is shown on the next page.

COST PARTICIPATION POLICY FOR COUNTY HIGHWAY PROJECTS

Items	County Share	City > 5000 Share	City < 5000 or Township Share
Grading (Roadbed)	100	0	0
Base & Surfacing of Roadway	100	0	0
Storm Sewer & Stormwater Management ¹	% Eligible State Aid	Remaining	Remaining
Concrete Curb & Gutter	50-100	50	0
Curb & Gutter for Median Construction	100	0	0
Concrete Median ²	100	0	0
Multi-use Path and/or Sidewalk ³	50	50	50
Multi-use Path and/or Sidewalk Replacement	100	0	0
Mobilization	% of Const. Cost	% of Const. Cost	% of Const. Cost
Construction Traffic Control	% of Const. Cost	% of Const. Cost	% of Const. Cost
Right of Way ⁴	100-0	0-100	0-100
Sound/Noise Barrier	0	100	100
Retaining Wall to Minimize Impacts	50	50	50
Retaining Wall in Lieu of ROW Acquisition ⁵	0	100	100
Bridge	By Negotiation		
Roundabout	By Leg	By Leg	By Leg
Traffic Signal Systems	By Leg or 100%	By Leg	0
Intersection Lighting	By Leg	By Leg	By Leg
Traffic Control Signs & Devices	100	0	0
Erosion Control	% of Const. Cost	% of Const. Cost	% of Const. Cost
State Aid Eligible Landscaping, Amenities & Aesthetics ⁶	Match up to 3% of construction cost	Remainder of Costs	Remainder of Costs
Engineering Services	% of Const. Cost	% of Const. Cost	% of Const. Cost
Construction/Adjustment of Municipal Utilities	0	100	100

1. Includes storm sewer and storm water treatment construction. Land acquisition for storm water treatment shall be considered right-of-way. In the event no state aid is being used, or in the event the state aid letter does not determine cost split percentages, drainage cost shares will be computed by the proportion of contributing flow outside the county right-of-way to the total contributing flow.
2. The county pays for 100% of a standard median design, such as plain concrete or sod. If a municipality requests decorative median, such as red brick, stamped concrete or exposed aggregate, the local unit will pay the additional cost above the cost of a standard median.
3. Costs associated with multi-use path and/or sidewalk construction include grading, pedestrian tunnels, pedestrian ramps and bituminous trails.
4. Right-of-way costs incurred because a municipality did not acquire the width of right-of-way required in the county Comprehensive Plan at the time of the platting or redevelopment process, shall be paid by the municipality. Right-of-way purchased in addition to that needed for the road project, shall be the responsibility of the requesting agency. In locations where platting or redevelopment has not occurred, right-of-way shall be split 45% county, 55% city. Availability of other funding sources (federal, state, etc.) may change these percentages.
5. In the event a municipality has not acquired the required width of right-of-way during the platting process, any retaining walls used to reduce or eliminate right of way purchases, will be the responsibility of the municipality.
6. County Construction Costs. Includes, but not limited to: decorative street lighting, decorative signing, railroad quiet zones, fencing, trees, shrubs, grasses, decorative poles, banners, hanging

baskets, irrigation.

Intersection Control

The county has developed an Intersection Control Ranking System (ICRS) (Policy #8002) which analyzes traffic volumes and accident susceptibility and severity. The ICRS also determines whether the intersection meets traffic control signal warrants as established in the MMUTCD.

The ICRS utilizes these factors to develop a priority list for the installation of intersection control, including roundabout or a new traffic signal (either temporary or permanent). The county shall determine the type of control recommended for an intersection.

Traffic Signals

The construction cost of a traffic signal includes all design and construction engineering, and the total cost of the construction work including, but not limited to, interconnect, lighting, and emergency vehicle pre-emption equipment.

Traffic Signal Maintenance Costs

Maintenance for all traffic signals on county roads and county state aid highways, will be furnished by Washington County. The county will own and maintain the control equipment, electrical wiring, including conduit and bases, replace knocked down equipment, and re-lamp, clean, and paint the traffic control system. Traffic signals at intersections with trunk highways will be maintained in accordance with Minnesota Department of Transportation policies.

The participating city/township in which the traffic signal is to be located shall provide for the installation of an adequate electrical power supply to the service equipment or pole, including any necessary extension of power lines at no cost to the county. The city/township shall maintain the integral street lighting, including relamping and cleaning of luminaries. The city/township shall pay for electrical energy to operate both the signal system and the integral street lighting. If the traffic signal is located within more than one city/township, the costs shall be apportioned in accordance with the construction cost participation factor.

Flashing Beacons

The participation for flashing beacons shall be the same as traffic signals.

Roundabouts

The construction cost of a roundabout is split by approach leg and shall include all components associated with that leg of approach, including the center raised median, curb, truck apron and roadway markings.

Maintenance of Roundabouts and the responsibilities for various components shall be determined through the use of a maintenance agreement.

Utilization of Tax Increment Financing

The county's participation in a project where tax increment financing is utilized by a municipality will be as follows:

- A. PROJECTS NOT IN THE CURRENT CAPITAL IMPROVEMENT PROGRAM (CIP)
At the time a municipality is requested to approve the preliminary plans for a project, the municipality must identify, by resolution, whether it intends to use tax increment financing for any portion of the project cost. If the municipality elects to use tax increment financing from any Economic Development District for any portion of the project cost, municipal participation could be 100% of the total engineering and construction cost and 100% of the right-of-way cost for any portion of the project within that municipality. The County Board of Commissioners will review and approve county participation, if any.
- B. PROJECTS IN THE CURRENT CIP
Participation will be as set forth in this policy.

Jurisdictional Transfer (Turnbacks)

Washington County identifies candidates for jurisdictional transfer in the County Comprehensive Plan.

The county does consider that it has an obligation to insure that a turnback does not constitute an immediate maintenance problem for the local government.

Therefore, turnback roads should be in a condition so as to require only normal maintenance work for a five (5) year period following turnback.

The philosophies are reflected in the following turnback policy:

- A. Bituminous pavements shall be in generally good condition. If they have not been overlaid within the previous ten years or seal coated within the previous four years, they should be overlaid or seal coated prior to turnback.
- B. Widening, curve correction, vertical curve correction would normally not be considered as part of the county's obligation in turn backs. There may be isolated instances where turn lanes and bypass lanes would be considered. These would have to be justified by recent major changes in traffic generation or high accident history.
- C. It shall be possible for the local government to receive funds from the county in lieu

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of any work the county would do to put the road in turnback condition. These funds would reflect the estimated cost of the county work.

- D. The county, in taking over an existing local road, would essentially take it over in its current condition, except that:
 - a. If gravel, it should be well graveled.
 - b. If paved, all holes should be patched.
 - c. Isolated drainage problems should be corrected.
 - d. Right-of-way must be provided for future county improvements to the roadway.

- E. In regard to bridges or major drainage structures, the obligation should be the same for county and local governments. Prior to turnback, the present "owner" should insure that the structures are in a good state of repair. This would include such things as a sound pavement, tight bolts, railings sound and reasonably painted, and erosion correction. It would not mean strengthening an under-designed structure for current loads or enlarging for inadequate hydraulic capacity.

Variances

Any variance from this policy must be approved by the Washington County Board of Commissioners.

Source

County Board Motion, September 5, 1995
County Board Motion, March 9, 1999
Policy #1901 renumbered to #8001