

TUSCOLA COUNTY ROAD COMMISSION  
ROAD POLICIES

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\*An intersection-to-intersection application would count towards the Road Commission's Construction Allowance Policy.

\*\*These items of work would count toward the Road Commission's Preventive Maintenance Allowance Policy.

*Policies adopted by the Tuscola County Road Commission on 1-8-2009. Board last Revised 5-4-17.*

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## PART I LOCAL ROADS

### A. Grade Base and Drainage Construction –

#### 1. Survey & Public Hearing – Requested by Township

A survey would be completed by a Road Commission approved survey crew and design initiated by TCRC staff. Plans are drawn by a consultant and a public hearing held at the Road Commission.

#### 2. An estimate will be completed by TCRC staff and provided to the Township at the time of public hearing. The cost is shown broken into work items to prepare the roadway for hard surface.

- a. Clear Right of Way
- b. Ditching
- c. Culverts
- d. Hydro seed
- e. Soil Erosion Measures (including inspection cost)
- f. Permits
- g. 9,000 Tons Pit Run
- h. 4,500 Tons Crushed Gravel

#### 3. Cost Share:

Township Share – 100%  
(Cost counts toward Construction Allowance Policy.)

Road Commission Share – TCRC Staff and  
Construction Allowance

#### 4. The project can be broken into phases to spread the cost to multi-years.

I. LOCAL ROADS CONT'D.

B. Gravel Patching –

1. Material used for patching shall be approved processed aggregate. The TCRC staff can assist with choosing and marking locations, at the Township's request.

2. Cost Sharing:

Township Share—100% (Minus Maintenance Allowance)

Road Commission Share—TCRC staff and Maintenance Allowance

C. Gravel Resurfacing -

1. Placing 3" or more of new processed aggregate on prepared gravel or stone surfaces of same material to substantially increase the thickness of the surfacing material beyond that originally built. Change of base material will require additional material and grading.

2. Cost Sharing:

Township Share – 100% (Minus the Construction Allowance)

Road Commission Share – TCRC staff and the Construction Allowance.

D. Chloride Spreading for Dust Control –

1. Roads will be graded by the Road Commission on a normal schedule. The Contractor will be notified by TCRC when a Township is ready for dust control application. Any Township using the Contractor awarded by TCRC bid can request grading at any time for dust control application. Townships' choosing their own Contractor shall provide proper documentation to TCRC for verification of eligibility for the Maintenance Allowance.

I. LOCAL ROADS CONT'D.

2. Cost Sharing:

Township Share – 100% (Minus Maintenance Allowance)

Road Commission Share – Maintenance Allowance

E. Road Side Brush Spraying –

1. Location maps must be supplied by the Township with locations marked. If intermittent spraying, Township must provide location description.

2. Cost Sharing:

Township Share – 100% (Minus Maintenance Allowance)

Road Commission Share – TCRC Staff oversight and Maintenance Allowance

F. Pavement Marking –

1. Done at the request of the Township:

a. White Edgeline

b. Yellow Centerline

No Passing Zones – If a Township chooses to paint centerline yellow, an engineering study will need to be completed. Two signs are required with each zone: Do Not Pass and Pass with Care. No Passing Zone is optional and shall only be placed at the Township's request. Repainting shall be required on a minimum 3 year cycle.

c. Special Markings, School, RxR, etc.

RXR markings are inspected by the State and will be repainted as required.

I. LOCAL ROADS CONT'D.

2. Cost Share:

Township Share – 100% (Minus Maintenance Allowance)

Road Commission Share – Maintenance Allowance and Engineering Study

G. Road Signs -

1. Regulatory and Advisory Signs (stop, yield, curve, etc) Approved Signs in the Michigan Manual on Uniform Traffic Control Devices (MMUTCD):

a. If the sign is requested by the Township, and an engineering study indicates the sign installation is warranted by MMUTCD with Road Commission Board Approval, the sign will be installed.

b. Cost Share

Township Share -- No Cost to the Township

Road Commission – 100%  
(See List Below)

2. Specialty Sign: (Deaf child, tractor, etc.)

a. The request must come through the Township. An engineering study will be completed. If conditions support installing the sign and proper documentation is provided when necessary, with Approval of TCRC Board, it will be installed by TCRC staff.

I. LOCAL ROADS CONT'D.

b. Cost Share

Township Share -- 100% of the materials and Installation

(It will be the Township's responsibility to charge the requesting party.)

Road Commission – Engineering Services

(Replacement due to damage or theft is the responsibility of the Township.)

3. Sign Retro-Reflectivity Replacement Policy

a. Methods:

1. Blanket Replacement

With every heavy maintenance project TCRC will replace all existing signs. Once replaced, TCRC will document location, material information, and year installed, utilizing electronic database, RoadSoft. TCRC will continue this process until a complete inventory is established on RoadSoft. Once the sign inventory has been established, the Expected Life method will be implemented.

2. Expected Life

Use Manufacturer's Expected Life for each sign material type.

Diamond Grade DG3                      12 years

HIP (High Intensity Prismatic)      10 years

TCRC will run reports from the established database each year for sign material at the end of its expected life to determine the area and quantity of signs to be scheduled for replacement on an annual basis.

I. LOCAL ROADS CONT'D.

b. Cost Share:

Township Share: 100% of the replacement cost of all warning signs or specialty signs, as per the Michigan Manual on Uniform Traffic Control Devices and as determined by TCRC, which are installed at Township request.

Road Commission Share: The replacement of all regulatory and standard warning signs, and all Engineering services.

Specialty Signs

Hearing Impaired*, Deaf*	Yield Ahead
Handicapped, Blind*	Stop Ahead
Pedestrian, Playground	School Bus Stop*
Animal Signs; cattle, equestrian	Horse-Drawn Vehicle
Farm Equipment	Golf Cart
Fire Truck	Snowmobile
Truck Crossing	Bicycle
Hidden Driveway	No Passing Zone

\*=Acceptable per Section 2C.MI54

4. Speed Limit Signs:

- a. Requested from the Township. A speed study will be completed by TCRC. Results are sent to the State Police along with safety reports. The State Police reviews the information for meeting criteria as per Section 257.628 of the Michigan Vehicle Code. The Township, Road Commission, and State Police must concur for the speed limit to be changed. The Township has the right to abstain from the vote.

b. Cost Share:

Township Share – 100% of the materials and installation

Road Commission Share – Engineering Services



I. LOCAL ROADS CONT'D.

5. Variance –

Any sign request by the Township, which doesn't meet the criteria for placement per the Michigan Manual on Uniform Traffic Control Devices shall be considered by the Road Commission Board based on the following:

- a. Road Conditions have changed.
- b. Traffic volumes have changed, the Township will be charged for an updated traffic count.
- c. Documentation from all adjoining residents, collected by the Township, stating their justification for the request.

H. Road Side Mowing –

1. Cost Share:

- a. Township Share – 100% (Minus Maintenance Allowance)
- b. Road Commission Share – Maintenance Allowance based on supporting documentation.

I. Bridges –  
(MDOT Local Bridge Program Excluded)

1. Replacement of structures over 48" in diameter.

- a. Township Share – 25% not to exceed \$2,000.00
- b. Road Commission Share – Engineering, design, any needed permits, and replacement (minus Township Share) charged to the local bridge millage.

I. LOCAL ROADS CONT'D.

J. Local Bridge Program Projects – (Bridges 20' span or longer)  
(Through Michigan Department of Transportation – MDOT)

a. The cost of design, construction engineering, and local matching of Federal Aid funds for State/Federal Aid shall be as follows.

1. Township Share – 25% not to exceed \$2,000.00
2. Road Commission Share – The remainder of design, construction engineering, and 5% matching funds for Federal Aid. (95% of construction cost paid by State & Fed Funds)

K. Culverts –

1. New Road Construction -

a. Driveway culverts – Existing drive culverts will be replaced as part of the project cost. If it's not an existing location on the plans and not approved by the Township, the land owner must buy the culvert, and the installation can be done with the project, charged to the Township

b. Roadway Cross Culverts Cost Share:

Township Share – 100% charged to the project.

Road Commission Share – 100% Supervision and Benefits

2. Old Culvert Replacement –

a. Driveway Culverts

Landowner purchases and installs with a permit – 100% cost to landowner

b. Roadway Cross Culverts (WC – Water Crossings)  
Culverts 15" to 48"

I. LOCAL ROADS CONT'D.

If requested by the Township:

- a. Township Share 100%
- b. Road Commission Share – Supervision & Benefits

If Deemed Necessary to Replace for the Roadway by TCRC

- a. Township Share – 0
- b. Road Commission Share – 100%

3. Miscellaneous—New Cross Culvert Placement (Minimum 15" Diameter)

- a. Request must come through the Township.
- b. Permission shall be obtained, in writing, from the property owner accepting the water from the placement of the new culvert.
- c. TCRC shall install the culvert if it will be TCRC's to maintain. If Installation is done by a Contractor they are required to get a permit from TCRC with all conditions on the permit being followed. Maintenance costs shall be covered by others specified on the permit.
- d. Cost Share –  
  
Township – 100%  
  
Road Commission – Supervision & Benefits and all future maintenance of culvert (unless explicitly written otherwise on the permit).

I. LOCAL ROADS CONT'D.

L. Asphalt Patching – (over settled area – no cutting of pavement)

1. Township Share- 100% (Minus Maintenance Allowance)

Road Commission Share—Coordinate and oversee construction, Maintenance Allowance.

M. Resurfacing and Double Seal-coating -

1. Cost Sharing:

Township Share – 100% Construction (Minus Construction Allowance)

Road Commission – An intersection-to-intersection application will count toward the current Construction Allowance policy.

\*Must do a mile that is 15 years old or older.

N. Micro-surfacing or a Single Chip Seal -

1. An application of fine aggregate and emulsion to seal the pavement and prevent water infiltration.
2. Cost Sharing:

Township Share—100% (Minus the Maintenance Allowance)

Road Commission Share—Supervision and Benefits for oversight and Maintenance Allowance

O. New Hard Surface -

1. Minimum application for new roads – 3” bituminous material or a prime and double seal with a final seal or 1.5” bit mat the following season on 12” sand sub-base and 6” crushed gravel base. (Township may request use of limestone.)

I. LOCAL ROADS CONT'D.

2. Cost sharing:

Township Share – 100% of bituminous materials in place.

Road Commission Share – An intersection-to-intersection application counts towards the current Construction Allowance policy.

P. Agreement for Roadside Ditch Improvements (Ditch Petition) –

1. Approval by the Township Board required.
2. Property Owner(s) to all sign ditch petition in agreement for the work to be done and share in the cost. See Roadside Ditch Petition form for complete requirements.
3. A Survey and Design must be completed by TCRC staff or consultant. Once approved, Plan sheet(s) will be provided to the Township. The Township can hire a contractor to have the work completed.
4. Cost Sharing:  
The completed work will be reviewed for acceptance by the TCRC Staff prior to cost share. Proof of cost must be provided to TCRC.

Road Commission -- Maintenance Allowance Policy

Township Share – as determined by Township.

Property Owner(s) Share – balance of project cost. The Township is responsible for collecting the Property Owner(s) share of the cost from the Property Owner(s).

See Ditch Petition Form for details.

Q. Soil Erosion & Sedimentation Control –

See General Section Page 24 for Details.

I. LOCAL ROADS CONT'D.

R. Abandonment Procedures –

1. Requested by the Township in writing.
2. The Road Commission Board approves the process to continue.
3. Research and property descriptions are obtained.  
Attorney fees - 100% Township cost
4. The TCRC attorney will send out a petition to the Township to acquire 7 free holders signatures in the Township.
5. The Township has 60 days to obtain signatures, otherwise the procedure is closed.
6. Once the petition is returned, a public hearing is scheduled at a Road Commission Board Meeting.
7. The Road Commission Board makes action on the abandonment after hearing comments from the residents.  
Per MCL 224.18

S. Road Commission Allowance Policy –

1. Construction Allowance: The Road Commission offers a \$25,000 matching allowance to each Township. TCRC will match 50% of the costs within Section II up to a maximum match of \$25,000 per Township.\*
2. Maintenance Allowance: The Road Commission offers a \$2,500 matching allowance to each Township. TCRC will match 25% of the costs within Section III up to a maximum match of \$2,500 per Township.\*

\*Please see Local Road Improvement and Maintenance and Township Allowance Policy for details.

## PART II PRIMARY ROADS

### A. Bituminous Paving & Resurfacing –

#### 1. Cost Sharing:

Road Commission Share – 100%

### B. Road Side Brush Spraying –

#### 1. Cost Sharing:

Road Commission Share – 100% of material applied and labor

### C. Road Signs –

#### 1. Approved Signs in the Michigan Manual on Uniform Traffic Control Devices:

Road Commission Share – 100% of material and labor

#### 2. Specialty Signs (Deaf child, tractor, etc.) –

a. Request must come through the Township. An engineering study will be completed. If conditions support erecting the sign with Approval of TCRC Board, it will be installed by TCRC staff.

#### b. Cost Sharing:

Township Share – 100% of material & installation.  
(It will be the Township's responsibility to charge the requesting party.)

Road Commission Share – Engineering Services.

(Replacement due to damage or theft is the responsibility of the Township.)

## II. PRIMARY ROADS CONT'D.

### 3. Sign Retro-reflectivity Replacement Policy

#### a. Methods:

##### 1. Blanket Replacement

With every heavy maintenance project TCRC will replace all existing signs. Once replaced, TCRC will document location, material information, and year installed, utilizing electronic database, RoadSoft. TCRC will continue this process until a complete inventory is established on RoadSoft. Once the sign inventory has been established, the Expected Life method will be implemented.

##### 2. Expected Life

Use Manufacturer's Expected Life for each sign material type.

Diamond Grade DG3	12 years
HIP (High Intensity Prismatic)	10 years

TCRC will run reports from the established database each year for sign material at the end of its expected life to determine the area and quantity of signs to be scheduled for replacement on an annual basis.

#### b. Cost Sharing:

Township Share- 100% of the replacement cost of all warning signs or specialty signs, as per the Michigan Manual on Uniform Traffic Control Devices and as determined by TCRC, which are installed at Township request.

Road Commission Share- The replacement of all regulatory and standard warning signs, and all Engineering services.



II. PRIMARY ROADS CONT'D.

Specialty Signs

Hearing Impaired*, Deaf*	Yield Ahead
Handicapped, Blind*	Stop Ahead
Pedestrian, Playground	School Bus Stop*
Animal Signs; cattle, equestrian	Horse-Drawn Vehicle
Farm Equipment	Golf Cart
Fire Truck	Snowmobile
Truck Crossing	Bicycle
Hidden Driveway	No Passing Zone

\*=Acceptable Per Section 2C.MI54

4. Speed Limit Signs –

- a. Requested from the Township. A speed study will be completed by TCRC. Results are sent to the State Police along with safety reports. The State Police reviews the information for meeting criteria as per section 257.628 of the Michigan Vehicle Code. The Township, Road Commission, and State Police must concur for the speed limit to be changed. The Township has the right to abstain from the vote.

b. Cost Sharing:

Road Commission Share – 100%

D. Road Side Mowing –

1. The Road Commission will mow a minimum of once during the season at no cost to the township.

E. Structure Replacements – (All Sizes)

1. Cost Sharing:

Road Commission – 100%

II. PRIMARY ROADS CONT'D.

F. Local Bridge Program Projects – (Bridges 20' span or longer)

1. Cost Sharing:

Road Commission – 100% of the design engineering, construction engineering costs and the 5% matching funds requirement to the State/Federal Aid.

State/Fed Share – 95% of Construction Costs.

G. Agreements for Road Side Ditch Improvement – (Ditch Petition)

1. Approval by the Township Board required.

2. Property Owner(s) to all sign ditch petition agreement for the process to begin.

See Road Side Ditch Petition Form for complete requirements.

3. Cost Sharing:

Road Commission Share– Staff review

Township Share – as determined by Township.

Property Owner(s) Share – balance of project cost.

The Township is responsible for collecting the Property Owner(s) share of the cost.

### III. ROAD WORK BY PRIVATE CONTRACTORS

The Highway Law specifically provides that the County Road Commission must supervise all work on county roads and must account for all monies spent on roads under its jurisdiction.

In order to be in compliance with the Highway law, the following steps will be put into immediate effect by order of the Board of County Road Commissioners of Tuscola County, Michigan:

#### A. Local Roads –

All work that can be done by the Road Commission forces shall be done by the Road Commission in order to receive Township Allowance. Unless, at the sole discretion of the Road Commission, the project is approved to be bid to private contractors.

1. Preservation Improvements shall have a Survey and Public Hearing completed. The Township is responsible for the cost.
2. If the Township chooses to take bids on the work without concurrence with the TCRC, the work will not be included toward the current allowance policy. Once bids are taken, the Township cannot request the work be estimated by the Road Commission for a minimum of one year.
3. Sealed bids for local road work will be opened at a Road Commission Board meeting on a date set by the Road Commission and all bidders will be notified of this date. No other bids will be accepted after this date for the current construction season. The Township can choose to reject all bids.
4. After the successful bidder has been selected, a standard agreement between the Township and the Road Commission will be signed which may include any survey, inspection or supervision costs incurred by the Road Commission to insure that public safety is being protected, construction standards, material specifications, and soil erosion measures, are being strictly followed by the contractor per the bid proposal. The Road Commission shall pay for TCRC employee benefits.

III. ROAD WORK BY PRIVATE CONTRACTORS CONT'D.

5. Before any work is started by the contractor, the contractor must place on file, with the Road Commission, proof of coverage for liability and workers compensation coverages in effect.
6. The contractor will submit his billing to the Road Commission. Once the project is completed, a final inspection will be done by the Road Commission. Approval of the project will be sought from the Township Supervisor. Then the Township will be billed for the work by TCRC.
7. The contractor shall supply results of tests completed on materials from a certified technician. Otherwise, TCRC will have tests completed and charged to the Township project OR material will not be allowed to be placed until testing results are supplied.
8. Where applicable, the Contractor is responsible for the project until the Notice of Termination is approved by the Department of Environmental Quality (DEQ) for all soil erosion measures.

B. Gravel Patching or Gravel Resurfacing –

All work that can be done by the Road Commission forces shall be done by the Road Commission in order to receive the Township Allowance. Unless, at the sole discretion of the Road Commission, the project is approved to be bid to private contractors.

1. Any gravel work the Township chooses to have done by a private contractor will be put up for bid by the Road Commission with the township paying 100% of the costs incurred for advertising the bid. Prior to bidding, the Township must send a request in writing to TCRC. Once bid, the results will be supplied to the Township. Approval must be supplied in writing from the Township as to awarded bidder.

III. ROAD WORK BY PRIVATE CONTRACTORS CONT'D.

2. An agreement will be created by the Road Commission and signed by the Township prior to a contractor starting any work. This agreement may include any survey, inspection or supervision costs incurred by the Road Commission to insure that public safety is being protected, construction standards, and material specifications are being strictly followed by the contractor. The Road Commission shall pay for TCRC employee benefits.
3. The contractor will submit his billing to the Road Commission upon completion of the project. After final inspection by the Road Commission and approval of the work given by Township Supervisor, the Township will be billed for the project.
4. The contractor shall submit certification papers for all materials supplied to the project along with material testing as per Michigan Department of Transportation Specifications.
5. Quantities shall be field verified by the Road Commission and agreed upon with the contractor doing the work.
6. Cost Sharing:
  - a. Gravel Patching –  
Township Share – 100% (Minus Maint. Allowance)  
  
Road Commission Share – Maintenance Allowance
  - b. Gravel Resurfacing—  
  
Township Share—100% (Minus Const. Allowance)  
  
Road Commission Share—Construction Allowance

### III. ROAD WORK BY PRIVATE CONTRACTORS CONT'D.

#### C. Dust Control with Brine or Chloride by Private Contract –

1. If the Township contracts with a hauler, the hauler must send a copy of the agreement to the Road Commission for approval before any work commences.
2. The Hauler must obtain a permit from the Road Commission to work within the road right of way. Before work is started the Hauler must furnish the Road Commission with proof of coverage for liability and Worker's Compensation coverages in effect, as per permit application.
3. Roads will be graded by the Road Commission on a normal schedule. The Contractor will be notified by TCRC when a Township is ready for dust control application.
4. Material used must be DEQ approved.
5. Cost Sharing:

Township Share – 100% (Minus Maint. Allowance)

Road Commission Share – Maintenance Allowance  
Proper documentation shall be provided to TCRC for verification of eligibility for the Maintenance Allowance.

#### D. Tree and Brush Removal on Local Roads –

1. If a Township contracts with a Contractor, a copy must be sent to the Road Commission for approval.
2. The Contractor must obtain a permit from the Road Commission to work within the road right of way. Before work is started, the Contractor must furnish the Road Commission with proof of coverage for liability and Worker's Compensation coverages in effect, as per permit application.

III. ROAD WORK BY PRIVATE CONTRACTORS CONT'D.

3. Cost Sharing:

Township Share – 100% (Minus Maint. Allowance)

Road Commission Share – Maintenance Allowance  
with proper documentation.

IV. GENERAL

A. Debris in Roadway –

1. Private individuals who place mud or debris on the roadway of any certified county road will be required to remove the same or if a significant safety hazard exists it will be removed by the Road Commission and billed to the individuals responsible on the basis of man hours and equipment hours required.

B. Road Right of Way Encroachments –

1. Campaign Signs, Real Estate or other portable signs placed in Tuscola County road right of way, shall be placed on the backside of the roadside ditch and placed as noted as not to obstruct the visibility from drives or side approaches.
2. Any portable signs placed in a location other than specified shall be removed and kept at the local Road Commission garage for a period of seven (7) days during which the owner of the sign shall have the right to reclaim them. After the seven (7) day period the Road Commission shall dispose of them.
3. Any other objects deemed an encroachment will be handled per the Road Commission Encroachment Policy.

#### IV. GENERAL CONT'D.

##### C. Driveway Culverts –

1. A permit must be obtained by the property owner or the contractor doing the work.
2. Prior to installation of the driveway culverts the Road Commission shall do a site inspection to determine the proper diameter to handle the water flow. In no case shall the diameter be less than 12 inches.
3. Roads under the jurisdiction of the Tuscola County Road Commission shall be constructed of either corrugated steel pipe, corrugated aluminum pipe, ASTM294 compliant plastic pipe, or reinforced concrete pipe, and shall be installed with size, depth, depth of cover and alignment to assure uninterrupted drainage. The culvert material used shall meet Michigan Department of Transportation current specifications and TCRC gauge requirements.
4. If plastic pipe is used the ends of the culvert shall be anchored with a metal end section to hold the ends in position. Maximum diameter allowed in Right of Way is 36”
5. No vertical headwalls shall be installed. Proper length of pipe shall be obtained to ensure sloping of embankment material on either end of culvert.

##### D. Soil Erosion and Sedimentation Control –

Any work within the road right of way which disturbs the vegetation shall fall under these requirements.

1. Hydro-seed, mulch and fertilizer are required practice on all construction projects. The Tuscola County Road Commission will cost share according to the allowance policy.



IV. GENERAL CONT'D.

Ditch Petitions are recommended to use hydro-seed or they must be hand seeded to restore vegetation.

Down spouts or rock rip rap protection are required permanent erosion control measures at all outlets to county drains or natural streams. Check dams, silt fence or approved equal sedimentation control measures are required temporary controls until permanent vegetation is established.

See the Soil Erosion and Sedimentation Control Procedures for the Tuscola County Road Commission for complete details.

2. Roadside seeding shall be applied as specified in the current issue of the MDOT Standard Specification for Construction and shall meet the following minimum specifications:

KIND	MINIMUM PURITY %	MINIMUM GERMINATION %	MINIMUM % BY #
Perennial Ryegrass	98	90	50
Kentucky Bluegrass	90	75	15
Creeping Red Fescue	98	80	35

\*Note: Annual Rye Grass @ 70#/SYD may be required by Engineer for immediate growth.

E. CERTIFICATION OF A PRIVATELY BUILT ROAD

The Property Owner must request design criteria from both the Road Commission and their Township Board.

Please see Road Procedures Access Management Guidelines for details.