

ANNUAL CERTIFICATION OF MILEAGE REPORTING INSTRUCTIONS

PURPOSE

The Annual Certification of Mileage is more than just a statistical report of mileage of the Municipality. It provides the basis for determining the maximum mileage of streets eligible for designation as Municipal State Aid. Annually, the certification is required to be **submitted to SALT by January 15** with status as of December 31 of the reporting (previous) year. No supplemental or "in between" certifications are permitted.

Because this report limits the mileage of designation and consequently, the annual State Aid apportionment, the mileage reported must be classified by all Municipal Engineers in the same specific manner.

All mileage shall be reported as the total distance between terminal points. This distance shall be measured from the centerline of the intersecting street. No deduction is made for intersection duplication. Streets that are on corporate limits shall be included in the Municipality's mileage. **If the corporate limit street is common with an adjoining Municipality and on the MSAS system, only half of the mileage shall be reported.**

INSTRUCTIONS FOR THE ANNUAL CERTIFICATION OF MILEAGE

Street mileage shall be classified for each system by the following three construction types.

NON-EXISTING (Columns I, V, and IX)

List the designated, projected, plotted or proposed mileage of streets that are physically not in existence, but are a matter of record.

UNIMPROVED (Columns II, VI, and X)

List the mileage of the streets that are unimproved. These streets are maintained to permit bare passability for motor vehicles. The street may have been bladed with minor improvements made, but still does not conform to the requirements of a graded and drained street.

IMPROVED (Columns III, VII, and XI)

Mileage in this type includes any street that has been graded to an established grade line which permits reasonably convenient use by motor vehicles. Such grading shall have provided sufficient drainage, horizontal and transverse, to prevent serious impairment of the road by normal surface water. Surface type is not a criteria for the improved classification, nor is condition.

Lines 1 through 10: Report mileages for each of the designated systems and the residual other streets.

Please note that columns I thru IV on *this year's* Certification should be the same as columns IX thru XII on *last year's* Certification of Mileage. Note that the middle four columns (V thru VIII) contain revisions.

Line 1 Trunk Highways

This mileage consists of all Trunk Highways within the Municipality. Do not include frontage roads that are included in the total of local streets. Only improved mileage is to be shown in this category.

Line 2 Trunk Highway Turnbacks

This mileage consists of former Trunk Highways that have reverted to the municipality and has been designated as a Municipal State Aid Street. This mileage is above the 20% allowable mileage.

Line 3 County State Aid Highways

This mileage consists of those streets designated as County State Aid Highways. These streets are assumed to be the construction and maintenance responsibility of the County.

Line 4 CSAH Turnbacks

This mileage consists of former County State Aid Highways reverted to the city as of May 11, 1994 and designated as a Municipal State Aid Street. Include only the mileage of County State Aid Highway Turnbacks that is not considered as an exchange of routes. This mileage is above the 20% allowable mileage.

Line 5 Totals

This line is the total of lines 1 through 4. This total is mileage that is not applied against the 20% allowable mileage for MSAS designation.

BASIC MILEAGE (lines 6 to 9)

Line 6 MSAS Streets

This mileage consists of those streets designated as **Municipal State Aid Streets**. (This line should also include mileage of County Roads that are also designated as MSAS). DO NOT include any Trunk Highway Turnbacks, CSAH Turnbacks, or County Road Turnbacks that were included in lines 2, 4 and 7. Any approved MSAS mileage that is partly outside the city limits should be excluded as well. Mileage that has been certified as one way by the Municipal Screening Board and Common Boundary Designations are included as ½ length.

Line 7 County Road Turnbacks

This mileage consists of former County Roads (not CSAH) reverted to the city as of May 11, 1994 and designated as Municipal State Aid Streets. This mileage is also considered as above the 20% allowable mileage and is included in the total of Turnbacks on line 14.

Line 8 County Roads

This mileage consists of streets which have been designated by the County Board as County Roads. DO NOT include those County Roads which have also been designated as Municipal State Aid Streets. (These roads were included in line 6). The total mileage of County roads on corporate limits shall be included in the Municipality's basic street mileage.

Line 9 Other Local Roads and Streets

This mileage consists of all remaining local streets which are not included in any of the preceding designated systems. Included in this mileage are frontage roads for Trunk Highways & County State Aid Highways that may have been constructed by and/or on the right-of-way of other political divisions. The total mileage of local streets on corporate limits shall be included in the Municipality's basic street mileage.

Line 10 Total Improved Basic Mileage

On this line add Column III, (lines 6, 7, 8, and 9). Then add or subtract the total of Column VII, (lines 6, 7, 8, and 9). The total of Columns III and VII will calculate into Column XI. (Line 10, Column XI should also equal the total lines 6, 7, 8, and 9). This would be the current Total Improved Mileage.

Line 11 Percentage limitation

This line is the percentage (20%) applied against the Municipality's total improved Basic Mileage. This percentage is controlled by State Statute.

Line 12 Maximum Mileage Allowed

This line multiplies the Total Improved Mileage from line 10, Column XI, by the Percentage Limitation (20%) from line 11. This is maximum mileage allowed for MSAS designation.

Line 13 Total Mileage Designated

This line enters the total of Column XII, lines 2, 4, 6, & 7. This is the total designated mileage of all Municipal State Aid Streets both within and above the 20% mileage limitation.

Line 14 MSAS Mileage above the 20% limitation

This line adds Column XII, lines 2, 4 and 7 to obtain the total of Trunk Highway, CSAH and County Road turnbacks designated as MSAS. This is the MSAS mileage that is not included within the 20% mileage limitation.

Line 15 MSAS mileage within the 20% limitation

This line subtracts line 14 from line 13. This is the total MSAS mileage not considering Trunk Highway and County Highway Turnbacks and is the mileage currently designated within the 20% mileage limitation.

Line 16 MSAS mileage outside the city limits

This is MSAS mileage that has been designated outside the city limits. This mileage is not considered within the 20% mileage limitation so it must be subtracted from the amount of mileage available to designate. (NOTE: that this line is entered manually. Leave line 16 blank if the city doesn't have MSAS mileage outside city limits.)

Line 17 Available MSAS mileage to designate within the 20% limitation

This line subtracts line 15 & 16 from line 12. If this is a positive number, the Municipality has this amount of mileage available to designate within its 20%. If this is a negative number, the Municipality is over-designated and in violation of the State Statute and Screening Board Resolution governing allowable mileage.

BACK SIDE OF FORM

On the reverse side of the *Annual Certification of Mileage* form are locations for noting revisions of Municipal State Aid Streets, County Roads, CSAH or TH Turnbacks, County State Aid Highways, County Roads, Trunk Highways and any local roads during the current year. Please list the individual revisions that are summarized on the front of the Certification Form (in Columns V through VIII). Please indicate if the revisions were included in the Needs of the reporting year.

EXTRA SHEET

The *Annual Certification of Mileage* contains many protected data cells. Inserting & deleting rows is also protected to protect formulas. If there's any extra information you'd like to add the last sheet, please use as necessary.