

**BENZIE COUNTY ROAD COMMISSION
POLICY #901
(Replacing Policies #901, 902, 702 &706)
SUBJECT: LOCAL ROAD IMPROVEMENTS**

I. PURPOSE

To establish a policy governing the sharing of costs associated with local road improvements, procedures for requesting such improvements and specifications used for construction.

II. CONTENT

A. Procedure for requesting local road improvements

1. A person shall apply to the township board in which the road is located.
2. The township board requests the Road Commission to inspect the road and jointly determine if the improvement is justified. The Road Commission will determine the type of work required and prepare an estimate of the cost of improvement. This improvement project will then be considered by a Committee, representing each of the Townships and Road Commission, for inclusion in the Local Road Improvement Plan.
3. The township may request a road improvement on its own volition. The Road Commission will determine the type of work required and prepare an estimate of the cost of improvement. This improvement project will then be considered by a Committee, representing each of the Townships and Road Commission, for inclusion in the Local Road Improvement Plan.
4. In the case of improvements to a seasonal road, in accordance with Public Act 51 of 1951, as amended, the Road Commission shall hold a public hearing in order to remove the road from seasonal status. Notice of the public hearing shall be given to the clerk of the county and of each township in which the road is situated and published at least twice in a newspaper of general circulation in the county, the first notice to be not less than 30 days before the hearing and the second notice not less than 7 days before the hearing. The notice shall contain the date, time, and place of the hearing and shall describe in general terms the action proposed to be taken by the Road Commission and the road to be affected.

B. General requirements for funding of local road improvements

1. Approximately 50% of Road Commission millage funds will be available for local road projects that have been selected by Committee. Projects the Township wishes to pursue that have not been selected by the Committee will be funded by the Township, or requesting party.
2. The Road Commission may, at its option, contract all or any part of local road improvement projects. The Road Commission will be the sole contracting authority for all projects.
3. The township shall ratify the projects, as selected by Committee and enter into a contract supplied by the Road Commission.

Funding local road improvement project not selected by Committee:

1. If economic necessity warrants, townships may be required to submit up to 110% of the estimated share before construction begins. Monies submitted in excess of actual costs shall be promptly refunded after completion of the project.
2. A township may split the costs of improvements to township line roads with a neighboring township.
3. If the township requires a requesting party to share in the costs, the township shall collect that parties share and shall pay the full required cost share to the Road Commission upon receiving an invoice. Work in kind by a requesting party may be authorized by the Road Commission in lieu of cost sharing. A contract between the Road Commission and the requesting party for such work shall be secured before work begins and shall require the work be completed in a timely manner. The requesting party shall also obtain a right-of-way use permit from the Road Commission.
4. In the case of a township declining to participate in a cost share or to collect a requesting parties share, the requesting party shall deposit up to 110% of the estimated cost share with the Road Commission before work is started. The township will be required to submit written approval to the Road Commission for the project before any work can begin. Monies submitted in excess of actual costs shall be promptly refunded after completion of the project.
5. Payment for cost shares are due 30 days after receipt of invoice unless other arrangements are agreed upon.

C. Cost sharing of improvements to local roads

1. Upgrading a seasonal road for snow plowing.
 - a. The Road Commission will not fund any portion of improvements of any kind to seasonal roads. Funding generated from millage will not be authorized to be spent on seasonal road improvements.
2. Adding gravel to an existing gravel road:
 - a. The Road Commission shall pay 100% on roads identified and approved on the Local Road Improvement Plan.
 - b. Any roads selected by the Township, not on the Local Road Improvement Plan, the township shall pay 100% of total cost.
3. Improving an existing gravel road open to year round use to a paved road. Work typically includes: clearing and grubbing, widening, grading, drainage improvements, placing processed gravel, paving with hot mix asphalt, erosion control, and restoration of disturbed soils.
 - a. The Road Commission shall pay 100% on roads identified and approved on the Local Road Improvement Plan.
 - b. Any roads selected by the Township, not on the Local Road Improvement Plan, the township shall pay 100% of the total cost.
4. Resurfacing an existing paved road:
 - a. Pulverizing existing pavement prior to paving. Work typically includes: pulverizing existing pavement, adding stabilizing material (mineral brine), adding gravel if needed and restoration of shoulders (including shoulder gravel, if needed).
 - (1) The Road Commission shall pay 100% on roads identified and approved on the Local Road Improvement Plan.
 - (2) Any roads selected by the Township, not on the Local Road Improvement Plan, the township shall pay 100% of the total cost.

- b. Overlay existing pavement (including wedging if needed) or pave over pulverized pavement.
 - (1) The Road Commission shall pay 100% on roads identified and approved on the Local Road Improvement Plan.
 - (2) Any roads selected by the Township, not on the Local Road Improvement Plan, the township shall pay 100% of the total cost.

5. Preventive maintenance surface treatment.

- a. Hot mix wedging and chip sealing. Work typically includes: placing hot mix asphalt from quarter crown out then sealing whole road with tar emulsion and chips.
 - (1) The Road Commission shall pay 100% on roads identified and approved on the Local Road Improvement Plan.
 - (2) Any roads selected by the Township, not on the Local Road Improvement Plan, the township shall pay 100% of the total cost.
- b. Seal coat. Work typically includes: filling cracks (if needed) and application of a single chip seal.
 - (1) The Road Commission shall pay 100% on roads identified and approved on the Local Road Improvement Plan.
 - (2) Any roads selected by the Township, not on the Local Road Improvement Plan, the township shall pay 100% of the total cost.

D. Local road improvement standards and specifications.

- 1. The Road Commission shall determine what standards a requested project shall be built to.
- 2. The current *Benzie County Road Commission Standards, Specifications and Regulations for Subdivision Streets and Proposed Public Roads* shall be used as a guide for the dimensions and specifications.
- 3. The current *Michigan Department of Transportation Standard*

Specifications for Construction shall be used as a guide for specification of construction and materials.

4. Where warranted, practical and cost effective the current *AASHTO Policy on Geometric Design of Highways and Streets* shall be used as a guide for safety improvements and geometric design.

III. RESPONSIBILITY

- A. The Manager is responsible for administering this policy.
- B. This policy shall supersede all previous policies concerning local road improvements.

IV. ADMINISTRATIVE PRIORITIES

Until such time as Road Commission Revenues increase and keep pace with inflation the Road Commissions top priority on projects will be on performing preventative maintenance on existing asphalt road rather than constructing new roads or paving existing Gravel Roads.

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