

TUSCOLA COUNTY ROAD COMMISSION
ROAD POLICIES

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*An intersection-to-intersection application would count towards the Road Commission's Construction Allowance Policy.

**These items of work would count toward the Road Commission's Preventive Maintenance Allowance Policy.

Policies adopted by the Tuscola County Road Commission on 1-8-2009.

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TUSCOLA COUNTY ROAD COMMISSION
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I. LOCAL ROADS

A. Grade Base and Drainage Construction –

1. Survey & Hearing – Requested by Township

A survey would be completed by a Road Commission approved survey crew, design initiated by TCRC staff. Plans drawn by consultant and a hearing held at Road Commission.

2. An estimate will be completed by TCRC staff and provided to Township at the time of hearing. Cost is shown broken into work items to prepare the roadway for hard surface.

- a. Clear Right of Way
- b. Ditching
- c. Culverts
- d. Hydro seed
- e. Soil Erosion Measures (including inspection cost)
- f. Permits
- g. 9,000 Tons Pit Run
- h. 4,500 Tons Crushed Gravel

3. Cost Share:

Township Share – 100%
(Cost counts toward current allowance policy.)

Road Commission Share – TCRC Staff and
Construction Allowance

4. The project can be broken into phases to spread the cost to multi-years.

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I. LOCAL ROADS CONT'D.

B. Gravel Patching or Gravel Resurfacing -

1. Cost Sharing:

Township Share – 100% (Minus Maintenance Allowance)

Road Commission Share -- The TCRC staff can assist with choosing and marking locations, at the Township's request.

C. Chloride Spreading for Dust Control –

1. Cost Sharing:

Township Share – 100% (Minus Maintenance Allowance)

Road Commission Share – Maintenance Allowance

2. Roads will be graded by the Road Commission on a normal schedule, prior to each holiday. The Contractor will be notified by TCRC when a Township is ready for dust control application. Any Township using the Contractor awarded by TCRC bid can request grading at any time for dust control application. Townships' choosing their own Contractor shall provide proper documentation to TCRC for verification of eligibility for the Maintenance Allowance funds.

D. Brush and Weed Spraying –

1. Cost Sharing:

Township Share – 100% (Minus Maintenance Allowance)

Road Commission Share – TCRC Staff oversight and Maintenance Allowance

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I. LOCAL ROADS CONT'D.

D. Brush and Weed Spraying – (continued)

2. Location maps must be supplied by the Township with locations marked. If spot spraying the length, side of roadway, and distance from nearest intersection should be provided.

E. Pavement Marking –

1. Done at the request of the Township:

- a. White Edgeline
- b. Yellow Centerline
No Passing Zones – If a Township chooses to paint centerline yellow, an engineering study will need to be completed. Three signs are required with each zone: Do Not Pass, No Passing Zone, and Pass with Care. Repainting shall be required on a minimum 3 year cycle.
- c. Special Markings, School, RxR, etc.

2. Cost Share:

Township Share – 100% (Minus Maintenance Allowance)

Road Commission Share – Maintenance Allowance and Engineering Study

F. Road Signs -

1. Regulatory and Advisory Signs (stop, yield, curve, etc)
Approved Signs in the Michigan Manual of Uniform Traffic Control Devices (MMUTCD):

- a. If the sign is requested by the Township, and an engineering study indicates the sign installation is warranted by MMUTCD with Road Commission Board Approval, the sign will be installed.

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I. LOCAL ROADS CONT'D.

F. Road Signs – (continued)

b. Cost Share

Township Share -- No Cost to the Township

Road Commission – 100%

2. Specialty Sign: (Deaf child, tractor, etc.)

- a. The request must come through the Township. An engineering study will be completed. If conditions support installing the sign and proper documentation is provided when necessary, with Approval of TCRC Board, it will be installed by TCRC staff.

b. Cost Share

Township Share -- 100% materials/
Installation

(It will be the Township's responsibility to charge the requesting party.)

Road Commission – Engineering Services

(Replacement due to damage or theft is the responsibility of the Township.)

3. State Trunk line Signs and Posts:

- a. Road Commission Share – 100%
(Charged to Michigan Department of Transportation)

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I. LOCAL ROADS CONT'D.

F. Road Signs – (continued)

4. Speed Limit Signs:

a. Requested from Township. Speed study completed by TCRC. Results sent to State Police along with safety reports. State Police reviews information for meeting criteria as per Section 257.628 of the Michigan Vehicle Code. Township, Road Commission, and State Police must concur for speed to be changed. Township has right to abstain from vote.

b. Cost Share:

Township Share – 100% materials/
installation

Road Commission Share – Engineering
Services

5. Exemptions –

Any sign request by the Township, which doesn't meet the criteria for placement per the Michigan Manual of Uniform Traffic Control Devices shall be considered by the Road Commission Board based on the following:

- a. Road Conditions have changed.
- b. Traffic volumes have changed, the Township will be charged for an updated traffic count.
- c. Documentation from all adjoining residents, collected by the Township, stating their justification for the request.

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I. LOCAL ROADS CONT'D.

G. Road Side Mowing –

1. Cost Share:

- a. Township Share – 100% (Minus Maintenance Allowance)
- b. Road Commission Share – Maintenance Allowance based on supporting documentation.

H. Bridges –

(MDOT Local Bridge Program Excluded)

1. Replacement of structures over 48” in diameter.

- a. Township Share – 25% not to exceed \$2,000.00
- b. Road Commission Share – Engineering, design, any needed permits, and replacement (minus Township Share) charged to local bridge mileage.

I. Local Bridge Program Projects – (Bridges 20’ span or longer)
(Through Michigan Department of Transportation – MDOT)

- a. Cost of design, construction engineering, and local matching of Federal Aid funds for State/Federal Aid.
 - 1. Township Share – 25% not to exceed \$2,000.00
 - 2. Road Commission Share – Remainder design, construction engineering, and 5% matching funds for Federal Aid. (95% of construction cost paid by State & Fed Funds)

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I. LOCAL ROADS CONT'D.

J. Culverts –

1. New Construction -

a. Driveway culverts – If not an existing location on plans and approved by the Township, landowner buys culvert, and installation can be done with project, charged to Township.

b. Roadway Cross Culverts Cost Share:

Township Share – 100% charged to project.

Road Commission Share – 100% Supervision and Benefits

2. Old Culvert Replacement –

a. Driveway Culverts

Landowner purchases and installs with a permit – 100% cost to landowner

b. Roadway Cross Culverts (WC – Water Crossings)
Culverts 15” to 48”

If requested by Township:

a. Township Share 100%

b. Road Commission Share – Supervision & Benefits

If Deemed Necessary to Replace for Roadway

a. Township Share – 0

b. Road Commission Share – 100%

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I. LOCAL ROADS CONT'D.

J. Culverts – (continued)

3. Miscellaneous—New Cross Culvert Placement
(Minimum 15" Diameter)

- a. Request must come through the Township.
- b. Permission shall be obtained, in writing, from the property owner accepting the water from the placement of the new culvert.
- c. TCRC shall install the culvert if it will be TCRC's to maintain. If Installation is done by a Contractor they are required to get a permit from TCRC with all conditions on the permit being followed. Maintenance costs shall be covered by others specified on the permit.

d. Cost Share –

Township – 100%

Road Commission – Supervision & Benefits and all future maintenance of culvert (unless explicitly written otherwise on the permit).

K. Bituminous Patching – (over settled area – no cutting of pavement)

1. Cost Sharing:

No cost to Township.

Road Commission Share 100% -- Coordinate and oversee construction.

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I. LOCAL ROADS CONT'D.

L. Resurfacing, Micro-surfacing, and Seal-coating --

1. Cost Sharing:

Township Share – 100% Construction

Road Commission – An intersection-to-intersection application will count toward the current Construction Allowance policy.

*Must do oldest mile if it is 15 years old or older.

M. New Bituminous Paving -

1. Minimum application for new roads – 330#/sq.yd. on 12" sand sub-base and 6" crushed gravel base. (Township may request use of limestone.)

2. Cost share --

Township Share – 100% of bituminous materials in place.

Road Commission Share – An intersection-to-intersection application counts towards the current Construction Allowance policy.

N. Agreement for Roadside Ditch Improvements (Ditch Petition) –

1. Approval by Township Board.

2. Property Owner(s) to all sign ditch petition in agreement for the work to be done. See Roadside Ditch Petition for complete requirements.

3. Survey and Design completed by TCRC staff or consultant. Plan sheet(s) provided to Township.

TUSCOLA COUNTY ROAD COMMISSION
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I. LOCAL ROADS CONT'D.

N. Agreement for Roadside Ditch Improvements (Ditch Petition) –
(continued)

4. Cost Sharing:

Road Commission -- Maintenance Allowance Policy

Township Share – as determined by Township.

Property Owner(s) Share – balance of project cost. The Township is responsible for collecting the Property Owner(s) share of the cost from the Property Owner(s).

5. Erosion Control –

- a. Downspouts or rock rip-rap protection are required at all road ditch outlets to county drains or natural streams. Where local roads are reconstructed or ditch petitions are made, this practice shall be included in the project cost and cost sharing will be included.
- b. Rock or man-made check dams or silt fence protection (or equal) of ditches are required to prevent sediment from entering county drains or natural streams until vegetation growth is established. Where local roads are reconstructed or ditch petitions are made, this practice shall be included in the project cost.
- c. Hydro-seed, mulch and fertilizer are recommended on roadside ditch petitions. If the practices are used on roadside ditch petitions, they will be cost shared based on the standard ditch agreement cost sharing policies. All ditches dug within Road Commission right of way must be hand seeded if hydro-seeding is not used.

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I. LOCAL ROADS CONT'D.

O. Abandonment Procedures –

1. Requested by Township in writing.
2. Road Commission Board approves the process to continue.
3. Research and property descriptions are obtained.
Attorney fees - 100% Township cost
4. Attorney – Send out a petition to Township to acquire 7 free holders signatures in Township.
5. The Township has 60 days to obtain signatures, otherwise procedure is closed.
6. Petition returns, hearing is scheduled at a Road Commission Board Meeting.
7. Road Commission Board makes action on the abandonment after hearing comments from the residents.

P. Road Commission Allowance Policy –

1. The Road Commission offers a construction matching fund allowance to each township. The Township must perform \$50,000 of roadwork, to receive the 50% allowance.

If a Township has an existing mile of hard surface roadway that is 15 years old or older, that must be completed to obtain the Construction Allowance.

2. Maintenance Allowance – The Road Commission offers a maintenance matching fund allowance to each Township. The Township will be reimbursed up to \$2,500 for \$10,000 worth of qualifying preventive maintenance work, with supporting paperwork.*

*Please see Local Road Improvement and Maintenance and Township Allowance Policy.

TUSCOLA COUNTY ROAD COMMISSION
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II. PRIMARY ROADS

A. Bituminous Paving & Resurfacing –

1. Cost Sharing:

Road Commission Share – 100%

B. Brush and Weed Spraying –

1. Cost Sharing:

Road Commission Share – 100% of material applied and labor

C. Road Signs –

1. Approved Signs in the Michigan Manual of Uniform Traffic Control Devices:

Road Commission Share – 100% of material and labor

2. Specialty Signs (Deaf child, tractor, etc.) –

a. Request must come through the Township. An engineering study will be completed. If conditions support erecting the sign with Approval of TCRC Board, it will be installed by TCRC staff.

b. Cost Share:

Township Share – 100% of material & installation.
(It will be the Township's responsibility to charge the requesting party.)

Road Commission Share – Engineering Services.

(Replacement due to damage or theft is the responsibility of the Township.)

TUSCOLA COUNTY ROAD COMMISSION
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II. PRIMARY ROADS

C. Road Signs – (continued)

3. Speed Limit Signs –

- a. Requested from Township. Speed study completed by TCRC. Results sent to State Police along with safety reports. State Police reviews information for meeting criteria as per section 257.628 of the Michigan Vehicle Code. Township, Road Commission, and State Police must concur for speed to be changed. Township has right to abstain from vote.

- b. Cost Share:

Road Commission Share – 100%

D. Road Side Mowing –

1. The Road Commission will mow a minimum of once during the season at no cost to the township.

E. Structure Replacements – (All Sizes)

1. Cost Sharing:

Road Commission – 100%

F. Local Bridge Program Projects – (Bridges 20' span or longer)

1. Cost Sharing:

Road Commission – 100% of design engineering, construction engineering, and 5% matching funds to State/Federal Aid.

State/Fed Share – 95% of Construction Costs.

TUSCOLA COUNTY ROAD COMMISSION
ROAD POLICIES

II. PRIMARY ROADS

G. Agreements for Road Side Ditch Improvement – (Ditch Petition)

1. Approval by Township Board.
2. Property Owner(s) to all sign ditch petition agreement for the work to be done. See Roadside Ditch Petition for complete requirements.
3. Survey and Design completed by TCRC staff or consultant. Plan sheet(s) provided to Township.
4. Cost Sharing:

Road Commission – Maintenance Allowance

Township Share – as determined by Township.

Property Owner(s) Share – balance of project cost.

The Township is responsible for collecting the Property Owner(s) share of the cost.

5. Erosion Control –
 - a. Downspouts or rock rip-rap protection are required at all road ditch outlets to county drains or natural streams. Where local roads are reconstructed or ditch petitions are made, this practice shall be included in the project cost and cost sharing will be included.
 - b. Rock check dams or silt fence protection (or equal) of ditches are required to prevent sediment from entering county drains or natural streams until vegetation growth is established. Where local roads are reconstructed or ditch petitions are made, this practice shall be included in the project cost.

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II. PRIMARY ROADS

5. Erosion Control – (continued)

- c. Hydro-seed, mulch and fertilizer are recommended on roadside ditch petitions. If the practices are used on roadside ditch petitions, they will be cost shared based on the standard ditch agreement cost sharing policies. All ditches dug within Road Commission right of way must be hand seeded if hydro-seeding is not used.

III. ROAD WORK BY PRIVATE CONTRACTORS

The Highway Law specifically provides that the County Road Commission must supervise all work on county roads and must account for all monies spent on roads under its jurisdiction.

In order to be in compliance with the Highway law, the following steps will be put into immediate effect by order of the Board of County Road Commissioners of Tuscola County, Michigan:

A. Local Roads –

All work that can be done by the Road Commission crew shall be done by the Road Commission in order to receive Township Allowance Monies. Unless, at the sole discretion of the Road Commission, the project is approved to be bid to private contractors.

1. Survey and Hearing completed. Township is responsible for cost.
2. If the Township chooses to take bids on the work without concurrence with the TCRC, the work will not be included toward the current allowance policy. Once bids are taken, the Township cannot request the work be estimated by the Road Commission for a minimum of one year.
3. Sealed bids for local road construction will be opened at a Road Commission meeting on a date set by the Road Commission and all bidders will be notified of this date. No other bids will be accepted after this date for the current construction season. The Township can choose to reject all bids.

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III. ROAD WORK BY PRIVATE CONTRACTORS CONT'D.

A. Local Roads – (continued)

4. After the successful bidder has been selected by the Township, a standard agreement between the Township and the Road Commission will be signed which will include any survey, inspection or supervision costs incurred by the Road Commission to insure that public safety is being protected and Construction and material specifications, and soil erosion measures, are being strictly followed by the contractor per the bid proposal. The Road Commission shall pay for TCRC employee benefits.
5. Before any work is started by the contractor, the contractor must place on file, with the Road Commission, proof of coverage for liability and workers compensation coverages in effect.
6. The contractor will submit his billing to the Road Commission. Once the project is completed, a final inspection will be done by the Road Commission. Approval of the project will be sought from the Township Supervisor. Then the Township will be billed for the project.
7. The contractor shall supply results of tests completed on materials from a certified technician. Otherwise, TCRC will have tests completed and charged to the Township project OR material will not be allowed to be placed until testing results are supplied.
8. Contractor is responsible for the project until the Notice of Termination is approved by the Department of Environmental Quality (DEQ) for all soil erosion measures.

TUSCOLA COUNTY ROAD COMMISSION
ROAD POLICIES

III. ROAD WORK BY PRIVATE CONTRACTORS CONT'D.

B. Gravel Patching or Gravel Resurfacing –

All work that can be done by the Road Commission crew shall be done by the Road Commission in order to receive Township Allowance Monies. Unless, at the sole discretion of the Road Commission, the project is approved to be bid to private contractors.

1. Any gravel patching the Township chooses to have done by a private contractor will be put up for bid by the Road Commission with the township paying 100% of the costs incurred for advertising the bid. Prior to bidding, the Township must send a request in writing. Once bid, the results will be supplied to the Township. Approval must be supplied in writing from the Township as to awarded bidder.
2. Cost Sharing:

Township Share – 100% (Minus Maint. Allowance)

Road Commission Share – Maintenance Allowance
3. An agreement will be made up by the Road Commission and signed by the Township prior to a contractor starting any work. This agreement will include any survey, inspection or supervision costs incurred by the Road Commission to insure that public safety is being protected and Construction and material specifications are being strictly followed by the contractor. The Road Commission shall pay for TCRC employee benefits.
4. The contractor will submit his billing to the Road Commission upon completion of the project. After final inspection by the Road Commission and approval of the work given by Township Supervisor, the Township will be billed for the project.
5. The contractor shall submit certification papers for all materials supplied to the project along with material testing as per Michigan Department of Transportation Specifications.

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III. ROAD WORK BY PRIVATE CONTRACTORS CONT'D.

B. Gravel Patching or Gravel Resurfacing – (continued)

6. Quantities shall be field verified by the Road Commission and agreed upon with the contractor doing the work.

C. Dust Control with Brine or Chloride by Private Contract –

1. Township contracts with hauler and the hauler sends a copy of the agreement to the Road Commission for approval before any work commences.
2. Hauler must obtain a permit from the Road Commission to work within the road right of way. Before work is started the Hauler must furnish the Road Commission with proof of coverage for liability and Worker's Compensation coverages in effect, as per permit application.
3. Roads will be graded by the Road Commission on a normal schedule prior to each holiday. The Contractor will be notified by TCRC when a Township is ready for dust control application. Proper documentation shall be provided to TCRC for verification of eligibility for the Maintenance Allowance Funds.
4. Material used must be DEQ approved.
5. Cost Share:

Township Share – 100% (Minus Maint. Allowance)

Road Commission Share – Maintenance Allowance
with proper documentation

D. Tree and Brush Removal on Local Roads –

1. Township contracts with Contractor and Contractor sends a copy to the Road Commission for approval.

TUSCOLA COUNTY ROAD COMMISSION
ROAD POLICIES

III. ROAD WORK BY PRIVATE CONTRACTORS CONT'D.

D. Tree and Brush Removal on Local Roads – (continued)

2. Contractor must obtain permit from the Road Commission to work within the road right of way. Before work is started, the Contractor must furnish the Road Commission with proof of coverage for liability and Worker's Compensation coverages in effect, as per permit application.

3. Cost Share:

Township Share – 100% (Minus Maint. Allowance)

Road Commission Share – Maintenance Allowance with proper documentation.

IV. GENERAL

A. Debris in Roadway –

1. Private individuals who place mud or debris on the roadway of any certified county road will be required to remove the same or if a significant safety hazard exists it will be removed by the Road Commission and billed to the individuals responsible on the basis of man hours and equipment hours required.

B. Road Right of Way –

1. Campaign Signs, Real Estate or other portable signs placed in Tuscola County road right of way, shall be placed on the backside of the roadside ditch and placed as noted as not to obstruct the visibility from drives or side approaches.

2. Any portable signs placed in a location other than specified shall be removed and kept at the local Road Commission garage for a period of seven (7) days during which the owner of the sign shall have the right to reclaim them. After the seven (7) day period the Road Commission shall dispose of them.

TUSCOLA COUNTY ROAD COMMISSION
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IV. GENERAL CONT'D.

C. Driveway Culverts –

1. A permit must be obtained by the property owner or contractor doing work, at no fee.
2. Prior to installation of the driveway culverts the Road Commission shall do a site inspection to determine the proper diameter to handle the water flow. In no case shall the diameter be less than 12 inches.
3. Roads under the jurisdiction of the Tuscola County Road Commission shall be constructed of either corrugated steel pipe, corrugated aluminum pipe, plastic pipe, or reinforced concrete pipe, and shall be installed with size depth, depth of cover and alignment to assure un-interrupted drainage. The culvert material used shall meet Michigan Department of Transportation current specifications.
4. If plastic pipe is used the ends of the culvert shall be anchored with a metal end section to hold the ends in position. Maximum diameter allowed in Right of Way is 24”
5. No vertical headwalls shall be installed. Proper length of pipe shall be obtained to ensure sloping of embankment material on either end of culvert.

D. Erosion Control --

1. Hydro-seed, mulch and fertilizer are required practice on all local and primary road construction projects. The Tuscola County Road Commission will cost share according to the allowance policy.

TUSCOLA COUNTY ROAD COMMISSION
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IV. GENERAL CONT'D.

D. Erosion Control – (continued)

2. Roadside seeding shall be applied as specified in the current issue of the MDOT Standard Specification for Construction and shall meet the following minimum specifications:

KIND	MINIMUM PURITY %	MINIMUM GERMINATION %	MINIMUM % BY #
Perennial Ryegrass	98	90	50
Kentucky Bluegrass	90	75	15
Creeping Red Fescue	98	80	35

V. CERTIFICATION OF A PRIVATELY BUILT ROAD

- A. The Property Owner must request design criteria from both the Road Commission and their Township Board.
- B. The Property Owner shall have plans for the construction of the new road, including the typical cross-section provided to the Road Commission and a plan view of the road showing lengths, widths, lot locations and cal-de-sac (if necessary). Plans shall be stamped by a Professional Engineer.
- C. The plans shall be reviewed by the Road Commission and the Township Board for their approval. If all requirements are met and approved by both the Road Commission and the Township Board, the Road Commission will enter into an agreement with the Property Owner to certify the new road when completed through hard surface.
- D. The new road must be built as shown on the approved plans. Any change must have been approved by the Road Commission and the Township Board. Failure to build the new road to the specifications of the approved plans will forfeit the agreement to certify the privately built road.
- E. Minimum length – 600 feet (extension of an existing road built on a Section Line does not apply).

Please see Road Procedures Access Management Guidelines for details.