

ROAD COMMISSION POLICY BOOK INDEX

<u>POLICY</u>	<u>DATE ADOPTED</u>	<u>NUMBER</u>
Contracts with Townships	01/25/77 (amended 02/07/84-two signatures)	1
Signing Letters	04/27/77 (amended 09/11/79-change names to positions) (amended 02/25/98-add #8) (amended 10/06/98-clarification) (amended 04/06/99-Comm.Correspondence) (amended 02/15/00-titles) (amended 09/20/22 – job title)	2
Chain of Command	05/10/77 (amended 04/24/79-add name) (amended 08/14/79-change name) (amended 10/09/84-use position title) (amended 02/16/88-eliminate position) (amended 11/23/99-job titles) (amended 02/05/08-eliminate position) (amended 09/20/22 – job title)	3
Sick/Vacation Leave in Lieu of Hospitalization Insurance	07/12/77 (amended 02/06/90-added vacation) (amended 06/04/02-offer to non-union)	4
Record Keeping on Work Performance: Consultants & Contractors	09/27/77 (amended 04/17/90-add legal citation) (amended 02/25/98-add language) (amended 10/17/06 – annually to Board)	5
Obtaining Right-of-Way for Construction Projects on Local Roads	10/05/77 (amended 02/20/90-eliminate 66' and change gravel to local) (amended 04/17/90-add legal citation)	6
Supplemental General Conditions: Employment of Local Labor	06/06/78 (rescinded 02/12/80-due to county board action)	7
Road Abandonment Fee	10/10/78 (rescinded 03/10/81-new policy #42)	8
Safety Policy	02/13/79 (amended 04/09/85-updated language) (amended 05/19/92-updated language) (amended 04/07/98-updated language) (amended 02/17/04-updated language)	9
Costs under Construction-Culverts Primary Projects	07/24/79	10
Permit Requirements & Insurance Open Cutting County Roads	11/13/79 (amended 03/02/82-amend for Letter of Credit) (Rewritten & accepted by Board 02/25/86) (amended 04/17/90-add legal citation)	11
Letter of Credit	02/26/80 (amended 09/13/82-updated language)	11A
Letter of Understanding with the Drain Commissioner for Road Crossings	02/26/80	11B

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POLICY	DATE ADOPTED	NUMBER
Job Evaluation Plan and Compensation System	12/18/79 (amended 03/17/83-JEP program) (amended 04/24/00-Unions & non-Union) (amended 06/04/02-Eliminate reference to Union)	12
County Local Road Matching Program	12/18/79 (amended 03/25/80-set up escrow acct) (amended 04/08/80-rescind MM portion) (rescinded 12/23/80-new policy written) (amended 12/01/81-update language) (amended 02/23/82-update language) (amended 02/11/86-new guidelines) (amended 02/25/98) (amended 08/19/08-update language)	13
Drainage Outlet Policy	02/12/80 (amended 02/25/98-update language)	14
Meeting with Township Officials	02/12/80	15
Selling One-Acre Parcels	02/12/80 (rescinded 09/22/81-parcels sold)	16
Mowing of Local Roads	02/12/80 (rescinded 07/27/83-allow mowing intersections for clear vision)	17
Loaning Snow Fence & Barricades	02/12/80 (amended 02/18/97-loan to PARC) (amended 09/07/10 – change to add gov’t agencies)	18
Sale of Fuel	02/12/80 (amended 02/02/82-sell to Council on Aging) (amended 06/21/05)	19
Michigan Unemployment Compensation	02/12/80 (amended 04/17/90-added legal citation)	20
Longevity Death Benefit for Salaried Employees	02/12/80 (amended 02/15/00-salaried to non-union) (rescinded 05/02/06 – no employees eligible)	21
Ditch Cost Sharing-Local Roads Match Money	02/12/80 (amended 08/12/80-clarification) (amended 02/25/98-if funds are available) (amended 04/22/98-eliminate twp) (amended 05/17/05 - designate match money)	22
Ditch Cost Sharing – Local Roads Property Owners	05/17/05	22A
Equal Employment Opportunity	02/12/80 (amended 02/12/85-updated language) (amended 04/17/90-added legal citation) (amended 03/16/00-completely rewritten with new policy name & language)	23
Title VI Plan	11/02/04 (amended 09/20/22 – job title)	23A

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POLICY	DATE ADOPTED	NUMBER
Road Name Signs on Local Roads	02/12/80 (rescinded 02/25/98)	24
Specifications and Procedures for Drive Installations	02/12/80 (amended 02/17/87-add AASHTO) (amended 04/17/90-added legal citation) (amended 09/22/92-number of driveways) (amended 12/05/02-Low Use/Multi-family) (amended 01/07/03-add private drive access)	25
Specifications and Procedures for Plat Development and Street Const.	02/12/80 (amended 02/07/89-add AASHTO) (amended 04/17/90-added legal citation) (amended 01/17/95-update language) (amended 04/24/00-increase cul-de-sac road) (amended 02/20/01-accepting roads built w/o engineering oversight) (amended 12/18/01-land split roads) (amended 04/23/02-electronic filing & paving approaches) (amended 09/16/03-trees in the r/w) (amended 09/16/08 – completely rewritten) (amended 12/21/10) (amended 11/19/13 – to meet DEQ requirements)	26
Specifications for Boring, Jacking and/or Tunneling County Roads	02/12/80 (amended 12/23/80-update language) (amended 07/16/96-update language) (amended 02/18/97-update language)	26A
Letter of Credit (open cut permits)	02/26/80	26B
Letter of Understanding with the Drain Commissioner	02/26/80	26C
Minimum Width of Surfacing & Graded Shoulder for other than Sub. Streets	03/04/80 (amended 02/26/85-design speed) divided A & B (amended 02/11/86-Construction) (amended 04/17/90-add legal citation) (amended 04/22/97-diff.criteria for diff. classifications) (amended 02/11/86-Hvy. Mtc.) (amended 04/17/90-add legal citation)	27 27A 27B
Open Meetings Act	03/12/80	28
Abandonment of County Roads	02/12/80 (rescinded 03/10/81-new Policy #42)	29
Soil Erosion & Sedimentation Control	03/12/80 (amended 03/10/99-update procedures) (amended 04/01/03-update procedures)	30
Requests for Chloride House Spots by Townships	04/01/80 (amended 03/12/84-two twp.reps.)	31
Maintenance of Private Roads	04/22/80 (amended 10/16/01-phase out in 5 yrs) (amended 06/07/05 – phase out cancelled)	32

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POLICY	DATE ADOPTED	NUMBER
Receiving, Documenting and Handling Service Requests	04/22/80 (amended 02/07/89-computer proc.) (amended 02/06/90-procedure update) (amended 02/18/97-change complaints to service requests) (amended 04/24/00-clarification of response)	33
Management Staff, Department Organization and Organizational Chart	04/22/80 (amended 06/23/87-eliminate position) (amended 02/15/00-new positions) (amended 03/03/08 – eliminate position) (amended 02/01/11) (amended 09/20/22 – job title) (amended 11/07/22 – complete revision) (amended 12/19/23 – Elimination of Deputy Secretary)	34
Winter Maintenance Policy	04/22/80 (amended 11/05/81-update procedures) (amended 02/14/84-update procedures) (amended 10/14/86-revised policy) (amended 12/18/01-revised complete policy) (amended 02/19/02-added language on summary)	35
Special Assessments for Road or Street Improvements	05/27/80 (amended 04/01/97-update agreement)	36
Resolutions Relative to Signature of Documents	07/01/80 (amended 07/22/87-change position) (amended 02/15/00-position titles) (amended 03/03/08 – change positions) (amended 09/20/22 – job title)	37
Citizens Wishing to Address the Board	07/08/80	38
Ditching Along Primary Roads - Cost Sharing	08/26/80 (amended 01/02/02-fund ditching if funds avail)	39
Selling Sign Materials	11/25/80	40
Account Receivable Authorizations	01/13/81	41
Abandonment of County Roads	03/10/81 (amended 10/06/87-increase fees) (amended 02/25/98-increase fees) (amended 05/19/98-roads ending at water)	42
Crediting Investment Income on Township Deposits to the Project	12/01/81	43
Municipality Permit Fees	01/12/82 (amended 02/09/82-add reciprocal)	44
Anti-Harassment Policy	06/08/82 (amended 04/17/90-add legal citation & update language) (amended 02/05/91-update language) (amended 03/16/00-completely rewritten with new policy name & language) (amended 03/22/05 – completely rewritten)	45

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POLICY	DATE ADOPTED	NUMBER
Procedure for Notification of Closing or Posting Roads or Structures	10/12/82 (amended 02/15/00-changes in titles) (amended 02/03/09-change in job responsibilities) (amended 09/20/22 – job title)	46
Bridge Definitions	08/09/83 (amended 05/02/06 – update language)	47
Traffic Control Devices	08/09/83 (amended 02/16/93-add legal citation & update language)	48
Special Haul Route Policy	08/23/83 (amended 02/14/84-page 3 language) (amended 12/17/02-rewritten totally) (rescinded 7/19/05) (amended 10/18/05 – totally rewritten) (amended 04/02/13)	49
Road Name Change Fee	11/13/84 (amended 03/07/00-add sheriff & fire dept.) (amended 11/21/00-waive fee/emergency ser.)	50
Freedom of Information	07/02/85 (amended 04/17/90-add legal citation) (amended 03/17/97-update language) (amended 02/15/00-change in title) (amended 06/02/15-rewritten)	51
Engineering costs on Local Road Projects	12/03/85 (amended 02/01/00-allow bridge project) (amended 04/09/02-no charge up front)	52
Indemnity Resolution	06/03/86 (amended 04/17/90-add legal citation)	53
Obtaining Right-of-Way for construction projects on Gravel Roads	10/05/77 (voided 02/12/90-See Policy #6) (rescinded 4/18/06)	54
Smoking in Public Places	11/25/86 (amended 05/18/93-add legal citation & eliminate 4 rooms) (amended 08/15/95-eliminate 5 rooms) (amended 11/02/99-eliminate dispatch area) (amended 08/01/06 – rewritten)	55
Removal of Hazardous Waste Material from Public Road Rights-of-Way	02/17/87 (amended 06/05/01-allow cleanup by crews if substance known)	56
Notification of Fatalities involving Road Commission Employees	01/19/88	57
Township Retaining Funds for Restoration of Roads	01/19/88 (amended 02/15/00-change in titles) (rescinded 01/16/07)	58
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for Providing Proper Notices of Meetings		
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Establishment of Truck Routes in Townships	05/21/91	62
Drug Free Work Place	03/03/92 (amended 08/19/02-update language)	63
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Natural Beauty Designation	06/01/93 (amended 02/18/97-eliminate fees)	65
Railroad Grade Crossings	02/07/95	66
County Road Maps	02/07/95	67
Credit Card Use Policy	06/18/96 (amended 10/06/98-limits use/clarifies) (amended 02/15/00-changes in titles) (amended 07/15/08) (amended 09/20/22 – job title)	68
Media Policy	05/19/97 (amended 08/19/97-clarify language) (amended 02/15/00-change in titles) (amended 05/20/08 – add board, remove Dep. Mg) (amended 09/20/22 – job title)	69
Computer Security/E-Mail/Internet Policy & Guidelines	02/25/98 (rescinded 09/20/99-replaced with Policy #79)	70
Authorizing Expenditures	02/25/98 (amended 04/01/03-allow for extension and clarify language)	71
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Standards of Conduct for Officers and Employees	10/20/98 (amended 02/15/00-change in titles)	74
Local Road System Funding Assistance Program	11/17/98 (amended 02/01/00-exclude engineering costs) (amended 06/19/01-changes in project scope requires reevaluation/2 yr period carryover for funds) (amended 3/21/06 – allows “phased” projects) (amended 9/19/06 – emergency culvert replacement) (amended 10/2/07 – include preservation projects) (amended 12/18/07 – extends eligibility) (amended 10/6/09 – allows ditching projects)	75
Allocation of Funds for Safety Related Projects	05/04/99 (amended 06/04/02-allow for other programs if carryovers exist)	76

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POLICY	DATE ADOPTED	NUMBER
Establishing Interview Teams	05/17/99 (amended 11/23/99-new category) (amended 04/20/04) (amended 06/17/08 – remove title) (amended 09/20/22 – job title)	77
Adopt A Road Program	08/03/99 (amended 09/03/02-add local system)	78
Information Systems Policy	09/20/99 (amended 04/09/02-driver license info)	79
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Sewage Disposal System Event Procedures	02/18/03	82
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Policy Against Violence in the Workplace	10/07/03	86
Family and Medical Leave Act	01/06/04	87
Fixed Asset Policy	09/21/04	88
Mailbox Replacement Policy	03/22/05	89
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Optimum Financial Ratios	12/19/06	91
Engineering Plan Requirements For Construction w/in County Road Commission Right-of-Way	12/19/06 (amended 4/1/08 – require written approval & add non-motorized paths & sidewalks) (amended 6/2/09 – removal of encroachments)	92
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Transfer of Surplus Primary Funds to Local Roads	12/09/10	100
Sign Retroreflectivity Management Policy	12/20/11	101
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Competitive Bidding on Local Road Projects	12/20/16	105
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POLICY	DATE ADOPTED	NUMBER
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Abandonment of County Roads	03/10/81 (amended 10/06/87-increase fees) (amended 02/25/98-increase fees) (amended 05/19/98-roads ending at water)	42
Account Receivable Authorizations	01/13/81	41
Adopt A Road Program	08/03/99 (amend 09/03/02-add local system)	78
Affordable Care Act	09/17/13	103
Allocation of Funds for Safety Related Projects	05/04/99 (amended 06/04/02-allow for other programs if carryovers exist)	76
Anti-Harassment Policy	06/08/82 (amended 04/17/90-add legal citation & update language) (amended 02/05/91-update language) (amended 03/16/00-completely rewritten with new policy name & language) (amended 03/22/05 – completely rewritten)	45
Authorizing Expenditures	02/25/98 (amended 04/01/03-allow for extension and clarify language)	71
Automated Clearing House Transactions	08/19/03 (amended 09/20/22 – job title)	84
Award or Reject Bids	08/18/09	98
Bridge and Culvert Replacements	03/17/88	59
Bridge Definitions	08/09/83 (amended 05/02/06 – update language)	47
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Chain of Command	05/10/77 (amended 04/24/79-add name) (amended 08/14/79-change name) (amended 10/09/84-use position title) (amended 02/16/88-eliminate position) (amended 11/23/99-job titles) (amended 02/16/08-eliminate position) (amended 09/20/22 – job title)	3
Citizens Wishing to Address the Board	07/08/80	38
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POLICY	DATE ADOPTED	NUMBER
Policy & Guidelines	(rescinded 09/20/99-replaced with Policy #79)	
Contracts with Townships	01/25/77 (amended 02/07/84-two signatures)	1
Costs under Construction-Culverts Primary Projects	07/24/79	10
County Local Road Matching Program	12/18/79 (amended 03/25/80-set up escrow acct) (amended 04/08/80-rescind MM portion) (rescinded 12/23/80-new policy written) (amended 12/01/81-update language) (amended 02/23/82-update language) (amended 02/11/86-new guidelines) (amended 02/25/98) (amended 08/19/08-update language)	13
County Road Maps	02/07/95	67
Credit Card Use Policy	06/18/96 (amended 10/06/98-limits use/clarifies) (amended 02/15/00-changes in titles) (amended 07/15/08) (amended 09/20/22 – job title)	68
Crediting Investment Income on Township Deposits to the Project	12/01/81	43
Designation of Person Responsible for Providing Proper Notices of Meetings	05/16/89	60
Ditch Cost Sharing-Local Roads Match Money	02/12/80 (amended 08/12/80-clarification) (amended 02/25/98-if funds are available) (amended 04/22/98-eliminate township) (amended 05/17/05 – designate match money)	22
Ditch Cost Sharing-Local Roads Property Owners	05/17/05	22A
Ditching Along Primary Roads - Cost Sharing	08/26/80 (amended 01/02/02-fund ditching if funds avail)	39
Drainage Outlet Policy	02/12/80 (amended 02/25/98-update language)	14
Drug Free Work Place	03/03/92 (amended 08/19/02-update language)	63
Engineering costs on Local Road Projects	12/03/85 (amended 02/01/00-allow bridge projects) (amended 04/09/02-no charge up front)	52
Engineering Plan Requirements For Construction w/in County Road Commission Right-of-Way	12/19/06 (amended 4/1/08 – require written approval & add non-motorized paths & sidewalks) (amended 6/2/09 – removal of encroachments)	92

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Establishing Interview Teams	05/17/99 (amended 11/23/99-added category) (amended 4/20/04) (amended 6/17/08 – remove title) (amended 09/20/22 – job title)	77
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Letter of Credit (open cut permits)	02/26/80	26B
Letter of Understanding with the Drain Commissioner for Road Crossings	02/26/80	11B
Letter of Understanding with the Drain Commissioner for Road Crossings	02/26/80	26C

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Longevity Death Benefit for Salaried Employees	02/12/80 (amended 02/15/00-salaried to non-union) (rescinded 05/02/06 – no employees eligible)	21
Mailbox Replacement	03/22/05	89
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Maintenance of Private Roads	04/22/80 (amended 10/16/01-phase out in 5 years) (amended 06/07/05 – phase out cancelled)	32
Management Staff, Department Organization and Organizational Chart	04/22/80 (amended 06/23/87-eliminate position) (amended 02/15/00-new positions) (amended 03/03/08 – eliminate position) (amended 02/01/11) (amended 09/20/22 – job title) (amended 11/07/22 – complete revision) (amended 12/19/23 - Elimination of Deputy Secretary)	34
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	(amended 02/11/86-Hvy. Mtc.) (amended 04/17/90-add legal citation)	27B
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Obtaining Right-of-Way for Construction Projects on Local Roads	10/05/77 (amended 02/20/90-eliminate 66' and change gravel to local) (amended 04/17/90-add legal citation)	6
Open Meetings Act	03/12/80	28
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Permit Requirements & Insurance	11/13/79 (amended 03/02/82-amend Haul Route Section) (amended 04/17/90-add legal citation)	11
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Procedure for Notification of Closing or Posting Roads or Structures	10/12/82 (amended 02/15/00-changes in titles) (amended 02/03/09-change in job responsibilities) (amended 09/20/22 – job title)	46
Prohibition of Unlawful Retaliation in the Workplace	10/07/03	85
Public Utility Vehicles During Wt Restrictions	04/15/08	96
Railroad Grade Crossings	02/07/95	66
Receiving, Documenting and Handling Service Requests	04/22/80 (amended 02/07/89-computer proc.) (amended 02/06/90-procedure update) (amended 02/18/97-change complaints to service requests) (amended 04/24/00-clarification of response)	33
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Road Abandonment Fee	10/10/78 (rescinded 03/10/81-new policy #42)	8
Road Name Change Fee	11/13/84 (amended 03/07/00-add Sheriff and Fire dept) (amended 11/21/00-waive fee/emergency serv.)	50
Road Name Signs on Local Roads	02/12/80 (rescinded 02/25/98)	24
Safety Policy	02/13/79 (amended 04/09/85-updated language) (amended 05/19/92-updated language) (amended 04/07/98-updated language) (amended 02/17/04-updated language)	9
Sale of Fuel	02/12/80 (amended 02/02/82-sell to Council on Aging) (amended 06/21/05 –rewritten)	19
Selling One-Acre Parcels	02/12/80 (rescinded 09/22/81-parcels sold)	16
Selling Sign Materials	11/25/80	40
Seminars, Training Conferences and Social Events	02/25/98 (attachment approved 04/07/98) (attachment amended 02/06/07) (attachment amended 09/19/17)	72
Sewage Disposal System Event Procedures	02/18/03	82
Sick/Vacation Leave in Lieu of Hospitalization Insurance	07/12/77 (amended 02/06/90-added vacation) (amended 06/04/02-offer to non-union)	4
Sidewalks for Commercial Frontages	07/21/92	64
Sign Retroreflectivity Management Policy	12/20/11	101
Signing Letters	04/27/77 (amended 09/11/79-change names to positions) (amended 02/25/98-add #8) (amended 10/06/98-clarifies language) (amended 04/06/99-Comm.correspondence) (amended 02/15/00-titles) (amended 09/20/22 – job title)	2
Signs (Encroachments) in the Right-of-Way	05/15/07	93

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POLICY	DATE ADOPTED	NUMBER
Smoking in Public Places	11/25/86 (amended 05/18/93-add legal citation & eliminate 4 rooms) (amended 08/15/95-eliminate 5 rooms) (amended 11/02/99-eliminate dispatch area) (amended 08/01/06 – rewritten)	55
Social Security Numbers	11/1/05 (amended 09/20/22 – job title)	90
Soil Erosion & Sedimentation Control	03/12/80 (amended 03/10/99-update language) (amended 04/01/03-update language)	30
Special Assessments for Road or Street Improvements	05/27/80 (amended 04/01/97-update agreement)	36
Special Haul Route Policy	08/23/83 (amended 02/14/84-page 3 language) (amended 12/17/02-totally rewritten) (rescinded 7/19/05) (amended 10/18/05 – totally rewritten) (amended 04/02/13)	49
Specifications for Boring, Jacking and/or Tunneling County Roads	02/12/80 (amended 12/23/80-update language) (amended 07/16/96-update language) (amended 02/18/97-update language)	26A
Specifications and Procedures for Drive Installations	02/12/80 (amended 02/17/87-add AASHTO) (amended 04/17/90-added legal citation) (amended 09/22/92-number of driveways) (amended 12/05/02-Low use/Multi-family) (amended 01/07/03-add private drive access)	25
Specifications and Procedures for Plat Development and Street Const.	02/12/80 (amended 02/07/89-add AASHTO) (amended 04/17/90-added legal citation) (amended 01/17/95-update language) (amended 04/24/00-increase cul-de-sac road) (amended 02/20/01-accepting roads built w/o engineering oversight) (amended 12/18/01-land split roads) (amended 04/23/02-electronic filing & paving approaches) (amended 09/16/03-trees in the r/w) (amended 09/16/08 – completely rewritten) (amended 12/21/10) (amended 11/19/13 – to meet DEQ requirements)	26
Speed Limits on County Roads, Establishment of	06/19/07	94
Standards of Conduct for Officers and Employees	10/20/98 (amended 02/15/00-change in titles)	74
Supplemental General Conditions: Employment of Local Labor	06/06/78 (rescinded 02/12/80-due to county board action)	7

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POLICY	DATE ADOPTED	NUMBER
Title VI Plan	11/02/04 (amended 09/20/22 – job title)	23A
Township Retaining Funds for Restoration of Roads	01/19/88 (amended 02/15/00-change in titles) (rescinded 01/16/07)	58
Traffic Control Devices	08/09/83 (amended 02/16/93-add legal citation & update language)	48
Traffic Impact Studies	12/09/99	80
Transfer of Surplus Primary Funds to Local Roads	12/09/10	100
Use of Road Commission Owned Properties	05/20/03 (amended 03/03/08 – per Board approval)	83
Winter Maintenance Policy	04/22/80 (amended 11/05/81-update procedures) (amended 02/14/84-update procedures) (amended 10/14/86-revised policy) (amended 12/18/01-revised complete policy) (amended 02/19/02-added language to summary)	35
Wireless Service Providers in the Right-of-Way	05/16/17	107

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**POLICY
NUMBER**

DATE ADOPTED