

SANILAC COUNTY ROAD COMMISSION  
ROAD POLICIES

I. LOCAL ROADS

**A. Drainage, Base and Grade Construction (NON BITUMINOUS)–**

1. Cost Sharing:

Sanilac County Road Commission Share – 17%

Township Share – 83%

2. A “Notice of Construction” form must be signed for each project and presented to the Road Commission along with the agreement signed by the Road Commission.

3. If a township is interested in construction work on a local road, they will request an estimate and/or agreement from the Road Commission for the project(s).

a. Once a township has requested an estimate and/or agreement for a project(s) the same project may not be let out to bid to private contractors for 1 calendar year.

1. Advertising costs for projects let out to bid by private contractors will be paid by the township.

**B. Gravel Patching or Gravel Resurfacing –**

1. Cost Sharing:

Sanilac County Road Commission Share – 17%

Township Share – 83%

2. The Road Commission may provide scale tickets upon billing for the project if requested by the township.

**C. Gravel and Sand Trucking –**

1. Rates will be based on individual price quotes.

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I. LOCAL ROADS CONT.

**D. Brine Spreading for Dust Control –**

1. Cost Sharing:

Road Commission Share – 50%, with a \$1000.00 Limit

Township Share – 50% of material applied and/or the remainder of the amount over \$1000.000

**E. Brush and Weed Spraying –**

1. Cost Sharing:

Road Commission Share – 50%, with a \$1500.00 Limit

Township Share – 50% of material applied and/or the remainder of the amount over \$1500.00

**F. Pavement Marking –**

1. Centerline - Road Commission Share – 100%
2. Edgeline “White” – Road Commission Share – 100%

**G. Regulatory Signs (stop, yield, curve, etc.) -**

1. Road Commission furnishes materials, erects, and maintains at no cost to the Township

**H. Street Name Signs -**

1. Wood signs on utility poles:

a. Road Commission Share – 100% of Material and Labor

2. Commercial Signs and Posts:

a. Township Share - 100% of material only

3. State Trunkline Signs and Posts:

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a. Road Commission Share - 100%.

4. Erection of Signs and Posts:

a. The Road Commission will erect all signs, but will not participate in the cost of the signs erected by others.

**I. Road Side Mowing -**

1. First Cutting:

a. Road Commission Share - 100%

2. Second Cutting:

a. Township Share - 100%

**J. Bridges -  
(Critical Bridge Projects Excluded)**

1. Replacement of bridges (less than 20' in span) with culverts.

a. Road Commission Share - 100% cost of removing old bridge, installing new culvert, sand backfill and gravel surface.

b. Township Share - 100% cost of the culvert.

**K. Critical Bridge Projects - (Bridges 20' or Longer)**

a. Cost of design, construction engineering and local match of Federal Aide.

1a. Road Commission Share - 34%

2a. Township Share - 66 %

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I. LOCAL ROADS CONT.

L. Culverts –

1. New Construction:

- a. Driveway culverts – landowner buys culverts and pays the township.

2. Roadway Cross Culverts:

- a. Cost Sharing of Material and Installation

Road Commission Share – 17%

Township Share – 83%

M. Old Culvert Replacement –

1. Driveway Culverts

- a. Landowner purchases and installs

2. Roadway Cross Culverts

- a. 12” C.M.P. through 24” C.M.P.

- 1a. Road Commission Share – 100% of materials and installation

- b. 30” C.M.P. and larger in diameter

- 1a. Township Share – 100% of C.M.P.

- 2a. The Road Commission removes the old culvert, places and backfills new culvert at no charge to the Township.

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I. LOCAL ROADS CONT.

**N. Bituminous Patching, Resurfacing and Seal Coating –**  
*(2003 Policy reinstated per board motion of 03/31/11, found on Page 1114 of the Sanilac County Road Commission Board Meeting Minutes.)*

1. Cost Sharing:

Road Commission Share – 17%

Township Share – 83%

**O. Agreement for Roadside Ditch Improvements -**

1. Property Owner(s) will be responsible for the total cost of trucking spoils and culverts necessary.
2. The cost of the culvert(s) shall be paid in advance to the Sanilac County Road Commission.
3. Cost Sharing:
  - a. Road Commission Share – 33%
  - b. Township Share – 33%
  - c. Property Owner(s) Share – 34%
4. The Township will be responsible for paying its share along with the Property Owner(s) share at the time of billing by the Road Commission.
5. The Township is responsible for collecting the Property Owner(s) Share of the cost from the Property Owner(s).
6. Any ditch improvement shall be surveyed and moved back to the proper right of way line.
7. Ditch enclosures will not be included as part of the project.

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II. PRIMARY ROADS

**A. Base, Grade and Drainage –**

1. Cost Sharing:

- a. Township Share – 100%

**B. Bituminous Paving & Resurfacing -**

1. Cost Sharing:

- a. Road Commission Share – 100%

**C. Brush and Weed Spraying –**

1. Cost Sharing:

- a. Road Commission Share – 100% of material  
Applied and labor

**D. Street Name Signs -**

1. Signs and Posts:

- a. Road Commission Share - 100% of material  
and labor

**E. Road Side Mowing -**

- 1. The Road Commission will mow once or twice during the  
season at no cost to the township.

**F. Small Bridge Replacements –**

1. Cost Sharing:

- a. Road Commission Share – 100%

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II. PRIMARY ROADS

**G. Critical Bridge Projects – (Bridges 20’ or Longer)**

1. Cost Sharing
  - a. Road Commission Share – 100%

**H. Agreements for Road Side Ditch Improvement –**

1. Property Owner(s) will be responsible for the total costs of trucking spoils and culverts if necessary.
2. The cost of the culvert(s) shall be paid in advance to the Sanilac County Road Commission.
3. Cost Sharing:
  - a. Road Commission Share – 33%
  - b. Township Share – 33%
  - c. Property Owner(s) Share – 34%
4. The Township will be responsible for paying its share along with the Property Owner(s) share at the time of billing by the Road Commission.
5. The Township is responsible for collecting the Property Owner(s) share of the cost from the Property Owner(s).

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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 Sanilac County, Michigan:

**A. Local Roads -**

1. If a township is interested in having a private contractor(s) do Construction work it will be advertised for bid by the Sanilac County Road Commission with the township paying 100% of the costs incurred for advertising the bid.
2. The contractor will be required to verify quantities on the job and verify these specifications with the Road Commission Superintendent prior to submitting the bid to the Road Commission.
3. All bids must meet Sanilac County Road Commission minimum requirements for a local road project. Bid proposals must be picked up at the Road Commission prior to bidding on the project.
4. Sealed bids for local road construction will be opened at a Road Commission 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.
5. If a private contractor is selected, the Road Commission will not pay the 17% share.
6. After the successful bidder has been selected, a standard Agreement between the Township and the Road Commission will be signed which will include any survey, inspection or supervision costs incurred by the Road Commission to insure that public safety is being protected and Construction and material specifications are being strictly followed by the contractor per the bid proposal.



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III. ROAD WORK BY PRIVATE CONTRACTORS CONT.

7. Engineering, Surveying, Inspection and Supervision costs incurred by the Road Commission shall be paid by the township at the following rates:

DESCRIPTION	HOURLY/RATE	OVERTIME RATE
Supervision/Surveying/ Inspection	\$30.00	\$45.00 Minimum of Four Hours

The Road Commission shall pay for employee benefits.

8. Before any work is started by the contractor, the contractor must obtain a permit from the Sanilac County Road Commission to perform work in the county road right of way and also must place on file, with the Road Commission, proof of coverage for liability and workers compensation coverages in effect.
9. The contractor will submit his billing to the Road Commission upon completion of the project. After final inspection by the Road Commission, the Township will be billed for the project. The Road Commission will pay the contractor upon receipt of payment from the Township.
10. The contractor shall submit certification papers for all materials supplied to the project along with material testing as per Michigan Department of Transportation specifications.
11. Quantities shall be field verified by the Road Commission and agreed upon with the contractor doing the work.
12. The Sanilac County Road Commission reserves the right to disallow the use of any dock, weigh station, trucking company, etc. that is utilized by the contractor if it is discovered that there are inconsistencies regarding the quantity indicated on a delivery ticket and the actual amount received or

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III. ROAD WORK BY PRIVATE CONTRACTORS CONT.

verified by the re-weighing of a truck. The Road Commission has made arrangements with the appropriate enforcement authorities to increase the frequency of “spot checks” on trucks hauling to various delivery locations. If it is discovered that a particular delivery ticket exceeds the actual amount verified by re-weighing a truck, the Sanilac County Road Commission and or township will be instructed to pay based on the re-weigh quantity. The Road Commission will also seek the possible prosecution of companies that are found to be involved in a “short shipping” scheme designed to take advantage of any local unit of government included in this contract. Any weight discrepancy shall be billed retroactive to the last “spot check”.

**B. Gravel Patching or Gravel Resurfacing –**

1. Any gravel patching 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.
2. Township Share – 100%.
3. An agreement will be made up by the Road Commission and signed by the Township prior to a contractor starting any work. This agreement will include any survey, inspection or supervision costs incurred by the Road Commission to insure that public safety is being protected and Construction and material specifications are being strictly followed by the contractor.
3. Engineering, Surveying, Inspection and Supervision costs incurred by the Road Commission shall be paid by the township at the following rates:

DESCRIPTION	HOURLY/RATE	OVERTIME RATE
Supervision/Surveying/ Inspection	\$30.00	\$45.00 Minimum of Four Hours

The Road Commission shall pay for employee benefits.

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III. ROAD WORK BY PRIVATE CONTRACTORS CONT.

5. Before any work is started by the contractor, the contractor must obtain a permit from the Sanilac County Road Commission to perform work in the county road right of way and also 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 upon completion of the project. After final inspection by the Road Commission, the Township will be billed for the project. The Road Commission will pay the contractor upon receipt of payment from the Township.
7. The contractor shall submit certification papers for all materials supplied to the project along with material testing as per Michigan Department of Transportation specifications.
8. Quantities shall be field verified by the Road Commission and agreed upon with the contractor doing the work.
9. The Sanilac County Road Commission reserves the right to disallow the use of any dock, weigh station, trucking company, etc. that is utilized by the contractor if it is discovered that there are inconsistencies regarding the quantity indicated on a delivery ticket and the actual amount received or verified by the re-weighing of a truck. The Road Commission has made arrangements with the appropriate enforcement authorities to increase the frequency of "spot checks" on trucks hauling to various delivery locations. If it is discovered that a particular delivery ticket exceeds the actual amount verified by re-weighing a truck, the Sanilac County Road Commission and or township will be instructed to pay based on the re-weigh quantity.  
The Road Commission will also seek the possible prosecution of companies that are found to be involved in a "short shipping" scheme designed to take advantage of any local unit of government included in this contract. Any weight discrepancy shall be billed retroactive to the last "spot check".

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III. ROAD WORK BY PRIVATE CONTRACTORS CONT.

**C. Township Crushing Own Gravel by Contract –**

1. The Township Board must have an approved contract with the Sanilac County Road Commission before crushing any gravel in order to receive 17% credit for gravel. The gravel must pass current specifications of the Road Commission for processed gravel. Also, the price must be competitive with current bids being received by the Road Commission. The 17% credit will be paid as the material is applied unless other arrangements are made prior to crushing.

**D. Dust Control with Brine or Chloride by Private Contract –**

1. Township contracts with hauler and hauler sends a copy of the agreement to the Road Commission for approval before any work commences.
2. Hauler furnishes Road Commission with Certificate of Insurance in the amount of \$2,000,000 Bodily Injury Liability Each Person, \$2,000,000 Bodily Injury Liability Each Accident, \$2,000,000 Property Damage Liability Each Accident naming the Road Commission as certificate holder. Contractor obtains permit from the Road Commission to work within the right of way.
3. On completion of work the hauler bills the Road Commission and the Road Commission bills the Township. Payment to the contractor will be available upon receipt of the Township monies.
4. Roads will be bladed by the Road Commission prior to the application of brine, provided that the contractor gives at least four (4) days notice to the Road Commission. If brine is not applied, any subsequent bladings will be done and billed to the Township.
5. Failure to follow the requirements of the Road Commission's policy in place for brine application will forfeit the payment agreement with the Road Commission.

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III. ROAD WORK BY PRIVATE CONTRACTORS CONT.

**E. Brush Spraying on Local Road –**

1. Township contracts with Contractor and Contractor sends a Copy to the Road Commission for approval.
2. Contractor furnishes the Road Commission with Certificate of Insurance in the amount of \$2,000,000 Bodily Injury Liability Each Person, \$2,000,000 Bodily Injury Liability Each Accident, \$2,000,000 Property Damage Liability Each Accident naming the Road Commission as certificate holder. Contractor obtains permit from the Road Commission to work within the right of way.
3. On completion of the work the contractor bills the Road Commission and the Road Commission bills the Township. Payment to the contractor will be available upon receipt of the Township monies.
4. Failure to follow the requirements of the Road Commission's policy in place for brush spray application will forfeit the payment agreement with the Road Commission.

**F. Roadside Ditch Agreements by Private Contractor -**

1. The Road Commission agrees to participate in Roadside Ditch Agreements that are dug by a private contractor providing that the contractor meets the following requirements.
  - a. The contractor must be properly insured to work within the right of way.
  - b. The contractor shall not begin work without contacting the Road Commission and allowing sufficient time for the Road Commission to estimate the cost. The Road Commission will only participate in the percentages of our estimated cost.

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III. ROAD WORK BY PRIVATE CONTRACTORS CONT.

ROAD DITCH AGREEMENT CONT.

2. Contractor furnishes the Road Commission with Certificate of Insurance in the amount of \$2,000,000 Bodily Injury Liability Each Person, \$2,000,000 Bodily Injury Liability Each Accident, \$2,000,000 Property Damage Liability Each Accident naming the Road Commission as certificate holder. Contractor obtains permit from the Road Commission to work within the right of way.
3. In the past, several ditch agreements have been presented to the Road Commission after the work has been completed. The ditch agreements could have been done for an amount substantially lower if done by the Road Commissioner's hired excavator. Because of this, the Road Commission *WILL NOT PARTICIPATE IN AGREEMENTS PRESENTED TO THEM AFTER THE WORK IS COMPLETED.*

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IV. GENERAL

**A. Debris in Roadway -**

1. Private individual 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 -**

1. Real Estate or other portable signs placed in Sanilac County road right of way shall be placed on the back side of the roadside ditch and placed as not to obstruct the visibility from drives or side road 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.

**C. Driveway Culverts - (Also See County Permit Procedures)**

1. Driveway culverts that are placed within the right of way of roads under the jurisdiction of the Sanilac County Road Commission shall be constructed of either corrugated steel pipe, corrugated aluminum pipe, corrugated 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 specifications.
2. If corrugated plastic pipe is used the ends of the culvert shall be anchored with a metal end section to hold the ends in position.
3. Prior to installation of the culverts the Road Commission shall be contacted to determine the proper diameter to handle the water flow. In no case shall the diameter be less than 12 inches.

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IV. GENERAL

D. Erosion Control –

1. Downspouts or rock rip-rap protection are required at all road ditch outlets to county drains or natural streams. Where local roads are reconstructed or ditch agreements are made, this practice shall be included in the project cost and cost sharing will be included.
2. Rock check dams or silt fence protection of ditches are required to prevent sediment from entering county drains or natural streams until vegetation growth is established. Where local roads are reconstructed or ditch agreements are made, this practice shall include in the project cost, and cost sharing will be included. Maintenance and removal of these structures shall be the responsibility of the installer.
3. Hydro-seed, mulch and fertilizer are recommended on roadside Ditch agreements. If the practices are used on roadside ditch agreements, they will be cost shared based on the standard ditch agreement cost sharing policies. All ditches dug within Road Commission right of way must be hand seeded if hydro-seeding is not used. If ditch projects are hand seeded, the Road Commission will cost share according to policies for the cost of seed, fertilizer and mulch.
4. Hydro-seed, mulch and fertilizer are required practice on all local and primary road construction projects. The Sanilac County Road Commission will cost share according to the policies including all hydro-seeding done by private contractor if the bid price is comparable to current bids for the work on Road Commission projects.
5. Roadside seeding shall be applied at a minimum rate of 100 lbs./acres 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



SANILAC COUNTY ROAD COMMISSION  
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V. CERTIFICATION OF A PRIVATELY BUILT ROAD

1. The Property Owner must request design criteria from both the Road Commission and their Township Board.
2. The Property Owner shall have plans for the construction of the new road, including the typical cross-section provided by the Road Commission and a plan view of the road showing lengths, widths, lot locations and cal-de-sac (if necessary).
3. The plans shall be reviewed by the Road Commission and the Township Board for their approval. If approved by both the Road Commission and the Township Board, the Road Commission will enter into an agreement with the Property Owner to certify the new road when completed.
4. The new road must be built as shown on the approved plans. Any change must have been approved by the Road Commission and the Township Board. Failure to build the new road to the specifications of the approved plans will forfeit the agreement to certify the privately built road.
5. Minimum length – 660 feet (extension of an existing road built on a Section Line does not apply).
6. Roads built on a Section Line can be built to old standards.

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**PRIVATE ROAD REQUIREMENTS**

1. The Property Owner must meet design criteria from both the Road Commission and the Township Board.
2. The Property Owner shall provide plans for new construction or typical cross sections for existing roadways. Drawings shall be reviewed by the Road Commission and Township for approval.
3. Minimum requirements for a private road are state in the Sanilac County Road Commission Permit Procedures adopted in 2003.

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**PROCEDURE TO CERTIFY A PRIVATELY BUILT ROAD**

1. The Property Owner must request design criteria from both the Commission and their Township Board.
2. The Property Owner shall have plans for the construction of the new road, including the typical cross-section provided by the Road Commission and a plan view of the road showing lengths, widths, lot locations and cal-de-sac (if necessary).
3. The plans shall be reviewed by the Road Commission and the Township Board for their approval. If approved by both the Road Commission and the Township Board, the Road Commission will enter into an agreement with the Property Owner to certify the new road when completed.
4. The new road must be built as shown on the approved plans. Any change must have been approved by the Road Commission and the Township Board. Failure to build the new road to the specifications of the approved plans will Forfeit the agreement to certify the privately built road.