

ANTRIM COUNTY ROAD COMMISSION

POLICY 200

SUBJECT: LOCAL ROAD IMPROVEMENTS

I. PURPOSE

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

II. CONTENT

A. Procedure for requesting local road improvements

1. A person shall apply to the township board in which the road is located.
2. The township board requests the Road Commission to inspect the road and jointly determine if the improvement is justified. If the improvement is approved, the Road Commission will submit an estimate of the cost of improvement to the township.
3. The township may request a road improvement on its own volition. The Road Commission will submit an estimate of the cost of improvement to the township.
4. In the case of improvements to a seasonal road, in accordance with Public Act 51 of 1951, as amended, the Road Commission shall hold a public hearing in order to remove the road from seasonal status. Notice of the public hearing shall be given to the clerk of the county and of each township in which the road is situated and published at least twice in a newspaper of general circulation in the county, the first notice to be not less than 30 days before the hearing and the second notice not less than 7 days before the hearing. The notice shall contain the date, time, and place of the hearing and shall describe in general terms the action proposed to be taken by the Road Commission and the road to be affected.
5. In some cases of road improvements, in accordance with Public Act 283 of 1909, as amended, the Road Commission may hold a public hearing as

necessary. If a public hearing is determined to be necessary, notice of the public hearing shall be given to the each township in which the road improvement is situated and published twice in a newspaper of general circulation in the county, the first notice to be 30 to 40 days before the hearing and the second notice 5 to 12 days before the hearing. The notice shall contain the date, time, and place of the hearing and shall include a description of the proposed action.

B. General requirements for cost sharing of local road improvements

1. Road Commission funds available for cost sharing shall be used on a first come, first served basis.
2. The Road Commission may, at its option, contract all or any part of local road improvement projects. The Road Commission will be the sole contracting authority for all projects.
3. If economic necessity warrants, townships may be required to submit up to 110% of the estimated share before construction begins. Monies submitted in excess of actual costs shall be promptly refunded after completion of the project.
4. A township may split the costs of improvements to township line roads with a neighboring township.
5. If the township requires a requesting party to share in the costs, the township shall collect that parties share and shall pay the full required cost share to the Road Commission upon receiving an invoice. Work in kind by a requesting party may be authorized by the Road Commission in lieu of cost sharing. A contract between the Road Commission and the requesting party for such work shall be secured before work begins and shall require the work be completed in a timely manner. The requesting party shall also obtain a right-of-way use permit from the Road Commission.
6. In the case of a township declining to participate in a cost share or to

collect a requesting parties share, the requesting party shall deposit 110% of the estimated cost share with the Road Commission before work is started. Monies submitted in excess of actual costs shall be promptly refunded after completion of the project.

7. The township shall authorize their participation and enter into a contract supplied by the Road Commission.
8. Payment for cost shares are due 30 days after receipt of invoice unless other arrangements are agreed upon.

C. Cost sharing of improvements to local roads

1. The Road Commission will not fund any portion of improvements of any kind to seasonal roads unless deemed to be necessary to maintain in a reasonably safe condition.
2. The Road Commission will not fund NEW hot mix asphalt on an existing gravel road. The township, or others, will be responsible for 100% of the cost of hot mix asphalt when improving a gravel road. The cost share of all other work involved in constructing the gravel road in order to pave it will be covered in section 3.b. below.
3. The Road Commission will fund those road improvements listed below at 10% of actual construction costs. The township, or others, shall be responsible for the remaining 90%.
 - a. Adding gravel to an existing gravel road;
 - b. Improving an existing gravel road open to year round use to a paved road. Work typically includes: clearing and grubbing, widening, grading, drainage improvements, placing processed gravel, erosion control, and restoration of disturbed soils (this does not include the hot mix asphalt);

ACRC Policy 200, continued

- c. Pulverizing existing pavement and re-paving. Work typically includes: pulverizing existing pavement, adding stabilizing material (mineral brine), adding gravel if needed and restoration of shoulders (including shoulder gravel, if needed);
 - d. Overlay existing pavement including adding shoulder gravel;
 - e. Crack seal. Work typically includes: filling cracks of 1/4" or larger with hot melt asphalt crack sealer;
 - f. Hot mix wedging. Work typically includes: placing hot mix asphalt from quarter crown out and restoration of shoulders (including shoulder gravel, if needed);
 - g. Seal coat. Work typically includes: filling cracks (if needed) and application of a single chip seal along with a fog seal if specified by the Road Commission.
 - h. Other improvements not listed above but are of similar improvement as determined by the Road Commission.
- D. Local road improvement standards and specifications.
- 1. The Road Commission shall determine what standards a requested project shall be built to.
 - 2. The current *Antrim County Road Commission Standards, Specifications and Regulations for Subdivision Streets and Proposed Public Roads* shall be used as a guide for the dimensions and specifications.
 - 3. The current *Michigan Department of Transportation Standard Specifications for Construction* shall be used as a guide for specification of construction and materials.

ACRC Policy 200, continued

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

III. RESPONSIBILITY

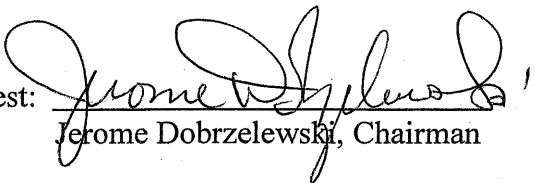
- A. The Manager is responsible for administering this policy.

- B. This policy shall supersede all previous policies concerning local road improvements. This policy shall take effect for 2011 projects .

Date Adopted: January 14, 2003

Date Revised: June 20, 2006

Date Revised: April 20, 2010

Attest: 
Jerome Dobrzelewski, Chairman