

**BAY COUNTY ROAD COMMISSION**  
**OPERATIONAL CHANGE NOTICE DUE TO COVID-19**  
**March 23, 2020**

The Bay County Road Commission (BCRC) is implementing changes to administrative operations effective tomorrow, Tuesday, March 24, 2020, in response to the COVID-19, "Coronavirus". These operational changes are being made in direct response to Governor Whitmer's Executive Order of March 23, 2020. The operational changes outlined below will continue until further notice.

The lobby of our Administration Building and Permit Office (address below) will remain closed to the general public throughout the duration of the Executive Order. We apologize for any inconvenience this temporary change may present.

Road Commission staff will be available 24-hours a day during this time to address any road or bridge issues that may arise. All services we normally provide will be maintained. If a weather event were to occur, needed staff will be called in to keep roadways passible or set up a detour route if a significant failure occurs. We are coordinating our efforts with Central Dispatch/911 and local law enforcement to maintain mobility during these unprecedented times.

Permit applications are still being accepted as follows: On-line applications can be found at [www.baycoroad.org](http://www.baycoroad.org). You can either fill out the application on-line or print it, fill it out, then drop it off at or mail it to, the address below. If you do not have access to a computer, blank applications will be available in a mailbox located outside the entrance door of the Permit Office building, at the address below. Please place the completed application and applicable fee in the drop box outside the front entrance of the Permit Office building. ***Payment must be in the form of a check or money order; cash will not be accepted in the drop box.***

Please submit concerns and complaints on-line, using the "Citizen Connect" icon, located on the top left side of our website's home page ([www.baycoroad.org](http://www.baycoroad.org)). These will be forwarded to the appropriate staff member. Additionally, you may leave a voice message if calling by telephone. However, please realize the messages will only be reviewed periodically and it will take longer to get to the appropriate staff than using the "Citizen Connect" option. Our contact information is listed below:

Bay County Road Commission  
2600 East Beaver Road  
Kawkawlin, MI 48631  
Telephone: 989-686-4610  
Fax: 989-686-4620  
[www.baycoroad.org](http://www.baycoroad.org)

Lastly, the BCRC reiterates we are taking these measures in response to the Executive Order and in order to protect the health of our employees. Our employee's health is paramount for us to maintain the essential services we provide for the public and that you expect from our agency during this health emergency.