

HENNEPIN COUNTY
MINNESOTA

Cost Participation and Maintenance Policies

As Adopted on October 20, 2020

Hennepin County Public Works
Transportation Departments

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Introduction

Hennepin County values our partnership with local agencies to develop and maintain a safe, efficient, balanced and environmentally sound transportation system.

The attached policies for cost participation will be used by Hennepin County to determine appropriate funding levels for cooperative highway projects with the Minnesota Department of Transportation, municipalities and other agencies. These cost participation policies will generally apply to projects that are in the county's Transportation Capital Improvement Program (CIP) and where city and county transportation needs and priorities align.

Exceptions to these policies may be approved by the County Board based on immediate county needs, overlap with other county projects/programs and other factors. The merits of these exceptions will be determined on a case-by-case basis.

Project managers should determine construction cost participation and maintenance responsibilities early in the project development process. It is important to consider and agree upon the immediate capital construction and ongoing maintenance costs. These policies cover both areas of participation.

Cost participation policies were originally established by the county in 1978. These policies were revised in 1993, 1999, 2011, and 2012.

These policies have also been updated to include and expand on agencies' maintenance responsibilities for various assets upon construction completion of cooperative highway projects.

Purposes

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

To establish policies for ownership and maintenance of various assets upon construction completion of cooperative county highway projects with the Minnesota Department of Transportation, municipalities and other agencies.

Scope

The establishment of cost and maintenance policies is consistent with Minnesota Statutes, sections 162.17, 373.01, 471.59, and amendments.

General Policies

- A. The basic premise is that the county pays for costs particular to county needs and municipalities pay for costs particular to municipal or local needs.
- B. The county may limit its participation to items eligible for reimbursement with County State Aid Highway (CSAH) funds, notwithstanding the specific policies contained in this document. However, the county will not request CSAH funds for project costs assigned to the municipality as a result of the approved cooperative construction agreement, in order not to preclude the municipality from using its Municipal State Aid funds for those project costs.
- C. A greater degree of county participation is afforded municipalities having a population of less than 5,000 because of the function of the county roadways in these areas. It is generally true that these roadways are of greater benefit to county-wide users and of less benefit to local users. In addition, this would be a form of compensation for the absence of direct State Aid allocations to these municipalities; notwithstanding the present county program of Aid to Municipalities under 5,000 population.
- D. 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 and approved by the County Board.
- E. When federal aid highway funds are utilized on a county highway project, these policies will be applied to the federal participating items and will be shared proportionally with the municipality. 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.
- F. Locally initiated transportation priorities include projects where the need, scope, or means to accomplish the project is driven by the local municipality. The county cost share identified in these policies will not be applied for these requests. Rather, cost shares will be negotiated by the County Engineer and approved by the County Board on a case-by-case basis.
- G. These policies are intended to guide establishment of terms associated with cost and maintenance responsibilities within construction cooperative agreements. If a municipality does not perform maintenance activities in accordance with an executed construction cooperative agreement, the county may elect to perform or remedy the work and will invoice the municipality for associated costs.

Definitions

5,000 and over: A municipality of 5,000 or more in population.

Under 5,000: A municipality under 5,000 in population.

Bikeway: A bicycle route, bicycle path/trail, shared-use path/trail, or bicycle lane.

- **Bicycle Route:** A roadway or shoulder signed to encourage bicycle use.
- **Bicycle Path/Trail:** A facility designed for exclusive or preferential use by persons using bicycles and constructed or developed separate from the roadway or shoulder.
- **Shared-Use Path/Trail:** A facility designed for use by non-motorized modes of transportation, including bicycles and pedestrians, and constructed or developed separate from the roadway or shoulder.
- **On-Street Bicycle Lane:** That portion of a roadway or shoulder designed for exclusive or preferential use by persons using bicycles. Bicycle lanes are distinguishable from that portion of the roadway or shoulder used for motor vehicle traffic by striping, marking, or other similar device.
- **Separated Bicycle Lane:** A type of bicycle lane for exclusive or preferential use by persons using bicycles; distinguishable from the portion of roadway or shoulder used for motor vehicle traffic by barrier, vertical element, or other device providing physical separation. May also be referred to as enhanced bicycle lanes, and includes protected bicycle lanes and cycle tracks.

Bridge: As defined in Minnesota Rules 8810.8000, subpart 2.

County: Hennepin County.

County Engineer: The County Engineer of Hennepin County or a designated representative.

In-Kind Replacement: Replacement of an asset with another that meets the design specification of the original installation or to the current standard of practice, whichever is greater.

Municipality: Any municipality within Hennepin County.

Non-Routine Maintenance: A major reconditioning or replacement of a given asset.

% Contributing Area: Ratio of stormwater contributing area to a given stormwater device. (i.e., county right-of-way contributing area ÷ total contributing area).

Priority Factor: A quantitative value assigned by county staff based on the current traffic volumes and recent crashes experienced at locations being considered for the installation of traffic signal systems; as part of Hennepin County's Non-Signalized Intersection Guidelines.

Right-of-Way (R/W): The area on, below and above a public roadway, highway, street, trail, boulevard or walk where the county holds fee title or dedicated easement for the purpose of use. Examples include highway easement, utility easement, trail easement, drainage easement and wall easement.

Routine Maintenance: Small-scale maintenance activities, associated with regular (daily, weekly, monthly, etc.) upkeep against normal wear and tear, and including all activities necessary to perpetuate a given asset in a safe, usable, and aesthetically acceptable condition.

Storm Sewer: A drainage system usually consisting of one or more pipes connecting two or more drop inlets or catch basins. The purpose is to convey surface runoff water from the inlets to an acceptable outlet. Includes catch basins, manholes, pipes, culverts, outlet structures, outlet protection, water quality and rate control structures, and ponds/basins.

Street and Pedestrian Lighting: All components normally installed for the purpose of street, and where present, sidewalk/trail illumination.

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

State Aid Manual: Manual published by the Minnesota Department of Transportation outlining State Aid policies and procedures.

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

Traffic Signal (Temporary): A traffic control signal system normally consisting of wood poles with signal indications suspended on span wires and overhead electrical systems, or used mast arms and poles repurposed from other locations.

Trunk Line: Main conveyor of a storm sewer system.

Utilities: Water, heating, electric, storm sewer, gas, sanitary, telephone, cable TV, steam, street lighting, fiber optics, etc.

Participation Rates

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Right-of-Way (R/W)				
General	Under 5,000	100%		N/A
	5,000 and over	50%		
R/W necessary due to parking lanes requested by a municipality	All municipalities	0%		
R/W necessary for wetland mitigation	Under 5,000	Per R/W (General)	Even if locations of these facilities are not contiguous to the project.	
	5,000 and over			
R/W necessary for stormwater ponds, storage tanks; and other best management practices (BMPs)	Under 5,000	100%		
	5,000 and over	County % contributing area		

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Removals, Clearing and Grubbing				
General	All municipalities	100%		N/A
For items the county does not otherwise participate in the construction or replacement of		0%	(e.g., removals associated with water main or sanitary sewer <u>upgrade</u> work)	
For traffic signal systems, if not included in traffic signal system lump sum		% of county legs at intersection		
Excavation and Embankment				
General	All municipalities	100%		N/A
For parking lanes requested by a municipality		0%		
(Roadway) Paving, Surfacing and Base				
General	All municipalities	100%		Routine maintenance of all roadway pavements within the R/W (excluding municipal streets and private entrances) is the responsibility of the <u>county</u> unless covered by a routine maintenance agreement with another municipality or county agency. Maintenance of pavements intersecting municipal streets and private entrances begins at the back of the county roadway curb line.
For parking lanes requested by a municipality		0%		

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Bridges				
Bridges on the county highway system (new and replacement/ rehabilitation)	Under 5,000	100%	The extent of the cost share is based on the proportionate surface area of the roadway portion vs. non-roadway portions of the bridge deck relative to the overall surface area of the bridge deck. The cost share will be allocated to those portions of the superstructure and substructure included in the project.	<p>Routine maintenance will be the responsibility of the <u>county</u>. The county will invoice the municipality for costs associated with maintenance of aesthetic treatments, sidewalks, paths/trails, and bicycle facilities located on bridges.</p> <p>Non-routine maintenance costs shall be split at the same percentage as the original installation (unless a municipality's population either rises above or falls below 5,000 between the initial construction and subsequent maintenance activities).</p>
	5,000 and over	100% - portion supporting roadway 50% - portion supporting non-roadway (sidewalks, paths/trails, and bicycle facilities)		
Non-standard aesthetic elements (not including concrete formliner treatments)	All municipalities	0% (county will pay for its portion of a standard element; municipality pays for all costs to upgrade)	Examples of aesthetics limited under this policy include most decorative lighting and special (non-standard) ornamental railing designs. See MnDOT Aesthetic Participation Factors and MnDOT Federal Aid rules for additional information.	

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Retaining Walls				
Retaining walls in lieu of R/W	Under 5,000	100%	Walls critical to a county facility defined as structures integral to the safe and efficient operation of a county road, as determined by the County Engineer.	<p>Routine and non-routine maintenance of retaining walls 4 feet tall or greater; or, retaining walls that are critical to a county facility will be the responsibility of the <u>county</u>. The county will invoice the municipality for costs associated with such maintenance at the same cost share as the original installation (unless a municipality's population either rises above or falls below 5,000 between the initial construction and subsequent maintenance activities).</p> <p>Routine and non-routine maintenance of retaining walls under 4 feet tall (and not critical to a county facility) will be the responsibility of the <u>municipality</u>.</p>
	5,000 and over	50%		
Non-standard aesthetic elements (not including concrete formliner treatments)	All municipalities	0% (county will pay for its portion of a standard element; municipality pays for all costs to upgrade)	Examples of aesthetics limited under this policy include most decorative lighting and special (non-standard) ornamental railing designs. See MnDOT Aesthetic Participation Factors and MnDOT Federal Aid rules for additional information.	

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Noise Walls/Barriers, Mitigation Fences				
General	Under 5,000	100% of State Aid eligibility	The county will share as indicated with a municipality in the cost of noise wall/barrier construction and for fences constructed in lieu of noise walls/barriers. The cost of aesthetic features not eligible for State Aid funding shall be the responsibility of the municipality.	<p>Routine maintenance of noise walls, barriers, and mitigation fence shall be the responsibility of the <u>municipality</u> and includes minor repairs, debris removal, weed control, graffiti removal, etc.</p> <p>Non-routine maintenance costs shall be split at the same percentage as the original installation (unless a municipality's population either rises above or falls below 5,000 between initial construction and subsequent reconditioning/ replacement). For fences constructed in lieu of noise walls, the <u>municipality</u> is responsible for performing the non-routine maintenance work, unless a separate agreement is made with the property owners.</p>
	5,000 and over	50% of State Aid eligibility		



Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Storm Sewer, Ponds, and Treatment Structures				
State Aid eligible	Under 5,000	100%	<p>The county's cost participation is based on the storm sewer State Aid eligibility formula as defined in the State Aid Manual.</p> <p>Includes excavation and embankment materials and specialty soils associated with ponds/basins.</p>	<p>Routine maintenance of culverts, catch basins and leads, manholes, trunk lines and all other components that serve only the county R/W shall be a <u>county</u> responsibility and includes repairs to structures, castings, and adjacent curb section repairs along with removal of sediments, vegetation, and ice.</p> <p>Routine maintenance of catch basins, manholes and trunk lines serving areas beyond the county R/W shall be the responsibility of the <u>municipality</u> and includes repairs to structures, castings, and adjacent curb section repairs along with removal of sediments, vegetation, and ice.</p>
	5,000 and over	50%		
Non-State Aid eligible	All municipalities	0%	<p>Storm sewer cost participation for frontage roads shall be determined by the County Engineer.</p>	<p>Routine maintenance of ponds, outlet structures, water quality structures, and rate control structures shall be the responsibility of the <u>municipality</u> and includes removal of litter, clearing ice, mowing, vegetation management, minor erosion repairs, and replacement of filter media and sediment removal.</p> <p>Non-routine maintenance costs of best management practices (BMPs), including dredging ponds and replacement of stormwater treatment structures shall be apportioned between the <u>county</u> and <u>municipality</u> based on % contributing area.</p>

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Municipal Utilities				
In-kind relocation or lateral extension solely because of county construction procedures	All municipalities	100%		<p>Routine and non-routine maintenance of municipal utilities are the responsibility of the <u>municipality</u>.</p>
Initial installation performed without a permit or not in compliance with a county permit				
Adjustments to existing utility structures to accommodate elevation changes at the surface				
Relocation, reconstruction, improvement, or replacement of unserviceable existing facilities (serviceability determined by County Engineer)		0%		
Relocations, extensions, or adjustments required solely due to parking lanes requested by a municipality				

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Private Utilities				
Relocation/ reconstruction for utilities located <u>outside county R/W and/or public purpose easement</u>	Under 5,000	100%	Cost split between county and municipality.	Routine and non-routine maintenance of private utilities are the responsibility of the <u>private utility owner</u> .
	5,000 and over	50%		
Relocation/ reconstruction for utilities located <u>within county R/W and/or public purpose easement</u>	All municipalities	0%		
Driveways				
Concurrent with county construction project	All municipalities	50% - for concrete driveway apron		Routine maintenance of driveways including aprons/openings are the responsibility of the <u>property owner</u> they serve and begins at the back of the county roadway curb line. Routine maintenance is further identified as keeping the approach clear of debris, patching, and replacement.
		100% - for all other portions		
Medians				
General	All municipalities	100%	Includes standard concrete or turf establishment and curb and gutter for medians.	Routine maintenance is the responsibility of the <u>county</u> , excluding mowing and special features requested by a municipality (e.g. colored concrete, brick pavers, mulch, plantings, railing, benches, etc.). <i>See also: Landscaping/Streetscaping.</i>

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Sidewalks, Paths/Trails, Bicycle Facilities				
<u>New sidewalk</u>	All municipalities	50% of State Aid eligibility	Includes standard sidewalk and trail pavements/surface treatments. See Landscaping/Streetscaping for non-standard pavements/surface treatments. Also includes pedestrian ramps, detectable warning surfaces, and v-curb associated with ramps.	<p>Routine maintenance of sidewalks, off-street shared-use paths/trails and associated pedestrian ramps shall be the responsibility of the <u>municipality</u> and includes repairing faulted or broken panels or surfaces, vegetation control, and snow and ice removal.</p> <p>Non-routine maintenance costs shall be the responsibility of the <u>municipality</u>.</p>
<u>In-kind replacement sidewalk</u>		100% of State Aid eligibility		
<u>New off-street shared-use paths/trails</u>		50%		
<u>In-kind replacement off-street shared-use paths/trails</u>		100%		
On-street bicycle lanes		100%		
<u>New separated bicycle lanes</u>		50%		
<u>In-kind replacement separated bicycle lanes</u>		100%		

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Curb and Gutter				
Concurrent with county construction project	All municipalities	50%	Does not include curb and gutter for medians (see medians).	<p>Routine maintenance of curb and gutter within the R/W (excluding municipal streets and private entrances) shall be the responsibility of the <u>county</u> and includes repairing faulted or broken sections, vegetation control, and snow and ice removal.</p> <p>Routine maintenance of curb and gutter intersecting municipal streets and private entrances belongs to the appropriate <u>owner</u> and begins at the back of the county roadway curb line. Maintenance responsibilities include repairing faulted or broken sections, vegetation control and snow and ice removal.</p>

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Landscaping/Streetscaping				
Roadway beautification	All municipalities	33% of State Aid eligibility	Includes trees, plants, planting materials, and appurtenances that support their viability; aesthetic bollards, banner poles, and other vertical elements; and non-standard pavements/surface treatments, railings, artwork and other streetscape materials that help establish a theme consistent with area architecture.	Routine maintenance of landscape/streetscape features (including those added to pedestrian bumpouts/curb extensions and medians) shall be the responsibility of the <u>municipality</u> . Examples include trash removal, trimming, mowing, watering, irrigation maintenance and replanting/replacing.
Irrigation		0%		
Enhancements that promote multi-modalism		50% of State Aid eligibility	Includes bicycle racks, transit shelters, benches, and hard surface paving around transit stops and shelters.	
Erosion Control and Turf Establishment				
General	All municipalities	100%		N/A

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Lighting				
<u>New</u> street lighting	All municipalities	50% of State Aid eligibility	The county will participate in street lighting as long as the lighting adequately lights the county highway. Includes pedestrian level lighting along sidewalks/trails if street lighting does not adequately light them or if pedestrian level lighting can adequately light both the street and sidewalks/trails.	Routine maintenance shall be the responsibility of the <u>municipality</u> .
<u>Relocated or reconstructed</u> street lighting		Same basis as per municipal utility relocation / reconstruction		
Traffic Barrier, Channelization Devices				
Permanent roadway barrier and guardrail	All municipalities	100%		Routine maintenance is the responsibility of the <u>ensuing owner</u> as set forth in the construction cooperative agreement.
Channelization/ separation devices		0%	Includes bollards, tube delineators, and similar devices used to provide separation between travel lanes or modes of travel. Also includes in-road pedestrian crossing signs/paddles.	Routine maintenance of such items along county roadways will be the responsibility of the <u>municipality</u> , with the following exception: Such items installed by the county for use as temporary curbing will be maintained by the <u>county</u> .
Traffic Control				
Individual traffic control items not included in lump sum (pro-rata) traffic control	All municipalities	100%		N/A

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Signing				
Signing necessary to convey the rules of the roadway	All municipalities	100%		Routine maintenance will be the responsibility of the <u>sign owner</u> .
Specialty or supplemental signing requested by a municipality or other entity		0%		
Striping				
On-street striping and pavement messages	All municipalities	100%	Includes striping and pavement messages between the curbs; except for those associated with separated bicycle lanes.	Routine maintenance will be the responsibility of the <u>county</u> , with the exception of municipality-requested installations not in conformance with county standard striping. Such non-standard installations will be the responsibility of the <u>municipality</u> .
Off-street striping and pavement messages			Includes striping and pavement messages outside of the curbs; including those associated with separated bicycle lanes and off-street trails or shared-use paths.	Routine maintenance will be the responsibility of the <u>municipality</u> .
Crosswalks, conflict area markings, and wayfinding markings associated with bicycle and pedestrian facilities				Routine maintenance will be the responsibility of the <u>municipality</u> .

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Traffic Signal Systems				
<p>Traffic signal installation must satisfy Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD) warrants; and, must meet or exceed a priority factor of 30, as defined in Hennepin County's Non-Signalized Intersection Guidelines. As a policy, the county will not normally install, or allow to be installed, traffic signals at intersections with a priority factor of less than 30.</p>				
<p>Electrical power shall be furnished by the <u>municipality</u>. Source of power, including transformer, shall be provided by the <u>municipality</u>. The construction contractor shall bill the <u>municipality</u> for making the power connection.</p>				
<p>Costs for county-furnished traffic signal equipment shall be apportioned the same as the traffic signal system.</p>				
<p>When street lighting is integral to the traffic signal pole, the installation cost will be included with the traffic signal system. Operating cost and re-lamping of the integral lighting shall be the responsibility of the <u>municipality</u>.</p>				

Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Traffic signal systems (all)	Under 5,000	100%	Municipalities under 5,000 normally will not be required to participate in the costs for traffic signal systems.	
Permanent traffic signal systems	5,000 and Over	% of county legs at intersection	Includes both new and reconstructed or revised traffic signal systems.	Routine maintenance of the traffic signal cabinet, controller, detection, Emergency Vehicle Preemption (EVP) systems, re-lamping of signal head indications, and replacement of battery backup batteries for permanent traffic signal systems will be the responsibility of the <u>ensuing owner</u> as set forth in the construction cooperative agreement and includes routine painting. Painting of signal systems that are painted out of conformance with county standards will be the responsibility of the <u>municipality</u> .
Temporary traffic signal systems			Only for traffic control purposes during a county-led or county participation project. If not, participation shall be 0%.	Routine maintenance will be the responsibility of the <u>temporary signal system installer</u> .
Signal communications/ interconnect			100%	

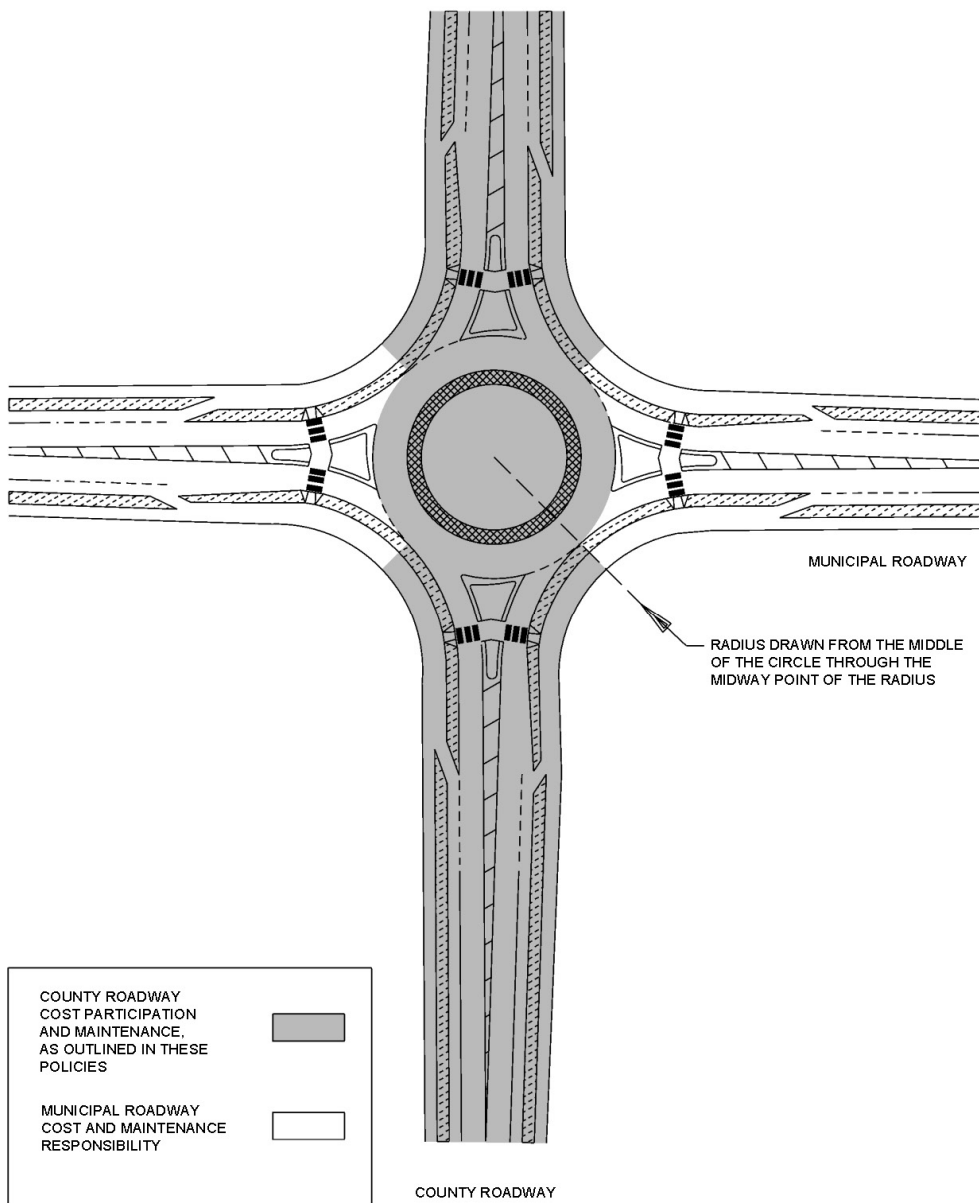
Item	Municipality Population	Cost Participation (county cost share)	Notes	Maintenance
Enhanced crossing beacons (at locations that <u>do not</u> satisfy county safety and operations criteria)	5,000 and Over	0%	Includes rectangular rapid flashing beacons (RRFB), high-intensity activated crosswalk (HAWK) beacons, and other crossing beacons.	<p>Routine maintenance shall be as follows:</p> <p><u>County recommended / county installed:</u></p> <ul style="list-style-type: none"> • <u>County</u> owns the infrastructure and is responsible for knockdown replacement/repair costs. <p><u>Municipality recommended / municipality installed (at locations that satisfy county safety and operations criteria, and are supported by the county):</u></p> <ul style="list-style-type: none"> • <u>County</u> owns the infrastructure and is responsible for knockdown replacement/repair costs.
Enhanced crossing beacons (at locations that satisfy county safety and operations criteria)		50%		<p><u>Municipality recommended / municipality installed (at locations that do not satisfy county safety and operations criteria):</u></p> <ul style="list-style-type: none"> • <u>Municipality</u> owns the infrastructure and is responsible for knockdown replacement/repair costs. • <u>County</u> provides minor maintenance to maintain function (excludes knockdowns). • <u>County</u> will perform knockdown/repair on a reimbursable basis.

Other Participation Items

Roundabouts

The county will participate in the cost and maintenance of roundabouts consistent with the individual elements that make up the roundabout (i.e., pavement, curb and gutter, walk, etc.) as outlined in these policies.

When one or more approaches to a roundabout are owned and operated by a municipality, cost participation and maintenance responsibilities will be as depicted below:



Undergrounding of Overhead Utilities in Vehicle Recovery Zone

As a means of enhancing the safety of the roadside, the county will share equally with the municipality in the State Aid eligible cost of undergrounding of overhead utilities in vehicle recovery zones as established in the State Aid Rules to a maximum amount consistent with the rates identified in the Roadside Enhancement Partnership Program (REPP) section of these policies.

Engineering

The county's participation in engineering includes design costs – costs incurred prior to the award of the contract and contract administration costs – costs incurred subsequent to the award of contract. There are two instances of how engineering cost participation is applied, as follows:

1. Design and/or contract administration performed by the county and based on the municipality's share of contract construction.
2. Design and/or contract administration performed by the municipality and based on the county's share of contract construction.

In either case, the county's participation in engineering shall be as negotiated by the County Engineer and approved by the County Board.

Lump Sum, Pro-Rata Items

Proposal forms carry lump sum bidding requirements for the items of Mobilization (2021) and Traffic Control (2563). Field Office and Field Laboratory (2031) are not, strictly speaking, lump sum pay items; however, their general characteristics are such as to require that they be handled the same as Mobilization. A municipality shall be charged a pro-rata share of the above items.

Proration shall be based on a percentage factor applied to the cost amounts chargeable to the county and the municipality for other construction items. Mobilization, Field Office and Field Laboratory, and Traffic Control are construction items and shall be subject to the negotiated percentage charge for engineering.

Pro-rata rates shall remain unchanged throughout the life of a project; from the engineer's estimate contained in the construction cooperative agreement through construction.

Invoice Amount Computation

After bids have been received and a contract awarded, and also upon completion of construction, the unit prices shall be substituted for the estimated unit prices/quantities and the percentage ratio established originally shall be recomputed.

Utilization of Tax Increment Financing

This policy has been included to address the use of Tax Increment Financing on county projects by municipalities. Tax Increment Financing limits expansion of the tax base for new development and, thereby, limits the availability of additional county Property Tax funding which might be used on the county highway system.

The county's participation in a project where Tax Increment Financing is utilized by a municipality will be as follows:

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 will be 50% of the total engineering and construction cost and 100% of the right-of-way cost for any portion of the project within that municipality.

Roadside Enhancement Partnership Program (REPP)

The Roadside Enhancement Partnership Program has been incorporated into these policies and governs only those projects which are along county road corridors within municipalities located entirely within the Metropolitan Urban Services Area on December 8, 1998 and have been funded from the "Highway Enhancement" element of the 1999 Capital Budget which was established by the Hennepin County Board of Commissioners on December 8, 1998 (Resolution 98-12-701R1).

County highway corridors in municipalities located wholly within the 1999 Metropolitan Urban Services Area (MUSA) were developed during an era when community interest and focus was on the accommodation of the automobile. As a result, those corridors tended to lack aesthetic roadside features and produced somewhat stark conditions with little visual appeal or consideration for mixed use, i.e. intermodal.

The goal of the Roadside Enhancement Partnership Program is to enhance the roadside environment of such county highway corridors and bolster community support, in terms of both acceptance and financial assistance, for projects intended for such enhancement. In addition, the program is intended to increase traveler awareness that such corridors are under the jurisdiction of the county, but are also intended to support the economic viability and sustainability of the communities and neighborhoods through which they traverse.

A. Program Objectives:

- remove unsightly roadside features
- establish the roadway as a good neighbor
- make a positive impression on roadway users
- increase motorist awareness that the road is a county highway
- improve safety for all types of travelers
- promote multi-modal use of the corridor

B. Program Prioritization for County Funding:

Enhancements That Improve Corridor User Safety

It is important to improve corridor user safety for people who drive, bike, walk and use transit as an element of a streetscape enhancement. When municipalities and community organizations develop corridor enhancement programs, the financial incentive offered by the partnership program will focus first on improvements that promote safety. Examples of safety improvements that may also be defined as enhancements to the streetscape include:

- undergrounding of utilities when poles lie within vehicle recovery zones
- construction of off-road bicycle paths that will remove bicyclists from the roadway
- construction of sidewalk where safety of pedestrian traffic, existing or projected, necessitates such action
- installation of transit stops to define locations for patrons and provide shelter from the elements
- installation of street and/or pedestrian lights

Enhancements That Promote Multi-Modalism

In order to improve modal options available to citizens, the partnership program will provide financial incentive for improvements that offer an alternative to single occupancy vehicles as streetscape enhancements are developed. Examples of multi-modal improvements include:

- installation of transit shelters, benches and hard surface paving
- construction of bikeways and multiple use trails
- construction of sidewalks
- installation of bicycle racks

Roadway Beautification

Although projects that promote corridor user safety and multi-modalism are of higher priority within the context of corridor enhancement, improvement of a corridor's visual aesthetic remains a strong priority of the partnership program. The partnership program is intended to restore an aesthetic appeal to the roadside and restore the county road corridor as a "good neighbor" within the community. Examples of roadway beautification elements include:

- planting materials and appurtenances that support their viability (does not include irrigation)
- installation of vertical elements (bollards, banner poles, etc.)
- installation of streetscape materials to establish a theme consistent with area architecture (does not include irrigation)

Screening/Separation of Adjacent Properties

Occasionally, it is necessary to screen abutting properties from a roadway corridor as a means of enhancing the visual aesthetics of the area. Separation of properties from the corridor may also serve to improve corridor user safety (i.e., fences separating parking lots from pedestrian ways).

Increase Awareness of County Highway Jurisdiction

In order to improve public awareness of the existence of a road as a county highway, the partnership program will provide a financial incentive for improvements that recognize the county's presence. Examples of elements that increase public awareness include:

- monuments at municipal entries which recognize the county
- roadway/roadside signage which identifies the road as a county route

C. Ownership/Maintenance of Improvements

The partnership program anticipates that municipalities will become owners of and will be responsible for the maintenance of enhancements financed by the county.

D. Partnership Program Funding Levels

County funding under the partnership program is not intended to further write down municipal cost participation if funding for these items is provided elsewhere in these policies or from other county funding sources.

Further, the partnership program has limited funds and participation is not guaranteed as funding limits are programmed and approved on an annual basis by the County Board. Municipalities are encouraged to submit requests for participation early on during project development to allow adequate time for fund management.

Street Light Installation.....50%

The partnership program will participate with municipalities to provide adequate, uniform street lighting for the safety of motorists, bicyclists and pedestrians.

Pedestrian Level Light Installation.....50%

Where street lighting cannot serve the sidewalk or off road trail, the partnership program will participate in the cost.

If street lighting can serve the sidewalk or off road trail, the partnership program will not participate in the cost.

Undergrounding of Overhead Utilities.....50% or 33%

The partnership program will participate with municipalities based upon conditions that exist along the corridor. If the undergrounding is for safety purposes, the partnership program will contribute at a **50%** level. If the undergrounding is to enhance the visual aesthetics of the corridor, the partnership program will contribute at a **33%** level.

Note: The maximum partnership program contribution for undergrounding overhead utilities will be \$500,000 per centerline mile (project length) under the 50% level and \$330,000 per centerline mile (project length) under the 33% level.

Construction of Sidewalks for Pedestrian Safety.....50%

The partnership program will participate where pedestrian safety, existing or projected, necessitates construction of sidewalks.

Enhancements that Promote Multi-Modalism.....50%

The partnership program will participate to promote the use of transit by the public, including transit stops, shelters, benches, hard surface paving, bike racks, bikeways and multiple use trails.



Roadway Beautification.....33%

The maximum partnership program contribution will be \$330,000 per centerline mile.

Note: Since surface treatments (color, scoring patterns, etc.) have limited visual impact on the motorist, the partnership program will not contribute toward the cost of the improvements.

Screening/Separation of Adjacent Properties.....50%

The partnership program will participate equally with municipalities to provide security for corridor users. Examples of security improvements include fencing which separates parking lots from adjacent public bicycle and pedestrian ways and lighting at transit stops. If trees and landscaping are used as a method of providing screening or separation; the county will participate in such items at this higher rate.

Increase Awareness of County Highway Jurisdiction.....Up to 50%

The partnership program will contribute up to 50% for monuments at municipal boundaries that recognize the county and the road as a county highway.

E. MUSA Municipalities

Municipalities wholly within the Metropolitan Urban Services Area (MUSA) on December 8, 1998:

1. Bloomington
2. Brooklyn Center
3. Brooklyn Park
4. Crystal
5. Deephaven
6. Edina
7. Excelsior
8. Fort Snelling
9. Golden Valley
10. Greenwood
11. Hopkins
12. Long Lake
13. Medicine Lake
14. Minneapolis
15. Minnetonka
16. Minnetonka Beach
17. Mound
18. New Hope
19. Osseo
20. Richfield
21. Robbinsdale
22. Shorewood
23. Spring Park
24. St. Anthony
25. St. Louis Park
26. Tonka Bay
27. Wayzata
28. Woodland

