



TRANSPORTATION PARTNERS BOOKLET

Van Buren County Road Commission



Revised: December 2020

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GLOSSARY

Abandonment	The process by which the Board of County Road Commissioners of Van Buren County relinquishes all or a portion of the previously dedicated public right-of-way easement.
Asset Management	A best management practice which focuses on preserving the condition of roads rather than allowing them to deteriorate to a more expensive state of repair.
Certified Road	Roads that are under the jurisdiction of the Van Buren County Road Commission which are routinely maintained/repared, within limitations.
De-Certify	The process by which the Board of County Road Commissioners of Van Buren County removes all or a portion of a roadway from Certification, but right-of-way is not relinquished.
HMA	Hot Mix Asphalt.
Local Roads	Certified roads, streets and avenues and roadways within certified subdivisions.
MDOT	Michigan Department of Transportation
MTF	Michigan Transportation Funds – which come from the state fuel taxes and vehicle registration fees. These funds are the VBCRC’s main source of funding.
Non-Certified Roads	Roads that are NOT under the jurisdiction of the Van Buren County Road Commission and, therefore, are not maintained by the VBCRC.
PASER	Pavement Surface Evaluation and Rating. A 1-10 rating system for road surface conditions using visual inspection. Data collected annually.
Primary Roads	Blue Star Highway, Red Arrow Highway, and all roadways with the “CR” designation.
Public Act 51	Commonly referred to as “Act 51” governs how state revenue for roads and bridges is allocated and spent.
Right-of-Way	The roadway and space on either side of the road for storm drainage and a safe recovery area for vehicles that leave the road surface. Typically 66’ wide, but can vary.
TAMC	Transportation Asset Management Council – a resource for independent, objective data on the condition of Michigan’s roads and bridges and a resource for implementing the concept of Asset Management.
IBR	Inventory Based Rating. Surface, drainage and width evaluation for gravel roads. Data collected once every three years.

Partners in Transportation

The Board of County Road Commissioners of Van Buren County

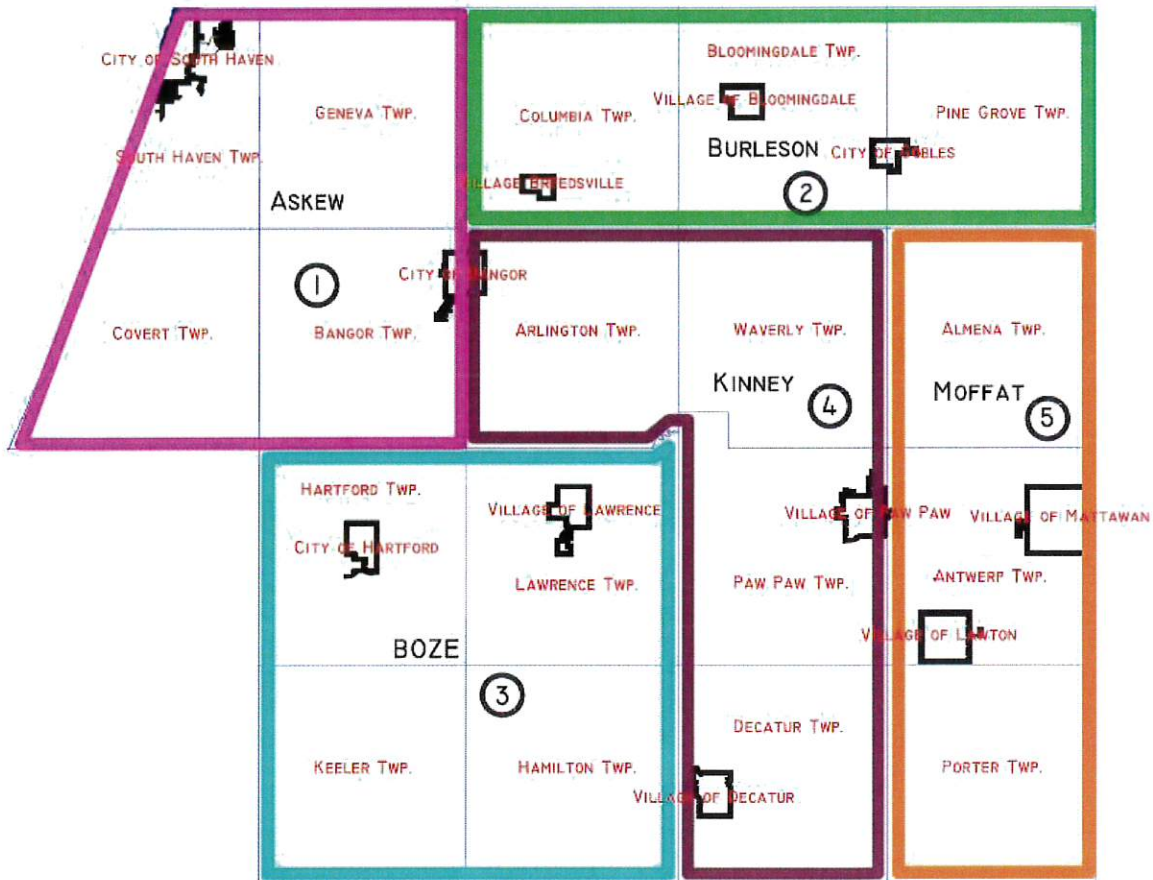
The Van Buren County Road Commission was organized on April 29, 1916 by Public Act 283 of 1909. The Van Buren County Road Commission currently has a five-member board of road commissioners that are appointed by the Van Buren County Board of Commissioners. Each Road Commissioner serves a six-year staggered term. Road Commissioners can be re-appointed.

W.C. Askew, Sr. (Bangor, Covert, Geneva and South Haven Townships)
Post Office Box 514, South Haven, MI 49090 (Cell: 269-944-9634)

District 1

Doug Burleson (Bloomingdale, Columbia and Pine Grove Townships)
04239 CR665, Bloomingdale, MI 49026
(Road Commission Office: 269-674-8011, Ext. 236)

District 2



Reginald "Rick" D. Boze (Hamilton, Hartford, Keeler and Lawrence Townships)
50201 – 50th Street, Lawrence, MI 49064
(Road Commission Office: 269-674-8011, Ext. 236)

District 3

Gregory H. Kinney (Arlington, Decatur, Paw Paw and Waverly Townships)
Post Office Box 243, Decatur, MI 49045 (Home: 269-423-2302)

District 4

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26401 – 27½ Street, Gobles, MI 49055 (Cell: 269-217-5371)

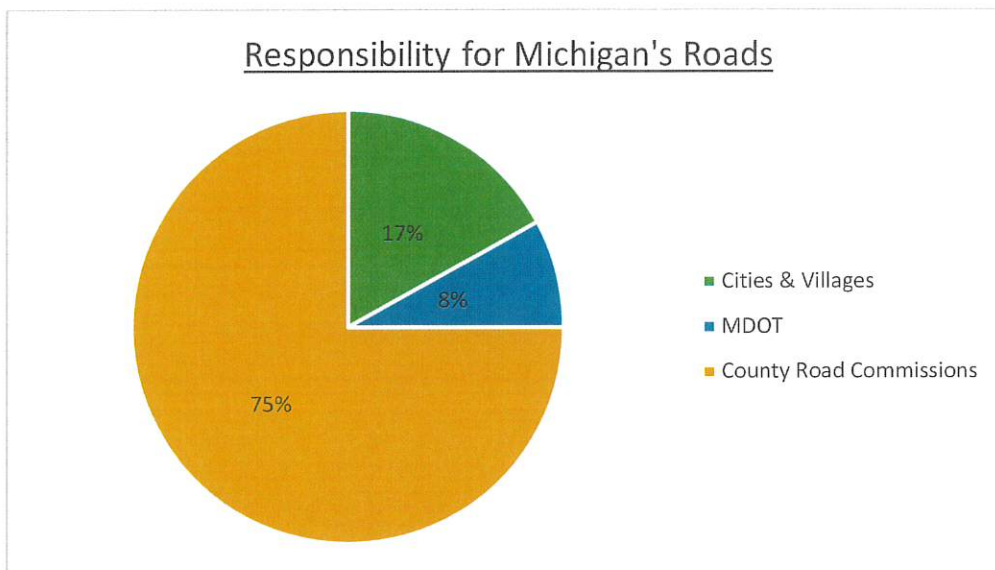
District 5

Road Commissioner Communications

The Road Commissioners of Van Buren County are responsible for enhancing and improving communications between the county, township local officials and the Road Commission through attendance at meetings and other personal contact. Because the duties of a Road Commissioner do not include day-to-day operations, the first point of contact should always be directly to Road Commission staff as set forth on Page 31 in the Van Buren County Road Commission Communication Structure. If additional attention, follow-up or improved communications become necessary at any time during Road Commission staff contact, then Road Commissioner contact may be appropriate.

Van Buren County's Road Network

Michigan's County Road Agencies are stewards of the largest road system in the state and are responsible for more than **75%** of all Michigan's roads.



The Van Buren County Road Commission maintains a county road network of 1,327.03 miles (**2,679 lane miles**). **That equates to the approximate distance from Lawrence, Michigan to Ft. Myers, Florida AND BACK!** Van Buren County's road system includes 70+ bridges, 300+ large culverts or box structures, over 10,000 signs, three traffic signals, and five flashing lights at intersections.

The Van Buren County Road Commission is responsible for providing funding for routine repairs and maintenance (within limits) on all Public Act 51 certified roads within its jurisdiction. Routine maintenance, within limitations, includes a variety of work, such as:

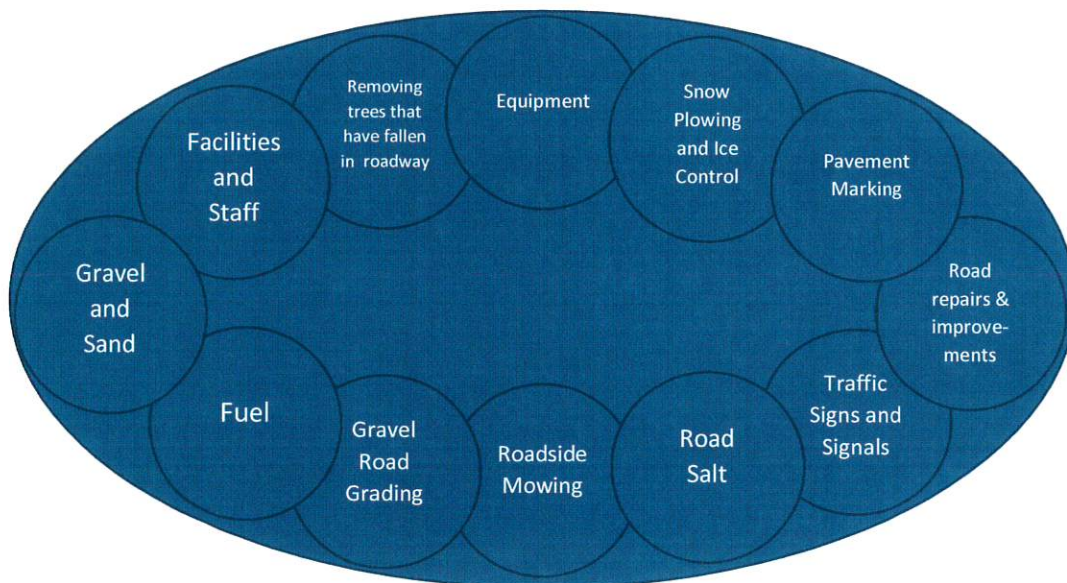
- Snow plowing and ice control
- Gravel road grading/blading
- Asphalt patching
- Shoulder maintenance
- Traffic signs and signals
- Pavement marking
- Roadside mowing and brush control
- Removing trees/limbs that have fallen in the roadway
- Road culvert maintenance

Funding

Due to limited funding, road work that is requested which is not included in the Road Commission’s budget is often funded by the townships, such as sealcoat, fog seal, gravel road improvement projects, and paved road improvement projects. The Road Commission and the Township Partners have worked together for decades to provide additional road projects with funding from the township level. These projects have primarily been accomplished on the Local Road system but are increasingly necessary on the Primary Road system as townships recognize a need. This partnership between the Road Commission and the townships is built from a necessity to best serve the public of Van Buren County, and is greatly appreciated by the Road Commission and the motoring public.

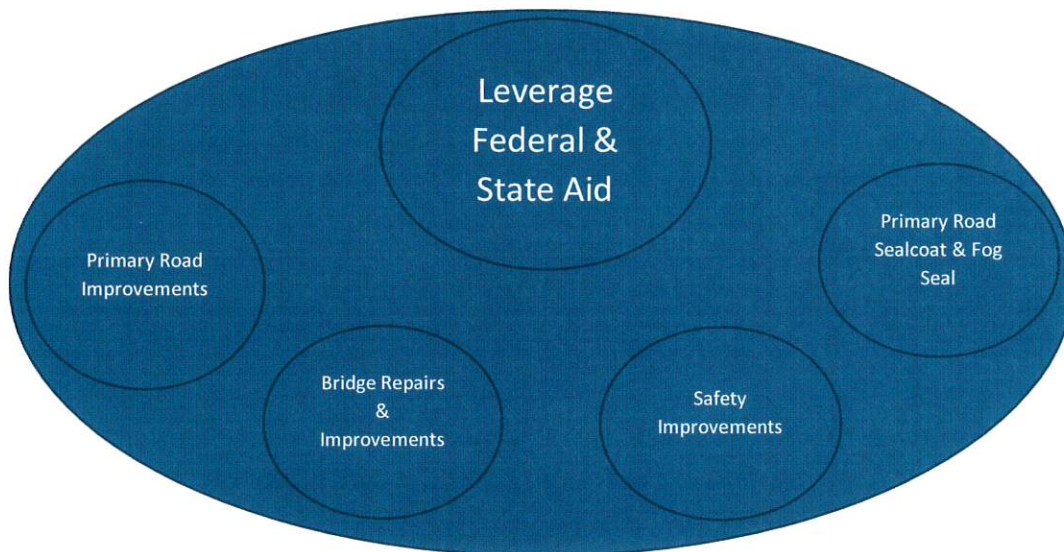
A. MTF Funds. The main source of funding for the Road Commission is the Michigan Transportation Fund (MTF), which comes from the state fuel taxes and vehicle registration fees. These funds are distributed by the State of Michigan to the Michigan Department of Transportation, County Road Commissions, and cities and villages according to a formula established in Public Act 51 of 1951. These funds cover routine road maintenance, repair and improvements, road materials (salt, sand, gravel, etc.), fuel, equipment, facilities and staff.

MTF FUNDS



B. County-wide Road Millage Funds. In 1978 the citizens of Van Buren County passed a ballot proposal for a county-wide road millage. Sums generated by the millage are distributed by the County Treasurer directly to the Road Commission and the 11 cities and villages in the county. Millage funds are not spent on routine maintenance, road materials, fuel, equipment, facilities or staff. County-wide road millage funds not allocated to the townships as set forth below are first used to leverage Federal and State funds to do larger, more expensive road and bridge projects. Projects that qualify for Federal/State aid are typically funded at the rate of 80% Federal/State funds and 20% local funds. By taking advantage of this funding, when available, the Road Commission can accomplish many projects it would likely never accomplish without funds from the county-wide road millage. Millage funds are also used to accomplish road improvements and upgrades to the countywide road system through a selection process that takes into consideration asset management, budget constraints, traffic volumes and township priorities.

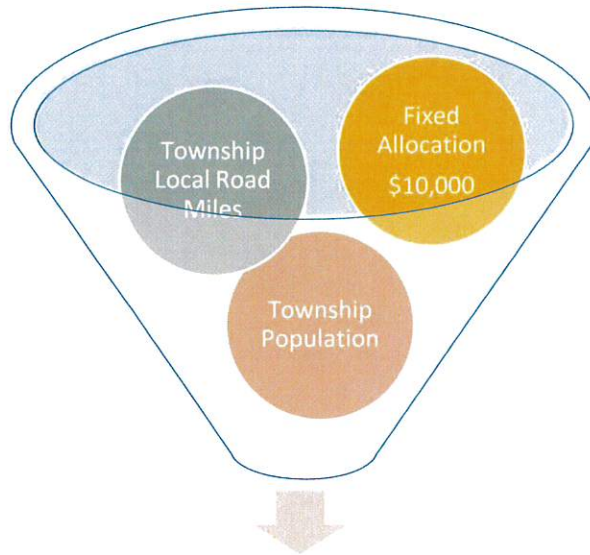
COUNTYWIDE ROAD MILLAGE FUNDS



County-wide Road Millage Allocations to Townships

The Road Commission annually allocates approximately \$1,029,000 to the 18 townships from the county-wide millage distribution it receives from the County Treasurer. Township allocations are distributed by the Board of County Road Commissioners according to the following formula:

1. A fixed allocation to each township (\$10,000.00); plus
2. Credit for the number of Local Road miles in the township; and
3. Credit for the population factor in the township.



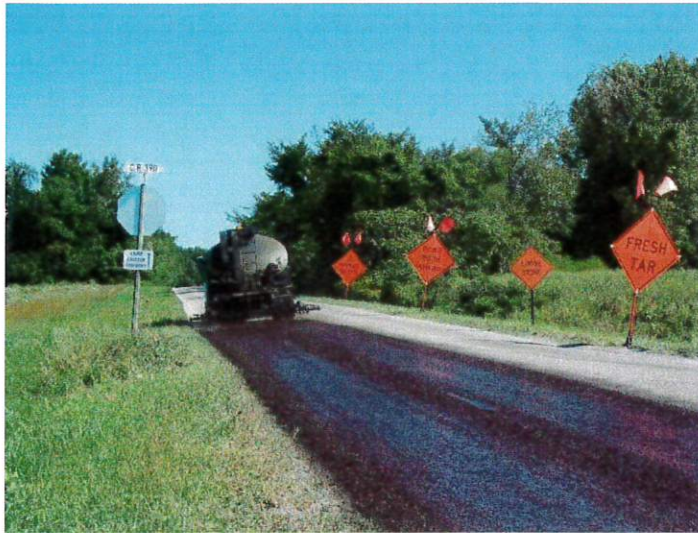
Township Millage Allocation

Township's Use of Countywide Road Millage Allocations

The wording on the ballot proposal is such that it requires road millage funds to be used for the maintenance (not "routine"), repair and reconstruction of certified roadways. This has been deemed by the Board to be special maintenance and heavy maintenance projects as follows:



- A. Contract Gravel Resurfacing. Townships may elect to use millage funds to cover up to 100% of the total cost of the contract gravel resurfacing program.



B. Surface Treatments. Townships may elect to use millage funds to cover up to 100% of the total cost of surface treatment projects such as sealcoat, fog seal, cape seal, chip seal, slurry seal, micro layers, crackseal, etc., as approved by the VBCRC Highway Engineer.

C. Cross Culverts. Townships may elect to use millage funds to cover up to 100% of the township's share of failed cross culverts measuring 36" and larger in diameter.



Placing Curb & Gutter Prior to Paving

D. Heavy Maintenance Projects. Townships may elect to use millage funds to cover up to 100% of the total cost of projects that include reconstructing and placing a hard surface on a gravel road, reconstructing an existing paved road or bridge, resurfacing a road with a hot mix asphalt (HMA) overlay, or installing new culverts or catch basins. Typically, all cross-pipes, including driveway culverts, are replaced during these improvement projects and, regardless of the size, they are funded 100% by the township.

Banking of County-wide Road Millage Allocations

Millage allocations may be banked by a township for up to three (3) years. This allows a township to “save” funds for those larger improvement projects, while still allowing its residents to see these dollars at work in a reasonable amount of time. Holding these funds for a longer period not only limits the work that can be accomplished but could also hinder the future of the millage. Road Commission staff works hard to show taxpayers where these millage dollars are spent so as to explain how the road millage impacts Van Buren County’s road network.

Deposits on Heavy Maintenance and Special Maintenance Projects

The Road Commission requires a 75% deposit on projects with an estimated cost of \$10,000, or more. The 75% deposit will be requested and must be paid prior to commencement of the project.

Mailbox Replacement and Proper Installation

- A. Damaged Mailbox Replacement. In an effort to maintain good public relations, the Board of County Road Commissioners of Van Buren County has adopted Policy 2015-02, Mailbox Replacement Policy as follows:

MAILBOX REPLACEMENT POLICY

Policy No. 2015-02

In order to provide a fair and uniform resolution to incidents involving mailboxes damaged by Road Commission equipment, the Van Buren County Road Commission hereby adopts upon Motion by Commissioner Chester M. Ray, seconded by Commissioner Gregory H. Kinney, the following Policy concerning repair/replacements of mailboxes or other encroachments in the County Road Right-of-Way:

WHEREAS, it is the duty of the Van Buren County Road Commission to maintain the County Road Right-of-Way in a manner reasonably safe for public travel and for the exclusive use of the public, as opposed to the private use of an individual maintaining an encroachment upon the public right-of-way; and,

WHEREAS, snow being thrown by the plow can significantly impact the mailbox and cause damage. Mailboxes must be securely fastened in the ground to reduce or resist the impact of thrown snow; and,

WHEREAS, mailboxes shall be installed and constructed as set forth in the Van Buren County Road Commission’s Guidelines for Mailboxes and Supports, as posted.

NOW, THEREFORE, IT IS RESOLVED that if it is determined by Road Commission staff that a mailbox and/or post was struck directly by Road Commission equipment, the Road Commission will replace the existing mailbox and/or post with a standard mailbox and/or post. Custom mailboxes and posts will not be replaced in-kind.

IT IS FURTHER RESOLVED that the Road Commission will replace the mailbox and/or post only when Road Commission equipment is found to have made direct contact with the mailbox; not when the box is knocked over by snow or slush that is thrown by the plow.

IT IS FURTHER RESOLVED that if a mailbox has been hit by Road Commission equipment, it must be reported to the Van Buren County Road Commission within 24 hours, unless there are extenuating circumstances as determined by the Managing Director, or his or her designee; and,

IT IS FURTHER RESOLVED that other encroachments, such as sprinkler systems, ornamental plantings, fences, advertising signs and others are not permitted and will not be replaced, repaired or reimbursed by the Van Buren County Road Commission.

IT IS FURTHER RESOLVED that the Managing Director, or his or her designated representative, is authorized to use reasonable discretion in resolving matters involving unusual circumstances.

POLICY ADOPTED: 04/13/1967

POLICY AMENDED: 07/22/2015; 03/05/2020

- B. Mailbox Installation. The Road Commission requires mailboxes and newspaper delivery boxes located in the right-of-way to be constructed in a manner which does not interfere with the safety of the traveling public or the maintenance and operation of the road network. A mailbox installation that does not conform to the provisions of this Policy shall be considered an encroachment and removal shall be administered in accordance with MCL 247.171, et seq. This Policy is consistent with the rules and regulations of the U.S. Postal Service.

- C. Mailbox Re-installation After Construction. During road reconstruction it may become necessary to remove mailboxes along the roadway. In this case, the Road Commission or its contractor will re-install mailboxes and posts to the standards specified by the Road Commission. Non-standard mailboxes or posts (multiple mailboxes, metal cylinders, brick structures, decorative mailboxes, telephone poles, etc.) will be replaced with a standard sheet metal mailbox and wood post.

Snow Plowing

The Van Buren County Road Commission will adhere to the following Policy, and as amended, for winter operations:

VAN BUREN COUNTY ROAD COMMISSION
POLICY 2008-01

"SNOW PLOWING POLICY"

1. Each winter snow event will be treated as an individual occurrence, due to the unique characteristics of each event (i.e., depth or type of snow, temperature fluctuations, ice formation, etc).
2. Routine snow removal operations will begin on the affected areas of the County Primary Road network, as a first priority. These roads include Red Arrow Highway, Blue Star Highway, and all roads with the "County Road (CR)" designation. The affected areas of the Local Roads system (streets and avenues), and the affected roadways within subdivisions are given secondary priority.
3. Normal scheduled operations of the Van Buren County Road Commission occur within eight (8) hour days, Monday through Friday.
4. Weekend operations and/or overtime operations are authorized as follows:
 - A. In the event of a snowfall in excess of four (4") inches, the most critical locations on selected County Primary Roads will be covered, as conditions permit.
 - B. Unusual ice and/or wind conditions causing hazardous driving, or impassable conditions on the affected areas of the road system, as conditions permit.
 - C. In the event of a snowfall in excess of eight (8") inches, authorization shall be extended to cover the Local Road system of the affected area(s), as conditions permit.

In all cases, minimum crew sizes will be utilized to cover the affected areas.

5. Every effort within the physical and financial resources of the Road Commission shall be made to keep the roads in a safe and reasonable condition for public travel.

Policy adopted January 10, 2008

Policy reviewed and re-affirmed on August 3, 2016; November 1, 2018

Driveways

- A. General Information. Driveways are a resident's access point to their property. This access point must be permitted by the Road Commission according to the permit application process, a portion of which is outlined below, to ensure proper roadway drainage is maintained and appropriate sight distance is present. IT IS IMPORTANT FOR TOWNSHIPS TO REQUIRE PROPERTY OWNERS TO OBTAIN A DRIVEWAY PERMIT PRIOR TO ISSUING ANY BUILDING PERMIT. The Road Commission must understand the volume and type of traffic at the access point in order to assist in safe access.

Proper installation of driveways, including culverts, is the responsibility of the property owner (or a designated, permitted contractor). Residents can also purchase a driveway culvert for pick up, delivery, or to be installed by the Road Commission all according to the Driveway Culvert Price Schedule adopted annually by the Board.

In addition, property owners must maintain their driveway culvert to prevent drainage problems for the roadway. Proper driveway culvert maintenance includes removing debris from the culvert regularly and maintaining culvert end sections.



Driveway Culvert Blocked with Debris

If the Road Commission recognizes a concern with a property owner's driveway and/or culvert, the Road Commission will contact the property owner either in person or by mail/notice. The Road Commission will work with the property owner by providing the information necessary to assist the property owner in making the necessary corrections. If the corrections are not timely made,

the Road Commission will issue an encroachment notice giving the property owner 30 days within which to correct the situation. If the property owner refuses to make the required corrections, the Road Commission may proceed to remove such encroachment, which may be assessed, levied and collected in the same manner as other taxes are collected pursuant to MCL 247.172.

B. Residential/Farm Field Driveway Permit Applications. Standard procedures for a residential or farm field driveway permit application are as follows:

1. Property Owners must complete a Residential or Other than Commercial Driveway Application. There is no charge for a single-family residential driveway application. There is a \$25.00 fee for a farm field driveway application. Property owners in both instances are required to furnish and maintain their driveway culvert, if one is required.
2. Applicant must stake/mark the location at which they propose to install the driveway so the Road Commission's Permit Officer may locate and review the site for adequate site distance in both directions, and to make a determination as to whether a driveway culvert is required.
3. Upon issuance of the permit by the Permit Officer, a copy is provided to the property owner and the Township.
4. If the applicant chooses to purchase the driveway culvert from the Road Commission the applicant must pay for the culvert **through their Township Office**. The Township must notify the Road Commission when payment is received by calling the Permit Clerk at 269-674-8011, Extension 0.
5. The Road Commission records driveway culvert installations from January through December each year. The driveway culverts are then identified and billed to the Townships in December of each year.

6. A standard driveway culvert is a 15" x 24' corrugated metal pipe. A Driveway Culvert Price Schedule is available upon request, or on the Road Commission's website at www.VBCRC.org.
 7. Upon approval of the permit application, a property owner may install the driveway culvert on their own property provided they review, understand and sign a Hold Harmless Agreement, which is available upon request, or on the Road Commission's website at www.VBCRC.org.
- C. Commercial or Other Than Residential Driveway Permit Applications. All requests regarding any access onto, over, adjacent, etc., to the roadways under the jurisdiction of the Van Buren County Road Commission at the time of an application for a Commercial or Other Than Residential Driveway Permit Application shall include a separate application package for each site. The Road Commission will accept and review only one application for each such site. The application package shall include all applicable documents as set forth in the Driveway (Curb Cut) Permit Application Review Procedures.

Special / Preventative Maintenance Projects

- A. Boom Mowing. Boom mowing within the right-of-way helps control brush and low hanging limbs that obstruct driver vision and/or clearance for larger vehicles and equipment. Each year the Van Buren County Road Commission funds \$1,000.00 of boom mowing in each township. The townships may choose to contribute additional money to assist with this clearing of vision and right-of-way obstructions.



BEFORE



AFTER

- B. Extra Width Mowing. Extra width mowing within the right-of-way helps control brush and overgrowth from encroaching on the road. The Road Commission's roadside mowing maintenance contract includes Extra Width Mowing on the Primary Road System once per season, and on the Local Road system **once every three years**. Townships may choose to contribute funds to provide additional extra width mowing, either township-wide, or by location.



- C. De-berming. Over time sod, soil and material can build up along the shoulder of the roadway. This build up "holds" water on the surface of the road and delays drainage. De-berming is the process of removing the build-up of this material from the edge of the road which allows water to effectively drain. The width of de-berming varies depending upon the drainage needs for any section of roadway; however, all work is accomplished within the county road right-of-way. Townships may choose to contribute funds to provide de-berming on the Local Road system.

- D. Invasive Species Spray Operations. Invasive species are non-native plants (or animals) that can cause damage to many things, including breaking through roads and bridges, and causing safety concerns when they grow very tall. Japanese knotweed and phragmites exist in Van Buren County and their growth can be spread inadvertently by vehicles transporting seeds and plant parts. Road maintenance operations also inadvertently transport seeds, soil, and vegetation fragments up and down the road system. The Van Buren County Road Commission has worked together with the Van Buren Conservation District CISMA since 2017 to map invasive species along our roadways and create a management plan, particularly for knotweed and phragmites. Invasive species management activities are typically performed in September of each year.



Japanese Knotweed



Phragmites

- E. Brush Spray Operations. Hand clearing and boom mowing are expensive operations and cannot be used safely in all areas. Therefore, selective vegetation management activities may be performed on select Primary Roads typically in August/September of each year. Specially trained, licensed and experienced professionals selectively apply the herbicides to specific vegetation that could obstruct driver vision. Townships may choose to contribute funds to provide for brush spray on the Local Road system.

Residents may opt out of brush spray operations. To exercise this option the property owner must provide the Road Commission with an Application Form requesting that they be omitted from the treatment **and**, in consideration, agree to accept the responsibility for maintaining the roadside area by cutting all roadside weeds and brush, and trimming low hanging tree limbs. The Application Form is available on the Road Commission's website (www.vbcrc.org) or by calling the Road Commission.

- F. Routine Maintenance Tree Removals and Trimming. The Van Buren County Road Commission is charged by statute to keep highways under their jurisdiction in reasonable repair; however, the definition of "highway" specifically excludes trees. Trees are the tangible property of the adjacent landowners. That said, while the Road Commission has no legal duty to maintain trees within the public right-of-way and cannot be held liable for failing to do so, they do have the authority to trim or remove trees where necessary to protect the public rights.

Trees identified for removal or trimming which are located within the road right-of-way are typically cut down or trimmed during late fall, winter or early spring when the



Road Commission is not plowing snow. Property owners may contact the Road Commission and request tree trimming or removal. Road Commission staff will determine if or when a tree should be removed. The property owner may arrange to keep the wood or request that the Road Commission remove it.

The northern long-eared bat is listed as a *threatened* species, and the Indiana bat is listed as an *endangered* species. The bats have a habitat of live and dead trees three (3") inches or larger in diameter. Therefore, tree removals must take place during periods of hibernation (October 15 through March 31) or, in some instances, require additional consultation with the U.S. Fish and Wildlife Service. This cutting prohibition does not affect emergency operations.

If a property owner requests that a tree be removed that is not included in the Road Commission's routine operations, the

property owner may hire a contractor to remove the tree through an Application to Work in the County Road Right-of-Way, which must include proper insurance. Alternatively, a property owner can remove the tree through an Application to Work in the County Road Right-of-Way (permit fee waived) and by reading, understanding and signing a Hold Harmless Agreement. Anyone working in the county road right-of-way, contractor or property owner, must follow **all** requirements set forth in the permit regarding notification, hours of work, temporary traffic control, restoration, **etc.**

- G. Liquid Dustlayer Application. Sealed bids are received by the Road Commission each year in February or March for the application of a liquid dustlayer (calcium chloride or brine) to control dust on gravel roads. Townships may choose to fund one or more applications of liquid dustlayer in a season by a sub-contractor approved by the Board of County Road Commissioners. The Road Commission grades the gravel roads prior to the application and supervises the dustlayer application process at no cost to the township. As an alternative, or in addition to the liquid dustlayer, a township may offer bags of calcium chloride to its residents to control the dust in front of their property. The property owner must receive an Authorization Slip from the township allowing the resident to pick up the bag chloride at the Road Commission's Administrative Office in Lawrence during regular business hours.
- H. Road Drainage/Ditching. Attention to proper roadside drainage design and maintenance cannot be over-emphasized. The major function of a road ditch is to carry water away from the roadway into streams or other natural waterways. To fulfill this function, ditches must be properly shaped and maintained so that water does not stand in them. Standing water may saturate the subsurface material beneath the roadway preventing the road from draining during the next storm and reduce the ditch's capacity to handle run-off. Townships may designate funds for "Miscellaneous Ditching" to be used by the Road Commission to address drainage / ditching concerns in their township. These concerns can be prioritized by Road Commission staff and/or the township's road liaison.



I. Local Road Cross-Pipe Replacements.

Failed cross-pipe replacements on the Local Road system measuring **under 36"** are funded 100% by the Road Commission. Failed cross-pipe replacements measuring **over 36"** on the Local

Road system are cost shared 50/50 between the Road Commission and the township in which the pipe is located. The township may elect to allocate all or a portion of its county-wide millage funds to fund its share of the failed cross-pipe project. Non-

routine repairs or replacements may require township match and are evaluated on a case-by-case basis.

- J. Township Water and/or Sewer Systems in County Road Right-of-Way. When a township's water and/or sewer system is located within the county road right of way, prior to the commencement of any cross-pipe replacement project the township must cause to have the area surveyed specifically to locate water/sewer systems. The survey is the township's cost to bear 100%. If the water/sewer is found to be less than 18" from the location of any cross-pipe, the township or water/sewer district must have the water/sewer lines re-located and pay 100% of the cost of the re-location prior to the cross-pipe replacement.

- K. Contract Gravel Resurfacing. Townships may choose to add gravel to specific Local

gravel roads. The Road Commission requests sealed bids in March for furnishing and hauling 22A gravel. Prices vary by township due to the quantity of tons requested, hauling distance from pit locations, etc. Because the Road Commission seeks these bids in March, a township requesting contract gravel must designate an estimated number of tons of gravel **prior to December 31st.**



Gravel resurfacing costs billed to the township include the cost of the gravel, as bid by the contractor, plus a per ton price for Road Commission staff and equipment to spread the gravel on the road surface. Specifications call for four inches (4") of gravel to be spread. Road Commission staff can provide the township suggested locations at which to place the gravel, or the township can provide the locations. Gravel resurfacing does not include tree removals, ditching, sub-base, or base construction.

Surface Treatments

- A. Sealcoat. Sealcoat is a thin layer of emulsion or asphalt covered with a single layer of crushed slag, rock, or stone to seal the surface of an existing paved roadway. A sealcoat surface typically lasts 4 to 6 years, when applied at an appropriate time (i.e. PASER 5 or greater). This treatment can be applied on roads rated less than a PASER 5, but the expectation of outcome should be discussed with Road Commission staff. Pavement that is exceedingly cracked, patched or distorted should be reviewed for possible hot rubber crack sealing (see "F" below) prior to sealcoating, or potential re-paving, or crush and shape for paving. Bids are secured each year for the materials



necessary for sealcoat operations. The cost of sealcoat is then established at a uniform cost per mile. Any desired hot mix asphalt over the standard amount of 10 tons per mile applied by the Road Commission requires an additional project sheet from the township for "Extra Hot Mix Asphalt". Upon completion, the cost to the township is based on actual mileage of the project as measured in the field.

B. Fog Seal: Fog Seal is a layer of emulsified (liquid) asphalt applied over the top of a recently sealcoated surface. The layer of emulsion further seals the roadway thereby reducing infiltration of water. The optimum conditions for this liquid to dry quickly are approximately 75 degrees with limited humidity. Dry times will vary as temperatures and humidity levels change.

C. Wedge and Seal: A wedge and seal can help reduce excessive crown and build up the shoulder of existing asphalt roads. While the resulting surface will be improved, it will still have some level of distortion. The Road Commission reserves the right to recommend bituminous aggregate surface overlay (paving) rather than wedge and seal.

D. Slurry Seal: A slurry seal is the application of an emulsion like a fog seal, but with very small crushed rock as part of the mixture. Slurry seal applications serve to seal areas with low to moderate distress and narrow crack widths. Because a slurry seal is performed by a contractor, the township must make such a request on their annual planning sheet prior to December 31st of the prior year in order to allow for the best pricing via the bid letting process. Traditionally, costs for a slurry seal are approximately 30% more than a regular sealcoat.

E. Micro-Surfacing: Micro-Surfacing includes polymer modified asphalt (key in flexibility), aggregate, mineral filler, additives and water. Micros effectively seal, level, rejuvenate, and aid in skid resistance on existing paved surfaces. Micro-Surfacing can be applied in a wide range of thicknesses allowing it to treat a large variety of road surfaces. Costs are similar to the cost of a slurry seal, or slightly higher.

F. Hot Rubber Crack Sealing: A rubber material consisting of polymers, virgin rubber and asphalt emulsion combined to form an elastic moisture barrier over cracks in the road that, when properly heated and applied, will maintain its form over extreme heat and cold fluctuations in the roadway. The application's average life is one to three years. A typical crack seal program will focus on transverse and longitudinal defined cracks that are 1/4" or greater in width. Sealing alligator cracks or map cracked areas are typically limited to a 3' x 3' area, or less. Attempting to seal areas larger than 3' x 3' is

not cost effective or efficient and, in some cases, tends to create a slippery surface in the traveled portion of the roadway.

Hot Mix Asphalt (HMA) Overlay

Placing 1½" - 2" of new pavement material over existing pavement that is not distorted, extensively cracked or patched. Shoulder material is added to match the elevation of the new pavement. Although much progress has been made in delaying reflective cracking, townships should take this into consideration when requesting an overlay. Reflective cracking is caused by peaks in strain centered over cracks or joints in the lower layer of pavement and is to be expected to some degree. Reflective cracking will occur to one extent or another, even under the best of pavement conditions.



Bridge Maintenance and Repair Projects

Bridges under the jurisdiction of the Van Buren County Road Commission are regularly inspected by certified bridge inspectors who check for deterioration and damage and make recommendations for necessary repairs. Road Commission engineering staff work to secure critical bridge funds, when possible, at both the federal and state levels. For critical bridge

maintenance, repair or replacement projects funded with federal and state dollars, the local authority's share is five (5%) percent of the project cost, plus construction engineering, and design engineering. For bridges located on the Primary Road system, the 5% local authority's share, plus construction engineering and design engineering are paid for by the Road Commission. For bridges located on the Local Road system, the 5% local authority's share, plus construction engineering and design engineering are cost shared 50/50 between the Road Commission and the township. Bridge repairs, maintenance or replacements located on the

Local Road system without critical bridge funding will be paid for by the townships or, if located on the Primary Road system, paid for by the Road Commission.

Heavy Maintenance Projects

- A. Road Project and Bidding Procedures. For projects set forth below, an Engineer's Opinion of Costs will be prepared by the Road Commission's engineering staff for the township's consideration. If the township desires to move forward with the project, the Engineer's Opinion of Costs is signed by the township and returned to the Road Commission. The Road Commission then begins to gather field data, contact utility companies, make application for any necessary permits, map and locate adjacent property owners, and develop bidding specifications, including plans, when applicable. (See Page 27-29, Road Project Planning). If appropriate, the project is then let for bid.

If the project is let for bid and the township does not approve the lowest bidding contractor for reasons other than extenuating circumstances (such as cost), the township shall provide the Road Commission with a signed authorization stating the reason(s) for choosing a contractor other than the lowest-bid responsible contractor so as to ensure that the Road Commission is in compliance with State statutes regarding proper expenditure of public funds.



Milling Machine Removing Top Layer of Asphalt

- B. Mill and Overlay. Mill and Overlay (otherwise known as Mill and Fill) is the process of grinding off the top layer of the existing asphalt pavement by means of a large milling machine and replacing this layer with a new HMA driving surface.

- C. Reconstruction. Reconstruction includes: 1) clearing the road right-of-way, as necessary, of brush, trees and stumps; 2) constructing ditches and installing drainage culverts; 3) constructing road with a minimum 12" sub-base of compacted sand, and a minimum of 8" of compacted gravel; and 4) HMA paving the roadway with a minimum of two courses of asphalt (base and top), with shoulder material being added to match the elevation of the new pavement.
- D. HMA Paving of Gravel Road. Before a gravel road can be paved it must first be constructed to the Road Commission's published standards, as set forth in its Road Development Policy. This includes, but is not limited to grading, drainage structures, and aggregate surface to provide for adequate drainage and cross-section. HMA paving involves placing a minimum of two layers of asphalt over the properly

constructed gravel base. Shoulder material is added to match the elevation of the new pavement.

- E. Trench, Widen and Pave. When a road needs a new surface but has not been built to current standards as to width, as outlined in the Road Commission's Road Development Policy, additional width can be trenched (cut) from the area outside the pavement. That area can then be constructed with a minimum 12" sub-base of compacted sand, and a minimum of 8" of compacted gravel and then HMA paved with a minimum of a 2" base course and 2" top course of asphalt. An HMA Overlay is then placed over the existing pavement, as well as the widened section to create a road section with proper width that meets current standards.
- F. HMA Crush and Shape. A pavement treatment that creates a new structural base from the existing pavement. A crushing machine grinds the existing asphalt and 1-2" of the underlying gravel. The material is then re-graded and compacted.

Requests for Work on Non-Certified Roads

- A. Snowplowing, Sealcoat, Gravel Road Maintenance, etc. MTF funds and county-wide road millage funds cannot be spent on non-certified roads. All requested work on non-certified roads must be funded by the property owners through a property tax assessment (Special Assessment District) and paid to the Road Commission through the township. It is recommended by the Road Commission that private subcontractors be hired for this purpose without involving the Road Commission as this allows the Road Commission to focus solely on roads within its jurisdiction. All work performed on roads not certified by the Van Buren County Road Commission shall be invoiced to cover all costs incurred, including fringe benefits and overhead expenses.
- B. Street Signs. In order to assist the County 911 emergency calling service the Road Commission will work with the townships regarding signing non-certified roadways. This program must be funded by the residents requesting the street signs and/or by the township. A special maintenance program sheet must be completed by the township authorizing the Road Commission to furnish and erect the specific sign(s), and the township is billed accordingly. All work performed on roads not certified by the Van Buren County Road Commission shall be invoiced to cover all costs incurred, including fringe benefits and overhead expenses.

At their meeting on December 7, 2017, the Board of County Road Commissioners decided to request that each township in Van Buren County consider a private road ordinance, policy, or requirement for their respective township that sets forth minimum required signage where non-certified roads connect to the certified road system, such as a stop sign, street name sign, no outlet sign, etc.

Certification of a Road or Plat

The Road Commission will consider a request to certify a roadway or plat. Property owners may petition a township to request that the Road Commission certify the roadway or plat. Part of the certification process requires that the roadway(s) meet current Road Commission standards as published in the Road Development Policy. All expenses to perform roadway upgrades are to be

paid for by the township and/or the adjacent property owners through a property tax assessment. The Road Commission must also acquire sufficient right-of-way, if it is not already in the Road Commission's possession. Final acceptance of the road or plat by the Board of County Road Commissioners is contingent upon satisfactorily meeting requirements and provisions as set forth in the Road Development Policy. In addition, the township must provide the Road Commission with a Resolution approving the proposed certification. In accordance with the Road Commission's Fee Schedule Policy, as amended, the fee for certification of a new road or plat, including preliminary and final inspections, is \$300.00, plus expenses. The fee for certification of an existing private road or plat is \$250.00, plus expenses.



Abandoning the Road Right-of-Way

In accordance with the Road Commission's Fee Schedule Policy, as amended, the fee for abandoning a public road right-of-way is \$350.00, plus costs. The Road Commission may also require that a Resolution accompany a Township's request to abandon the road right-of-way. In accordance with Act 283 of 1909, MCL 224.18, the following are required activities for processing a request:

- A. Determine if there is a building or any character upon or along the road. If yes, petition is required. If no, board resolution is required. (See line "M" below).
- B. Petition must: be signed by 7 or more freeholders in the township; describe road in general or by name; and specify the portion of the road to be abandoned.
- C. Certified true and correct list of the names and mailing addresses of the occupants abutting the road by one of the persons making or presenting the petition.
- D. If the petition contains the signatures of all the owners of record and occupants of land abutting, the Board shall grant or deny the petition within 20 days (See line "M" below).
- E. If the petition does not contain all the signatures of owners and occupants of record, the Board shall issue a notice within 20 days of a public hearing.
- F. The Board may designate, as hearing examiner, an employee to hold the hearing and to report all findings to the Board.
- G. Public hearing notice shall state object of petition, time and place of hearing.
- H. Notice to be served on owners of record and occupants of land by first-class mail to the residence at least 10 days before the hearing.
- I. If owner does not reside upon abutting land or owners/occupants cannot be found within the county, notice is served by posting in 3 public places in the township and by publishing in a newspaper circulated within the county 10 days before the hearing time.
- J. Notice is served on railroad companies by leaving a notice copy with the agent of any ticket office or freight office of the company.

- K. Affidavits of service by first-class mail, posting, advertising and upon a railroad company by the person by whom service was made shall be attached to the petition and the whole presented at the time of the public hearing.
- L. The Board or superintendent or engineer shall view the premises and the Board shall ascertain the necessity or advisability of the abandonment.
- M. The Board shall determine by resolution that it is in the best interest of the public that the requested road be abandoned or not abandoned.
- N. The Board may reserve an easement for public utility purposes and may, by resolution, extinguish any easement so reserved whenever use ceases.
- O. The Board shall create a resolution with an accurate description of the land to be filed and recorded with the register of deeds.
- P. The Board shall cause a notice to be given by the clerk to the township and village or cities in which the road is situated and to be published in the newspaper for 3 successive weeks.
- Q. Within 30 days of determination to abandon the Board shall file a full record and return of their doings with the state highway commissioner.
- R. Proof of service and publication may be made by affidavit by any person knowing the facts and be filed with the clerk.

Township Project Planning

The Road Commission will typically hold a Township Annual Meeting during the fall to help the township prepare its road program for the following year. The "Road Planning" sheet must be received by the Road Commission ***no later than December 31st of each year***, including the following information FOR PLANNING PURPOSES ONLY:

- Requests for project estimates
- Total tons of contract gravel requested
- Total miles planned for sealcoat, fog seal and crack seal
- Total programmed dollars for boom mowing, extra-width mowing, miscellaneous ditching and extra hot mix.
- Total number of applications of dust control

The Road Commission may not be able to complete work that season if the Road Planning sheet is received after December 31st. In addition, certain requests for larger road projects may require additional time in order to re-locate utilities in the road right-of-way, obtain any necessary permits, etc.

Specific locations for gravel resurfacing, sealcoat, fog seal and crack seal must be received by the Road Commission ***prior to March 31st of each year*** so that materials can be procured, and contract work can be scheduled.

Any changes to a previously approved project must be approved by the township board and communicated to the Road Commission in written form prior to March 31st. Any township requested deviations from the Road Commission's engineering department recommendations must be approved by the Van Buren County Road Commission.

Township and/or Village Requests for Improvements on the Primary Road System

Due to budget constraints, limits on roads eligible for federal aid and other circumstances the Van Buren County Road Commission must limit the special and/or heavy maintenance projects it can accomplish. The following Policy was adopted by the Board of County Road Commissioners in response to requests received by townships (and/or cities/villages) for improvements on the Primary Road System:

POLICY ON REQUESTS FOR IMPROVEMENTS ON PRIMARY ROAD SYSTEM

Policy No. 2011-01

I. The Van Buren County Road Commission will consider a request from a township and/or a municipality for improvements to be made on the Primary Road System, the Board of County Road Commissioners must be in receipt of a Resolution from the requesting governing Board stating:

- A. The name of the Primary Road, the point of beginning, the point of ending and a brief description of the requested improvement project it wishes to be funded.**
- B. Amount of funding the township/municipality proposes to support the improvement project, including any millage funds and/or township/municipality funds.**
- C. The year, or years, in which the township/municipality would financially support this improvement project.**

II. The Board of County Road Commissioners will, upon receipt of such Resolution, consider the township/municipality's request using the following as a guideline:

- A. Asset Management. Board decisions based on Road Commission staff recommendations made through data collection utilizing the PASER rating system and not necessarily fixing the "worst roads first".**
- B. Road Commission budget constraints, subject to new MTF funding as set forth below in Paragraph III (A), (B), and (C).**
- C. By date in which township's/municipality's Resolution is received by the Board of County Road Commissioners of Van Buren County.**
- D. By percentage of project cost share from the township/municipality.**
- E. Any other such mitigating circumstances that may arise.**

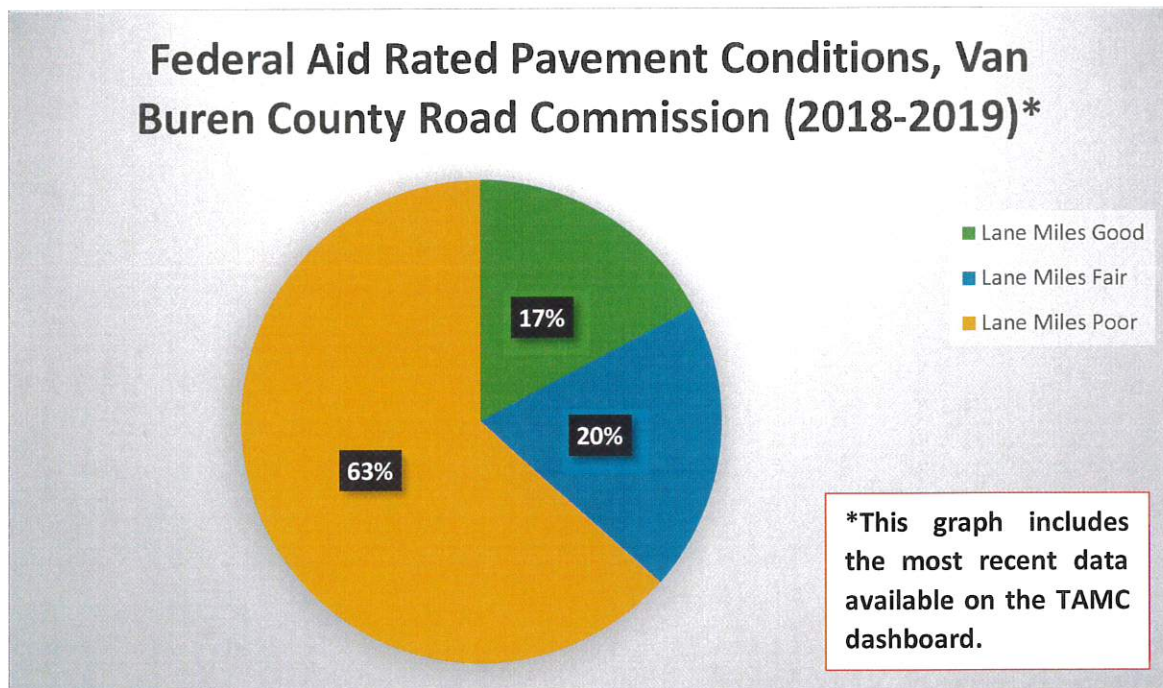
III. Notwithstanding Paragraph II (B) above, the Board of County Road Commissioners of Van Buren County will commit to budget the following MTF matching funds for noted requested Primary Road improvements, *subject to actual budget constraint developments*:

- A. For the Road Commission 2021 budget year, 50% of the increased MTF funds received for the 2020 budget year;**
- B. For the 2022 noted budget year, 50% of the increased MTF funds received for the 2021 budget year;**
- C. For the 2023 budget year, 50% of the increased MTF funds received for the 2022 budget year.**

PASER Data Collection Agreement

Asset Management is a best management practice which focuses on preserving the condition of roads rather than allowing them to deteriorate to a more expensive state of repair. Using asset management allows road agencies to extend the service life of roads in good or fair condition with less expenditure.

The Transportation Asset Management Council (TAMC) has implemented the use of PASER, a uniform rating system for all roads in the state. Road entities within the State of Michigan work with the Transportation Asset Management Council to submit data on the health of our road system. The data submitted has assisted several Legislative committees in understanding the need for additional funding to maintain our road systems. This data is not only available to the State for concerns on funding; it also provides all road agencies with important data regarding the condition of our individual road systems and serves as a tool to evaluate the maintenance operations performed on our roads. Asset Management is becoming more and more necessary for decision making and providing data backing-up those decisions. It also provides us with another means to show transparency to our residents and to the State.



The Van Buren County Road Commission believes this data collection will prove to be helpful for all townships within Van Buren County. As a result, a plan for cooperation on data collection has been implemented as follows. The Road Commission asks that all townships participate in this program.

Year 1	The townships reimburse the VBCRC for the cost of rating all township Local Roads. (Years 2022, 2025)
Year 2	VBCRC will cover the cost of rating all township Local Roads. (Years 2020, 2023)
Year 3	VBCRC receives reimbursement from the Asset Management Council for rating all township Local Roads. (Years 2021, 2024)

Speed Study Requests

The Road Commission requires that all requests for the engineering study for speed control and traffic control come from the township, as opposed to residents. It is imperative that the townships understand that a typical study takes 8 to 10 hours of staff time for field reviews and office time. This function has substantial costs involved and these are directly charged to a township's "Routine Maintenance" budget for traffic services, which is derived from MTF. These costs reduce a township's available maintenance dollars. Further, and more importantly, any engineering data gathered in a speed study *will* do one of the following:



1. Raise the speed limit;
2. Lower the speed limit; or,
3. Keep the speed limit as it currently exists.

Because the Road Commission wants to ensure that the township is allowed their input regarding the necessity of a study within their township boundaries, the Road Commission will consider a request to conduct a speed study upon the Road Commission's receipt of a resolution from a township board as follows:

RESOLUTION

WHEREAS, the traffic on _____ from _____ to _____ has steadily increased over the past _____ years due to the development and growth of the Township of _____; and,

WHEREAS, the development and growth of _____ Township, more specifically _____, from _____ to _____, has caused a steady increase of the number of vehicles traveling upon said roadway; and,

WHEREAS, it has become increasingly difficult for residents to negotiate turns or move into and out of the flow of traffic safely due to the increased volume of traffic.

NOW, THEREFORE, BE IT RESOLVED that the Township of _____ is formally requesting that the Van Buren County Road Commission conduct a speed study on _____ from _____ to _____.

IT IS FURTHER RESOLVED that _____ Township understands that the Van Buren County Road Commission will use the engineering data gathered in the speed study to make a decision which could do one of the following: 1) raise the speed limit; 2) lower the speed limit; or, 3) keep the speed limit as it currently exists.

IT IS FURTHER RESOLVED that _____ Township will abide by the decision made by the Van Buren County Road Commission and the Michigan State Police as a result of this speed study.

Township Road Liaison Appointment

In order to improve communications, the Road Commission requests that each township appoint a liaison to coordinate road-related matters with the Road Commission. The township road liaison shall be responsible for communicating all road-related information to the township board. It is preferred that the road liaison be the township supervisor or, if that is not possible, a township board member.

General questions and communications are accepted, and encouraged, by all township officials. However, the Road Commission's staff will receive verbal and/or written directions only from the liaison appointed by each township. Each township should notify the Road Commission of the liaison appointed, in writing, by December 31st of each year.



**Van Buren County Road Commission
Board of Public Works
Board of County Park Trustees
Administrative Office: 325 West James Street, Post Office Box 156, Lawrence, MI 49064
Phone: 269-674-8011 Fax: 269-674-3770**

Daniel F. Bishop Managing Director Ext. 222 DanBishop@vbcrc.org
 Barry Anttila Highway Engineer Ext. 224 BarryAnttila@vbcrc.org
 Greg Brucks Operations Director Ext. 227 GregBrucks@vbcrc.org
 Linnea Rader Finance & Human Resources Director Ext. 233 LinneaRader@vbcrc.org

Jill Brien Administrative Assistant Ext. 236 JillBrien@vbcrc.org
 AJ Brucks Permit Officer-County Weighmaster Ext. 252 AJBrucks@vbcrc.org
 David Clift Engineering Technician Ext. 230 DavidClift@vbcrc.org
 Melissa Fetkenhier Permit Clerk-Secretary Receptionist Ext. 0 vbcrc@vbcrc.org
 Joel Hoort Engineering Technician Ext. 228 JoelHoort@vbcrc.org
 Shawna Kelley Accounting Clerk Ext. 235 ShawnaKelley@vbcrc.org
 Kristina Longcore Accounting Clerk-Safety Coordinator Ext. 248 KristinaLongcore@vbcrc.org
 Alyssa McAndrew Communications-Project Specialist Ext. 249 AlyssaMcAndrew@vbcrc.org
 David Mills Engineering Technician Ext. 229 DavidMills@vbcrc.org
 Christian Moffatt Assistant Fleet Superintendent Ext. 293 ChristianMoffatt@vbcrc.org
 Marla Salmon Accounting Clerk-Payroll Ext. 234 MarlaSalmon@vbcrc.org

**Maintenance Garages
Southern District-Lawrence**

Heather Benson	Josh Brenner	Robbie Brooks	Kevin Clayton	Jeffery Daughtry
David DeLoach	Jared Frank	Benjamin Greiner	Bill Kidd	Dan Kurzmann
David Leach	Matthew Longcore	Ryan Mattimore	Nicholas Mead	Randy Moser
Ernie New	Tim Nicholas	Allen Page	Eric Page	Zack Payne
Mike Ritsema	Mike Sinkler	James Smith	David Stafinski	Lewis Turner
Abel Vasquez	Bryan Wrona	Zane Yandell		

Northern District-Bloomingtondale

Brian Burrows	James Cochran	Robert Drake	Fred Gray	Brandon Hammond
Mike King	Chris Milhollin	Rick Molenda	Doron Moore	John Noffke
Chris Serdel	Curt Underwood			

Western Garage - Bangor

Johnny Chancellor	Larry Click	Scott Helm	Todd Hemenway	Jessie Keeton
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Road Commissioners and County Board Representatives

W.C. Askew, Sr. 12-31-2024
 Reginald D. Boze 12-31-2022
 Gregory H. Kinney 12-31-2026
 Geoff Moffat 12-31-2024
 Doug Burleson 12-31-2022
 County Commissioner Mike Chappell Board Representative
 County Commissioner Kurt Doroh Board Representative

ROAD PROJECT PROCEDURE

Van Buren County Road Commission

A. Project Initiation

1. Township Local Roads

- a. Township sets Local Road priorities and develops a long-term plan.
- b. Appropriate Road Commission staff meets with Township representatives, as requested by the Township, to discuss the Township's goals.
- c. A list of projects for the next construction season is developed by the Township prior to December 31st of each year.

2. County Primary Roads

- a. Road Commission staff makes recommendations for a multi-year Primary Road plan based upon data collection utilizing the PASER rating system, Asset Management, alternative funding sources, township priorities and Road Commission budget constraints.
- b. The multi-year plan developed by staff is discussed and reviewed by the Board of County Road Commissioners taking into consideration any Township Resolution(s) received pursuant to Policy 2011-01, Policy on Requests for Improvements on Primary Roads.
- c. Projects to assist in facilitation of a change in level of service demands and to assist Townships in meeting Township priorities.

B. Engineer's Opinion of Costs - Project Estimate

1. An Engineer's Opinion of Costs (Project Estimate) is prepared by Engineering Staff providing an estimate of the requested project based upon location, project scope, and recent average unit prices.
2. As the Township, or Road Commission may deem appropriate, a Public Meeting may be held at which Road Commission staff, property owners, Township officials, etc. may be present to discuss the scope of the project, impact, proposed outcome, etc.
3. The Township Board considers the Engineer's Opinion of Costs, and notifies the Road Commission of its commitment to proceed with a road project by returning the signed Engineer's Opinion of Costs.

C. Survey, Project Plans, Utilities and Permits

1. If and when the Engineer's Opinion of Costs is approved by the Township, signed and returned to the Road Commission:
 - a. A survey crew will gather field data, as may be deemed appropriate by Engineering Staff.
 - b. A full set of plans or specifications will be developed, as may be deemed appropriate by Engineering Staff.

- c. Utility companies are identified, and first contact is made by Engineering Staff.
- d. Application is made by Engineering Staff for any permits that may be necessitated by the proposed project.

D. Road Project File

1. Engineering Staff prepares and maintains a Project File throughout the course of the project containing:
 - a. Map(s) and aerial photographs which are used to:
 - i. Locate the property owners adjacent to the project.
 - ii. Prepare a list of property owners, including their mailing addresses.
 - b. Any and all correspondence, phone logs, e-mails, etc.
 - c. Meeting notes, sign-in sheets and any other documentation showing meetings with any groups of property owners, staff, contractors, etc. showing the date and time of such meeting.
 - d. Any and all other documentation which may potentially be referred to in the future.

E. Bidding Process

1. If appropriate, the project is let for bid by Engineering Staff. Bid documents shall require, when appropriate, that Contractors provide a Bid Bond and, if awarded the Project, Performance and Payment Bonds, as required by statute.
2. All bids shall be publicly opened by Road Commission Staff, unless otherwise noticed in the Notice to Bidders.
3. The results of the bid opening are communicated to the Township Liaison by Engineering Staff. If the Township does not approve the low bidder for reasons other than extenuating circumstances, the Township shall provide the Road Commission with a signed authorization stating the reason(s) for choosing another contractor other than the lowest-bid responsible contractor so as to ensure that the Road Commission is in compliance with state statutes regarding proper expenditure of public funds.

F. Award of Bid

1. The contract is awarded by the Board of County Road Commissioners, or the Managing Director, and the approved Contractor is notified, in writing.
2. The Road Commission prepares, and the Township approves a Program Sheet with the bid price, including any additional project costs and/or contingencies.
3. If the cost of the project is over \$10,000.00, the Township is provided with a Pre-Construction Bill, which is 75% of the estimated Township cost. If the estimated cost is less than \$10,000.00 no pre-construction deposit is required.

4. Remonumentation Committee is notified of the project location as soon as the project is authorized by the Township.

G. Prior to Commencement of Project

1. Pre-Construction Meeting is scheduled with Contractor to:
 - a. Obtain a list of Sub-Contractors.
 - b. Source of materials for testing.
 - c. Set Project schedule.
 - d. Coordinate utilities.
 - e. Verify Performance and Payment Bonds, as applicable.
 - f. Verify all Permits are in place, including permit(s) to work in the county road right of way for the Contractor, and any Subcontractor(s).
2. Property Owners are contacted, as deemed appropriate by Engineering Staff, either by letter, phone call or personal visit to define the impact of the Project.

H. Project Commences

1. Project records are maintained by Road Commission Staff using Field Manager and/or Merl.
2. Inspector's Daily Report forms are prepared by Road Commission Staff through on-site visits.
3. Project files continue to be maintained by Road Commission Staff.
4. Road Commission Staff prepares and submits requests for payment to the Board of County Road Commissioners for approval. Contractor payments are made with the Road Commission holding retainage monies, as it may deem appropriate.

I. Project Completion

1. Punch list is prepared by Road Commission Staff.
2. Final payments are made, to include retainage as may be appropriate.
3. A Final Billing Statement is sent to the Township for payment.
4. The Project is closed by the Road Commission's Accounting Department.

Revised 09/29/15; 12/01/2020

Policy & Procedures\Procedures\Road Project Procedures



BOARD OF COUNTY ROAD COMMISSIONERS
BOARD OF COUNTY PARK TRUSTEES
BOARD OF PUBLIC WORKS

COMMISSIONERS:

W.C. Askew, Sr., Reginald D. Boze, Doug Burleson, Gregory H. Kinney, Geoff Moffat

MANAGING DIRECTOR:

Daniel F. Bishop

VAN BUREN COUNTY ROAD COMMISSION

Policy No. 2020-04

Guidelines for Attendance/Communication

The Van Buren County Road Commission (“Road Commission”), and the Road Commissioners of Van Buren County (“Commissioners”) should remain in close contact throughout the year with its Partners in Transportation so as to improve the quality and safety of our roads. Partners in Transportation include, but are not limited to:

**Road Commissioners of Van Buren County
Van Buren County Road Commission Staff
Van Buren County Board of Commissioners
Van Buren County Township Officials
Residents and the Motoring Public of Van Buren County**

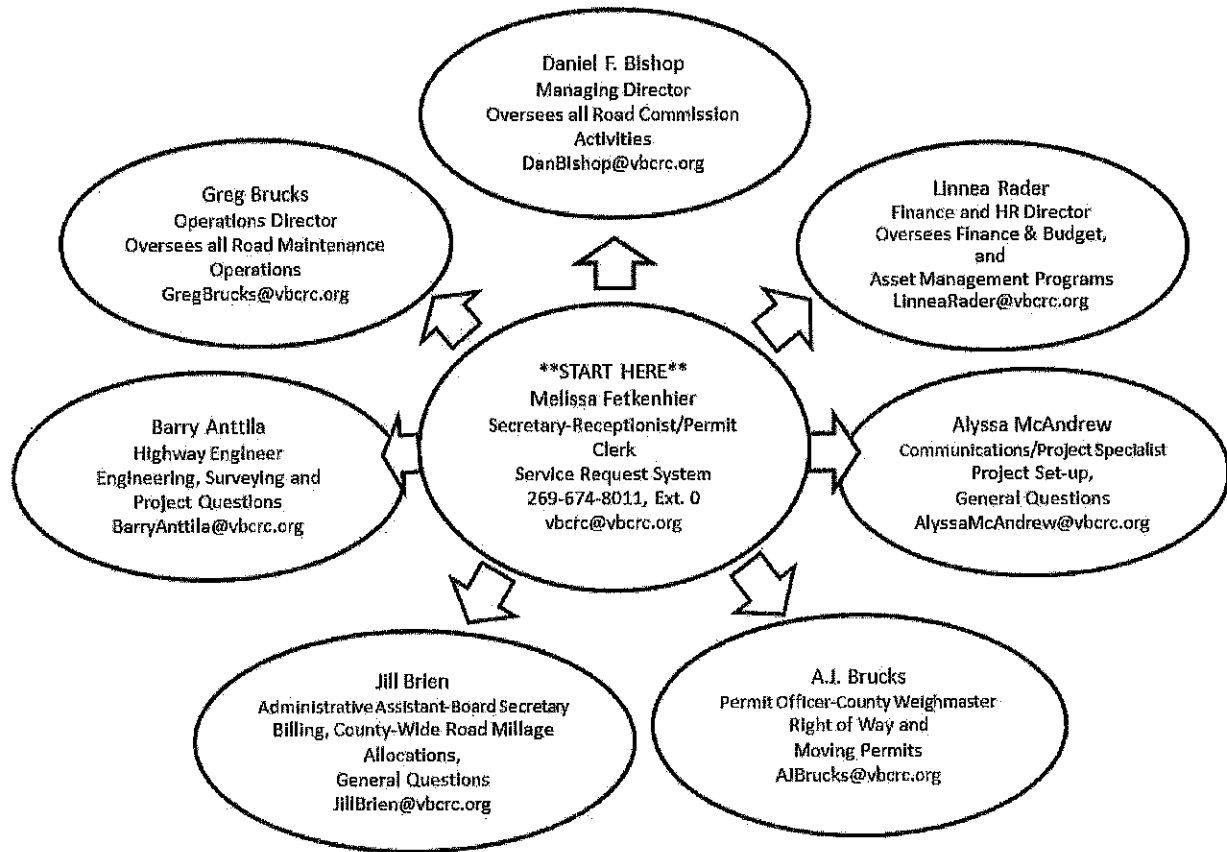
Each partner plays a distinct role to improve communications, and more effectively serve each other as set forth herein.

Road Commissioners

The Road Commissioners of Van Buren County are responsible for ***enhancing and improving*** communications between the Partners in Transportation. The duties of a Road Commissioner do not include day-to-day operations of the Road Commission. Therefore, administrative, project, service requests, or other such communications should **FIRST** be submitted directly to Staff, as set forth below, to avoid delays and mis-information regarding locations, and other concerns. If additional attention, follow-up, or improved communications become necessary at any time during Staff contact, then Road Commissioner contact may be appropriate, as noted on the attached District Map.

Road Commission Staff

Road Commission Staff (“Staff”) are responsible for the day-to-day maintenance operations, special maintenance, road and bridge projects, service requests and other road-related responsibilities. Townships and the Public should contact the Van Buren County Road Commission as a **first source** of communication to ensure proper tracking of their request. Staff are available to provide information, take complaints and requests for service, answer questions relating to projects as follows:



Township Officials and the Public

The Township Officials play an intricate role in communications with Staff and Commissioners. Their role is two-fold in that the Public will, at times, contact them for service requests, project concerns, maintenance issues, etc. In addition, the Township must communicate their own maintenance and project needs and concerns to the Road Commission.

As stated herein, the most effective means of communication regarding administrative, project, service requests, or other such communications are **directly with Staff**, as set forth in the Communication Flow Chart. This is so that delays and mis-information regarding locations, and other concerns can be avoided.

In addition, Staff and Commissioners provide many other opportunities for communication throughout the year, such as:

- Weekly Operations Update.
- Road Rating and Asset Management data.
- News Releases.
- Transportation Partners Booklet, which includes information regarding Road Commission operations, policies and procedures.
- Board Meeting Minutes.
- Various booklets and handouts and information packets from the County Road Association of Michigan.
- Notification or invitation to various seminars and workshops, such as Traffic Safety Workshops, RoadSoft Training by Michigan LTAP, and Asset Management / Road Rating.
- Information, news, updates, and more via the Road Commission's website (www.vbcrc.org)
- News, information, project updates, and more through social media outlets, such as Facebook, Twitter and Instagram.
- Strategic Plan development.

Attendance

In addition to the communications as set forth herein, Staff and Commissioners have many opportunities to meet with their Township Partners and the Public throughout the year.

A. Specifically, Commissioners will make every reasonable effort to:

- Attend Township Board Meetings; both as encouraged by County Commission, and as may be requested by Township officials.
- Attend Annual Township Meetings in the fall, either individually, or as a group.
- Attend special meetings with Township and Public over specific issues.
- Attend Township Supervisors' Association meetings annually, or as otherwise requested.

B. Specifically, Staff will make every reasonable effort to:

- Hold a minimum of three (3) Township Liaison Meetings (opposite the Township Supervisors' Meetings) at the Road Commission Offices, prior to a regularly scheduled Road Commission Meeting, to provide

an update regarding county-wide projects and maintenance, to plan ahead for future work, and so as to allow a general dialog between the Township and the Road Commission.

- Hold Annual Township Meetings, either individually or as a group, in October/November for the purpose of:
 - Planning the Township's following year Call for Projects.
 - Discussing ongoing or upcoming issues to better build the Township/Road Commission partnership.

This Annual Meeting is open to all Township Officials, Road Committee Members, and County Board Officials.

- Attend annual spring road tour for the purpose of identifying current road needs, and assisting with planning future road work.
- Attend special meetings with Township and Public over specific issues.
- Attend Township Board Meeting at the Township's specific request.
- Provide newly elected Township officials an orientation packet and/or provide orientation, at official's request, for the purpose of education.
- Attend Township Supervisors' Association meetings annually, or as otherwise requested.

The Commissioners, and the Staff believe that delays and mis-information are less likely to occur through these Guidelines, thus providing the means for enhanced and more effective communications with the Township and Public.

VAN BUREN COUNTY ROAD COMMISSION

Approved: 12-17-2009
Amended: 11-01-2018; 10-01-20