

# MURRAY COUNTY HIGHWAY DEPARTMENT

3051 20<sup>TH</sup> STREET  
SLAYTON, MN 56172

TELEPHONE: 507-836-6327  
FAX: 507-836-8891

WWW.MURRAYCOUNTYMN.COM

**Effective Date: July 11, 2017**

**Revised Date:**

## ADA TRANSITION PLAN FOR PUBLIC RIGHT OF WAY

Murray County's *ADA Transition Plan for Public Right of Way* is a document that will detail the transition from non-compliant curb ramps & pedestrian access routes to becoming compliant with the American's with Disabilities Act (ADA). The Public Right of Way Accessibility Guidelines (PROWAG) will be used to help direct efforts to meet the needs of the disabled community.

### **Previous Practices & History**

Since the adoption of the ADA, Murray County has striven to provide accessible pedestrian features as part of the County's capital improvement projects. As additional information was made available as to the methods of providing accessible pedestrian features, Murray County updated their procedures to accommodate these methods.

Murray County has been constructing or replacing curb ramps along County Roads, usually in conjunction with reconstruction projects, since the mid-1990's. For the past few years, Murray County has also been replacing curb ramps when constructing overlay projects. Many of those ramps constructed during that time however, do not meet current ADA design requirements.

Murray County completed a self-assessment of curb ramps onto pedestrian access routes (sidewalks) in 2016 and many ramp locations were identified to be non-compliant. Sidewalks were not evaluated because it's been a long-standing Murray County policy that sidewalks are an abutting property owner's responsibility. These sidewalks are governed by individual city ordinances and each community has its own standards. The County doesn't enforce or administer sidewalk ordinances, standards or maintenance.

During the self-assessment survey, many sidewalks were found to be incomplete or in disrepair. The self-assessment completed in August 2016 is attached to this document as Appendix B. The self-assessment is a living document and will be updated regularly to incorporate the changes as they happen in a construction season.

On June 6, 2017, a meeting was held with stakeholders in Murray County to aid in the development of the ADA Transition Plan. Although all nine communities in Murray County were invited, none could make the meeting. Murray County also reached out to the general-public by placing a public hearing notice in both local papers and the County website. Those present at the meeting were the County Board of Commissioners, staff from the government center and highway department. The press was also in attendance.

A copy of this ADA Transition plan was sent to all nine Murray County communities on June 9, 2017. The next review of the ADA Transition plan is scheduled for July 11, 2017 at 10:30 AM in the Murray County Government Center. The County Board will make final edits and adopt the *ADA Transition Plan for Public Right of Way* at the meeting.

## **Policy**

Murray County's goal is to continue to work with communities to provide accessible pedestrian design features as part of County's Capital Improvement Plan. The County has adopted Public Rights-of-Way Accessibility Guidance (PROWAG), as adopted by the Minnesota Department of Transportation (MnDOT), as its design standard. The PROWAG is attached as Appendix D. Murray County will ensure that all new or altered pedestrian facilities within the County's jurisdiction are ADA compliant to the maximum extent feasible.

Murray County will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with County priorities. Construction and maintenance of pedestrian facilities within the County's public right of way will continue to follow the policies set forth by Murray County. Policies, practices and programs not identified in this document will follow the applicable ADA standards. Murray County follows its cost participation policy for County roads within communities. A copy of the *Cost Participation Policy for Construction and Maintenance on Municipal County State Aid Highways* is included as Appendix C.

Requests for accessibility improvements can be submitted to the County's ADA Title II Coordinator or the County's ADA Coordinator for Public Right of Way. Their contact information is listed below in this document.

### **Intersection Corners/Ramps**

Curb ramps or blended transitions will be attempted to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless if full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of County staff.

### **Improvement Policy Based on Prioritization**

Murray County recognizes that reconstruction of the non-compliant curb ramps & pedestrian access routes will be a considerable financial investment and must be balanced with other infrastructure needs and work throughout the county highway system. Murray County considers maximizing funding, removing the greatest restrictive barriers, and the routes most traveled by disabled citizens first while considering the infrastructure needs in those areas. Murray County intends on seeking additional funding/grants for stand-alone ADA improvement projects.

Murray County will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. Pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards, or as technically feasible as possible. The second method is the stand-alone ADA accessibility improvement project. These projects will be on a case by case basis as determined by Murray County staff and available funding.

It is the intent of Murray County to address the non-compliant locations in the following general order recognizing deviation from this priority list may be beneficial to coordinate work and maximize funding. Locations to be address from top priority first (list on top) with decrease priority are as follows:

- Locations with sidewalk with full curb (no curb cut)

- Locations near facilities frequented by pedestrians with disabilities such as Senior Citizen centers, Hospitals and schools
- Locations near businesses
- Locations with drainage issues

### **Grievance Procedure**

It is encouraged that anyone with a potential grievance make early contact with the County's ADA Title II Coordinator or the County's ADA Coordinator for Public Right of Way to informally discuss concerns. However, the public may file a formal grievance by submitting in writing the following. A copy of the Murray County Grievance Form is attached as Appendix A.

- Name, address, and phone number of the person filing the grievance.
- Name, address, and phone number of the person alleging the ADA violation if other than the person filing the grievance.
- A description and location of the alleged violation and the remedy sought.
- Information regarding whether a complaint has been filed with the Department of Justice or other federal or state civil rights agency or court.
- If a complaint has been filed, the name of the agency or court where the complaint was filed, and the date the complaint was filed.

The grievance will be either responded to or acknowledged within 10 working days of receipt. If the grievance filed does not concern Murray County, the grievant will be notified. If the grievance is related to Murray County public right of way, the information will be shared with County's ADA Coordinator for Public Right of Way. However, if the grievance is related to other County real estate, the information will be shared with the proper department in charge of the same, ie: Building Committee, Parks Committee, Fairgrounds Committee, Hospital, or other.

Within 60 calendar days of receipt, the ADA Title II Coordinator will conduct the investigation necessary to determine the validity of the alleged violation. If appropriate, the ADA Title II coordinator will arrange to meet with the grievant to discuss the matter and attempt to reach a resolution of the grievance. Any resolution of the grievance will be documented.

If a resolution of the grievance is not reached, a written determination as to the validity of the complaint and description of the resolution, if appropriate, will be issued by the ADA Title II Coordinator and a copy forwarded to the grievant no later than 90 days from the date of receipt of the grievance.

The grievant may appeal the written determination. The request for reconsideration shall be in writing and submitted to the ADA Title II Coordinator within 30 days after the initial determination. A final determination will be made within 90 days from the filing of the appeal.

## **ADA Title II Coordinator/ADA Coordinator for Public Right of Way**

Murray County has designated:

Aurora Heard, Murray County Coordinator as Murray County's ADA Title II Coordinator. The office for the County Coordinator is located at the Murray County Courthouse at 2848 Broadway Ave., PO Box 57, Slayton, MN 56172 Phone: 507-836-1148

Randy Groves, Murray County Highway Engineer as Murray County's ADA Coordinator for Public Right of Way. The office for the Highway Engineer is located at the Murray County Highway Department at 3051 20<sup>th</sup> St., Slayton, MN 56172 Phone: 507-836-6327, Fax: 507-836-8891

In accordance with 28 CFR 35.107(a), the Murray County has identified an ADA Title II Coordinator to oversee the County policies and procedures. Contact information for this individual is stated above.

### **Monitor the Progress**

This document will continue to be updated as conditions within the County evolve. The appendices in this document will be updated periodically, while the main body of the document will be updated as required or if Murray County's policy changes, with regard to ADA Transition. With each main body update, a public comment period will be established to continue the public outreach.

## **Appendices**

- A. Grievance Form
- B. Self-Evaluation Results
- C. Cost Participation Policy
- D. Public Right of Way Accessibility Guidelines (PROWAG)

**Appendix A – Murray County Grievance Form**

ADA Title II Coordinator

Murray County Coordinator  
2848 Broadway Ave.  
PO Box 57  
Slayton, MN 56172

ADA Coordinator for Public ROW

Murray County Engineer  
3051 20<sup>th</sup> Street  
Slayton, MN 56172

Instructions: Please fill out this form completely, in black ink or type. Sign and return to one of the addresses listed above.

Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Home: \_\_\_\_\_

Business: \_\_\_\_\_

Person Discriminated Against (if other than the complainant): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone:     Home: \_\_\_\_\_ Business: \_\_\_\_\_

Government, or organization, or institution which you believe has discriminated:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

When did the discrimination occur? \_\_\_\_\_ Date: \_\_\_\_\_

Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated (use space on page 3 if necessary):

Have efforts been made to resolve this complaint through the internal grievance procedure of the government, organization, or institution?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: what is the status of the grievance?

Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State, or local civil rights agency or court?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes:

Agency or Court: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Do you intend to file with another agency or court?

Yes \_\_\_\_\_ No \_\_\_\_\_

Agency or Court: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Additional space for answers:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return to:

## **Appendix B – Self-Evaluation Results**

This initial self-evaluation of pedestrian facilities yielded the following results:

- 13% of curb ramps met accessibility criteria
- 1.3% intersections did not have any curb ramps
- 70% of curb ramps didn't have truncated domes or are in wrong position
- Unknown % of sidewalks met accessibility criteria. Sidewalks were not surveyed because they are governed by city ordinances and are the property owner's responsibility

Detailed Pedestrian Ramp ADA Compliance Survey results follow:

# Pedestrian Ramp ADA Compliance Survey

Last update... March 17, 2017

City	Major Street	Minor Street	Quadrant	Deficiency								
				No Curb Ramp	Drainage Issues	No Truncated domes/ Improper dome placements	Slope greater than max	Crack/Joint issues	Other Issues	Meets Requirements	No Sidewalk	
Avoca	CSAH 6	Bar	S		X		X			Landing Slope		
Avoca	CSAH 6	Post Office	N				X			Landing Slope		
Avoca	CSAH 6	Park	SE		X		X	X		Landing Slope, Diagonal		
Avoca	CSAH 6	Park	NE		X		X	X		Landing Slope, Ramp Cross Slope		
Avoca	CSAH 6	Park	NW		X	X	X					
Avoca	CSAH 6	Park	SW		X	X	X					
Avoca	CSAH 6	Grace	SE			X	X	X				
Avoca	CSAH 6	Grace	NE			X	X	X		Ramp Cross Slope		
Avoca	CSAH 6	Grace	NW			X	X	X		Ramp Cross Slope		
Avoca	CSAH 6	Grace	SW			X	X	X		Ramp Cross Slope		
Avoca	CSAH 6	Cole	SE		X	X	X					
Avoca	CSAH 6	Cole	NE			X	X			Landing Slope		
Avoca	CSAH 6	Cole	NW			X	X	X		Ramp Cross Slope		
Avoca	CSAH 6	Fairview	NE				X	X		Landing Slope		
Chandler	CSAH 4	Sixth	NW		X	X	X			Landing Slope		
Chandler	CSAH 4	Sixth	NE			X	X			Landing Slope		
Chandler	CSAH 4	Fifth	NW		X	X	X			Landing Slope		
Chandler	CSAH 4	Fifth	NE		X	X	X	X		Landing Slope		
Chandler	CSAH 4	Fourth	NW			X	X			Landing Slope		
Chandler	CSAH 4	Fourth	NE			X	X					
Chandler	CSAH 4	Third	NW		X	X	X			Landing Slope		
Chandler	CSAH 4	Third	NE	X	X	X	X			Steps		
Chandler	CSAH 4	Second	NW			X	X			Landing Slope, Ramp Cross Slope		
Chandler	CSAH 52	Carlton	SE		X	X	X	X		Landing Slope, Ramp Cross Slope		
Chandler	CSAH 52	Carlton	NE		X	X	X	X		Landing Slope, Ramp Cross Slope		
Chandler	CSAH 52	Carlton	SW			X	X	X		Landing Slope, Ramp Cross Slope		
Chandler	CSAH 52	Ryan	SE		X	X	X	X		Landing Slope, Ramp Cross Slope		
Chandler	CSAH 52	Ryan	NE			X	X	X		Landing Slope, Ramp Cross Slope		
Currie	CSAH 38	First St	SE		X	X	X			Landing Slope, Ramp Cross Slope		
Currie	CSAH 38	First St	NE			X	X			Landing Slope, Ramp Cross Slope		
Currie	CSAH 38	First St	NW			X	X			Landing Slope, Ramp Cross Slope		
Currie	CSAH 38	First St	SW		X	X	X	X		Landing Slope, Ramp Cross Slope		
Currie	CSAH 38	Second	SE		X	X	X			Landing Slope, Ramp Cross Slope		
Currie	CSAH 38	Second	NE			X						
Currie	CSAH 38	Second	NW		X	X	X			Landing Slope, Ramp Cross Slope		
Currie	CSAH 38	Second	SW		X	X	X			Landing Slope, Ramp Cross Slope		
Currie	CSAH 38	Third	SE		X	X	X	X		Landing Slope, Ramp Cross Slope		
Currie	CSAH 38	Third	NE		X	X	X					
Currie	CSAH 38	Third	NW			X	X					
Currie	CSAH 38	Third	SW		X	X	X					
Currie	CSAH 38	Fourth	NW		X	X		X				
Currie	CSAH 38	Fourth	SW		X	X		X				
Fulda	CSAH 2	Baltimore	NW			X	X	X				
Fulda	CSAH 2	Baltimore	NE			X	X			Ramp Cross Slope		
Fulda	CSAH 2	College	NE			X						
Fulda	CSAH 2	Columbia	NW				X			Ramp Cross Slope		

# Pedestrian Ramp ADA Compliance Survey

Last update... March 17, 2017

City	Major Street	Minor Street	Quadrant	Deficiency								
				No Curb Ramp	Drainage Issues	No Truncated domes/ Improper dome placements	Slope greater than max	Crack/Joint issues	Other Issues	Meets Requirements	No Sidewalk	
Fulda	CSAH 2	Columbia	NE			X						
Fulda	CSAH 2	St Paul	SW					X				
Fulda	CSAH 2	St Paul	SE					X		Ramp Cross Slope		
Fulda	CSAH 2	Deleware	NW					X		Landing Slope		
Fulda	CSAH 2	Deleware	NE					X		Ramp Cross Slope		
Fulda	CSAH 2	LaFayette	SW		X							
Fulda	CSAH 2	LaFayette	NW					X	X	Landing Slope		
Fulda	CSAH 2	LaFayette	NE		X			X	X	Landing Slope		
Fulda	CSAH 2	Maryland	NW		X			X	X			
Fulda	CSAH 2	Maryland	NE					X	X	Landing Slope		
Fulda	CSAH 2	Maryland	SE	X						No Ramp Present		
Fulda	CSAH 2	Washington	NW			X		X		Landing Slope		
Fulda	CSAH 2	Washington	NE			X		X				
Fulda	CSAH 39	Front St	NW									X
Fulda	CSAH 39	Front St	NE									X
Fulda	CSAH 39	Second	SW					X		Building		
Fulda	CSAH 39	Second	SE									X
Fulda	CSAH 39	Second	NW									X
Fulda	CSAH 39	Second	NE									X
Fulda	CSAH 39	Third	SW									X
Fulda	CSAH 39	Third	SE									X
Fulda	CSAH 39	Third	NW									X
Fulda	CSAH 39	Third	NE									X
Fulda	CSAH 39	City Hall	E									X
Fulda	CSAH 39	Fourth	SW									X
Fulda	CSAH 39	Fourth	SE									X
Fulda	CSAH 39	Fourth	NW									X
Fulda	CSAH 39	Fourth	NE									X
Fulda	CSAH 39	Sixth	SW									X
Fulda	CSAH 39	Sixth	SE									X
Fulda	CSAH 39	Sixth	NW									X
Fulda	CSAH 39	Sixth	NE									X
Fulda	CSAH 39	Seventh	SW									X
Fulda	CSAH 39	Seventh	SE									X
Hadley	CSAH 29	Bar	SE		X	X	X	X		Landing Slope		
Hadley	CSAH 29	Bar	NE			X	X	X		Landing Slope		
Iona	CSAH 4	Columbia	SE		X	X	X					
Iona	CSAH 4	Columbia	NE		X	X	X			Landing Slope, Ramp Cross Slope		
Iona	CSAH 4	Columbia	NW			X	X	X		Landing Slope, Ramp Cross Slope		
Iona	CSAH 4	Columbia	SW			X	X	X		Landing Slope, Ramp Cross Slope		
Iona	CSAH 4	McDonnell	SE		X	X	X			Ramp Cross Slope		
Iona	CSAH 4	McDonnell	NE			X	X	X		Landing Slope, Ramp Cross Slope		
Iona	CSAH 4	McDonnell	NW			X	X	X				
Iona	CSAH 4	McDonnell	SW		X	X	X	X		Landing Slope, Ramp Cross Slope		
Iona	CSAH 4	Cotter	SE		X	X	X			Ramp Cross Slope		
Iona	CSAH 4	Cotter	NE		X	X	X	X		Landing Slope, Ramp Cross Slope		

# Pedestrian Ramp ADA Compliance Survey

Last update... March 17, 2017

City	Major Street	Minor Street	Quadrant	Deficiency							Meets Requirements	No Sidewalk
				No Curb Ramp	Drainage Issues	No Truncated domes/ Improper dome placements	Slope greater than max	Crack/Joint issues	Other Issues			
Iona	CSAH 4	Cotter	NW			X	X			Ramp Cross Slope		
Iona	CSAH 4	Hanson	NW		X	X	X					
Iona	CSAH 4	Hanson	NE		X	X	X	X		Landing Slope		
Iona	CSAH 4	Hanson	SE		X	X	X			Landing Slope		
Iona	CSAH 4	Hanson	SW			X	X			Landing Slope		
Lake Wilson	CSAH 27	First St	SE			X	X	X		Landing Slope		
Lake Wilson	CSAH 27	First St	NE		X	X	X	X		Landing Slope, Ramp Cross Slope		
Lake Wilson	CSAH 27	First St	NW			X	X	X		Landing Slope, Ramp Cross Slope		
Lake Wilson	CSAH 27	First St	SW			X	X	X		Ramp Cross Slope		
Lake Wilson	CSAH 27	Second	SE			X		X				
Lake Wilson	CSAH 27	Second	NE			X	X			Landing Slope, Ramp Cross Slope		
Lake Wilson	CSAH 27	Second	NW			X	X			Landing Slope, Ramp Cross Slope		
Lake Wilson	CSAH 27	Second	SW			X	X	X		Landing Slope, Ramp Cross Slope		
Lake Wilson	CSAH 27	Railroad	SW		X	X	X	X		Landing Slope, Ramp Cross Slope		
Lake Wilson	CSAH 27	Railroad	NW		X	X						
Slayton	CSAH 8	King	SE			X	X					
Slayton	CSAH 8	King	NE			X	X			Ramp Cross Slope		
Slayton	CSAH 8	King	NW			X		X				
Slayton	CSAH 8	King	SW			X	X	X		Landing Slope, Ramp Cross Slope		
Slayton	CSAH 8	Norwood	SE			X	X	X		Landing Slope, Ramp Cross Slope		
Slayton	CSAH 8	Norwood	NE		X	X	X	X		Landing Slope, Ramp Cross Slope		
Slayton	CSAH 8	Norwood	NW		X	X	X			Landing Slope, Ramp Cross Slope		
Slayton	CSAH 8	Norwood	SW		X	X	X	X		Landing Slope, Ramp Cross Slope		
Slayton	CSAH 8	School	S			X	X			Landing Slope, ramp slopes		
Slayton	CSAH 8	Broadway North	SW			X	X	X		Landing Slope		
Slayton	CSAH 8	Broadway North	SE			X	X			Landing Slope		
Slayton	CSAH 8	Broadway North	NE			X	X	X		Landing Slope, Ramp Cross Slope		
Slayton	CSAH 8	Broadway North	NW		X	X	X	X		Landing Slope, Ramp Cross Slope		
Slayton	CSAH 8	Broadway South	SW			X	X	X		Landing Slope, Ramp Cross Slope		
Slayton	CSAH 8	Broadway South	SE			X	X	X		Landing Slope		
Slayton	CSAH 8	Linden	SE			X	X	X				
Slayton	CSAH 8	Linden	NE		X	X	X	X				
Slayton	CSAH 8	Linden	NW			X	X			Landing Slope		
Slayton	CSAH 8	Linden	SW			X	X	X		Landing Slope, Ramp Cross Slope		
Slayton	CSAH 8	Maple	SE			X	X	X		Landing Slope, Ramp Cross Slope		
Slayton	CSAH 8	Maple	NE		X	X	X	X		Landing Slope, Ramp Cross Slope		
Slayton	CSAH 8	Maple	NW			X	X	X		Landing Slope		
Slayton	CSAH 8	Maple	SW			X	X	X		Landing Slope		
Slayton	CSAH 8	Oak	SE		X	X	X	X		Ramp Cross Slope		
Slayton	CSAH 8	Oak	NE			X	X					
Slayton	CSAH 8	Oak	NW		X	X	X	X				
Slayton	CSAH 8	Oak	SW		X	X	X	X		Landing Slope, Ramp Cross Slope		
Slayton	CSAH 8	Pine	SE			X	X	X		Ramp Cross Slope		
Slayton	CSAH 8	Pine	NE			X	X	X				
Slayton	CSAH 8	Pine	SW			X	X	X		Landing Slope, Ramp Cross Slope		
Slayton	CSAH 32	Park Dr	NW			X	X	X		Landing Slope, Ramp Cross Slope		

# Pedestrian Ramp ADA Compliance Survey

Last update... March 17, 2017

City	Major Street	Minor Street	Quadrant	Deficiency								
				No Curb Ramp	Drainage Issues	No Truncated domes/ Improper dome placements	Slope greater than max	Crack/Joint Issues	Other Issues	Meets Requirements	No Sidewalk	
Slayton	CSAH 32	Park Dr	SW			X	X					
Slayton	CSAH 32	Park Dr	SE			X	X		Landing Slope			
Slayton	CSAH 32	25th st	NW			X	X					
Slayton	CSAH 32	Court	SW				X					
Slayton	CSAH 32	26th North	NW				X		Ramp Cross Slope			
Slayton	CSAH 32	26th North	NE			X	X					
Slayton	CSAH 32	26th South	SE				X		Landing Slope			
Slayton	CSAH 32	26th South	NE				X		Landing Slope			
Slayton	CSAH 32	26th South	NW			X	X		Ramp Cross Slope			
Slayton	CSAH 32	26th South	SW			X	X		Landing Slope, Ramp Cross Slope			
Slayton	CSAH 32	27th South	SE					X				
149 Locations				2	50	106	116	67	94	20	0	
				1.3423		69.7987				13		

**Appendix C – Cost Participation Policy**

# **MURRAY COUNTY HIGHWAY DEPARTMENT**

3051 20<sup>TH</sup> STREET  
SLAYTON, MN 56172

TELEPHONE: 507-836-6327  
FAX: 507-836-8891

WWW.MURRAYCOUNTYMN.COM

**Effective Date: July 11, 2017**  
**Revised Date:**

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

### **Purpose**

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

### **Background**

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

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

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

It is recognized that there may be occasional differences between these policies and written participation policies of the Minnesota Department of Transportation. In those cases, participation will be negotiated by the County Engineer.

When federal aid highway funds are utilized on a county highway project, these cost participation policies will be applied to the non-federal share of any specific item of work. In the event federal or state grant funds are made available to a project on a lump sum basis, the county will determine the items for which those funds will be utilized.

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

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

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

## **Construction and Improvement Costs**

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

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

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

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

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

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

## Maintenance Costs

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

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

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

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

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

## **Appendix D – Public Right of Way Accessibility Guidelines (PROWAG)**

A copy of the Public Right of Way Accessibility Guidelines (PROWAG) will be included with the final ADA Transition Plan. The document is 63 pages in size. An electronic version can be found online at:

<http://www.dot.state.mn.us/ada/pdf/PROWAG.pdf>