

**POLICIES OF THE
BOARD OF COUNTY ROAD COMMISSIONERS
OF THE
COUNTY OF DICKINSON**

CATEGORY	<u>Financial</u>
POLICY NO	<u>1</u>
AMENDMENT NO	<u>A - 2</u>
SUBJECT	<u>Local Road Projects Contribution Policy</u>
ADOPTED ON	<u>Revised 4-4-19 Adopted 4-9-19</u>

1. All requests for local road project improvements will be annually presented to the Road Commission by **October 1st** from the appropriate Township Board. The Dickinson County Road Commission will evaluate the requests for roadway improvements and provide the Township with an estimate of improvement costs for up to three requested projects. Projects will be estimated on an individual project basis.
2. The Road Commission will perform and provide necessary labor, fringes, equipment and engineering services for a project and perform the advertising and bidding of the contracted work including, but not limited to: bituminous surfacing, pulverizing, milling, guardrail, painting, etc.
3. The Township will be responsible for payment of all material costs and contracted work and also for any Road Commission labor, fringes, equipment and engineering services that would cause the Road Commission contribution to exceed 50% of the total project cost for construction as defined by CRA Uniform Accounting Procedures and/or per MCL 247.662, (15).
4. The Road Commission will provide up to 50% toward the material cost of culverts/box culverts greater than 24" in diameter in addition to labor, fringes, equipment and engineering services provided that the CRA Uniform Accounting Procedures and/or MCL 247.662, (15) are in compliance for construction.
5. The Township and/or Road Commission has the authority to timely delay construction of any project submitted, due to lack of funds or inability to complete the project. The Road Commission reserves the right to accept or deny a proposed project requested by a Township.
6. There will be no carry over on any unused match amounts by either a Township or Road Commission.
7. The Road Commission shall annually budget a dollar allocation of labor, fringes and equipment for Local Road Projects.
8. The Road Commission in its sole discretion, can authorize a Local Road Project to be bid out to contractors. The Road Commission will determine and allocate annually the amount of dollars that will be available and utilized for contracted work. The Road Commission shall not fund more than 25% toward the total of any contracted project(s). Estimates, bidding and engineering services will be provided by the Road Commission unless otherwise agreed upon or the project scope is design/build. Engineering services not requested, approved or provided by the Road Commission shall be re-imbursed by the Township at 100%
9. All proposed projects shall meet established PASER criteria or per the County Engineer's assessments.
10. The Road Commission may withdraw its financial participation for any Local Road Project prior to physical project improvements on the roadway occurring.

Local Road Projects Contribution Procedure

Revised 4-4-19

Townships shall present in writing a list annually of proposed Local Road Projects (3 maximum per Township/year) including any proposed contracted project(s) up to **25%** Road Commission cash match. All projects must be submitted to the Road Commission Engineer no later than October 1st. The Engineering Department will gather data on the requested projects to generate estimates. After review and input by the Road Superintendent and Construction Supervisor, the estimates will be forwarded to the Townships, under a cover letter, no later than the last Monday in January for review. A designated Township representative shall contact the County Engineer to verify receipt of the estimate(s), to discuss/review the estimate(s) and to make any necessary revisions prior to the project selection meeting in February.

The Road Commission will annually budget (approximately \$200,000 is estimated for 2019, per Board approval) for labor, fringes, equipment and engineering services to contribute toward Local Road Projects. Townships shall be responsible for payment of all cash material costs and contractor work/invoices including but not limited to: bituminous surfacing, pulverizing, milling, guardrail, painting, etc. and also for any Road Commission labor, fringes, equipment and engineering services that would cause the Road Commission contribution to exceed **50%** of the total project costs as defined by CRA Uniform Accounting Practices and/or per MCL 247.662, (15).

A project selection meeting will be held with the Townships the second week in February to determine which projects will be scheduled for that year based on the Road Commission allocated dollar amounts and available Township contribution. This meeting will also be used to update the three-year proposed project plan. Any project that is not selected by the Road Commission for the current year that the Township desires to have completed that year may be bid out to a contractor with the Township responsible for **100%** of the project costs.

Once a selection of projects, including any up to **25%** Road Commission contracted projects has been finalized, the projects will be put out to bid for a March bid opening and awarded based on a letter of recommendation and/or agreement from each Township who have a project for the year. Final review of and approval by the County Engineer, including a permit to work in the right-of-way, will be required before any contracted work shall proceed.

contract entered into under 1941 PA 205, MCL 252.51 to 252.64, that have been pledged for the payment of the principal and interest on bonds issued under that act, or for the payment of total debt service requirements upon notes issued by a board of county road commissioners under 1943 PA 143, MCL 141.251 to 141.254.

(b) For the payment of principal and interest upon bonds issued under section 18c, and the payment of contributions of a board of county road commissioners made pursuant to contracts entered into under section 18d that are pledged to the payment of principal and interest on bonds issued after June 30, 1957, under the authorization of section 18c and contracts executed pursuant to section 18c.

(c) For the payment of principal and interest upon loans received pursuant to section 11(5), to the extent other funds have not been made available for that payment.

(9) Beginning November 1, 2008, no more than 50% per year of the amount returned to a county for use on the county primary road system may be expended, with or without matching, on the county local road system of that county. Except as otherwise provided in this subsection, beginning September 30, 2010, no more than 30% per year of the amount returned to a county for use on the county primary road system may be expended, with or without matching, on the county local road system of that county. An additional amount, not to exceed 20% per year of the amount returned to a county for use on the county primary road system, may be expended on the county local road system of that county if there is an emergency or if the county road commission determines that an additional 20% may be expended on the county local road system. The county road commission may attach any conditions to its determination if the determination is for nonemergency purposes, including, but not limited to, a requirement that the additional 20% expended on the county local road system only be used to supplement money from other sources. No more than 15% per year of the amount returned to a county for expenditure on the county local road system may be used, with or without matching, on the county primary road system of that county, and not to exceed an additional 15% per year of the amount returned to a county for expenditure on the county local road system, may, in case of an emergency or with the approval of the county road commission, be expended, with or without matching, on the county primary road system of that county. An amount returned to a county for and on account of county local roads under this section that is in excess of the total amount paid into the county treasury each year by all of the townships of that county for and on account of the county local roads pursuant to section 14(6) may be transferred to and expended on the county primary road system of that county.

(10) Not less than 20% per year of the money returned to a county by this section shall be expended for snow and ice removal, the construction or reconstruction of a new highway or existing highway, and the acquisition of a necessary right of way for those highways, and work incidental to those highways, or for the servicing of bonds issued by the county for these purposes. A county may expend surplus money for the development, construction, or repair of an off-street parking facility.

(11) Not more than 5% per year of the money returned to a county for the county primary road system and the county local road system shall be expended for the maintenance, improvement, or acquisition of appurtenant roadside parks and motor parkways.

(12) Money returned to a county shall be expended by the county road commission for the purposes provided in this section and shall be deposited by the county treasurer in a designated county depository, in a separate account to the credit of the county road fund, and shall be paid out only upon the order of the county road commission, and interest accruing on the money shall become a part of, and be deposited with the county road fund.

(13) In a county to which money is returned under this section, the function of the county road commission is limited to the formation of policy and the performance of the official duties imposed by law and delegated by the county board of commissioners. A member of the county road commission shall not be employed individually in any other capacity for other duties with the county road commission.

(14) A county road commission may enter into an agreement with a county road commission of an adjacent county and with a city or village to perform work on a highway, road, or street, and with the department with respect to a state trunk line highway and connecting links of the state trunk line highway within the limits of the county or adjacent to the county. The agreement may provide for the performance by each contracting party of the work contemplated by the contract including engineering services and the acquisition of rights of way in connection with the work contemplated, by purchase or condemnation, by any of the contracting parties in its own name and the agreement may provide for joint participation in the costs.

(15) Money distributed from the Michigan transportation fund may be expended for construction purposes on county local roads only to the extent matched by money from other sources. However, Michigan transportation funds may be expended for the construction of bridges on the county local roads in an amount not to exceed 75% of the cost of the construction of local road bridges.

(16) Notwithstanding any other provision of this act, at least 90% of the state revenue returned annually to the county road commission from the Michigan transportation fund less the amounts described in subdivisions