

# BERRIEN COUNTY ROAD COMMISSION

POLICY AND PROCEDURE

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EFFECTIVE DATE: 3-9-2016 APPROVED BY BOARD: 3-9-2016

## TITLE: TOWNSHIP MATCH

PURPOSE: This policy is intended to provide guidelines for the sharing of the expense of roadwork between the Berrien County Road Commission (BCRC) and the twenty two townships within Berrien County on local roads. The policy will establish a framework that will treat all townships fairly while recognizing the fact that the road system can and does vary greatly between the individual townships as does the usage of that road system.

## POLICY AND PROCEDURE:

### I. Road Descriptions

- A. Primary Roads (as certified by the state) as established by the BCRC are generally defined as those roads that are more heavily used within the County and serve the traveling public by allowing movement from area to area.
- B. Local Roads (as certified by the state) are those roads less transportation usage than primaries and allow the traveling public to move effectively within an area.
- C. Sub Division Streets are also local roads but are used primarily by residents to access their housing.
- D. Lake Streets are also local roads but are used primarily by lake residents or visitors to a specific lake.
- E. Dead End Roads are also local roads used generally by the residents of that specific road.
- F. Gravel Roads may be primary or local roads but are almost universally primaries. Gravel roads have the same purpose of local roads but at much greater reduced traffic volumes.
- G. Private Roads are owned and operated outside of the BCRC and as such are not the responsibility of the BCRC or the Township unless they are the owners of the property the Right of Way is situated on..
- H. Public Road Not Open (not certified by the state) is right of ways under the control of the BCRC but there is no roadway available to the traveling public. It will be the responsibility of the Township or land owners to upgrade or provide maintenance of the Right of way for road purposes.

### II. Cost sharing by road type and activity

- A. All maintenance activity and construction associated with Primary roads will be funded by the road commission. In certain instances a township may decide to participate with upgrade activity (HMA Overlay, Chip seal, re-gravel, etc.) on a primary road within the township. In those instances the cost sharing will be negotiated between the Township and BCRC.
- B. The BCRC will provide a match for maintenance of local roads in two (2) forms. Annually the BCRC will designate certain miles of maintenance activity by Township to be funded by the BCRC. If the township desires to fund additional miles of maintenance within its jurisdiction the BCRC will provide engineering, labor, overhead and fringe costs. It will also develop the engineering specification and manage the bid process and provide construction

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- oversite. The Township will provide cost support for the materials and equipment. In addition if the project requires upgrades in the road right of way (ditching, tree work etc.) these costs will be borne by the BCRC.
- C. On subdivision, lake and dead end roads the sharing of cost will be the same as local roads within the Township (item B) provided the funding for the BCRC allows for all primary roads and local roads to have a proper maintenance cycle.
  - D. On gravel roads upgrades (additional gravel) the BCRC will provide engineering, labor, overhead and fringe costs. It will also develop the engineering specification and manage the bid process and provide construction oversight. The Township will provide cost support for the materials and equipment.
  - E. On private roads and Public roads not open there is no shared cost available from BCRC.

### III. Process

- A. On an annual basis the BCRC will develop a road plan for each Township taking into consideration road conditions, classification of roads and road vehicle usage.
- B. The road plan will be reviewed by the road commission and the township and a consensus reached.
- C. Prior to the initiation of any project a signed agreement must be signed of by an official of the Township and either the Managing Director or the Chief Financial officer of the Road Commission.