

**CALHOUN COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT**

<b>SUBJECT:  LOCAL ROAD IMPROVEMENT FUNDING PROGRAM</b>	<b>DATE APPROVED:</b>  11/21/19	<b>EFFECTIVE:</b> 1/1/20	<b>POLICY NO.</b> 509
	<b>REPLACES: Former Policy 509 (as adopted 6/1/17)</b>		

**I. POLICY STATEMENT**

The Board of Commissioners as a road agency will ensure compliance with Public Act 51, which sets forth the County’s responsibilities and restrictions for the receipt and use of MTF monies. The Board acknowledges its requirement to maintain the County’s road and bridge system for the safety of those who travel on them.

This policy applies to local road improvement projects that are not considered routine maintenance and that generally involve grants or contracts for funding beyond the County’s match portion. The County Board of Commissioners values its relationships with other local units of government and is committed to work together with township boards toward long-term asset maintenance plans, public education, and fair and reasonable agreements when townships do contribute to the cost of maintenance or improvement of the local County road system.

**II. PURPOSE**

To provide guidance and levels of County matching funds for projects used to construct, reconstruct, or improve roadways located on the local and primary road systems within Calhoun County.

**III. LEGAL REFERENCE: MCL 247.662, Sections (9) – (15)**

Effective with the adoption of this policy, the Board of Commissioners will provide local road matching funds pursuant to the above legal reference and in accordance with the following: The Road Department will provide the percentage of matching funds set forth below for road construction, reconstruction or improvement activities. Those activities will include, and not be limited to, the following:

**A. Paving Existing Gravel Roads** – includes clearing, deberming, driveway corrections and tie-ins, drainage corrections/improvements, benching/widening, storm sewer and utility structures and adjustments, storm sewer pipe and culvert replacements/installations, grading, sub-base, bituminous asphalt and/or concrete pavement, striping, signage, erosion control, slope/lawn restoration, gravel shoulders, design and construction engineering (includes construction administration, inspection, and quality assurance testing), and any other costs required to complete the project in its entirety as recommended by the Managing Director.

1. The County would commit to these projects if 100% of the funding is available from sources other than the County’s Act 51 funds.

**B. Resurfacing (overlaying/repaving hard surface roads including crush & shape and roads previously returned to gravel)** – includes clearing, deberming, milling, driveway corrections and tie-ins, drainage corrections/improvements, storm sewer and utility structures and adjustments, storm sewer pipe and culvert replacements/installations, grading, selective milling/crushing/pulverizing and subbase replacement work, bituminous wedging, placement of bituminous asphalt pavement , striping, signage, erosion control, slope/lawn restoration, gravel shoulders, design and construction engineering (includes construction administration, inspection, and quality assurance testing), and any other costs required to complete the project in its entirety as recommended by the Managing Director.

1. The County is willing to match 50% for these projects.

**C. Heavy Maintenance (wedging and chip sealing paved roads)** – includes clearing, deberming, draining corrections/improvements, storm sewer and utility structures and adjustments, selective milling/pulverizing and subbase replacement work, bituminous wedging, chip seal, signage, striping, gravel shoulders, design and construction engineering (includes construction administration, inspection, and quality assurance testing), and any other costs required to complete the project in its entirety as recommended by the Managing Director.

1. The County is willing to match 70% for these projects.

**D. Option in lieu of chip sealing (microsurfacing, “Cape Seal”, and similar treatments)** – includes all costs associated with the application of a thin overlay material to maintain and extend the useful life of local bituminous roads (instead of just applying chip seal), clearing, signage, striping, drainage and utility structure adjustments/corrections, design and construction engineering (includes construction administration, inspection, and quality assurance testing), other items as listed above in “Heavy Maintenance,” and any other costs required to complete the project in its entirety as recommended by the Managing Director.

1. This option is being made available for those residents that choose, through their respective townships, to apply a thin microsurface treatment over a chip seal or an existing bituminous road instead of just a chip seal surface treatment.

2. The County is willing to match 30% for these projects.

**E. Bridge Replacement** – includes repair or replacement of any structurally deficient bridge.

1. Bridge replacements are generally funded partially through the Michigan Department of Transportation’s Local Bridge Replacement Grant Program with remaining construction, engineering, inspection, testing, and administration costs being paid for by the Road Department. The

County is willing to match 50% of the remaining costs, after grants, for these projects.

**F. Culvert and Drainage Structure Replacements** – not part of a road improvement project with a *replacement size* of or exceeding forty-eight inches (48”) in diameter.

1. The County is willing to match 50% for these projects.
2. Culverts with a diameter of less than forty-eight inches (48”) will be replaced by the Road Department under normal routine maintenance procedures provided that the replacement size is also less than 48”.
3. For road improvement projects, all culverts less than 48” in diameter replaced as part of a project defined elsewhere in this policy will include a County match as specified within the general terms of that particular project. The County is willing to match 50% for culverts or structures with a replacement size exceeding 48” on these projects.
3. The size defined herein will be determined as the required replacement size, or hydraulically equivalent size if not circular in shape, as determined by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), the County Water Resource Commissioner, or the Managing Director.

**G. Preliminary Estimates, Design Engineering, Construction Inspection/Testing, and Project Management/Administration** – includes surveying, design engineering, plan and specification preparation, permits, and bid documents on all local road improvement projects.

1. Preliminary estimates will be provided to a township upon request in writing from the township board, and will be provided at no cost.
2. Preliminary estimates will be provided to individuals upon request, and the individual will be billed for the actual cost of preparing the estimate(s).
3. All costs for surveying, design, engineering, plan and specification preparation, permits, and bid documents on local road improvement projects will be included in the overall project costs for the respective project and will be counted as part of the Road Department’s in-kind services and contributions toward the project match.

**H. Right of Way** – includes negotiation and purchase of right of way for all local road projects.

1. The County is willing to purchase or acquire right of way for local road improvement projects only if 100% of the funding is available from sources other than the County’s Act 51 funds.

- I. Administrative Overhead** – includes the cost of advertising, bidding, contract award, procurement of materials, accounting, and billing for the project.
1. Costs for overhead on work performed by Road Department and County employees will be included based on the appropriate match depending on the project, at 8.5% of the project costs. Administrative overhead costs for material invoices and contracted work items will be absorbed by the Road Department.
- J. Primary Road Improvement Prioritization** – includes all costs required for constructing or improving county primary roads (as described herein for local road projects).
1. The County is willing to match 70% for these projects.
  2. The Road Department will commence design and bidding as soon as feasibly possible, with construction of the project prioritized as stipulated in the project agreement between the township and the Road Department.
  3. This program is subject to the availability of Road Department funds for primary road construction projects.
- K. Local Gravel Roads** – Bridge, drainage structure, and culvert replacements will be handled as outlined previously in this policy. The remaining cost to maintain local gravel roads will be 100% the responsibility of the Road Department.
- L. Return to Gravel** – The Managing Director is authorized to fund 100% of the cost to pulverize a failed road, and place additional gravel sufficient for a serviceable road surface under the following conditions:
1. The Managing Director receives a specific written request from the Township Board to return a designated portion of a road to gravel.
  2. The Managing director agrees with the scope of the Township’s request, or if not, the Managing Director and the designated representative of the Township meet to discuss the Township’s request and expand or limit the scope as appropriate.
  3. The County and the Township enter into a Memorandum of Understanding acknowledging the Township’s request and documenting the scope and timing of returning the road to gravel.
- M. Local Road Improvement Prioritization** – includes all costs required for constructing or improving local roads.
1. Prioritization of improvements to gravel roads will be matched at 70%.

#### **IV. GUIDELINES**

An agreement will be prepared by the Road Department for all projects, which includes the opinion of probable project cost, project specific match requirements, anticipated project schedule, and payment terms. This agreement must be approved and signed by the township board, with subsequent approval by the Managing Director and notification to the County Board of Commissioners after verification of available matching funds and project scheduling commitments. Deposits will be required before project construction commences to assist with the purchase of materials, and progress payments may be required for projects under construction for more than 30 days. The deposit and payments will be due as stipulated in the agreement. The costs contained in project agreements are merely an opinion of probable project cost, and shall not be construed as the actual project cost or matching dollar amount for either party. Upon completion of the project, the Road Department will finalize the project and compute the total actual project cost. A final invoice will then be issued indicating any underage or overage, and the matching percentages determined in the agreement will be used to compute final dollar amounts due from, or credited to, either party. Townships may elect to carry credits forward to apply towards current or future projects.

Township or other entities' matching of construction projects may be spread over a two-year payment schedule if stipulated as such in the project agreement. The Board may approve, upon the recommendation of the Managing Director and the Administrator/Controller, an installment loan for the township share of a project for a term not to exceed 10 years (in accordance with MCL 46.11, Section 11(v) (Act 156 of 1851, as amended)). In the event a township board determines it to be in its best interest to bond for local road construction projects, a repayment period may be arranged to be commensurate with the bonding repayment schedules.

Calhoun County encourages advance planning for local road construction, reconstruction, or improvement projects in each township. Because there are limited available Road Department matching dollars available each year, project agreements not executed and approved prior to completion of the year end budget planning process of the Road Department may be carried forward for construction during the following year if approved by the Managing Director and if County matching funds are available.

All matching dollars listed herein are only available for project work coordinated and completed by the Road Department or its contracted agents. Roadways eligible for matching fund allocations shall include local and urban roadways not part of a platted subdivision, as well as for local roadways and streets part of platted subdivisions in which the street or roadway provides a through access or a connector function.

The Road Department will retain the right to deny the allocation of matching funds to any proposed local roadway or street construction project located within a platted subdivision when the allocation of matching funds would delay completion of a higher priority project, as set forth by the Road Department's local road system management program.