



Your Local Road Professionals

PROCEDURES FOR SEASONAL ROAD CHANGE

Seasonal road upgrades will be authorized at 100% of the cost to the requesting party.

1. A Request for Seasonal Road Change will be taken to the next Board meeting held after the signed request is received. The Board will make a decision whether or not to approve the request and authorize an estimate to be prepared.
2. If approved, an estimate for the cost of the upgrade will be prepared and sent to the requesting person. When the estimate is received, they will have the option of using the estimate to obtain other estimates from private contractors, doing the work themselves if they have the means to do that, or paying the estimated amount to the road commission for us to do the work.
3. When a decision is made as to how the work will be done, the requesting party will contact the Manager or Engineer to let them know so that a contract can be written for this project. When the signed contract is received back at the road commission, a public hearing will be scheduled to remove that portion of the road from the seasonal road system. This hearing must be completed and a right of way permit issued before any work can begin on the road.
4. If the work is completed by anyone other than the road commission, and the estimated cost of the project is over \$10,000., a Report of Road Costs form will need to be filed with the road commission before winter maintenance can begin.
5. If the work is to be completed by the road commission, payment for the full amount written in the contract must be received before work will begin on the road.

ROAD SPECIFICATIONS

A seasonal road will be upgraded to 30 feet of cleared width for the road. Any trees on adjacent property belong to the individual property owners. When performing road work it is our policy to dispose of the stump and brush and set the usable portion of the tree beyond the right of way for the property owner's use. The road surface shall be 22A gravel spread 4 inches deep (compacted in place), at a width of 20 feet centered within the clearing limits. The road placement will be determined and staked by the road commission in all upgrades. Road Commission personnel will inspect the road for proper width and depth before winter service begins.