

# EATON COUNTY ROAD COMMISSION

## POLICY NO. 2014-01: LOCAL ROAD MILLAGE PROGRAM PROJECT SELECTION GUIDELINES

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The citizens of Eaton County approved the following ballot proposal at the general election held November 14, 2014:

*For the sole purpose of funding the rehabilitation, restoration, and resurfacing of existing paved and gravel surfaced county local roads within the townships and municipal streets in Eaton County, and including two (2) applications of dust control each year on all gravel surfaced county local roads within the townships in Eaton County, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Eaton, Michigan be increased, and shall the County be authorized to levy, up to 1.5000 of a mill (\$1.5000 on each \$1,000 dollars of taxable value) for a period of twelve (12) years, 2014 to 2025, inclusive?*

The Board of Road Commissioners hereby establishes the Local Road Millage Program and adopts the following policy regarding the planning and project selection process using all funds from the millage levied annually by the Board of Eaton County Commissioners as authorized by the ballot proposal.

### **Project Eligibility**

Consistent with the conditions in the ballot language, all restoration, rehabilitation and resurfacing projects to be included in the Millage Program shall be chosen from those paved local roads identified as being in poor or fair condition on the 2014 local paved road condition inventory as published, or shall be an existing gravel surfaced local road. Millage funds shall not be expended for any purpose on county Primary roads or state highways.

The scope of all projects shall be limited to the restoration, rehabilitation and resurfacing of existing roads. Millage funds shall not be used to construct new roads or to reconstruct and/or place new pavement on existing gravel roads. Millage funds shall not be used for minor or routine maintenance activities including but not limited to snow removal, brush cutting, pothole patching, mowing, etc.

Road restoration, rehabilitation and resurfacing projects in the Millage Program may include incidental repairs or replacements of cross road culverts, catch basins and minor drainage structures as may be necessary to facilitate the road work. Millage funds shall not be used to reconstruct, widen or replace bridges or large drainage structures or culverts originally built to convey drainage that does not originate on the road project.

## **Project Planning Process**

Each year's Millage Program will be designed to accomplish approximately 1/12th of the overall program in each township. Adjustments in the extent of each year's program shall be made as necessary to meet budget requirements.

Projects that are proposed to be included in the annual program will be reviewed and approved as a preliminary list by the Board of Eaton County Road Commissioners during the month of December each year.

A tabulation and description of those projects on the preliminary list in each township will be provided to each township board by January 1st each year for review and comment and will be posted on the Road Commission's web site and provided to the County Board of Commissioners and the public.

The Road Commission Board will review and consider comments and information received regarding the projects on the preliminary list until February 15<sup>th</sup> each year, and may add, delete or modify projects in the annual program as they determine appropriate. The Road Commission Board will approve a final list of projects included in the annual program before March 1st each year, and will post the final list on the Road Commission's web site and provide the list to the County Board of Commissioners and the public.

## **Project Selection Guidelines**

### **A. Paved local roads**

Road segments included in the program each year will initially be prioritized by lowest PASER rating on local roads in each township separately, and within that listing further prioritized by the following criteria:

1. PASER Road segments considered for projects shall be shortened, lengthened, or combined as necessary to be made continuous from intersection to intersection, and may include shorter segments with a higher PASER rating when necessary to achieve continuity.
2. Projects on road segments using similar type work will be grouped together as much as possible in combination with other criteria.
3. Road segments in a recognizable neighborhood, subdivision, or locale should be grouped or combined and completed at the same time. Grouped segments may include shorter segments with a higher PASER rating when this is necessary to complete an entire neighborhood or subdivision, or as may be needed to avoid creating short or isolated road segments with different pavement condition ratings.

4. Projects may be advanced in timing or delayed to subsequent years as needed to:
  - a. Coordinate with planned utility or other construction work affecting those segments by other agencies such as the Drain Commission, Township or city sewer and water departments and other public utilities, significant private development, and construction on adjacent Primary roads or state highways.
  - b. Meet annual budgetary constraints.

#### B. Gravel surfaced local roads

Projects will initially be prioritized by the age of the existing surface material on each road segment in each township separately, and within that listing then further prioritized by the following criteria:

1. Safety
2. Road segments with higher existing or expected traffic volumes will be given a higher priority.
3. Road segments with low traffic volumes and/or dead end segments will be given lower priority.
4. Road segments considered for projects shall be shortened, lengthened, or combined as necessary to be made continuous from intersection to intersection.
5. Road segments that are a continuation of prior year's projects and/or that will complete a continuous route between paved cross roads will be given higher priority.
6. Projects may be advanced in timing or delayed to subsequent years as needed to:
  - a. Coordinate with planned utility or other construction work affecting those segments by other agencies such as the Drain Commission, Township or city sewer and water departments and other public utilities, planned major private development, and construction on adjacent Primary roads or state highways.
  - b. Meet annual budgetary constraints.

#### **Chloride Dust Control**

The Road Commission will place two applications of chloride dust control on all gravel surfaced local roads each year during the millage period. Dust control application shall be made continuous from intersection to intersection and not applied as a spot treatment. Application will be made as weather permits in the late spring and in mid to late summer.

## **Reporting**

Each year the Road Commission will prepare and publish a year-end report on the activity and progress of the Local Road Millage Program separate from other reports by the Road Commission. The report will contain both annual and cumulative financial information over the duration of the millage levy.

*Adopted by the Board of Eaton County Road Commissioners on **December 23, 2014**.*

*Revisions adopted by the Board of Eaton County Road Commissioners on **September 12, 2017**.*