

**WAYNE COUNTY
RESOLUTION 26-20 ____
RESOLUTION TO SET POLICY ON ROAD MAINTENANCE WITHIN SMALL TOWNS**

Policy Number: 2026-001

Effective: January 20, 2026

Last Reviewed/Updated: January 20, 2026

WHEREAS, small towns within Wayne County have requested assistance with surface maintenance of their municipal streets, and

WHEREAS, it is recognized that Wayne County Secondary Roads has proper resources to perform surface maintenance on granular surfaced roads, and

WHEREAS, it is recognized that by providing said assistance to small towns, Wayne County will take away from time spent working on its own system, and

WHEREAS, it is recognized that Secondary Road Use Tax Funds may only be used on County Secondary Roads and directly related projects,

NOW THEREFORE BE IT RESOLVED by the Wayne County Board of Supervisors that the following rules shall be set in place to govern road surface maintenance assistance in small towns within Wayne County:

Policy Statement

The Wayne County Board of Supervisors understands that small cities within the County have an exceptional burden caused by the lack of proper equipment and trained personnel to perform road maintenance on their municipal streets. As such, the Board directs the County Engineer to offer equipment and personnel from the Secondary Roads Department for blading and grooming of granular surfaced municipal streets within Wayne County cities with a population of less than 100 residents.

By requesting this service from the County, the City agrees to the following conditions:

1. The City's governing body will make a formal request for services, each time street maintenance is desired. The request shall be submitted in writing to the County Engineer.
2. The City will be responsible for receiving comments from their citizens regarding road conditions. Any communication that is received by the County regarding City street conditions will be directed to the respective City's governing body.
3. Only surface blading/grooming of granular surfaced roads will be offered.
4. Maintenance may be performed up to twice per calendar year, if requested by the City.
5. Maintenance will be scheduled by the County Engineer, following receipt of the formal request by the City's governing body.
6. County road maintenance and construction will be prioritized over City maintenance requests.
7. The City agrees to pay the Secondary Roads Department for all time, equipment usage and administrative fees that result from requests for maintenance. The Secondary Roads Department will prepare an invoice and expect payment within 30 days of the date on the invoice. The amount owed on the invoice will be final and not negotiable.

8. Once the formal request has been received, the County Engineer will prepare a 28E Agreement. The terms of the agreement will not be negotiable. Once approved by both the City and County, the County Engineer will file the agreement with the Secretary of State. All agreements will have a duration of 12 months, beginning on the date filed with the Secretary of State.

Fees & Hourly Rates

1. Equipment -- current fiscal year Iowa DOT Schedule of Equipment Rates
2. Labor -- hourly base rate, plus all fringe benefits, as determined by the Engineer
3. Administrative Fee -- 10% of total cost of equipment and labor combined

This policy shall supersede any prior resolutions, policies, ordinances, or rules on this topic.

| VOTES: | AYE | NAY | ABSTAIN |
|---------------|-----|-----|---------|
| Moore (Chair) | X | | |
| Wilson | X | | |
| Lange | X | | |

SIGNED: Chris Moore
Chairman, Wayne County Board of Supervisors

ATTEST: Michelle Dooley
Wayne County Auditor