



Highway Department Cost Participation Policy

Crow Wing County
Brainerd, Minnesota

Adopted
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I. INTRODUCTION

A. Guiding Principle

Where a mutual benefit and a specific need exists, Crow Wing County supports collaboration with local units of government to construct, operate and maintain public transportation infrastructure. This policy has been developed in accordance with state statutes and in coordination with other applicable Crow Wing County policies and ordinances. The principle supporting the need for this policy is that transportation funding is limited. Sharing the costs associated with public infrastructure expands the ability of each government organization to deliver high quality transportation services for its residents.

B. Background

The Crow Wing County Board of Commissioners first adopted a formal construction and maintenance cost participation policy in July 8, 2008. An updated version was then adopted November 12, 2013. The policy language contained in this document was adopted December 31, 2019. During its development public comments were solicited and received as well as input from local agencies subject to this policy. An official public hearing was also held prior to its final adoption by the Crow Wing County Board of Commissioners.

C. Purpose

The purpose of this policy is to identify how Crow Wing County (County) intends to share the pre-construction, construction and ongoing operation and maintenance costs with local agencies (Local Agency) when working jointly to provide transportation infrastructure.

This document will be used as the basis for the development of individualized cost share and operation and maintenance agreements between the County and Local Agency. Please see Appendix B for an example agreement.

This document also serves as the basis for comments forwarded from the Crow Wing County Engineer to regulatory officials from the County and Local Agency responsible for making land use decisions. These may include recommendations to stipulate cost share obligations for developers (Third Party Developers) proposing land uses having the potential to affect the safety or operation of roadways under the County's jurisdiction.

Local agencies and property developers are encouraged to use this policy to evaluate and anticipate the long and short term costs associated with all project proposals.

D. Intent

The intent of this policy is to create a clear, consistent and equitable approach for sharing the costs of providing transportation infrastructure. This includes the costs of pre-construction and construction activities as well as costs associated with ongoing operation and maintenance of the facilities.

It is the intent of this policy to maximize the County's cost share responsibility for required projects and project elements that provide only indirect benefits to the Local Agency. It is also intended to minimize the County's cost share responsibility when the Local Agency requests

project enhancements exceeding design requirements and provides only indirect benefits to the County. This includes direct costs of construction materials as well as any additional right of way and engineering services needed to incorporate requested project enhancements.

It is the intent of this policy to also minimize the County's cost share responsibility for roadway improvements required by unplanned projects or Third Party Developer projects initiated or approved by the Local Agency. These projects often require reactionary improvements to ensure the County roadway maintains proper levels of safety and operation. These projects may also impact the County's thoughtful planning effort and conflict with established funding and safety priorities.

This policy intends to establish the expectation of the County and Local Agency to use its land use regulatory authority to uphold the provisions of this policy. This often includes the respective planning and zoning department or others with land use approval authority. Upholding this policy can be accomplished by stipulating cost sharing from Third Party Developers seeking approval for proposals having the potential to affect the safety and operation of roadways under the County's jurisdiction.

The County Highway Department shall not enter into agreements directly with Third Party Developers. The intent of the County is to be involved closely with the appropriate regulatory agency (County or Local Agency) to ensure cost share obligations are included in land use approval documents. These include, but are not limited to, conditional use permits, building permits and developer's agreements. The County intends to hold the Local Agency responsible for the cost of improvements necessitated by an approved land use. The Local Agency may choose to pay for these projects with public funds, or may stipulate that Third Party Developers contribute to the cost as part of the land use approval process.

This policy also intends to define the County and Local Agency expectations related to the long term operation and maintenance costs of joint transportation infrastructure projects. The Local Agency will be expected to operate and maintain systems associated with project enhancement requests.

It is the intent of the County to share the proceeds of special grants or appropriations with the Local Agency. If specialty funding is awarded to a joint project, the percentage stipulated by the award shall be applied to the County and Local Agency cost obligations defined by this policy. Local agencies in receipt of specialty funds for specific projects, requiring cost participation by the County, are encouraged to share proceeds in the same manner.

The County and Local Agency may jointly apply for special grants or appropriations to fund common interest transportation projects. If special funding is awarded as a result of a joint application, it is the intent of the County to hold the Local Agency responsible for project cost sharing defined by this document. Although no formal cost share agreement will be in place at the time of the special funds application, a Local Agency resolution supporting the joint application will be interpreted by the County as acceptance of the intent of this policy.

II. APPLICATION OF THE POLICY

A. Application

This policy shall apply to all roads under the jurisdiction of Crow Wing County. This includes County Roads (CR), County State Aid Highways (CSAH), First Assessment District (FAD) roads and Second Assessment District (SAD) roadways.

The use of this policy shall begin immediately upon adoption by the Crow Wing County Board of Commissioners. Policy language contained in this document shall not be applied retroactively and shall not alter any active, inactive, formal or informal agreements developed using previous versions of this policy or by other means.

The provisions contained in this document shall be used by County staff to develop project specific agreements between the County and Local Agency. This includes agreements defining cost participation for construction, operation, and maintenance of common interest transportation facilities. It shall also be distributed to Local Agencies for use to evaluate and consider the impacts of future collaborations with the County. Local Agencies with land use authority should be aware of the expectations to incorporate the intent of this policy into decisions having the potential to affect roads under the jurisdiction of the County.

B. Project Initiation

1. Crow Wing County Initiated Projects

Crow Wing County uses mid-range planning cycles to initiate roadway improvements necessary to properly operate and maintain its transportation system. These projects are adopted into the official Five-Year Highway Improvement Plan (HIP) and promised to the public after extensive research, planning and budgeting.

Transportation funds are limited and projects initiated by Crow Wing County are primarily designed to achieve the needs of the roadway user. The County will maximize its level of funding required to achieve established roadway design and drainage standards. The Local Agency's cost participation will be minimized for required project elements that provide only indirect benefits to the Local Agency.

The Local Agency is encouraged to consider the cost/benefit of enhancements to roadway projects initiated by the County. These project elements are considered in excess of what is required to achieve roadway design standards. The Local Agency will be expected to the fund the additional cost to develop, construct and maintain all requested upgrades.

2. Local Agency Initiated Projects

Local Agency projects with the potential to require County cost participation may be initiated for a number of reasons. They may involve the desire to improve or expand locally owned roadway or utility systems to attract or support future development. They may also involve the Local Agency's desire to accelerate roadway improvements previously identified in the County's Five-Year Highway Improvement Plan.

Each of these situations can create an expectation of County cost participation after funding resources have been committed to other priorities. The Local Agency should expect the County to minimize its level of cost participation for projects having the potential to compete with other projects already promised to the public.

In these situations the County and Local Agency may also negotiate a delayed reimbursement provision into the formal cost participation agreement. This may allow the County or Local Agency the flexibility to meet desired timelines without creating significant project delays or budgetary hardships.

3. Jointly Planned Projects

In most situations the County and Local Agency are actively communicating and working together closely to plan and prioritize future infrastructure improvements. Many involve coordination beginning six to ten years in advance of construction. Projects with this level of collaboration are less likely to conflict with the County's commitments and planning efforts. These types of projects shall be considered jointly planned and the Local Agency can expect the County to maximize its cost participation in accordance with the provisions of this policy.

4. Development-Driven Projects

Development-driven projects are primarily roadway improvements initiated or necessitated by the actions of Third Party Developers. Often these projects involve a solution to address an increase in traffic volume or a changing traffic pattern. This may be due to the location or specific use of property adjacent to a roadway under the jurisdiction of the County. These types of projects can also be required when the proposed development is some distance away from the corridor and its primary ingress and egress intersects a roadway under the jurisdiction of the County.

These projects, ranging from right turn lanes to complex intersection reconfigurations, often are reactionary improvements required to ensure County roadways maintain proper levels of safety and operation. Generating the need for these improvement can create an expectation of County cost participation after funding resources have been committed to other priorities. The Third Party Developer should expect the County to minimize its level of cost participation for reactionary projects that have not been budgeted and compete with other projects already promised to the public.

C. Project Lead Agency

1. County Led Project Engineering

For most projects included in the Five-Year Highway Improvement Plan (HIP) the County will be the lead agency responsible for all engineering services. This includes projects developed by County staff as well as those developed by contracted engineering consultants. These services involve activities such as design engineering, construction engineering and construction contract administration.

Design engineering includes, but not limited to, preliminary and detailed design, traffic analysis, surveying, environmental documentation and right of way acquisition. When the County acts as the lead agency for design engineering, the Local Agency shall be responsible for an amount not to exceed eight percent (8%) of the total cost of Local Agency construction.

Construction engineering includes, but not limited to, material testing, construction surveying, quality control and general construction project oversight. When the County acts as the lead agency for construction engineering, the Local Agency shall be responsible for an amount not to exceed seven percent (7%) of the total cost of Local Agency construction.

Construction contract administration includes, but not limited to, bid letting, contract award, labor compliance, public relations and fiscal agent responsibilities. When the County acts as the lead agency for construction contract administration, the Local Agency shall be responsible for an amount not to exceed three percent (3%) of the total cost of Local Agency construction.

When the County takes the lead role for all aspects of project engineering and construction, the Local Agency shall be responsible for an amount not to exceed eighteen percent (18%) of the total cost of Local Agency construction.

2. Local Agency Led Engineering

Occasionally the Local Agency will take the lead role for providing engineering services on joint projects. This includes those developed by the Local Agency staff as well as those developed by contracted engineering consultants. These services involve activities such as design engineering, construction engineering and construction contract administration.

Design engineering includes, but not limited to, preliminary and detailed design, traffic analysis, surveying, environmental documentation and right of way acquisition. When the Local Agency takes the lead role for design engineering, the County shall be responsible for an amount not to exceed eight percent (8%) of the total cost of County construction.

Construction engineering includes, but not limited to, material testing, construction surveying, quality control and general construction project oversight. When the Local Agency takes the lead role for construction engineering, the County shall be responsible for an amount not to exceed seven percent (7%) of the total cost of County construction.

Construction contract administration includes, but not limited to, bid letting, contract award, labor compliance, public relations and fiscal agent responsibilities. When the Local Agency takes the lead role for construction contract administration, the County shall be responsible for an amount not to exceed three percent (3%) of the total cost of County construction.

When the Local Agency takes the lead role for all aspects of project engineering and construction, the County shall be responsible for an amount not to exceed eighteen percent (18%) of the total cost of County construction.

III. PROCEDURES

A. Cost Share Agreement

This document shall be used as the basis for the development of individualized cost share and operation and maintenance agreements between the County and Local Agency. A detailed tabulation of projected construction and engineering costs will be prepared and included in Attachment A of each agreement. The details of maintenance obligations will be contained within the body of the agreement. Please see Appendix B for an example cost share agreement.

The responsibility to determine the cost share percentages and actively communicating with the Local Agency shall be the County's assigned project manager. Each cost share agreement will be presented to the Local Agency's elected officials for review and comment. Because Local Agencies often must budget large expenditures over the course of several years, the County shall prepare and share projected costs with the Local Agency as early as possible. Care must be taken to recognize that the cost share estimates developed prior to bid letting are preliminary and subject to change. Although the cost share percentages may remain unchanged for individual line items, only after the project's bid has been awarded, and final construction has been completed, will the true project cost be known. The County shall consult with the Local Agency prior to awarding the project if the total cost share amount exceeds ten percent (10%) of the expected amount. The cost sharing defined by this policy shall also apply to any cost overruns that occur during project construction.

B. Development-Driven Cost Share

The County Highway Department shall not enter into agreements with Third Party Developers to facilitate the construction of required improvements on a County roadway. For less technical projects, such as turn lanes, the County intends to hold the Local Agency responsible to ensure the improvements necessitated by approved development occur according to County specifications. After the project is properly completed to the County's satisfaction, the Local Agency shall invoice the County for its obligation defined by this policy. Where the County is responsible for regulating land use, it is expected that stipulations be placed on Third Party Developers to construct the required improvements to the County's specifications. After completing the roadway improvement project to the County's satisfaction, the Developer shall invoice the County for its obligation defined by this policy.

For more involved projects, such as left turn lanes and complex intersection reconfigurations, the County shall take the lead role in the development of an appropriate project. The County shall hold the Local Agency responsible for the cost of all engineering and construction services defined by this policy. A cost share agreement will be developed between the County and Local Agency only. The Local Agency may choose to pay for the required improvements with public funds or may stipulate that the Developer fund the project contingent on approval of the land use request.

IV. COST SHARE COMPONENTS

The following section defines the short and long term cost of pre-construction, construction, operation and maintenance of transportation related projects. It includes an explanation of costs associated with complete transportation systems as well as individual system components. Please see Appendix A for a summary.

In general, unless specifically identified, the County shall be responsible for every aspect of the engineering and construction for transportation systems required to achieve safety and operation standards established at the sole discretion of the County.

The Local Agency shall share initial construction costs for projects involving transportation improvements to private or public infrastructure under its jurisdiction. The Local Agency shall be responsible for the cost of project enhancements in excess of what is required to achieve safety and operation standards established at the sole discretion of the County.

Unless specifically identified, the County shall be responsible for the cost of replicating transportation systems disturbed by County initiated projects. The Local Agency shall be responsible for enhancements of transportation systems disturbed by Local Agency initiated projects.

Unless specifically identified, the County shall assume the long term responsibilities for the ongoing maintenance and future rehabilitation of transportation system enhancements approved by the County.

The Local Agency shall be responsible for the ongoing operational cost of transportation systems that incorporate private or public infrastructure under Local Agency jurisdiction.

A. Right of Way

1. Description

- a. Property required for proper design and construction.
- b. Includes all property and property acquisition costs to obtain fee title, permanent easement, temporary easement and right of entry needed to install components required to achieve roadway safety, design and drainage standards established by the County.

2. Construction

- a. The County shall be responsible for the cost of all right of way required for County initiated projects.
- b. The Local Agency shall be responsible for the cost of all additional right of way required to accommodate project enhancement requests.
- c. The Local Agency shall be responsible for the cost of right of way needed for projects initiated by the Local Agency or those necessitated by Third Party Developers.

3. Other Notes

- a. The County shall not take a lead role in the process or cost to condemn property needed solely for Local Agency requested project enhancements or those necessitated by Third Party Developers.

B. Clearing and Grubbing

1. Description

- a. Vegetation removal and disposal activities.
- b. Includes all vegetation clearing and grubbing needed to install components required to achieve safety, design and drainage standards established by the County.

2. Cost Share

- a. The County shall be responsible for the cost of all clearing and grubbing required for County initiated projects.
- b. The Local Agency shall be responsible for the cost of all clearing and grubbing required to accommodate project enhancement requests.
- c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of clearing and grubbing needed for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- d. The County shall be responsible for twenty-five percent (25%) of the cost of clearing and grubbing required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

C. Grading

1. Description

- a. Earth moving, shaping and hauling.
- b. Includes all grading and other earth moving activities needed to install components required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

- a. The County shall be responsible for the cost of all grading required for County initiated projects.
- b. The Local Agency shall be responsible for the cost of all grading required to accommodate project enhancement requests.
- c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of grading needed for projects initiated by the Local Agency or those necessitated by Third Party Developers.

- d. The County shall be responsible for twenty-five percent (25%) of the cost of grading required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

D. Aggregate Base

1. Description
 - a. Gravel and other base materials.
 - b. Includes all aggregate base materials needed to install components required to achieve roadway safety, design and drainage standards established by the County.
2. Cost Share
 - a. The County shall be responsible for the cost of all aggregate base required for County initiated projects.
 - b. The Local Agency shall be responsible for the cost of all aggregate base required to accommodate project enhancement requests.
 - c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of aggregate base required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
 - d. The County shall be responsible for twenty-five percent (25%) of the cost of aggregate base required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

E. Surfacing

1. Description
 - a. Bituminous or concrete roadway surfacing.
 - b. Includes all bituminous or concrete roadway surfacing needed to install components required to achieve roadway safety, design and drainage standards established by the County.
2. Cost Share
 - a. The County shall be responsible for the cost of all surfacing required for County initiated projects.
 - b. The Local Agency shall be responsible for the cost of all surfacing required to accommodate project enhancement requests.
 - c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of surfacing required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

- d. The County shall be responsible for twenty-five percent (25%) of the cost of surfacing required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

3. Maintenance

- a. The County shall be responsible for the cost to resurface and maintain existing roadways and auxiliary lanes under the jurisdiction of the County. This includes past project enhancements accepted by the County.

F. Auxiliary Lanes

1. Description

- a. Right turn lanes, left turn lanes, bypass lanes and acceleration lanes etc.
- b. Includes all right of way, clearing and grubbing, aggregate base, surfacing, utility relocation or other components required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

- a. The County shall be responsible for the cost of all auxiliary lanes required for County initiated projects.
- b. The Local Agency shall be responsible for the cost of all auxiliary lanes required to accommodate project enhancement requests.
- c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of auxiliary lanes required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- d. The County shall be responsible for twenty-five percent (25%) of the cost of auxiliary lanes required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- e. The Local Agency shall not be responsible for the cost of auxiliary lanes necessitated by Third Party Developers if the Local Agency does not have land use regulatory authority.
- f. When the Local Agency does not regulate land use, the County shall use its regulatory authority to stipulate a seventy-five percent (75%) cost share by Third Party Developers for projects requiring auxiliary lanes.

3. Maintenance

- a. The County shall be responsible for the cost to resurface and maintain existing auxiliary lanes located on roads under the jurisdiction of the County. This includes past project enhancements accepted by the County.

G. Parking Lanes

1. Description

- a. Extra shoulder width or pavement depth to accommodate on-street parking.
- b. All additional right of way, clearing and grubbing, aggregate base, surfacing, utility relocation or other components required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

- a. The County shall be responsible for the cost of all parking lanes required for County initiated projects.
- b. The Local Agency shall be responsible for the cost of all parking lanes required to accommodate project enhancement requests.

3. Maintenance

- a. The County shall be responsible for the cost to resurface and maintain existing parking lanes located on roadways under the jurisdiction of the County. This includes past project enhancements accepted by the County.

H. Bike Lanes

1. Description

- a. Extra roadway or shoulder width specifically designed for use by bicyclists.
- b. Includes all additional right of way, clearing and grubbing, aggregate base, surfacing, utility relocation or other components required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

- a. The County shall be responsible for the cost of all bike lanes required for County initiated projects.
- b. The Local Agency shall be responsible for the cost of all bike lanes required to accommodate project enhancement requests.
- c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of bike lanes required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- d. The County shall be responsible for twenty-five percent (25%) of the cost of bike lanes required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

3. Maintenance

- a. The County shall be responsible for the cost to resurface and maintain existing bike lanes located on roadways under the jurisdiction of the County. This includes past project enhancements accepted by the County.

I. Curb and Gutter

1. Description

- a. Concrete surface storm water conveyance systems.
- b. Includes all concrete curb and gutter, valley gutters, swales and associated surface storm water conveyance systems required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

- a. The County shall be responsible for the cost of all curb and gutter required for County initiated projects.
- b. The Local Agency shall be responsible for the cost of curb and gutter required to accommodate project enhancement requests.
- c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of curb and gutter required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- d. The County shall be responsible for twenty-five percent (25%) of the cost of curb and gutter required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- e. The Local Agency shall not be responsible for the cost of curb and gutter necessitated by Third Party Developers if the Local Agency does not have land use regulatory authority.
- f. When the Local Agency does not regulate land use, the County shall use its regulatory authority to stipulate a seventy-five percent (75%) cost share by Third Party Developers for projects requiring curb and gutter.

3. Maintenance

- a. The County shall be responsible for the cost to maintain existing curb and gutter located on roadways under the jurisdiction of the County. This includes past project enhancements accepted by the County.
- b. The Local Agency shall be responsible for the cost to maintain curb and gutter associated with draining roadways and adjacent property under the jurisdiction of the Local Agency.
- c. The Local Agency shall be responsible for painting and maintaining authorized curb and gutter “No Parking” markings.

J. Concrete Median

1. Description

- a. Raised concrete barrier used to channelize traffic or separate opposing lanes of travel.
- b. Includes all curb and gutter, surfacing and other concrete components required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

- a. The County shall be responsible for the cost of all concrete median required for County initiated projects.
- b. The Local Agency shall be responsible for the cost of concrete median required to accommodate project enhancement requests.
- c. The Local Agency shall be responsible for seventy-five percent (75%) of concrete median required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- d. The County shall be responsible for twenty-five percent (25%) of the cost of concrete median required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- e. The Local Agency shall not be responsible for the cost of concrete median necessitated by Third Party Developers if the Local Agency does not have land use regulatory authority.
- f. When the Local Agency does not regulate land use, the County shall use its regulatory authority to stipulate a seventy-five percent (75%) cost share by Third Party Developers for projects requiring concrete median.

3. Maintenance

- a. The County shall be responsible for the cost to maintain concrete median located on roadways under the jurisdiction of the County. This includes past project enhancements accepted by the County.
- b. The Local Agency shall be responsible for the cost to maintain concrete median located on roadways under the jurisdiction of the Local Agency.

K. Storm Water System

1. Description

- a. Ponds and other underground components to collect, convey and treat storm water runoff.
- b. Includes all storm water system components including pipes, culverts, catch basins, manholes, outfalls and ponds required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

- a. The County shall be responsible for the cost of all storm water systems required for County initiated projects.
- b. The Local Agency shall be responsible for the cost of all storm water systems required to accommodate project enhancement requests.
- c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of all storm water systems required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- d. The County shall be responsible for twenty-five percent (25%) of the cost of all storm water systems required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- e. The Local Agency shall not be responsible for the cost of storm water systems necessitated by Third Party Developers if the Local Agency does not have land use regulatory authority.
- f. When the Local Agency does not regulate land use, the County shall use its regulatory authority to stipulate a seventy-five percent (75%) cost share by Third Party Developers for projects requiring a storm water system.

3. Maintenance

- a. The County shall be responsible for the cost to maintain storm water systems providing drainage for right of ways under the jurisdiction of the County.
- b. The Local Agency shall be responsible for the cost to maintain storm water systems associated with draining roadways and adjacent property under the jurisdiction of the Local Agency.

L. System Special Storm Water Treatment System

1. Description

- a. Specialized storm water system components.
- b. Includes all storm water system components plus special treatment techniques including, but not limited to, filters, separators and sediment traps required to achieve treatment outcomes established by the County and Local Agency.

2. Cost Share

- a. The County and Local Agency shall equally share the installation cost of special storm water treatment systems.

3. Maintenance

- a. The County and Local Agency shall equally share the maintenance cost of the special storm water treatment systems.

M. Trails and Sidewalks

1. Description

- a. Concrete or bituminous bicycle, pedestrian or multimodal pathways.
- b. Includes all right of way and construction components such as clearing and grubbing, aggregate base and surfacing required to achieve Americans with Disabilities Act (ADA) and other design standards established by the County.
- c. Applies to all trail and sidewalk systems located within the County right of way.

2. Cost Share

- a. The Local Agency shall be responsible for the entire cost to install trails and sidewalks located within the County right of way.
- b. The Local Agency shall be responsible for the entire cost to remove and replace existing trails and sidewalks disturbed by Local Agency initiated projects or those necessitated by Third Party Developers.
- c. The County shall be responsible for the entire cost to remove and replace existing trails and sidewalks disturbed by County initiated projects.
- d. The Local Agency shall be responsible for the cost of enhancements to existing trails and sidewalks disturbed by County initiated projects.

3. Maintenance

- a. The Local Agency shall be responsible for the day to day operation and maintenance of trails and sidewalks located within the County right of way. This includes, but not limited to, repairs, preservation, sweeping and snow removal.

N. Standard Pedestrian Crossings

1. Description

- a. Standard treatments of sidewalk and trail transitions for at-grade pedestrian crossings.
- b. Includes all components associated with construction of a standard crossing including, but not limited to, ramps, truncated domes and pavement markings required to achieve Americans with Disabilities Act (ADA) and other design standards established by the County.
- c. Applies to all new installations and updates to existing crossings of County roadways, Local Agency roadways and private entrances.

2. Cost Share

- a. The County shall be responsible for all standard pedestrian crossings traversing a County roadway or State Highway.

- b. The Local Agency shall be responsible for all new, or updates to existing, pedestrian crossings traversing Local Agency roadways, private entrances or other pedestrian obstacles.
- c. The County shall be responsible for replacing ADA compliant pedestrian crossings disturbed by County initiated projects.
- d. The Local Agency shall be responsible for replacing existing pedestrian crossings disturbed by Local Agency projects or those necessitated by Third Party Developers.

3. Maintenance

- a. The Local Agency shall be responsible for the sweeping and snow removal of standard pedestrian crossings located within the County right of way.
- b. The County and Local Agency shall be responsible for repairs and preservation of facilities required to traverse their respective roadways, private entrances or other pedestrian obstacles.

O. Special Pedestrian Crossings

1. Description

- a. Special systems to enhance at-grade pedestrian crossings.
- b. Includes all components associated with construction of special pedestrian crossings including, but not limited to, sidewalk bump-outs, push buttons, enhanced crosswalk treatments, electronic flashers and beacons required to achieve Americans with Disabilities Act (ADA) and other design standards established by the County.
- c. Applies to all new installations and updates to existing crossings of County roadways, Local Agency roadways and private entrances.

2. Cost Share

- a. The County and Local Agency shall equally share the responsibility for the installation of special pedestrian crossings traversing a County roadway or State Highway.
- b. The Local Agency shall be responsible for special pedestrian crossings traversing Local Agency roadways, private entrances or other pedestrian obstacles.
- c. The County shall be responsible for replacing special crossings disturbed by County initiated projects.
- d. The Local Agency shall be responsible for replacing special crossings disturbed by Local Agency projects or those necessitated by Third Party Developers.

3. Operation

- a. The County shall be responsible for programming computer systems associated with special pedestrian crossing systems located within the County right of way.
- b. The Local Agency shall be responsible for the cost of electrical power associated with special pedestrian crossings.

4. Maintenance

- a. The County shall be responsible for maintaining computer systems associated with of special pedestrian crossing located within the County right of way.
- b. The Local Agency shall be responsible for the sweeping and snow removal of special pedestrian crossings located within the County right of way.
- c. The County and Local Agency shall be responsible for repairs and preservation of facilities required to traverse their respective roadways, private entrances or other pedestrian obstacles.
- d. The County and Local Agency shall equally share the cost associated with replacing or restoring special pedestrian crossing system components sustaining major damage or failure.

P. Pedestrian Bridges and Tunnels

1. Description

- a. Grade-separated bicycle, pedestrian or multimodal roadway crossings.
- b. Includes all components associated with construction of trails and sidewalks plus structures, lighting, drainage and other systems required to achieve Americans with Disabilities Act (ADA) and other design standards established by the County.
- c. Applies to all new or enhanced pedestrian bridge or tunnel systems located within the County right of way.

2. Cost Share

- a. The Local Agency shall be responsible for the entire cost of pedestrian bridges or tunnels located within the County right of way.
- b. The Local Agency shall be responsible for the entire cost to remove and replace existing trails and sidewalks disturbed by Local Agency initiated projects or those necessitated by Third Party Developers.
- c. The Local Agency shall be responsible for the cost of enhancements to existing trails and sidewalks disturbed by County initiated projects.

3. Operation

- a. The Local Agency shall be responsible for the cost of electrical power associated with pedestrian bridges and tunnels located within the County right of way.
- b. The County shall be responsible for the cost of all periodic structural inspections for pedestrian bridges and tunnels located within the County right of way.

4. Maintenance

- a. The Local Agency shall be responsible for the sweeping and snow removal for pedestrian bridges and tunnels located within the County right of way.

- b. The County shall be responsible to maintain the structural components associated with pedestrian bridges and tunnels located within the County right of way.

Q. Intersection Control Systems

1. Description

- a. Systems to control the flow of traffic at moderate to high volume intersections.
- b. Includes all components that make up a permanent and justified intersection control system including, but not limited to, signals, signage, vehicle channelization, storm water systems, lighting and ADA accommodations required to achieve roadway safety, design and drainage standards established by the County.
- c. Applies to all new installations, modifications and replacement of interchanges, traffic signals, roundabouts, restricted movement intersections and other future intersection control technologies.

2. Cost Share

- a. The County and Local Agency shall divide the total cost of intersection control systems based on the jurisdiction of the legs contributing to the intersection.
- b. The Local Agency shall be responsible for the cost of intersection legs that are private roadways or access points.
- c. The County shall be responsible for the intersection control system if the Local Agency has no public or private legs contributing to the intersection.
- d. The Local Agency shall be responsible for the entire cost of constructing an intersection control system that does not meet established justification criteria.
- e. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of intersection control systems required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- f. The County shall be responsible for twenty-five percent (25%) of the cost of intersection control systems required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- g. The Local Agency shall not be responsible for the cost of intersection control systems necessitated by Third Party Developers if the Local Agency does not have land use regulatory authority.
- h. When the Local Agency does not regulate land use, the County shall use its regulatory authority to stipulate a seventy-five percent (75%) cost share by Third Party Developers for projects requiring intersection control systems.

3. Operation

- a. The County shall be responsible for programming all electronic intersection control systems.

- b. The Local Agency shall be responsible for the entire cost of intersection control system electrical power if at least one Local Agency or private leg contributes to the intersection.
- c. The County shall be responsible for the entire cost of intersection control system electrical power if the Local Agency has no public or private legs contributing to the intersection.

4. Maintenance

- a. Includes all maintenance activities for intersection control systems such as painting, re-lamping, battery replacement and maintaining the center of roundabouts.
- b. The Local Agency shall be responsible for the cost of intersection control system maintenance if at least one Local Agency or private leg contributes to the intersection.
- c. The County shall be responsible for the cost of intersection control maintenance if the Local Agency has no public or private legs contributing to the intersection.
- d. The County and Local Agency shall equally share the cost associated with replacing or restoring intersection control system components sustaining major damage or failure.

R. Street Light Systems

1. Description

- a. Overhead roadway lighting.
- b. Includes all overhead street lighting project components including, but not limited to, poles, mast arms, lamps and electrical power required to achieve roadway safety, design and drainage standards established by the County.
- c. Applies to all urban or rural overhead street lighting operating separately from intersection control systems.

2. Cost Share

- a. The County and Local Agency shall divide the total cost of overhead street lighting systems based on the jurisdiction of the legs contributing to the intersection.
- b. The Local Agency shall be responsible for the cost of intersection legs that are private roadways or access points.
- c. The County shall be responsible for the overhead street lighting system if the Local Agency has no public or private legs contributing to the intersection.
- d. The Local Agency shall be responsible for the entire cost of constructing street lighting systems unsupported by the County.
- e. The Local Agency shall be responsible for the entire cost of constructing street lighting systems in urban areas proposed primarily for aesthetic purposes.
- f. The Local Agency shall be responsible for the cost difference between installing standard and aesthetically enhanced street lighting systems.

3. Operation

- a. The County shall be responsible for the cost of street lighting electrical power if the Local Agency has no public or private legs contributing to the intersection.
- b. The Local Agency shall be responsible for the entire cost of overhead street lighting electrical power if at least one Local Agency or private leg contributes to the intersection.

4. Maintenance

- a. The County shall be responsible for the cost of street lighting maintenance if the Local Agency has no public or private legs contributing to the intersection. This includes, but not limited to, minor repairs, painting and re-lamping.
- b. The Local Agency shall be responsible for the entire cost of street lighting maintenance if at least one Local Agency or private leg contributes to the intersection. This includes, but not limited to, minor repairs, painting and re-lamping.
- c. The County and Local Agency shall equally share the cost associated with replacing or restoring intersection control system components sustaining major damage or failure.
- d. The Local Agency shall be responsible for the entire cost of maintaining street lighting systems proposed primarily for aesthetic purposes.

S. Standard Roadway Signs

1. Description

- a. Standard regulatory, advisory and other authorized signs located within the County right of way.
- b. Applies to the materials and installation of standard roadway signs required to achieve roadway safety, design and other standards established by the County.

2. Cost Share

- a. The County shall be responsible for the cost to install or replace standard roadway signs disturbed by County initiated projects.
- b. The Local Agency shall be responsible for the cost of standard roadway signed required to accommodate project enhancement requests.

3. Maintenance

- a. The County shall be responsible for the maintenance of all standard roadway signs required to meet safety and operation standards established by the County.
- b. The County shall be responsible for replacing or restoring standard roadway signs that are damaged.

T. Special Roadway Signs

1. Description

- a. Authorized specialty regulatory, advisory and other enhanced signing located within the County right of way.
- b. Includes all electronic speed limit signs, blinking signs and intersection conflict warning signs required to achieve roadway safety, design and other standards established by the County.
- c. Applies to the installation, programing, operation and maintenance of special roadway signs.

2. Cost Share

- a. The County shall be responsible for coordinating the installation and computer programming of all specialty signs located within the County right of way.
- b. The County shall be responsible for the installation and programming cost of special roadway signs initiated by the County.
- c. The Local Agency shall be responsible for the installation cost of special roadway sign enhancements initiated by the Local Agency and approved by the County.

3. Operation

- a. The County shall be responsible for the electrical power cost of special roadway signs initiated by the County.
- b. The Local Agency shall be responsible for the electrical power cost of special roadway sign enhancements initiated by the Local Agency and approved by the County.

4. Maintenance

- a. The County shall be responsible for the cost to replace, maintain and program specialty roadway signs initiated by the County.
- b. The Local Agency shall be responsible for the cost to replace, maintain and program specialty roadway signs initiated by the Local Agency and approved by the County

5. Other Notes

- a. The County shall not enter into agreements regarding the installation of special roadway signs with private individuals or organizations.

U. Mailbox Supports

1. Description

- a. Standard snow plow resistant mailbox supports utilized by the County.

- b. Includes all activities required to install mailbox supports disturbed by County initiated roadway projects.
- 2. **Cost Share**
 - a. The County shall be responsible for the cost to install or replace mailbox supports disturbed by County initiated projects.
 - b. The Local Agency shall be responsible for the cost of additional mailbox supports required to accommodate project enhancement requests.

V. County Bridges

- 1. **Description**
 - a. Bridges owned and operated by the County.
 - b. Includes bridge system components and right of way required to achieve roadway safety, design and bridge standards established by the County.
- 2. **Cost Share**
 - a. The County shall be responsible for the cost of all bridges located on the County roadway system.
 - b. The Local Agency shall be responsible for the entire cost of aesthetic, decorative or other enhancements to bridges on the County roadway system.
- 3. **Operation**
 - a. The County shall be responsible for the cost of all periodic structural inspections for bridges on the County roadway system.
- 4. **Maintenance**
 - a. The County shall be responsible for the maintenance of all bridges located on the County roadway system.

W. Local Agency Bridges

- 1. **Description**
 - a. Bridges owned and operated by the Local Agency.
 - b. Includes all bridge system components and right of way required to achieve roadway and bridge design standards established by the County.
- 2. **Cost Share**
 - a. The Local Agency shall be responsible for the cost to construct all bridges located on the Local Agency roadway system.

3. Operation

- a. The County shall be responsible for the cost of all periodic structural inspections for bridges located on the Local Agency roadway system.

4. Maintenance

- a. The Local Agency shall be responsible for the maintenance of all bridges located on the Local Agency roadway system.

X. Retaining Walls

1. Description

- a. Structural wall systems designed to hold back earth and commonly used in place of a slope.
- b. Includes all required components of a retaining wall system and right of way required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

- a. The County shall be responsible for the cost of retaining walls required to meet roadway design and drainage standards established by the County.
- b. The Local Agency shall be responsible for the cost of retaining walls required to accommodate project enhancement requests.
- c. The Local Agency shall be responsible for the cost of retaining walls requested in place of other design methods where County has determined other methods will achieve roadway design and drainage standards.
- d. The Local Agency shall be responsible for the cost of aesthetic, decorative or other enhancements to retaining walls.

3. Operation

- a. The County shall be responsible for periodic inspections of retaining walls located within the County right of way.

4. Maintenance

- a. The County shall be responsible for the maintenance of all retaining walls located on the County roadway system.

Y. Noise Walls

1. Description

- a. Timber or concrete walls erected specifically to reduce the effects of roadway noise.
- b. Includes all noise wall system components and right of way required to achieve roadway acoustic standards established by the County.

2. Cost Share

- a. The County shall be responsible for the cost of all required noise walls located within the County right of way.
- b. The Local Agency shall be responsible for aesthetic, decorative or other enhancements to noise walls located within the County right of way.

3. Operation

- a. The County shall be responsible for periodic inspections of noise walls located within the County right of way.

4. Maintenance

- a. The County shall be responsible for the maintenance of all required noise walls located within the County right of way.

Z. Utility Relocation and Adjustment

1. Description

- a. Moving or reconfiguring existing utility systems disturbed by construction.
- b. Includes all elements of design and construction required to restore underground or overhead utility systems disturbed by construction.
- c. Applies to all public and private utility systems including, but not limited to, water, sanitary sewer, storm sewer, electricity, telecommunications and gas located on new County or Local Agency right of way.
- d. Applies to utilities located outside of the current County right of way. Private or public utilities located within the existing County right of way must be relocated or adjusted at the owner's expense; avoiding any costs to the County or Local Agency.

2. Cost Share

- a. The County shall be responsible for costs incurred to relocate or adjust existing utilities required to achieve roadway safety, design and drainage standards established by the County.
- b. The Local Agency shall be responsible for costs incurred to relocate and adjust utilities solely to accommodate project enhancements requested by the Local Agency.
- c. The Local Agency shall be responsible for the cost to relocate or adjust existing utilities owned or operated by the Local Agency.
- d. The Local Agency shall be responsible for costs incurred to relocate and adjust utilities solely to accommodate projects necessitated by Third Party Developers and approved by the Local Agency utilizing its land use regulatory authority.
- e. The Local Agency shall not be responsible for costs incurred to relocate and adjust utilities if the Local Agency does not have land use regulatory authority.

- f. When the Local Agency does not regulate land use, the County shall use its regulatory authority to stipulate that Third Party Developers be responsible for all costs incurred to relocate and adjust utilities disturbed by proposed projects.

AA. Roadway Restoration After Local Agency Utility Work

1. **Description**
 - a. Restoring County roadways disturbed by Local Agency utility work.
 - b. Includes all elements of design and construction including, but not limited to surfacing, aggregate base, curb and gutter, turf establishment or other components required to restore the County right of way to its original condition.
 - c. Applies to Local Agency utility systems including, but not limited to water, sanitary sewer, storm sewer and telecommunications located within the existing County right of way.
2. **Cost Share**
 - a. The Local Agency shall be responsible for the costs associated with restoring County roadways and right of way to design and drainage standards established by the County.
 - b. The County shall evaluate when the next road rehabilitation project will be required and consider contributing the pro-rated cost of the future treatment to the Local Agency.
 - c. The County shall be responsible for the cost of roadway enhancements completed during the restoration project conducted by the Local Agency.

BB. Landscaping, Streetscaping and Aesthetic Enhancements

1. **Description**
 - a. Visual enhancements to projects or project components that do not serve a specific transportation or safety need.
 - b. Includes all visual enhancements including, but not limited to, median plantings, roundabout landscaping, colored or stamped concrete, special pavement markings, decorative bridge railing and ornamental lighting.
2. **Cost Share**
 - a. The Local Agency shall be responsible for the cost to install landscaping, streetscaping or other aesthetic enhancements located within the County right of way.
 - b. The County shall be responsible for vegetation plantings required to provide standard erosion control.
 - c. The Local Agency shall be responsible for the cost difference between standard and aesthetically enhanced project components.
3. **Maintenance**

- a. The Local Agency shall be responsible for the cost to maintain all landscaping, streetscaping and aesthetic enhancements located within the County right of way.

CC. Pro-Rated Items

1. Description
 - a. General or intangible activities that are required part of most construction projects and are not easily quantifiable or split between the County and Local Agency.
 - b. Applies to general construction items including, but not limited to, contractor mobilization, traffic control and erosion control supervisor.
2. Cost Share
 - a. The County and Local Agency shall divide the responsibility of pro-rated items based on the portion each contributes to the total cost of construction.
 - b. The Local Agency shall be responsible for the cost of pro-rated construction activities that are required solely to accommodate project enhancements requested by the Local Agency.

DD. County Led Design Engineering

1. Description
 - a. Design engineering services completed or contracted by the County when developing joint construction projects.
 - b. Includes all engineering and other technical activities leading up to project bid letting including, but not limited to, preliminary and detailed design, traffic analysis, surveying, environmental documentation and right of way acquisition.
 - c. Applies to County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.
2. Cost Share
 - a. The Local Agency shall be responsible for an amount not to exceed eight percent (8%) of the Local Agency's final construction costs when the County takes the lead role for design engineering services.
3. Other Notes
 - a. The County shall not conduct design engineering services for the Local Agency unless specifically involved in a joint construction project or bid letting.
 - b. The Local Agency's responsibility shall not exceed at eighteen percent (18%) of the Local Agency's final construction costs when the County takes the lead role for all aspects of a joint construction project.

EE. Local Agency Led Design Engineering

1. Description

- a. Design engineering services completed or contracted by the Local Agency when developing joint construction projects.
- b. Includes all engineering and other technical activities leading up to project bid letting including, but not limited to, preliminary and detailed design, traffic analysis, surveying, environmental documentation and right of way acquisition.
- c. Applies to County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

2. Cost Share

- a. The County shall be responsible for an amount not to exceed eight percent (8%) of the County's final construction costs when the Local Agency takes the lead role for design engineering services.

3. Other Notes

- a. The County shall be responsible for an amount not to exceed eighteen percent (18%) of the County's final construction costs when the Local Agency takes the lead role for all aspects of a joint construction project.

FF. County Led Construction Engineering

1. Description

- a. Construction engineering services completed or contracted by the County when building joint construction projects.
- b. Includes all engineering and other technical activities required to ensure proper project delivery including, but not limited to, material testing, construction surveying, quality control and general construction project oversight.
- c. Applies to County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

2. Cost Share

- a. The Local Agency shall be responsible for an amount not to exceed seven percent (7%) of the Local Agency's final construction costs when the County takes the lead role for construction engineering services.

3. Other Notes

- a. The County shall not conduct construction engineering services for the Local Agency unless specifically involved in a joint construction project or bid letting.
- b. The Local Agency shall be responsible for an amount not to exceed eighteen percent (18%) of the Local Agency's final construction costs when the County takes the lead role for all aspects of a joint construction project.

GG. Local Agency Led Construction Engineering

1. Description

- a. Construction engineering services completed or contracted by the Local Agency when building joint construction projects.
- b. Includes all engineering and other technical activities required to ensure proper project delivery including, but not limited to, material testing, construction surveying, quality control and general construction project oversight.
- c. Applies to County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

2. Cost Share

- a. The County shall be responsible for an amount not to exceed seven percent (7%) of the County's final construction costs when the Local Agency takes the lead role for construction engineering services.

3. Other Notes

- a. The County shall be responsible for an amount not to exceed eighteen percent (18%) of the County's final construction costs when the Local Agency takes the lead role for all aspects of a joint construction project.

HH. County Led Construction Contract Administration

1. Description

- a. Administrative and financial services completed or contracted by the County when delivering joint construction projects.
- b. Includes all activities required to ensure proper execution of the construction contract including, but not limited to, bid letting, contract award, labor compliance, public relations and fiscal agent responsibilities.
- c. Applies to County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

2. Cost Share

- a. The Local Agency shall be responsible for an amount not to exceed three percent (3%) of the Local Agency's final construction costs when the County takes the lead role for construction contract administration services.

3. Other Notes

- a. The County shall not conduct construction contract administration services for the Local Agency unless specifically involved in a joint construction project or bid letting.
- b. The Local Agency shall be responsible for an amount not to exceed eighteen percent (18%) of the Local Agency's final construction costs when the County takes the lead role for all aspects of a joint construction project.

II. Local Agency Led Construction Contract Administration

1. Description

- a. Administrative and financial services completed or contracted by the Local Agency when delivering joint construction projects.
- b. Includes all activities required to ensure proper execution of the construction contract including, but not limited to, bid letting, contract award, labor compliance, public relations and fiscal agent responsibilities.
- c. Applies to County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

2. Cost Share

- a. The County shall be responsible for an amount not to exceed three percent (3%) of the County's final construction costs when the Local Agency takes the lead role for construction contract administration services.

3. Other Notes

- a. The County shall be responsible for an amount not to exceed eighteen percent (18%) of the County's final construction costs when the Local Agency takes the lead role for all aspects of a joint construction project.

JJ. Engineering Studies

1. Description

- a. Engineering and other technical analysis required to evaluate roadway projects and development proposals.
- b. Includes all analysis activities required to evaluate project proposals including, but not limited to, traffic impact studies, cost/benefit analysis, trip generation models and other feasibility studies.

- c. Applies to all engineering and technical analysis required to evaluate County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

2. Cost Share

- a. The County shall be responsible for the cost of engineering studies required to evaluate County initiated projects.
- b. The Local Agency shall be responsible for the additional cost of engineering analysis required to evaluate specific project enhancement requests.
- c. The Local Agency shall be responsible for the cost of engineering studies required for projects initiated by the Local Agency or those necessitated by Third Party Developers.
- d. The Local Agency shall not be responsible for the cost of engineering studies necessitated by Third Party Developers if the Local Agency does not have land use regulatory authority.
- e. When the County Engineer requires an engineering study to evaluate the impact of Third Party Developers may have on the roadway system, the County shall use its regulatory authority to stipulate that the developer be responsible for the cost of the engineering study to determine the appropriate solution.

KK. Other Items

1. Description

- a. Includes any item or activity not specifically addressed by this document.

2. Cost Share

- a. The County and Local Agency shall determine the cost share of other items by negotiation.

LL. Specialty Funding

1. Description

- a. Includes special project funding received by the County or Local Agency as the result of any local, state, federal or other special assistance programs. These may include grants, legislative bonding initiatives or other special appropriations.
- b. Specialty funding does not include established revenue streams utilized by the County or Local Agency. These include, property tax revenue, State Aid funding, Federal Aid funding or revenue generated by a local option sales tax.

2. Cost Share

- a. If specialty funding is awarded to a project as a result of a joint request, the County shall hold the Local Agency responsible for project cost sharing defined by this policy.

- b. The County and Local Agency shall equally share the benefit of specialty funding based on the percent of eligible project components.
- c. The County and Local Agency shall use the provisions of this policy to divide the local match and all project costs ineligible for coverage by specialty funding allocations.

APPENDIX A: COST SHARE COMPONENT SUMMARY

Cost Share Item	Page Reference	Crow Wing County Initiated Project and Project Scope, Jointly Planned Projects.		Approved Local Agency Initiated or Development Driven Projects.	Requested Enhancements to Cmw Wing County Initiated Projects or Jointly Planned Projects.	Approved Local Agency Initiated or Development Driven Projects.	Local Agency/Developer's Share
		County Share	Local Agency Share				
Right of Way	9	100%	0%	0%	0%	100%	100%
Clearing and Grubbing	9	100%	0%	25%	0%	100%	75%
Grading	10	100%	0%	25%	0%	100%	75%
Aggregate Base	10	100%	0%	25%	0%	100%	75%
Surfacing	11	100%	0%	25%	0%	100%	75%
Auxiliary Lanes	11	100%	0%	25%	0%	100%	75%
Parking Lanes	12	0%	0%	0%	100%	100%	100%
Bike Lanes	13	0%	0%	0%	100%	100%	100%
Curb and Gutter	13	100%	0%	25%	0%	100%	75%
Concrete Median		100%	0%	25%	0%	100%	75%
Storm Water System	14	100%	0%	25%	0%	100%	75%
System Special Storm Water Treatment System	15	50%	50%	0%	50%	50%	100%
Trails and Sidewalks	15	0%	0%	0%	100%	100%	100%
Standard Pedestrian Crossings	16	100% County/State Crossing	0%	25% County/State Crossing	100% Local Agency Crossing	100%	75% County/State Crossing
Special Pedestrian Crossings	16	50%	50%	0%	50%	50%	100%
Pedestrian Bridges and Tunnels	17	0%	0%	0%	100%	100%	100%

Highway Department Cost Participation Policy
APPENDIX A: Cost Share Component Summary

Cost Share Item	Page Reference	Crow Wing County Initiated Project and Project Scope. Jointly Planned Projects.		Approved Local Agency Initiated or Development Driven Projects.		Approved Local Agency Initiated or Development Driven Projects to Crow Wing County Initiated Projects or Jointly Planned Projects.	Approved Local Agency /Developer's Share
		County Share	County Share	County Share	Local Agency Share		
Intersection Control Systems	18	% Based on Contributing Leg	0%	25%	% Based on Contributing Leg	100%	75%
Street Light Systems	19	% Based on Contributing Leg	0%	25%	% Based on Contributing Leg	100%	75%
Standard Roadway Signs	20	100%	0%	0%	0%	100%	100%
Special Roadway Signs	21	100%	0%	0%	0%	100%	100%
Mailbox Supports	22	100%	0%	0%	0%	100%	100%
County Bridges	22	100%	0%	0%	0%	100%	100%
Local Agency Bridges	23	0%	0%	0%	100%	100%	100%
Retaining Walls	23	100%	0%	0%	0%	100%	100%
Noise Walls	24	100%	0%	0%	0%	100%	100%
Utility Relocation and Adjustment	24	100%	0%	0%	0%	100%	100%
Roadway Restoration After Local Agency Utility Work	25	NA	0%	0%	NA	100%	100%
Landscape and Aesthetic Enhancements	26	0%	0%	0%	100%	100%	100%
Pro-Rated Items	26	% of Total Construction Cost	% of Total Construction Cost	% of Total Construction Cost	% of Total Construction Cost	% of Total Construction Cost	% of Total Construction Cost

Highway Department Cost Participation Policy
APPENDIX A: Cost Share Component Summary

Cost Share Item	Page Reference	Crow Wing County Initiated Project and Project Scope, Jointly Planned Projects.		Approved Local Agency Initiated or Development Driven Projects.		Approved Local Agency Initiated or Developed Initiated Projects or Jointly Planned Projects.	
		County Share	County Share	Local Agency Share	Local Agency Share	Local Agency /Developer's Share	Local Agency /Developer's Share
County Led Design Engineering	26	NA	0%	NA	8% of Local Agency Construction Cost	8% of Local Agency Construction Cost	8% of Local Agency /Developer Construction Cost
Local Agency Led Design Engineering	27	8% of County Construction Cost	0%	NA	7% of Local Agency Construction Cost	7% of Local Agency Construction Cost	7% of Local Agency /Developer Construction
County Led Construction Engineering	28	NA	0%	NA	NA	NA	NA
Local Agency Led Construction Engineering	28	7% of County Construction Cost	0%	7% of County Construction Cost	NA	NA	NA
County Led Construction Contract Administration	29	NA	0%	NA	3% of Local Agency Construction Cost	3% of Local Agency Construction Cost	3% of Local Agency /Developer Construction
Local Agency Led Construction Contract Administration	29	3% of County Construction Cost	0%	3% of County Construction Cost	NA	NA	NA
Engineering Studies	30	100%	0%	0%	0%	100%	100%
Other Items	31	By Negotiation	By Negotiation	By Negotiation	By Negotiation	By Negotiation	By Negotiation
Special Funding	31	Pro-Rated Based on % of Total Construction Cost.	Pro-Rated Based on % of Total Construction Cost.	Pro-Rated Based on % of Total Construction Cost.	Pro-Rated Based on % of Total Construction Cost.	Pro-Rated Based on % of Total Construction Cost.	Pro-Rated Based on % of Total Construction Cost.

APPENDIX B: EXAMPLE COST SHARE AGREEMENT

CONSTRUCTION COST SHARE AGREEMENT WITH THE (Local Agency) (Project Number)) FOR THE RECONSTRUCTION OF ROADWAYS UNDER THE JURISDICTION OF CROW WING COUNTY AND (Local Agency)

This Agreement is made and entered into this day of **(Date)**, 2020, by and between the County of Crow Wing, State of Minnesota, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "County", and the City of **XXXX** c/o **(Address)** hereinafter referred to as the "City". The agreement is based upon the most current version of the Crow Wing County Construction and Maintenance Cost Share Policy adopted by the County Board.

WITNESSETH

WHEREAS, the parties mutually agree that reconstruction of the County State Aid Highway (CSAH) **XX**, including construction of storm sewer, curb and gutter, and traffic signals should be done as soon as possible; and,

WHEREAS, the City requests the County to construct a pedestrian trail; and,

WHEREAS, the City granted Municipal Consent for the Project on **(Date)**; and,

WHEREAS, the parties agree that it is in their best interest that certain costs of said Project be shared; and,

WHEREAS, the Crow Wing County Highway Department has prepared plans and specifications for the project entitled **(Project Number)**, which plans and specifications are on file in the office of the County Engineer;

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of constructing project **(Project Number)**. This agreement identifies funding responsibilities and also future responsibilities upon project completion. Attachment A, B, and C are considered a part of this agreement.

II. Duties

A. Design and Construction

For this project, the County shall provide all design-engineering services unless otherwise stated in this agreement. The County shall provide all construction-engineering services, with the City being responsible for its share of design engineering/project development as identified in Attachment A or B and Attachment C. Attachments A, B, and C are estimates and final costs will be determined upon project completion. The County shall do the calling for all bids and the acceptance of all bid proposals and shall enter into a construction contract as the "owner" for purposes of the project.

B. Property Acquisition

The County shall be responsible for acquiring property needed for the proposed project. This includes identifying needs, acquiring property, creating documents and finalizing the process. The estimated costs are included in Attachment A or B.

C. Inspection and Approval

The County shall provide construction inspection and staking for the Project and approval for acceptance of the work as it is completed. The City or their designated representative shall also be available to inspect any items the City is cost sharing in and notify the County of any concerns that arise during or after completion of the Project. Approval of the completed construction by the County shall be final, binding and conclusive upon the City as to the satisfactory completion of the construction.

III. COSTS

A. Project Costs

The project costs identified in this agreement are based upon current estimates. Attachments A and B identify the agreed upon cost share quantities and estimated costs. Actual final costs for each agency will be determined by actual final quantities.

B. SUMMARY OF ESTIMATED COSTS - The estimated construction and engineering costs of the project are shown in Attachment A and are summarized as follows:

Estimated County Construction Costs	\$ 2,238,498.50
Estimated County Right of Way Costs	\$ 73,200.00
Total Estimated County Costs	\$ 2,311,698.50
Estimated City Construction Costs	\$ 127,905.00
Estimated City Engineering Costs	\$ 23,022.90
Estimated City Right of Way Costs	\$ 33,600.00
Total Estimated City Costs	\$ 184,527.90

C. OPTIONAL COSTS – The City has expressed interest in extending a trail approximately 600 feet along the north side of CSAH XX. These costs become part of this agreement or extinguished from this agreement, via City Council Action. The estimated construction and engineering costs are shown in Attachment B and are summarized as follows:

Estimated City Construction Costs	\$ 36,560.00
Estimated City Engineering Costs	\$ 6,580.80
Total Estimated City Costs	\$ 43,140.80

D. RIGHT-OF-WAY ACQUISITION COSTS – The County shall fund the Right-of-Way acquisition required to construct the roadway portion of **(Project Number)**. The City shall be responsible to fund Right-of-Way acquisitions required to construct trails and/or sidewalks associated with **(Project Number)**. These costs are identified in Attachments A and B.

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed pursuant to law. Upon project completion, a final cost accounting will be performed totaling costs related to the Project. An invoice will be prepared by the County and submitted to the City. The City shall have the

option to reimburse the County 100% of the funds due within 30 days of receipt of invoice, or to reimburse the County 50% of the funds due within 30 days of receipt of invoice and the remaining 50% the following year from the date of the invoice.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformity with State law.

VII. ACCOUNTABILITY

An accounting shall be made of all receipts and disbursements upon request by either party.

VIII. TERMINATION

This Agreement shall terminate upon completion of all obligations of the parties under this Agreement. This Agreement may be terminated prior to completion by either party only for breach of this Agreement or by mutual consent of the parties.

IX. MAINTENANCE

The City shall be solely responsible for all future maintenance of the City utility and trail systems. The County will be responsible for all routine maintenance and rehabilitation related to the completed storm sewer system including manholes, catch basins, catch basin leads, trunk lines, and detention basins (including ponds and their outlet structures) associated with **(Project Number)**. Maintenance of facilities being constructed off the County Right of Way and on existing City streets to complete the project (storm sewer, pavement, etc.) will be the responsibility of the City.

X. NOTICE

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the Office of the Crow Wing County Highway Department, 16589 CR 142, Brainerd, MN 56401, on behalf of the County, and **(Local Agency Address)**, on behalf of the City.

XI. INDEMNIFICATION

To the extent allowed by law, the County and the City mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XII. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

Highway Department Cost Participation Policy
APPENDIX B: Example Cost Participation Agreement

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

COUNTY OF CROW WING

(Local Agency)

By: _____
Name _____
Title _____

Dated: _____

By: _____
Name _____
Title _____

Dated: _____

Highway Department Cost Participation Policy
APPENDIX B: Example Cost Participation Agreement

Cost Share Attachment A

Project: CSAH XX
 Project Location: CROW WING COUNTY, MN
 Project No: XXX-XXX-XXX
 Date: 1/1/2020

Item Number	Description	Unit	Unit	PROJECT TOTAL		COUNTY COST		LOCAL AGENCY COST	
				Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION	LUMP SUM	\$100,000.00	1	\$100,000.00	0.95	\$95,000.00	0.05	\$5,000.00
2101.505	CLEARING	ACRE	\$4,000.00	0.7	\$2,800.00	0.7	\$2,800.00		\$0.00
2101.505	GRUBBING	ACRE	\$4,000.00	0.7	\$2,800.00	0.7	\$2,800.00		\$0.00
2101.524	CLEARING	TREE	\$200.00	11	\$2,200.00	11	\$2,200.00		\$0.00
2101.524	GRUBBING	TREE	\$200.00	12	\$2,400.00	12	\$2,400.00		\$0.00
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	\$1.00	11044	\$11,044.00	11044	\$11,044.00		\$0.00
2104.502	REMOVE CONCRETE APRON	EACH	\$300.00	5	\$1,500.00	5	\$1,500.00		\$0.00
2104.502	REMOVE METAL APRON	EACH	\$150.00	14	\$2,100.00	14	\$2,100.00		\$0.00
2104.502	REMOVE SIGN TYPE C	EACH	\$35.00	22	\$770.00	22	\$770.00		\$0.00
2104.502	REMOVE SIGN TYPE D	EACH	\$80.00	1	\$80.00	1	\$80.00		\$0.00
2104.502	RESCAPE SIGN	EACH	\$35.00	11	\$385.00	11	\$385.00		\$0.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$5.00	15	\$75.00	15	\$75.00		\$0.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	1748	\$5,244.00	1748	\$5,244.00		\$0.00
2104.503	REMOVE PIPE CULVERTS	LIN FT	\$15.00	532	\$7,980.00	532	\$7,980.00		\$0.00
2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	\$20.00	31	\$620.00	31	\$620.00		\$0.00
2104.503	REMOVE CURB & GUTTER	LIN FT	\$6.00	471	\$2,826.00	471	\$2,826.00		\$0.00
2104.503	REMOVE WOOD FENCE	LIN FT	\$10.00	254	\$2,540.00	254	\$2,540.00		\$0.00
2104.504	REMOVE CONCRETE WALK	SQ YD	\$5.00	206	\$1,030.00	206	\$1,030.00		\$0.00
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$10.00	39	\$390.00	39	\$390.00		\$0.00
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	\$6.00	1318	\$7,908.00	1318	\$7,908.00		\$0.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	17462	\$87,310.00	17462	\$87,310.00		\$0.00
2105.604	POLYETHYLENE SHEET	SQ YD	\$6.00	192	\$1,152.00	192	\$1,152.00		\$0.00
2106.507	EXCAVATION - COMMON	CU YD	\$7.00	7703 (P)	\$53,921.00	7703	\$53,921.00		\$0.00
2106.507	EXCAVATION - SUBGRADE	CU YD	\$12.00	7006 (P)	\$84,072.00	7006	\$84,072.00		\$0.00
2106.507	EXCAVATION - CHANNEL AND POND	CU YD	\$10.00	225 (P)	\$2,250.00	225	\$2,250.00		\$0.00
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	\$15.00	7526 (P)	\$112,890.00	7526	\$112,890.00		\$0.00
2106.507	COMMON EMBANKMENT (CV)	CU YD	\$5.00	3711 (P)	\$18,555.00	2832	\$14,160.00	879	\$4,395.00
2118.609	AGGREGATE SURFACING SPECIAL	TON	\$15.00	36	\$540.00	36	\$540.00		\$0.00
2123.610	SKID LOADER	HOUR	\$100.00	16	\$1,600.00	16	\$1,600.00		\$0.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$140.00	200	\$28,000.00	200	\$28,000.00		\$0.00
2130.523	WATER	M GALLON	\$55.00	200	\$11,000.00	200	\$11,000.00		\$0.00
2131.506	CALCIUM CHLORIDE SOLUTION	GALLON	\$2.00	1000	\$2,000.00	1000	\$2,000.00		\$0.00
2211.507	AGGREGATE BASE (CV) CLASS 6	CU YD	\$17.00	4220 (P)	\$71,740.00	4067	\$69,139.00	153	\$2,601.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$3.00	2019	\$6,057.00	2019	\$6,057.00		\$0.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2:8)	TON	\$70.00	62	\$4,340.00	62	\$4,340.00		\$0.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (3:8)	TON	\$70.00	2552	\$178,640.00	2552	\$178,640.00		\$0.00
2360.509	TYPE SP 12.5 WEARING COURSE MIX (3:8)	TON	\$65.00	4693	\$305,045.00	4693	\$305,045.00		\$0.00
2501.502	15" CS PIPE APRON	EACH	\$200.00	6	\$1,200.00	6	\$1,200.00		\$0.00
2501.502	12" RC PIPE APRON	EACH	\$600.00	1	\$600.00	1	\$600.00	0	\$0.00
2501.502	15" RC PIPE APRON	EACH	\$600.00	10	\$6,000.00	8	\$4,800.00	2	\$1,200.00
2501.502	24" RC PIPE APRON	EACH	\$800.00	2	\$1,600.00	2	\$1,600.00	0	\$0.00
2501.503	15" CAS PIPE CULVERT	LIN FT	\$35.00	116	\$4,060.00	116	\$4,060.00		\$0.00
2503.503	6" PVC PIPE SEWER	LIN FT	\$25.00	18	\$450.00	14	\$350.00	4	\$100.00
2503.503	12" RC PIPE SEWER DES 3006	LIN FT	\$40.00	611	\$24,440.00	521	\$20,840.00	90	\$3,600.00
2503.503	15" RC PIPE SEWER DES 3006	LIN FT	\$42.00	1125	\$47,250.00	989	\$41,538.00	136	\$5,712.00
2503.503	18" RC PIPE SEWER DES 3006	LIN FT	\$45.00	673	\$30,285.00	581	\$26,145.00	92	\$4,140.00
2503.503	21" RC PIPE SEWER DES 3006	LIN FT	\$50.00	1111	\$55,550.00	922	\$46,100.00	189	\$9,450.00
2503.503	24" RC PIPE SEWER DES 3006	LIN FT	\$55.00	58	\$3,190.00	50	\$2,750.00	8	\$440.00
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	1	\$1,000.00	1	\$1,000.00		\$0.00
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$1,000.00	1	\$1,000.00	1	\$1,000.00	0	\$0.00
2506.502	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	EACH	\$1,200.00	15	\$18,000.00	13	\$15,600.00	2	\$2,400.00
2506.502	CASTING ASSEMBLY	EACH	\$750.00	46	\$34,500.00	40	\$30,000.00	6	\$4,500.00
2506.503	CONST DRAINAGE STRUCTURE DESIGN SD-48	LIN FT	\$500.00	3	\$1,500.00	3	\$1,500.00	0	\$0.00
2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	\$400.00	154	\$61,600.00	134	\$53,600.00	20	\$8,000.00
2506.503	CONST DRAINAGE STRUCTURE DES 54-4020	LIN FT	\$450.00	13	\$5,850.00	10	\$4,500.00	3	\$1,350.00
2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	LIN FT	\$500.00	22	\$11,000.00	19	\$9,500.00	3	\$1,500.00
2511.504	GEOTEXTILE FILTER TYPE 3	SQ YD	\$4.00	96	\$384.00	81	\$324.00	15	\$60.00
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	\$5.00	66	\$330.00	56	\$280.00	10	\$50.00
2511.507	RANDOM RIPRAP CLASS II	CU YD	\$50.00	96	\$4,800.00	81	\$4,050.00	15	\$750.00
2511.507	RANDOM RIPRAP CLASS III	CU YD	\$75.00	18	\$1,350.00	15	\$1,125.00	3	\$225.00

Highway Department Cost Participation Policy
APPENDIX B: Example Cost Participation Agreement

Cost Share Attachment A (Continued)

2521.518	4" CONCRETE WALK	SQ FT	\$6.00	2409	\$14,454.00	0	\$0.00	2409	\$14,454.00
2521.518	6" CONCRETE WALK	SQ FT	\$9.00	3155	\$28,395.00	1578	\$14,202.00	1577	\$14,193.00
2521.518	2" BITUMINOUS WALK	SQ FT	\$5.00	7206	\$36,030.00	0	\$0.00	7206	\$36,030.00
2531.503	CONCRETE CURB & GUTTER DESIGN B418	LIN FT	\$25.00	5482	\$137,050.00	5482	\$137,050.00	0	\$0.00
2531.503	CONCRETE CURB & GUTTER DESIGN B424	LIN FT	\$20.00	330	\$6,600.00	330	\$6,600.00	0	\$0.00
2531.503	CONCRETE CURB & GUTTER DESIGN D418	LIN FT	\$25.00	188	\$4,700.00	188	\$4,700.00	0	\$0.00
2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$60.00	113	\$6,780.00	113	\$6,780.00	0	\$0.00
2531.618	TRUNCATED DOMES	SQ FT	\$45.00	276	\$12,420.00	138	\$6,210.00	138	\$6,210.00
2540.602	TEMPORARY MAIL BOX SUPPORT	EACH	\$150.00	9	\$1,350.00	9	\$1,350.00	0	\$0.00
2540.602	MAIL BOX SUPPORT	EACH	\$150.00	9	\$1,350.00	9	\$1,350.00	0	\$0.00
2554.502	GUIDE POST TYPE B	EACH	\$45.00	8	\$360.00	7	\$315.00	1	\$45.00
2563.601	TRAFFIC CONTROL	LUMP SUM	\$30,000.00	1	\$30,000.00	0.95	\$28,500.00	0.05	\$1,500.00
2564.502	OBJECT MARKER TYPE X4-2	EACH	\$100.00	4	\$400.00	4	\$400.00	0	\$0.00
2564.518	SIGN PANELS TYPE C	SQ FT	\$45.00	307	\$13,815.00	307	\$13,815.00	0	\$0.00
2564.602	INSTALL SIGN	EACH	\$60.00	11	\$660.00	11	\$660.00	0	\$0.00
2565.501	EMERGENCY VEHICLE PREEMPTION SYSTEM	LUMP SUM	\$75,000.00	1	\$75,000.00	1	\$75,000.00	0	\$0.00
2565.516	TRAFFIC CONTROL SIGNAL SYSTEM	SYSTEM	\$300,000.00	1	\$300,000.00	1	\$300,000.00	0	\$0.00
2565.616	TEMPORARY SIGNAL SYSTEM	SYSTEM	\$100,000.00	1	\$100,000.00	1	\$100,000.00	0	\$0.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	\$5,000.00	1	\$5,000.00	1	\$5,000.00	0	\$0.00
2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	\$11,000.00	1	\$11,000.00	1	\$11,000.00	0	\$0.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	\$150.00	43	\$6,450.00	43	\$6,450.00	0	\$0.00
2573.502	CULVERT END CONTROLS	EACH	\$160.00	12	\$1,920.00	12	\$1,920.00	0	\$0.00
2573.503	SILT FENCE: TYPE MS	LIN FT	\$2.00	5706	\$11,412.00	5706	\$11,412.00	0	\$0.00
2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LIN FT	\$7.00	51	\$357.00	51	\$357.00	0	\$0.00
2573.510	SEDIMENT REMOVAL BACKHOE	HOUR	\$200.00	10	\$2,000.00	10	\$2,000.00	0	\$0.00
2573.510	SEDIMENT REMOVAL VAC TRUCK	HOUR	\$350.00	10	\$3,500.00	10	\$3,500.00	0	\$0.00
2574.505	SOIL BED PREPARATION	ACRE	\$150.00	7	\$1,050.00	7	\$1,050.00	0	\$0.00
2574.507	COMMON TOPSOIL BORROW	CU YD	\$5.00	1454	\$7,270.00	1454	\$7,270.00	0	\$0.00
2574.508	FERTILIZER TYPE 1	POUND	\$1.00	653	\$653.00	653	\$653.00	0	\$0.00
2574.508	FERTILIZER TYPE 3	POUND	\$1.00	994	\$994.00	994	\$994.00	0	\$0.00
2574.508	FERTILIZER TYPE 4	POUND	\$1.00	48	\$48.00	48	\$48.00	0	\$0.00
2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SQ YD	\$2.00	3336	\$6,672.00	3336	\$6,672.00	0	\$0.00
2575.505	SEEDING	ACRE	\$180.00	7	\$1,260.00	7	\$1,260.00	0	\$0.00
2575.508	SEED MIXTURE 21-111	POUND	\$1.00	327	\$327.00	327	\$327.00	0	\$0.00
2575.508	SEED MIXTURE 25-131	POUND	\$5.00	626	\$3,130.00	626	\$3,130.00	0	\$0.00
2575.508	SEED MIXTURE 36-711	POUND	\$40.00	14	\$560.00	14	\$560.00	0	\$0.00
2575.508	HYDRAULIC MULCH MATRIX	POUND	\$1.00	7809	\$7,809.00	7809	\$7,809.00	0	\$0.00
2575.508	HYDRAULIC STABILIZED FIBER MATRIX	POUND	\$1.00	8090	\$8,090.00	8090	\$8,090.00	0	\$0.00
2575.523	RAPID STABILIZATION METHOD 3	M GALLON	\$235.00	0	\$0.00	0	\$0.00	0	\$0.00
2580.503	INTERIM PAVEMENT MARKING	LIN FT	\$0.50	36013	\$18,006.50	36013	\$18,006.50	0	\$0.00
2581.603	REMOVABLE PREFORMED PLASTIC MASK (BLACK)	LIN FT	\$3.00	2247	\$6,741.00	2247	\$6,741.00	0	\$0.00
2582.503	4" SOLID LINE PAINT	LIN FT	\$0.25	16082	\$4,020.50	16082	\$4,020.50	0	\$0.00
2582.503	4" BROKEN LINE PAINT	LIN FT	\$0.25	420	\$105.00	420	\$105.00	0	\$0.00
2582.503	4" DBLE SOLID LINE PAINT	LIN FT	\$0.25	10742	\$2,685.50	10742	\$2,685.50	0	\$0.00
2582.503	4" SOLID LINE MULTI COMP	LIN FT	\$1.00	7235	\$7,235.00	7235	\$7,235.00	0	\$0.00
2582.503	8" SOLID LINE MULTI COMP	LIN FT	\$1.00	433	\$433.00	433	\$433.00	0	\$0.00
2582.503	24" SOLID LINE MULTI COMP	LIN FT	\$9.00	317	\$2,853.00	317	\$2,853.00	0	\$0.00
2582.503	4" BROKEN LINE MULTI COMP	LIN FT	\$1.00	494	\$494.00	494	\$494.00	0	\$0.00
2582.503	4" DOTTED LINE MULTI COMP	LIN FT	\$1.00	498	\$498.00	498	\$498.00	0	\$0.00
2582.503	4" DBLE SOLID LINE MULTI COMP	LIN FT	\$1.00	3151	\$3,151.00	3151	\$3,151.00	0	\$0.00
2582.518	PAVT MSSG PREF THERMO GR IN	SQ FT	\$27.00	516	\$13,932.00	516	\$13,932.00	0	\$0.00
2582.518	CROSSWALK PREF THERMO GR IN	SQ FT	\$15.00	1176	\$17,640.00	1176	\$17,640.00	0	\$0.00
	CONSTRUCTION COST				\$2,366,403.50		\$2,238,498.50		\$127,905.00
	+ 18% ENGINEERING				\$425,952.63		\$402,929.73		\$23,022.90
	+ RIGHT OF WAY				\$106,800.00		\$73,200.00		\$33,600.00
	PROJECT TOTAL				\$2,483,435.90		\$2,714,628.23		\$184,527.90

	CITY COSTS	OPTIONAL CITY COSTS
STORM SEWER	\$44,586.96	\$0.00
TRAIL	\$56,549.68	\$36,560.00
CONCRETE WALK	\$26,768.36	\$0.00
CURB & GUTTER	\$0.00	\$0.00
18% ENGINEERING	\$23,022.90	\$6,580.80
RIGHT OF WAY	\$33,600.00	\$0.00
TOTAL CITY	\$184,527.90	\$43,140.80

GLOSSARY

County: Crow Wing County, acting through the elected Board of County Commissioners.

Local Agency: Cities, townships and unorganized townships acting through its board of elected officials.

Third party Developers: Entities other than the County or Local Agency proposing a land use project with the potential to affect the safety and operation of roadways under the jurisdiction of the County.

Project Enhancement: Project elements requested by the Local Agency that are in excess of what is required to meet project design standards established by Crow Wing County.

Local Agency With Land Use Regulatory Authority: Local agencies with formal planning and zoning authority to approve or deny land use requests including, but not limited to, plats, conditional use permits and building permits.

Local Agency Without Land Use Regulatory Authority: Local agencies that rely on the County's formal planning and zoning authority to approve or deny land use requests including, but not limited to, plats, conditional use permits and building permits.

Crow Wing County Initiated Project: Improvements primarily initiated and supported by Crow Wing County. These projects are adopted into the official Five-Year Highway Improvement Plan and promised to the public after extensive research, planning and budgeting.

Local Agency Initiated Project: Improvements initiated or necessitated by the actions of a Local Agency that may lack planning and coordination with the County. These projects often require reactionary improvements to ensure the county highway system maintains proper levels of safety and operation. These projects may impact the County's thoughtful planning effort and conflict with established funding and safety priorities.

Jointly Planned Project: Improvements initiated and prioritized through active communication between the County and Local Agency. Joint development of these projects may begin six to ten years in advance of construction. Jointly planned projects are less likely to impact the County's thoughtful planning effort or conflict with established funding and safety priorities.

Development-Driven Project: Improvements initiated or necessitated by the actions of a Third Party Developer. These projects often require reactionary improvements to ensure the county highway system maintains proper levels of safety and operation. These projects may impact the County's thoughtful planning effort and conflict with established funding and safety priorities.

Delayed Cost Share Reimbursement: A negotiated timeline for the final payment of cost share obligations established by this policy. The County or Local Agency may negotiate this type of payment deferral in the formal cost share agreement. Delayed payment requests may be associated with budgetary pressure created by projects with a short lead time, unplanned development or other factors.

Americans With Disabilities Act (ADA): Federal regulations requiring special design standards for pedestrian facilities to ensure safe use by those with disabilities.

Bike Lane: A portion of the roadway or shoulder designed for exclusive or preferential use by bicyclists.

Grade Separated Crossing: Any transportation related structure that vertically separates (up or down) modes of travel including, but not limited to, pedestrian bridges or tunnels and vehicle over passes or under passes.

Legs of an Intersection: Physical public or private roadways or access points that contributes traffic to an intersection.

Parking Lane: A portion of the roadway adjacent to the through-lane that is exclusively designated for on-street parking.

Requirements Established By the County: All standards, procedures, laws and other regulations required by Local, County, State and Federal agencies, where the County is charged with ensuring they are properly followed.