

VAN BUREN COUNTY ROAD COMMISSION

Projects Funded by Townships

Policy No. 2022-01

Overview

Due to limited funding, road work that is requested which is not included in the Van Buren County Road Commission's ("Road Commission") 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. This partnership between the Road Commission and the townships is built from necessity to best serve the public of Van Buren County, and is greatly appreciated by the Road Commission and the motoring public.

1. Project Billing

- A. The Road Commission may enter into agreements with the Township Boards in Van Buren County to perform highway, road and street special maintenance and construction operations on roads and streets. Work so contracted shall be invoiced at specified per mile/ton pricing or at cost.
- B. The township should ensure that it fully understands the scope of any work to be performed prior to authorizing a project and should ensure that all project details are included on the Program Sheet if there are specific instructions.
- C. Upon signing any Engineer's Opinion of Costs for projects that will be let for bid, the Townships will provide a \$500 deposit prior to the Road Commission developing plans and bid packet documents. Once the project has been let for bid, if the Township proceeds with the project, the deposit will be credited to the pre-construction deposit. If the Township cancels the project, the deposit, less expenses incurred to date will be refunded to the Township. If the project's costs to date exceed the \$500 deposit, the Township will be billed for the remaining balance.
- D. The Road Commission shall require a 75% pre-construction deposit on any township funded projects over \$10,000, less the \$500 deposit, to be paid before work commences.
- E. Townships may utilize the Road Commission's revenue sharing program, RevShare, in accordance with the RevShare policy 2022-03 to assist with funding various township requested road projects.
- F. The Road Commission shall absorb any over-run costs on projects funded by the Township as set forth in the signed Program Sheet/Change Orders.
- G. Should the Road Commission invoice a township for work performed and the township neglect and/or refuse to pay the bill in a reasonable amount of time the Road Commission, at its discretion, may utilize the township's current and/or future RevShare fund(s) as may be necessary to pay for the township's portion of the project.

- H. Any work performed by the Road Commission for projects/special maintenance on roads outside the jurisdiction of the Road Commission (i.e., under special assessment) shall be billed at cost, to include fringe benefits and overhead expenses. No RevShare funds may be utilized for work performed on roads not under the jurisdiction of the Road Commission. 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.

2. **Cross-pipe Replacements, Bridge Replacements, and Bridge Preventative Maintenance**

- A. Cross-pipes, regardless of the size, bridge replacements, and bridge preventative maintenance on the Primary Road system are typically funded 100% by the Van Buren County Road Commission. (Townships may choose to participate as set forth in Policy 2011-01, Requests for Improvements on Primary Roads.)
- B. Failed cross-pipe replacements on the Local Road system measuring under 36" are funded 100% by the Van Buren County Road Commission.
- C. Failed cross-pipe replacements on the Local Road System measuring 36" and larger are cost-shared 50/50 between the Road Commission and the township in which the failed cross-pipe is located.
- D. Undersized cross-pipes replaced on the Local Road System up-sized to measure 36" or larger are cost shared 50/50 between the Road Commission and the township in which the cross-pipe is located.
- E. Typically, all cross-pipes and driveway pipes (culverts) are replaced during heavy maintenance projects on Local Roads and on Primary Roads. Regardless of the size of the cross-pipe or the driveway pipe, they are funded 100% by the township on Local Road projects.
- F. Any costs for bridge replacements and bridge preventative maintenance on the Local Road system not paid for through federal and/or state local bridge funds, including design/construction engineering costs, are cost-shared 50/50 between the Road Commission and the township.
- G. Non-routine cross-pipe installations, repairs and/or replacements, regardless of size or location (Primary Road versus Local Road), may require township participation and are evaluated on a case-by-case basis.

3. **Public Safety Issues on Local Roads**

- A. In the event of a Public Safety Issue on a Primary or Local Road, as deemed by the Managing Director of the Road Commission, or their designee, the Road Commission shall do everything within its reasonable means to open the road to the motoring public as soon as reasonably possible.
- B. If a Public Safety Issue exists on a Local Road, such as a failed cross-pipe, the Road Commission shall:
 - i. Make contact with the Township Road Liaison as soon as is feasible to discuss the Public Safety Issue location, project cost estimate, road closure plans, if any, etc.

- ii. Provide the Township Road Liaison with a Program Sheet or Engineer's Opinion of Costs and shall request that the Township authorize the project funding (typically 50/50).
- iii. Move forward with the project to resolve the Public Safety Issue as soon as reasonably possible and regardless of the status of the Township's project authorization.
- iv. Invoice the Township for its portion of the cost share which can be paid for by the Township through its funding sources, or with RevShare funds as allocated by the Township, or as set forth herein in Section 1(G).

4. **Traffic Signs and Signals**

- A. The Road Commission shall install, maintain, repair and/or replace all Regulatory and Warning Signs, Posts, and Signals on its certified roadways as set forth in Policy No. 2018-05, Sign Policy.
- B. The installation of any non-regulatory signs, such as street name signs, township boundary signs, etc., may be funded by the Township, as approved by the Highway Engineer or their designee.
- C. As approved by the Highway Engineer or their designee, LED traffic signs may be installed by the Road Commission upon receipt of a Resolution from the Township stating:
 - i. That the Township will pay for any and all costs associated with the purchase and installation of the approved sign(s).
 - ii. That the Township will pay for any and all costs associated with the maintenance, replacement and/or removal of a LED sign(s) as may be deemed necessary by the Road Commission for a minimum of 10 years following installation.
 - iii. That the Road Commission's engineering staff shall have the sole discretion, based upon sound engineering decisions made in the best interest of the Van Buren County Road Commission, to remove the LED sign(s) at any time following installation upon written notice to the Township.
- D. The Board of County Road Commissioners requests that each township in Van Buren County consider a private road ordinance, policy, or requirement 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.

5. **PASER Data Collection Program**

- A. The Road Commission has implemented the use of PASER, a uniform rating system for all asphalt roads in the State of Michigan. This data is collected annually by the Road Commission and provides the Road Commission and the townships with important data, serves as a tool to evaluate maintenance operations, and is used to make decisions and provide data to back-up those decisions.

- B. The Road Commission asks that all townships participate in the PASER Data Collection Program as follows:
 - Year 1 The townships reimburse the Road Commission for the cost of rating all Local and Primary Roads. (Years 2022, 2025, etc.)
 - Year 2 Road Commission will cover the cost of rating all Local Roads and Primary Roads. (Years 2023, 2026, etc.)
 - Year 3 Road Commission receives reimbursement from the Asset Management Council for rating all Local and Primary Roads. (Years 2024, 2027, etc.)
- C. If a township refuses or neglects to sign a Program Sheet authorizing PASER data collection, the data will not be collected on the Local Road system in that township for that year.

6. Township Water and/or Sewer Systems

- A. 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%.
- B. If water/sewer is found 18" or less 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 replacement of the cross-pipe.

7. Miscellaneous

- A. Nothing in this Policy shall prohibit the Road Commission from performing such operations as may be necessary for the protection of life and property in the event of either nuclear or natural disaster.
- B. This Policy amends any and all previous policies adopted by the Board of County Road Commissioners including, but not limited to the Policy Relative to Force Account Contracts adopted/amended 11/1/79, 1/28/80, and 2/7/80; Policy for Private Road Engineering on Roads Which Will Be Dedicated As Public Highways After Reconstruction adopted 8/20/87; and the Policy of Absorbing Any Overrun Costs on Locally Funded Township Projects adopted 12/15/94.

POLICY ADOPTED: 8/3/22

POLICY AMENDED: 12/01/22; 10/13/23