

POLICY #	PREPARING DEPT	EFFECTIVE DATE	SUPERSEDES	PAGE
510	Engineering	12/18/2025	12/12/2024	1 OF 5

LOCAL ROADS POLICY - 2026

1. PROCEDURES AND PARTICIPATION OF COSTS WITH MASON COUNTY TOWNSHIPS REVISED AT THEIR REGULARLY SCHEDULED MEETING DATED:

December 18, 2024

2. Background

2.1 In accordance with ACT 51 of PA 1951 and previous experience, the MASON COUNTY ROAD COMMISSION hereafter referred to as the Road Commission, wishes to provide a uniform and Consistent procedure for improving the local roads in Mason County, and a basis for the financial participation for both the Townships and the Road Commission. This policy establishes what work will be completed, who will complete the work, and how it is to be financed for each type of project that is proposed. This policy shall be the basis, and be included by reference, in the "LOCAL ROAD IMPROVEMENT AGREEMENT" document specific for each proposed project and signed by both the Township and the Road Commission.

3. The Road Commission has budgeted \$400,000 towards matching Township contributions for local road projects.

3.1 The project cost-share of available monies shall be *FIFTY PERCENT (50%) TOWNSHIP, FIFTY PERCENT (50%) MASON COUNTY ROAD COMMISSION* unless superseded in the following activity. Each Township allocation calculation is based on the individual township's mileage and population along with a base amount. This breakdown will be provided separately. Monies allocated and not used in 2023, 2024 and 2025 are still available for use this year.

4. Monies allocated prior to 2023 and not used shall be reverted to the Road Commission.

4.1 Townships are urged to submit their requested projects list, with their projects prioritized, and subsequent LOCAL ROAD IMPROVEMENT AGREEMENT for submittal to the Board of Road Commissioners. Requested projects containing Chip Seal and Hot Mix Asphalt must be submitted by **January 31st** for early bidding. Projects submitted after January 31st are subject to Contractor approval and project costs can be 10% to 40% higher.

5. Definition of Costs

5.1 Project costs shall include all labor, equipment, materials, fringe benefits and contract work to assure that all project work is done according to plans and specifications. Contract administration, inspection, and right-of-way is covered/paid by the Road Commission. All projects are subject to availability of funding for the Road Commission.

POLICY #	PREPARING DEPT	EFFECTIVE DATE	SUPERSEDES	PAGE
510	Engineering	12/18/2025	12/12/2024	2 OF 5

6. Types of Projects

6.1 Clearing, Earthwork and Drainage Improvements (CE&D).

6.1.1 This work shall consist of clearing, grading of earthen grade, placement of sand subbase (as necessary), installation of drainage culverts, and the restoration of vegetation. A set of Engineering plans and specifications may be required for this type of project depending on the scope of work. If required, the Engineering plans and specifications would need to be completed prior to the agreement. The estimated project cost per mile ranges from \$200,000 to \$300,000, not including the cost of aggregate surfacing.

6.2 Aggregate Surfacing:

6.2.1 Existing gravel roads that are not to be hard surfaced. This work shall include the reshaping of the roadway cross-section and placement of 1,500 (approx.) cubic yards LM of 22A-Modified, Slag or Limestone Aggregate per mile, and the placement of 2,000 - 3,000 gallons of dust palliative per mile. This work is estimated to range in cost from \$55,000 TO \$75,000 per mile.

6.2.2 New grades designed and constructed for hard surfacing. This work shall include the placement and compaction of 3,000 (approx.) cubic yards LM of 22A Modified, Slag or Limestone Aggregate per mile, and the placement of 2500 gallons of dust palliative per mile. The initial and final shaping of the aggregate base prior to the placement of a hard surface shall be the responsibility of the Road Commission. This work is estimated to range in cost from \$120,000 to \$160,000 per mile.

6.3 Seal Coat Projects

6.3.1 Bituminous paving projects (HMA Material) are recommended to have a single seal coat surface treatment placed over the entire project within seven (7) to ten (10) years following the initial surfacing.

6.3.1.1 Single Sealcoat and Fog seal Surface - This work consists of covering an existing asphalt hard surface road with asphalt emulsion, hard aggregates, and a thin asphalt emulsion seal. The estimated project cost per mile is \$35,000 to \$40,000. HMA wedging at various locations may be required prior to a single chip seal. The estimated cost per mile for wedging ranges from \$15,000 to \$50,000

6.3.1.2 Double Sealcoat and Fog seal Surface - This work consists of covering an existing asphalt hard surface road with two (2) layers of asphalt emulsion and hard aggregates, topped with a thin asphalt emulsion seal. The estimated project cost per mile is \$70,000 to \$80,000.

6.3.A Crack Seal Projects

6.3.A.1 Existing Bituminous Roads (HMA) that have cracking that is less than ¼" wide it is recommended to seal the cracks with crack seal material. The estimated cost per mile is \$4,000 to \$5,000 depending on the severity of the cracking.

POLICY #	PREPARING DEPT	EFFECTIVE DATE	SUPERSEDES	PAGE
510	Engineering	12/18/2025	12/12/2024	3 OF 5

6.4 Bituminous Hot Mix Asphalt Paving (HMA):

6.4.1 On an existing hard surface roadway that **IS NOT** severely deformed or deteriorated, a wedging course of bituminous asphalt material may be necessary at an estimated rate of 100#/Syd , to 140 #/Syd 1" to 1¼" estimated thickness prior to a placement of the surface course of bituminous asphalt material at an estimated rate between 165#/Syd (1½") up to 220#/Syd (2") estimated thickness. The estimated cost per mile will range from \$120,000 to \$260,000.

6.4.2 On an existing hard surface roadway that **IS** severely deformed or deteriorated, Bituminous Surface Crushing and Shaping is recommended. Refer to Item 6.4.4 for definition of work and cost data on this work.

6.4.3 On prepared aggregate shaped grades, two courses of HMA material shall be placed at a rate of 165#/Syd & 110#/Syd, 2 ½" estimated total thickness. The Estimated cost per mile is \$300,000 to \$350,000. Including adding up to 3" as needed, fine grading and compacting the existing aggregate base prior to asphalt paving, misc. ditching, culvert replacements, the placement of HMA and/or aggregate in driveways, restoration of the earthen shoulder and the restoration of a vegetative cover.

6.4.4 Bituminous Surface Crushing and Shaping

This shall consist of the crushing of the existing deteriorated hard surfaced roadway, adding 1,000 to 1,400 cyds of aggregate, shaping and compacting this material to the desired cross-section, culvert replacement and drainage improvements, reconstruction of the shoulder and front slopes and the establishment of a vegetative cover. The estimated project cost per mile will range from \$350,000 to \$450,000 including 2 ½" of HMA (165#/Syd & 110#/Syd), aggregate, crushing & shaping, reconstruction of the shoulders and front slope and establishment of a vegetative cover.

6.5 Bridge or Culvert Replacements and Temporary Measures

This work shall include the removal and replacement of existing culverts, or required up-sized replacements, larger than thirty-six (36) inches in diameter or small bridges with less than a span of 20 feet. Bridges with a span of 20 feet and above may be eligible for funding under the critical bridge program. Culvert replacement up to and including 36" will be the responsibility of the MCRC. Culverts and structures larger than 36" but are less than a 20' span will be eligible for a 50/50 cost share between the township and MCRC at the discretion of the MCRC.

6.5.1 Placement of Crane Mats for Temporary Measures. In some cases, the Bridge or Culvert has failed, and the roadway needs to be closed. As a temporary measure, crane mats may be able to be placed over the roadway which would span the bridge or culvert. The crossing is then typically posted at a 20-ton rating. The cost of the work for the crane mats and approach work will range from \$20,000 to \$30,000. This work is eligible for a 50/50 cost share between the Township and the MCRC at the discretion of the MCRC.

POLICY #	PREPARING DEPT	EFFECTIVE DATE	SUPERSEDES	PAGE
510	Engineering	12/18/2025	12/12/2024	4 OF 5

6.6 Guard Rail:

6.6.1 This work shall include the cost of placement and upgrading of guardrail at a site that meets warrants. Maintenance of, including replacement of damaged guard rail is the responsibility of the Road Commission.

6.7 Road Brining

6.7.1 The Township shall be responsible for the brine material cost only. Road preparation and application costs shall be the responsibility of the Road Commission. The cost of the brine material may be eligible for cost share between the Township and the MCRC **at the discretion of the MCRC**. Desired application dates are sought to be used for planning purposes by both the Road Commission and Contractor and cannot be guaranteed due to Contractor availability, Road Commission availability and the weather.

6.7.1.1 **Single Brine** - shall consist of the continuous placement of dust reducing material – mineral well salt brine - on a gravel road that has been prepared for this treatment. The rate of application shall be 2500 gallons of material per mile placed at approximately 16 feet in width along the centerline of the roadway. The estimated cost per mile will range from \$550 (28% CaCl₂) to \$1,560 (40% CaCl₂) per mile per application.

6.7.1.2 **Double Brine** - shall consist of two (2) single brines with the second application placed within a target range of fourteen (14) days of the first application, availability, and weather dependent.

6.8 Gravel Road Claying

6.8.1 This work shall consist of the preparation of a gravel road surface and the placement of clay to replenish the "fines" lost due to continued use. The rate of application of clay shall be determined in the field. These costs are the responsibility of the Road Commission.

6.9 Existing Concrete & HMA Driveways

6.9.1 Local Road Construction projects that involve HMA overlays or Bituminous Crushing and shaping, it may be necessary to remove a portion of the concrete driveway that is in the MCRC road right of way. The MCRC will remove the concrete driveway up to the right-of-way as necessary during construction. The driveway approach will be replaced with an aggregate base and HMA materials.

6.10 Survey Irons / Markers

6.10.1 Local Road Construction projects that involve survey markers and or monument boxes, it may be necessary to adjust or install a new monument box as required by law (PA 74 of 1970). The MCRC will furnish and install the monument box and record the LCRC's. The estimated cost of protecting each survey marker and installing a monument box is \$800 each.

POLICY #	PREPARING DEPT	EFFECTIVE DATE	SUPERSEDES	PAGE
510	Engineering	12/18/2025	12/12/2024	5 OF 5

7. Contract Execution

7.1 After approval of any agreement by the Township Board, said Township Board shall mail or deliver the agreement to the Road Commission where it will be reviewed and approved by the Board of County Road Commissioners then signed by the MANAGER/DIRECTOR and FINANCE DIRECTOR on behalf of the Board of County Road Commissioners. HMA & Chip seal contracts must be returned by **January 31st**. Brine contracts must be returned by March 1st. Other contracts should be returned by May 1st for scheduling purposes. The MCRC will place top priority on contracts received by the requested dates. Project requests received after May 1st may be scheduled later in the year or pushed to the following year.

8. Special Projects

8.1 The foregoing provisions shall not apply in the case of projects on local roads involving federal funds. The Engineering Department shall determine estimated costs for such projects and present them to the Township involved and/or other local agencies for consideration.

9. Unknown Conditions

9.1 It is acknowledged and agreed by the Township and the Road Commission that conditions may become apparent during construction of a project that were unknown to each party prior to the start of the project(s). These unexpected conditions may result in an increase or decrease in the estimated project cost. It is the responsibility of the Road Commission to promptly suspend the work and obtain the approval of the Township Supervisor of any changes that will result in cost increases more than FIFTEEN PERCENT (15%)

9.2 The parties agree that they will share any approved project cost increases or decreases in accordance with the cost sharing terms set forth in this agreement.

10. Project Deposit

10.1 **Based upon a project’s size, expense of materials required to be purchased before construction, the Road Commission’s finances, and mutually agreeable, a deposit of 50% is required.** If in the event the Road Commission is unable to complete the project in this calendar year, the deposit shall remain on file with the Road Commission.

11. Billing

11.1 Upon completion, and mutual satisfaction with the completed work, of the project the Road Commission shall issue a summary of the project cost. The Township agrees to reimburse the Road Commission the balance of the Township Portion of costs for the project within SIXTY DAYS (60) of receipt of said invoice.