



2021-22

**BAY COUNTY
ROAD COMMISSION**

**TOWNSHIP
INFORMATIONAL
GUIDE**



PREFACE

The Bay County Road Commission (BCRC) assembled this Informational Guide in order to help you understand who we are, what we do and outline options available to the townships to maintain and, in turn, extend the life of their Local (township) road system. Included are contact names and information, policy and procedure explanations and an outline of where the BCRC gets its funding to maintain both the Primary and Local Road and Bridge Systems here in Bay County.



We hope this Informational Guide provides answers and serves as your “go-to” document when questions arise related to the road system within Bay County. This guide provides a resource for you when deciding which of the various available road maintenance and improvement options to use in any given situation. As always, our office and field staff are available to assist you by providing additional information, plans and estimated costs for specific services or projects.

We look forward to working with you to improve the overall safety and driving experience of those frequenting our county road system.



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COMMISSIONERS AND MEETING SCHEDULE

Our 2021-2022 Board of Commissioners



William E. Schumacher
Chairman



William A. Jordan
Vice-Chairman



Jacob D. Hilliker
Commissioner

The Board of County Road Commissioners, County of Bay (BCRC), consists of three commissioners who are elected by the public, by majority vote. The road commissioners serve six-year staggered terms (one commissioner being elected every two years). Their compensation, determined and set by the Bay County Board of Commissioners, is paid on a salary basis from road funds received annually.

The Board is the policy-making body of the BCRC and is responsible for establishing infrastructure priorities and managing an annual budget of approximately \$17 million. This means they are not involved in day-to-day field operations of the BCRC. They are involved with and responsible for hiring management staff to handle the overall daily operation of the BCRC.

The Board holds a regularly scheduled public meeting every two weeks to conduct business and communicate with township officials and residents on a variety of road issues. The dates and times the Board is scheduled to meet in 2021 & 2022 are listed on the right. Meeting dates and minutes from previous Board meetings can be found on our website at www.baycoroad.org.

November, 2021 through December, 2022 Bay County Road Commission Meeting Dates

<u>DATE</u>	<u>TIME</u>
2021	
WEDNESDAY, NOVEMBER 17	9:00 a.m.
WEDNESDAY, DECEMBER 1	9:00 a.m.
WEDNESDAY, DECEMBER 15	9:00 a.m.
WEDNESDAY, DECEMBER 29	9:00 a.m.
2022	
WEDNESDAY, JANUARY 12	9:00 a.m.
WEDNESDAY, JANUARY 26	9:00 a.m.
WEDNESDAY, FEBRUARY 9	9:00 a.m.
WEDNESDAY, FEBRUARY 23	9:00 a.m.
MONDAY, MARCH 7	9:00 a.m.
WEDNESDAY, MARCH 23	9:00 a.m.
WEDNESDAY, APRIL 6	9:00 a.m.
WEDNESDAY, APRIL 20	9:00 a.m.
WEDNESDAY, MAY 4	9:00 a.m.
WEDNESDAY, MAY 18	9:00 a.m.
WEDNESDAY, JUNE 1	9:00 a.m.
WEDNESDAY, JUNE 15	9:00 a.m.
WEDNESDAY, JUNE 29	9:00 a.m.
WEDNESDAY, JULY 13	9:00 a.m.
WEDNESDAY, JULY 27	9:00 a.m.
WEDNESDAY, AUGUST 10	9:00 a.m.
WEDNESDAY, AUGUST 24	9:00 a.m.
WEDNESDAY, SEPTEMBER 7	9:00 a.m.
WEDNESDAY, SEPTEMBER 21	9:00 a.m.
WEDNESDAY, OCTOBER 5	9:00 a.m.
WEDNESDAY, OCTOBER 19	9:00 a.m.
WEDNESDAY, NOVEMBER 2	9:00 a.m.
WEDNESDAY, NOVEMBER 16	9:00 a.m.
WEDNESDAY, NOVEMBER 30	9:00 a.m.
WEDNESDAY, DECEMBER 14	9:00 a.m.
WEDNESDAY, DECEMBER 28	9:00 a.m.

LOCAL ROAD MAINTENANCE PERFORMED BY THE BCRC

State law stipulates road commissions are to maintain the Primary and Local road systems in a “reasonably safe manner”. The BCRC receives State funds to cover costs associated with maintaining the Local roadways, not rebuilding them. Those maintenance services included under the BCRC’s umbrella are listed below. This list is not meant to be all inclusive.

- Snow and Ice Removal
- Pothole Repair
- Street Sweeping
- Ditch and Drainage Repair
- Guardrail Work
- Sign Maintenance
- Tree and Brush Removal
- Pavement Markings
- Shoulder Maintenance
- Road Cross Culvert Maintenance
- Hydro Seeding
- Gravel Road Grading
- Storm Sewer Maintenance and Repair



LOCAL ROAD MAINTENANCE NOT PERFORMED BY THE BCRC

For Local Roads, the Township is responsible to cover the costs to install, construct and maintain the items listed below under the “**Township**” heading. For a Local or Primary Road, it is the property owner’s responsibility to cover the costs to install, construct and maintain the items listed below under the “**Property Owner**” heading. This list is not meant to be all inclusive.

Township

- Adding gravel to an existing gravel road
- Purchasing and applying Dust Control
- Chip and Sealing
- Fog Sealing a Chip Seal road
- Paving a Local road with Hot Mix Asphalt (HMA)
- Overlaying or repaving an existing HMA road
- Rehabilitating or reconstructing a Local road
- Removing or replacing a Local road bridge**
- Sidewalk installation and maintenance

Property Owner

- Replacing mailboxes or mailbox posts
- Replacing or cleaning a plugged or failed driveway culvert
- Replacing or cleaning a plugged or failed ditch enclosure installed by a past or current property owner
- Install, replace, repair sump pump lines or property drainage lines

**Townships are directed to contact the BCRC with bridge replacement requests.
Funding opportunities have expanded since the 2019 edition of the Informational Guide.



BUILDING BETTER LOCAL ROADS PROGRAM

The 2021 BBLRP was mailed and/or e-mailed to all Board members of all 14 Township. The BCRC highly encourages township officials to review the document, to more fully understand the program, how the funding the BCRC receives is used and the insight it offers to aid townships in improving and better maintaining their road system.

Over the past 20 years the BCRC has approved and administered a program that assists the townships improve and/or better maintain their Local road and bridge system. The Building Better Local Roads Program (BBLRP), is considered and approved annually by the BCRC Board. This program is the result of an ongoing cooperative effort between the BCRC and the townships to keep communication lines open. This allows the BCRC to keep the townships abreast of new technologies in the road and bridge building and maintenance industry. It also gives the townships the opportunity to communicate their Local road and bridge repair and maintenance needs to us.

The BCRC works with the Townships through the Roads Committee, members of which are appointed/elected through the Bay County Township Officials Association (BCTOA), to develop and implement the BBLRP. Please note, the BBLRP is funded with dollars originally generated by and dedicated to the Primary Road system. Thus, the funding for this program comes at a price. The program means less work will be completed on the BCRC's Primary Road system. However, the Board and staff believe this is a beneficial program and have kept it in place even through turbulent economic times.

The 2021 BBLRP consists of the following components:

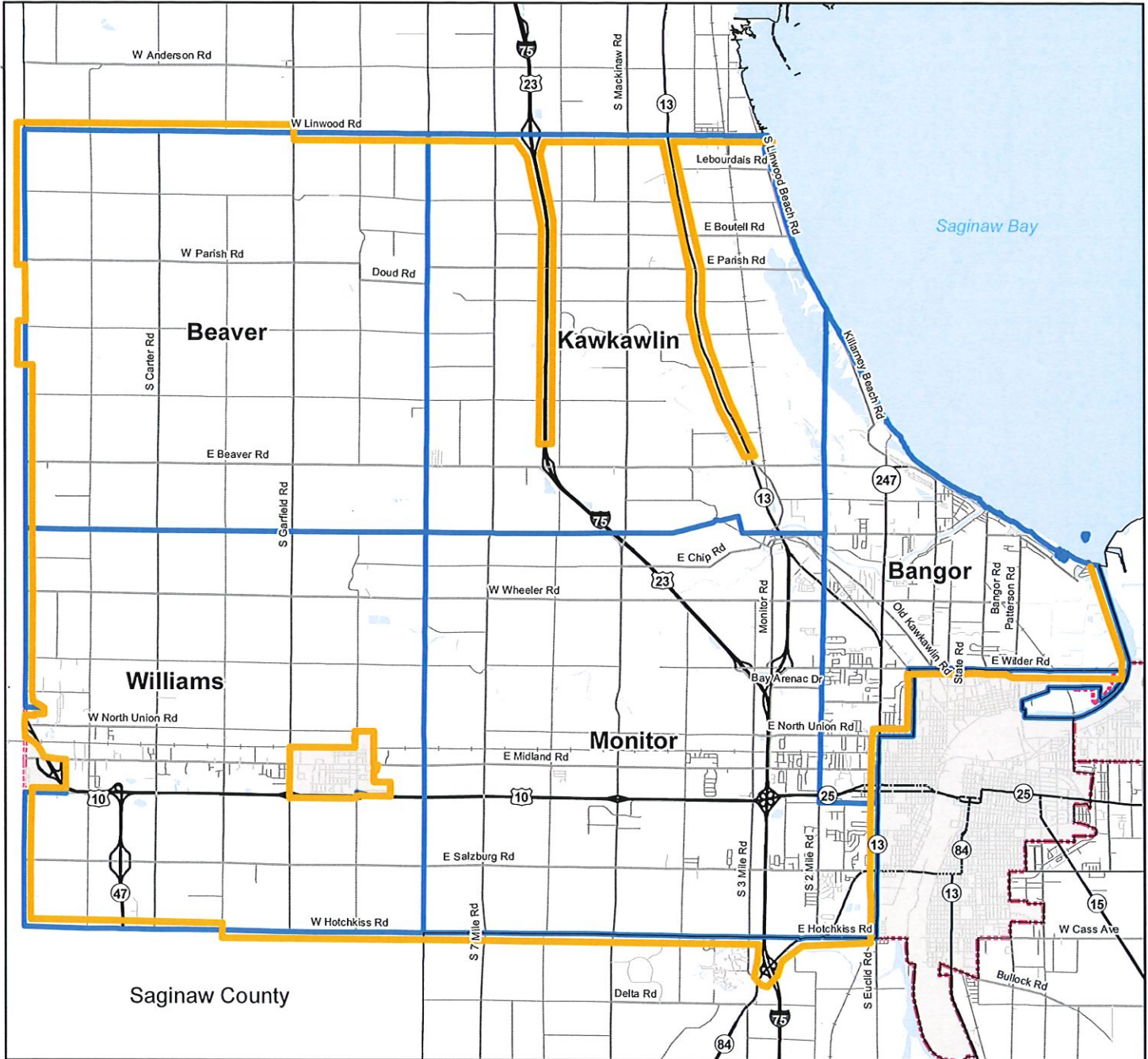
Local Road Program – \$20,000 will be made available to each of the townships provided the township matches these dollars one for one. This money may be used, in whole or part, to fund projects to be completed by BCRC forces or a qualified outside Contractor. The exclusive use of BCRC forces is not a limiting factor when utilizing the Local Road Program.

Culvert Replacement Program – On Local roads, removal and replacement of existing road culvert crossings 36" in diameter (inclusive) and smaller, are paid for by the Bay County Road Commission. For culverts, larger than 36", the Township is required to pay for the structure, headwall(s) and/or riprap slope protection materials, and a chip seal or HMA driving surface repair, if applicable. The BCRC will be responsible for costs associated with earthwork, backfill materials, any AMZ or DuraPatch road surface work, equipment, and labor. This policy does NOT apply to replacement of cross culverts in conjunction with a Township road or bridge improvement project. If the Township elects to replace a culvert(s) as part of a road improvement project (i.e. crush & shape, chip seal, HMA, gravel lift, etc.), the Township is responsible for all costs associated with the culvert's removal and installation.

Chloride Treatment Policy – The cost share for purchasing and applying calcium chloride dust control will be split evenly, 50% BCRC/50% Township. Oilwell brine may be applied, if the township obtains a permit from Bay County Road Commission and the Michigan Department of Environment, Great Lakes and Energy (EGLE). All costs associated with permits, purchase and application of the oil brine shall be the responsibility of the Township.



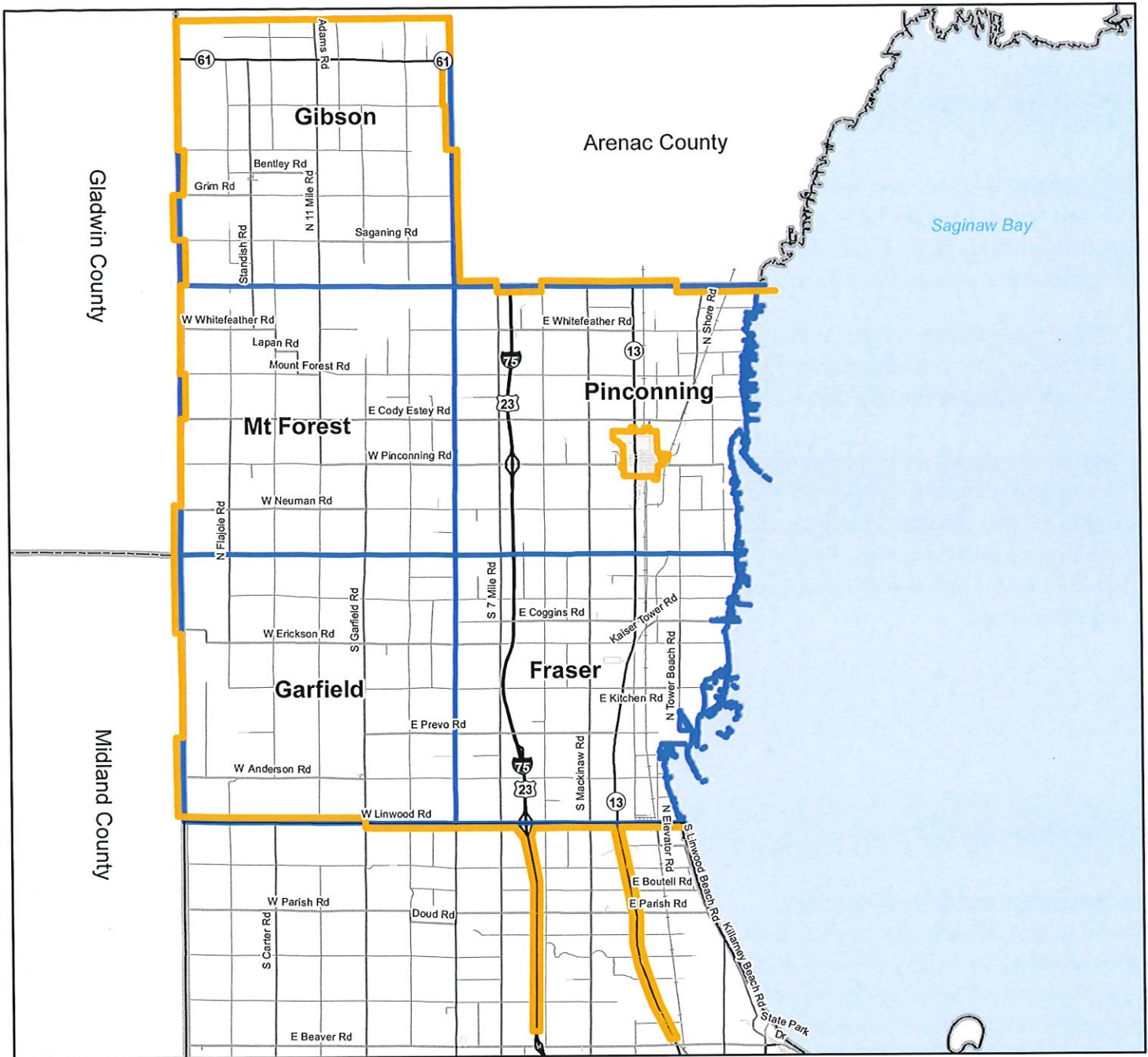
WEST DISTRICT-TODD ECKERD, FOREMAN



Township	Primary*	% of Primary	Local*	% of Local	State**	% of State	Total	% of Total
	Mileage	Mileage	Mileage	Mileage	Trunkline	Trunkline	Mileage	Mileage
Bangor	31.00	8.40%	43.92	6.63%	8.41	8.91%	83.33	7.40%
Beaver	24.02	6.51%	44.54	6.73%	0.00	0.00%	68.56	6.09%
Kawkawlin	27.90	7.56%	50.97	7.70%	2.91	3.08%	81.78	7.27%
Monitor	53.50	14.51%	58.53	8.84%	18.70	19.82%	130.73	11.62%
Williams	34.82	9.44%	35.48	5.36%	7.33	7.77%	77.63	6.90%
Frankenlust	0.00	0.00%	0.00	0.00%	1.34	1.42%	1.34	0.12%
West District Totals:	171.24	46.43%	233.44	35.26%	38.70	41.01%	443.38	39.40%

*Per Act 51 approved mileage
 **Per Michigan Geographic Framework

NORTH DISTRICT- TODD McLINCHA, FOREMAN



Township	Primary* Mileage	% of Primary Mileage	Local* Mileage	% of Local Mileage	State** Trunkline	% of State Trunkline	Total Mileage	% of Total Mileage
Fraser	28.20	7.65%	57.65	8.71%	12.03	12.75%	97.89	8.70%
Garfield	24.42	6.62%	41.34	6.24%	0.00	0.00%	65.76	5.84%
Gibson	16.93	4.59%	47.47	7.17%	0.00	0.00%	64.40	5.72%
Mt. Forest	27.08	7.34%	41.43	6.26%	0.00	0.00%	68.51	6.09%
Pinconning	28.27	7.67%	55.56	8.39%	11.95	12.67%	95.78	8.51%
Kawkawlin	0.00	0.00%	0.00	0.00%	9.63	10.21%	9.63	0.86%
North District Totals:	124.90	33.86%	243.45	36.77%	33.62	35.63%	401.97	35.72%

*Per Act 51 approved mileage

**Per Michigan Geographic Framework

CHIP SEAL AND FOG SEAL

SERVICES PERFORMED MID-JUNE THROUGH MID-AUGUST

Chip Seal

One of the most cost-effective ways to extend the life of a road surface is called chip sealing. This operation is completed by BCRC equipment and crews through a signed agreement with the township. The chip seal process can extend a roadway's life by five to seven years. The process includes; a layer of emulsion (a special formula of asphalt oil and polymers) spread on the road surface, followed by a layer of stone "chips" embedded into the wet emulsion using a roller. These stones are essentially all the same size and consist of 100% limestone. The emulsion fills voids and cracks in the existing pavement surface, thus limiting the amount of water that is able to penetrate the pavement. The stones or chips provide a hard, protective, skid resistant surface.

Fog Seal

Fog Seal is a final sealing process on a chip sealed road. A distributor truck will spray, or distribute, a layer of emulsion over a previously chip sealed road to "lock" the chips or stone in place. This process also gives the road the look of a freshly paved asphalt road. This is especially advantageous when center and edge line pavement markings are placed, as the dark surface makes the markings more visible.

ROADWAY PRESERVATION INCLUDING NEW CONSTRUCTION

Pavement management is a multi-layered, three-tier approach to constructing and maintaining roadways to maximize the long-term serviceability of a pavement. The three tiers consist of:

A. Preventative Maintenance (PM) Treatments -

This is done prior to the onset of deterioration and is aimed at maintaining a current roadway in a good, serviceable condition.

B. Rehabilitation and Resurface (3R) Treatments -

This includes restoring a road to a more operable level of service after it begins to deteriorate. The roadways included in this category have not reached a point where they have completely failed. They are still considered "salvageable" at a reasonable cost.

C. Reconstruction (4R) Treatments -

A roadway that has experienced total pavement failure, is no longer maintainable, and requires a complete reconstruction or replacement, falls into this category. Work here includes a complete removal and replacement of subbase, base and pavement materials, usually installation of a new drainage system (roadside ditches or storm sewer) and addition of paved and/or gravel shoulders or curb and gutter.

The following tabular reference explains and categorizes common activities the BCRC utilizes when roads are categorized as PM, 3R, or 4R, as defined above. The BCRC has implemented numerous strategies over the years and continues to research, develop and implement new and innovative techniques to improve road construction.

C. Reconstruction (4R) Treatments

Reconstruction	Existing pavement removal and full HMA pavement reconstruction with paved shoulder (varies in width)	This includes full reconstruction of failed pavement sections, full removal and replacement sand subbase, aggregate base, and HMA surface course. Varies in total thickness from 21" to 33". This will include a 6" socked under drain to provide base drainage and a combination of roadside ditches and storm sewer to collect and transport water runoff.
	Existing pavement removal and full HMA pavement reconstruction with concrete curb and gutter	This includes full reconstruction of failed pavement sections, full removal and replacement sand subbase, aggregate base, and HMA surface course. Varies in total thickness from 21" to 33". This will include a 6" socked under drain to provide base drainage, curb and gutter with a fully enclosed storm sewer to collect and transport water runoff.
	Existing pavement removal and full concrete pavement reconstruction	Uncommon in Bay County, portions of Wilder Road, Pine Road and Youngs Ditch Road, all Primary roads are examples. There are a few subdivisions that have concrete roadways. Past practice has been to completely remove the concrete roadway and base materials and replace with HMA. New drainage may be included depending on condition.

ROADSIDE DRAINAGE

"Without proper drainage, a road will not last."

The **primary** and sole function of a roadside ditch or enclosed storm sewer is to drain the road. They are designed to carry the water generated from the road and road right-of-way (usually 33' each side of the yellow road centerline). **Their function is not to drain adjacent private property or provide a drainage outlet for private properties.**

Adjacent properties are only allowed to drain into the roadside ditch or connect to an enclosed drain when **permitted by BCRC**. While the adjacent property owners often benefit from the drainage provided by the roadside ditch, this is a secondary benefit and not the primary function of the road ditch or drainage system. **Further, ditches are not maintained based on the needs of a private property owner!**



It is common for ditches to hold water. The function of a roadside ditch, is to collect, transport and hold storm water and keeping it off the roadway.

Many times, the BCRC is called to "fix" a water problem outside the road right-of-way. The BCRC cannot complete any work, or spend public dollars, on private property.

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SOCIAL MEDIA



Please note – The best way to ask questions, report a road or bridge issue or concern, is to “click” on the **“Citizen Connect”** icon located in the top, left-hand corner of the BCRC website’s home page www.baycoroad.org.



The BCRC maintains a social media presence as a means to distribute information to the public. The BCRC maintains both Twitter and Facebook accounts. The public can view and “follow” each. By following either, the user will receive alerts from the BCRC regarding road and traffic conditions. These include; road and/or bridge closures, current and future construction work and general road/bridge information. Further, they can ask questions, relay concerns or report road/bridge related issues to the BCRC via these social media platforms. To join either service,



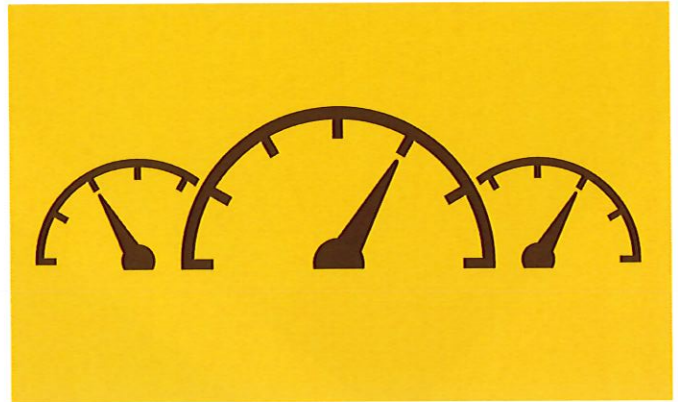
please go to the BCRC’s website at www.baycoroad.org and “click” on the Twitter and/or Facebook icon at the top of the home screen.

Both media platforms are monitored and are intended to provide the public a forum to **respectfully** report issues or concerns regarding the road and bridge system. At the sole discretion of the BCRC, posts that do not coincide with the intended use of these forums, will be removed.

Again, the best way to ask questions, report a road or bridge issue or concern, is to “click” on the **“Citizen Connect”** icon located at the top left-side of the BCRC website’s home page. Although the social media platforms are monitored, posts can be missed or “buried”, if the BCRC receives many related to the same subject. By using the **“Citizen Connect”** option, the question or concern is sent directly to the BCRC staff member(s) responsible.

www.baycoroad.org.

area and/or they believe the posted speed “is just too fast”. At this point, the validity of the request must be thoroughly evaluated. **Be forewarned, this request can easily “backfire”.** If a speed study is completed and the results show 85% of the vehicles are traveling **faster** than the current posted speed, the MSP will **raise** the speed limit. Which is completely opposite of what the requesting party intended! **So, be careful!** However, if the speed study results show 85% of the vehicles are traveling below the current posted speed, the speed limit will, most likely, be lowered.



BCRC WEBSITE

Further information and useful forms can be found on our website at: www.baycoroad.org. Some of the website features are listed below.

- **Citizen Connect:** This allows the public to send a service request directly to the BCRC. If requesting a work item or have a concern, this is a fast and effective way to contact us.
- **Permit Applications:** This includes permits for work within the road right-of-way, oversize/overweight trucks, etc.
- **BCRC Notification Service:** This allows an individual to sign up to receive e-mails when the BCRC posts information to the website concerning Employment, Frost Laws, Road Construction and Road or Bridge Closures.
- **Bidding Service/Bid Express:** This is mostly for third-party contractors bidding on materials or road related projects. Bid plans and specifications for projects can be found here.
- **Board Meeting Minutes:** The website contains approved minutes of regularly scheduled and special BCRC Board meetings.
- **Links to Associated Sites:** There are several weblinks to other sites that are associated with the operation and function of the BCRC and road commissions in general.
- **FAQ's (Frequently Asked Questions):** This section of the website lists many frequently asked questions with associated answers.
- **BCRC Operations:** This includes BCRC history, garage and administrative locations, personnel, hours of operation, and many other items associated with the overall operation and function of the BCRC.

www.baycoroad.org