

# MURRAY COUNTY HIGHWAY DEPARTMENT

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Effective Date: July 11, 2017  
Revised Date:

## **COST PARTICIPATION POLICY FOR CONSTRUCTION AND MAINTENANCE ON MUNICIPAL COUNTY STATE AID HIGHWAYS**

### **Purpose**

This policy is intended to provide a standardized guideline to make clear design requirements, best practices, and cost-sharing standards related to municipal transportation infrastructure on County State Aid Highways (CSAH) and County Highways in Murray County. The policy is intended for use by the Murray County Highway Department, the Murray Board of Commissioners, and other local government officials. The basic premise is that the County pays for costs peculiar to County needs and municipalities pay for costs peculiar to municipal or local needs.

### **Background**

The CSAH system is a network of key highways under the jurisdiction of Minnesota's counties. The portions of this system that are located within the boundaries of city governments (municipalities) are eligible for State Aid System funds.

Municipal State Aid System funds are allocated to Murray County for construction, improvement, and maintenance on designated State Aid Highways in cities with a population less than 5,000. The annual amount of State Aid revenue available in Murray County is determined by income generated from the Highway Users Tax Distribution Funds and based on the distribution formula which determines the share of the funds that will be received by each county. 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.

The availability of funding, the applicable Minnesota Statutes and Rules, and Murray County policies (such as this one) govern what construction, engineering, and maintenance items are eligible for State Aid and County Aid System funding. Moreover, these factors will determine how Municipal State Aid funding will be allocated by the County Board to the CSAH infrastructure in each city.

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.

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.

## **Roadway Improvement and Construction Design Requirements**

In order to be eligible for State Aid funding, projects must meet the following requirements:

- State Aid and Public Right-of-Way Accessibility Guidance (PROWAG) standards.
- Minimum width of all streets built under this Policy shall be per State Aid Rules
- Maximum width of all streets built under this policy shall be as agreed upon by the County and the City for each project.

## **Construction and Improvement Costs**

For projects built under this policy, the County will allocate Municipal State Aid Funds and/or County Funds for the total costs of construction, engineering, supervision and other administrative expenses as follows:

- Up to 100% of the eligible costs for the following:
  - Grading and sub-grade correction
  - Base and bituminous or concrete surfacing
  - Culverts
  - Removal of pavements and curb and gutter
  - Clearing and Grubbing
  - Removal and installation of sidewalk, if required due to the construction of the roadway
  - Retaining wall in lieu of right of way
  - Highway signs
  - Right of Way by negotiation
- Up to 100% of the eligible costs for the following\*:
  - Curb and gutter
  - Storm sewer and drainage structures
  - Gravel shoulder if no curb and gutter present

*\*The actual County contribution rate will be based on the ratio, as determined by a MnDOT Hydraulic Engineer, of the drain structure area in the CSAH and/or County Highway right-of-way to the total area drained.*

- Up to 100% of the eligible costs for the following:
  - Removal and installation of pedestrian curb ramps for the first time they are constructed or needed to be replaced to bring them up to standards.

For projects built under this policy, the Municipality will allocate funds for the costs of construction, engineering, supervision, and other administrative expenses as follows:

- 100% of the costs for the following:
  - All non-eligible items; including sanitary sewer, sanitary sewer connection, water-mains, water-main connection, hydrants, telephone or electric poles or buried cable, sidewalks, and other items not related to constructing the roadway.
  - Storm sewer outlets outside of the right of way
  - Storm water treatment items
  - Street lighting
  - Removal and installation of sidewalks not required due to the roadway construction
- The remainder of total costs not covered by State Aid and/or County funds for the items above. The items listed above are not 'complete', but are a representation of major items.

## Maintenance Costs

For maintenance of CSAH and County Highway infrastructure, costs will be funded as follows:

- The County will pay for 100% of the following\*\*:
  - Pavement preservation (patching, seal coats, overlays)
  - Pavement marking (except for parking and crosswalk)
  - Snow plowing (except that when the Municipality deems it desirable to remove snow by hauling, it shall do so at Municipality's own expense).
  - Back of curb to back of curb road maintenance
  - Gravel shoulder to gravel shoulder road maintenance if no curb and gutter present

*\*\*The County may enter into an agreement with the Municipality whereby the Municipality performs maintenance items in exchange for compensation from the County.*

- The Municipality will pay for 100% of the following:
  - Sanitary sewer, water, or other public utilities (manholes, water shut offs, curb stops, etc.)
  - Curb and gutter, storm sewer and drainage structures (*which means city is responsible for keeping the curb and gutter cleaned of debris, and the storm sewer system is clean of debris, flushed and operating at capacity. Any repair cost will follow the requirement under Construction and Improvement Cost*)
  - Culvert crossings (*which means clean of debris and flush clean if needed*)
  - Sidewalks and pedestrian ramps (*which means keep these areas clean of debris and any repair costs necessary to keep them serviceable.*)
  - Retaining walls
  - Maintenance of grasses, shrubs, trees
  - Pavement markings for parking areas and crosswalks

The items listed above are not 'complete', but are a representation of major items.