

January 4, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, January 4, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew and Administrative Assistant Nancy Ryan.

Commissioner Oscarson moved and it was seconded to accept the agenda as presented.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve minutes of the December 21, 2010 Board Meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve and sign the January 3, 2011 payroll and the January 4, 2011 vendor accounts as submitted with one exception; withholding the payment to Kennedy Industries, until pump system is working according to specifications and approved by staff.

Payroll Account	\$ 101,384.84
Vendor Account	\$ 345,015.04

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve travel expense reports for Commissioners McCauley, Oscarson and Managing Director Johnson.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to accept the letter from Mr. Michael Fisher requesting a proposed land exchange in Ross Township and refer to staff for follow up with Mr. Fisher.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded approve the amended Insurance Requirement Policy as presented.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the following 2011 Organizational Goals;

*The goal of the Board of County Road Commissioners of Kalamazoo County is using our expertise, energy and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county.*

**Finance Department:**

**Goal:** KCRC maintains fund balance and liquid resources to fund short-term goals and long-term objectives. Both revenues and expenditures are utilized efficiently and effectively to preserve our infrastructure and maintain conservative fiscal objectives.

**Maintain Fund Balance: 25% of expenditures**

**Objective:** Provide information to promote educated financial decisions.

**Strategy:**

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- Ensure that accounting records are reporting transactions effectively, efficiently, timely and accurately
- Implement Precision Account Receivable invoicing
- Fully utilize accounting code structure
- Provide Board and Staff monthly reports that reflect budget and actual
- Review accounting services provided to the Kalamazoo Area Transportation Study and the effect to KCRC

**Goal:** Service to KCRC departments and public with effective and efficient use of technology and resources.

*Month closed and financial statements complete by 15<sup>th</sup> business day each month*

**Objective:** Review internal financial procedures and processes for customer service.

**Strategy:**

- Explore the feasibility of credit card acceptance for our permit customers
- Implement Permit Module Cash Receipts with the Engineering Department
- Review of Purchasing Policy and Purchasing Guidelines
- Review of Selling Policy and Selling Guidelines for the liquidation of assets

**Engineering/Traffic Department:**

**Goal:** KCRC is adequately preserving our infrastructure with the funding available.

*Maintain 80% of primary roads in minimum GOOD (PASER 6+/currently 80%) condition*

**Objective:** To use our engineering expertise, resources, and energy to provide the safest and most convenient road system and maintain our assets in good condition.

**Strategy:**

- Conduct an annual review and update of our 5- year Primary Road Capital Improvement Plan
- Review traffic safety improvements for our 5-year Primary Road Capital Improvement Plan
- Review resources available to select the improvement of roads based on RoadSoft and best engineering practices
- Seek available funding opportunities to develop projects within KCRC budget limitations
- Develop projects in conjunction with Roads Department in the design planning stage and during project close out

**Goal:** KCRC utilizes current software to track assets and asset improvements.

*Complete 25% of culvert inventory within RoadSoft*

*Complete 25% of guardrail inventory within RoadSoft*

*Complete 50% of sign inventory within RoadSoft*

**Objective:** To use RoadSoft to adequately inventory of our assets and tracking of their improvements.

**Strategy:**

- Jointly with Roads, populate the RoadSoft road module with current year project information including road, sign, culvert and guardrail

**Goal:** KCRC utilizes current software and technology to better serve the public

*25% of ACT 51 maps completed in AutoCAD and GIS*

**Objective:** To use Precision, AutoCAD and GIS to supplement current processes.

**Strategy:**

- Review and update Permit policies and forms to accommodate Precision
- Review and update requirements for new roads
- Implement Precision Permit Module Cash Receipts with the Finance Department
- Complete Act51 maps in AutoCAD and GIS
- Update of KCRC Map for production using AutoCAD and GIS

**Equipment/Facilities and Roads Department:**

**Goal:** KCRC is adequately preserving our infrastructure with the funds available and through the use of an effective asset management program. KCRC, as the local road professionals, are the resource in planning the right fix at the right time.

*Complete 5 remaining township PASER rating data collections*

*Complete 15 5-year local road capital improvement plans with townships*

**Objective:** To use our road maintenance expertise, resources and energy to maintain our assets in good condition.

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**Strategy:**

- Area Superintendents to develop 5-year local road improvement plans jointly with Township partners using asset management data
- Jointly with Engineering, populate the RoadSoft road module with current year project information including road, culvert and guardrail

**Administration:**

**Goal:** KCRC develops current leaders, those who hold accountability today; and emerging leaders, those who have potential to make greater strategic contributions to KCRC.

*Management staff to participate in 1 leadership course/program*

*Staff training; at minimum of 1 course/program, as budget allows*

*Safety training; at minimum of 4 courses/programs*

**Objective:** Ensure employees are seeking continuous improvement opportunities to enhance public service.

**Strategy:**

- Schedule training opportunities and support education that will enhance employee performance
- Leadership development programs
- Team leader roles

**Goal:** KCRC is seeking continuous opportunities for improvement in communication with the public and organizational development in the pursuit of excellence.

*Respond to service requests within a maximum of 10 days.*

**Objective:** Enhance KCRC customer service and information mediums

**Strategy:**

- Improve the audio visual capabilities in the board room
- Electronic submission for permit and service requests on our website
- Accept credit card payments for designated transactions

**Goal:** KCRC is seeking continuous opportunities for collaboration.

*Identify 1 new collaborative effort with a local government*

*Identify 1 new collaborative effort with another road commission*

**Objective:** Enhance customer service and efficiencies.

**Strategy:**

- Seek collaborative efforts with local governmental partners
- Seek collaborative efforts with other road commissions

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded for the Board to approve the following committee assignments:

Kalamazoo County Board of Commissioners: McCauley/Oscarson

Kalamazoo Area Transportation Study: Maddox/ Berkebile alternate,

Kalamazoo County Council of Governments: Oscarson/ McCauley alternate,

Kalamazoo County Environmental Health Advisory Council: Moyle/Oscarson alternate, Kalamazoo County

Parks and Recreation Commission: McCauley/Moyle alternate,

Chamber Transportation Advisory Council: Berkebile/Oscarson alternate,

Kalamazoo County Board of Public Works: Managing Director Johnson.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox thanked staff for their quick response in removing a tree from the road on H Avenue.

Commissioner Moyle stated the first Environmental Health Advisory Council (EHAC) meeting for 2011 will be on Wednesday, January 5<sup>th</sup>.

Commissioner Berkebile noted the Chamber Transportation Advisory Council will have a legislative meeting with the Speaker of the House in late January. He requested feedback on the top four priorities county officials would like presented in the meeting.

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Commissioner McCauley thanked Climax Township for the invitation to their open house and regretted he was unable to attend. He looks forward to a visit of the new facility in the near future.

The meeting adjourned at 4:42 p.m.

January 18, 2011

January 18, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, January 18, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan, and Attorney Doug Calander.

Commissioner Oscarson moved and it was seconded to accept the agenda as presented.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve minutes of the December 22, 2010 Luncheon and the January 4, 2011 Board Meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve and sign the January 17, 2011 payroll and the January 18, 2011 vendor accounts as submitted.

Payroll Account	\$ 134,760.77
Vendor Account	\$ 185,864.21

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve travel expense reports for Commissioners Maddox and Moyle.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to accept the Michigan Employment Relations Commission Fact Finding Report, Teamsters Local 214, and refer to staff.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the street name change from Crayton Avenue to Darlington Trail, Oshtemo Ridge #2, Oshtemo Township.

Carried by the following vote:

Aye: McCauley, Berkebile, Maddox, Moyle

Nay: Oscarson

Commissioner Berkebile moved and it was second to award the 2011 Underbody Scraper – cutting edges, special hardened type to St. Regis Culvert, Inc. and the Underbody Scraper – cutting edges, carbide insert type to Heights Machinery; low bidders meeting specifications with the potential for a one year extension on both.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to go into closed session to discuss issues relating to Labor Negotiations and the purchase of property; Milham/Texas Drive at 12<sup>th</sup> Street.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to return from the closed session.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

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The Board resumed session at 4:45 p.m.

Commissioner Berkebile moved and it was seconded to approve the purchase of property for the Milham /Texas Drive @ 12<sup>th</sup> Street Roundabout, Texas Township.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve Board signatures on the Milham/Texas Drive @ 12<sup>th</sup> Street Roundabout project Mylar, Texas Township.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson noted the January Newsletter is out and both she and General Superintendent Travis Bartholomew will be giving a presentation to the Township Supervisors tomorrow (January 19) in regards to the Local Road Participation Fund Program including all updates.

Commissioner Oscarson thanked staff for their efforts in getting together the information for the Township Supervisors and noted a great job on the Newsletter for this quarter.

Commissioner Berkebile noted the Chamber Transportation Advisory Council is working on the quality of life agenda for 2011 and the chief issue they will be working on this year is funding.

Commissioner McCauley attended a Parks and Recreation meeting last week, highlighted by the approval of the County Commission for the new Expo Center. He noted he saw snowplow units out last weekend and thanked the roads department for staying on top of the winter weather.

The meeting adjourned at 4:55 p.m.

February 1, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, February 1, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, Administrative Assistant Nancy Ryan and one citizen.

Commissioner Maddox moved and it was seconded to accept the agenda as presented.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve minutes of the January 18, 2011 Board Meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve and sign the January 31, 2011 payroll and the February 1, 2011 vendor accounts as submitted, including the payment to Kennedy Industries that was previously withheld.

Payroll Account	\$ 128,057.39
Vendor Account	\$ 120,655.43

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to accept the letter from the Charter Township of Kalamazoo for the US 131 BR 131 Full Interchange Pre-Preliminary Study and refer to staff. The Commissioners discussed their support of the project but were not in favor of financial support of the study at this time. Commissioner Berkebile disagreed with denying funding for the study.

Carried by the following vote:

Aye: McCauley, Oscarson, Maddox, Moyle

Nay: Berkebile

Commissioner Maddox moved and it was seconded to approve Michigan Department of Transportation (MDOT) contract #11-5010 for Sprinkle Road-S Avenue to Zylman Avenue, Pavilion Township.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the Drainage and Escrow Agreements for Managing Director's Signature and the Final Plat for Barrington Shores #5, Texas Township.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the MDOT Signal Cost Agreement for traffic signal control at the intersection of M-43 and Fletcher Avenue for Managing Director's Signature. Commissioner Berkebile inquired on the specific reasons the signal was maintained although it did not meet signal warrants. Commissioner Oscarson requested that staff inform Kalamazoo Township of the Road Commission's participation in the costs for the signal.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to sign the cover Mylar for the 12<sup>th</sup> Street from C Avenue to the North Kalamazoo County Line project Alamo/Cooper Township.

Carried by the following vote:

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Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson noted the forecast for blizzard conditions and said the snowplow units were both fueling and loading with sand/salt for early response to hazardous conditions

Commissioner Maddox attended a Kalamazoo Area Transportation Study (KATS) meeting where the top three subjects discussed were the annual audit presentation, truck routes and restrictions, and the prioritization of road projects. He commented the new PASER system is working well in the endeavor to prioritize road projects. He mentioned KATS will be sponsoring a public meeting to discuss the 2035 Transportation Plan at the Kalamazoo Public Library on February 23, 2011 from 5:30 p.m. to 7:30 p.m.

Commissioner Berkebile attended the Kalamazoo Chamber Policy Meeting where long term funding is one of the top ten legislative priorities.

Commissioner Oscarson noted that he and Managing Director Johnson attended the Michigan Township Association (MTA) Conference where they manned the County Road Association of Michigan (CRAM) booth. He reminded the public it is unlawful to plow snow into the roadway.

The meeting adjourned at 3:50 p.m.



February 15, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, February 15, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew and Administrative Assistant Nancy Ryan.

Commissioner Oscarson moved and it was seconded to accept the agenda as presented.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve minutes of the February 1, 2011 Board Meeting with one correction. Commissioner Berkebile's requested the minutes read; "...of the Chamber Policy Committee's top ten priorities, long term funding was the number one priority."

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve and sign the February 14, 2011 payroll and the February 15, 2011 vendor accounts as submitted

Payroll Account	\$ 125,227.87
Vendor Account	\$ 286,846.32

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to accept the letter from the Michigan Department of Transportation (MDOT) regarding Transportation Economic Development Fund Application No. 552 and refer to staff. Commissioner Berkebile advised South 11<sup>th</sup> Street, and ON Avenue are in need of repairs and should be considered for resurfacing.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the revised Traffic Control Order (TCO) 1618, Oshtemo Township.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to award the 2011 Slag Kalamazoo County Road Commission (KCRC) Modified Aggregate Bid with an option to extend for one year to Kenneth Smith Inc. low bidder meeting specification for \$23.45 per ton.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to award the 22A and 23A Gravel Compacted in Place to James Fulton & Sons, Inc. low bidder meeting specifications for all townships as follows: Alamo, Charleston, Oshtemo, and Pavilion \$9.00 per ton; Brady \$8.50 per ton; Climax and Wakeshma \$8.85 per ton; Comstock, Cooper, Kalamazoo \$9.05 per ton; Prairie Ronde and Schoolcraft \$7.85 per ton; Richland and Ross \$9.25 per ton; and Texas \$7.95 per ton

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to award the 2011 Aggregates Seasonal Requirement Bid for loaded KCRC trucks to Stoneco of Michigan, Kenneth Smith Inc., High Grade Materials,

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Aggregate Resources, Consumers Concrete, Byholt Inc., Aggregate Industries and Superior Gravel based on haul distance for material loaded in KCRC trucks.

**High Grade Materials-delivered** 22A-4.85, 23A-4.85, stone 8" + \$13.00, processed topsoil-\$12.00

**Superior Gravel-delivered** asphalt millings-9.36, unprocessed topsoil-\$7.36

**Consumers Concrete (Nazareth) delivered** 6A washed stone-\$10.60, 21AA crushed concrete-\$8.00  
Crushed Concrete 1-3"-10.20, Stone 3-5"-\$10.75, Concrete rip/rap-\$8.80

**Aggregate Resources Inc. delivered** – unwashed sand-\$4.11

**Aggregate Industries delivered**-21AA gravel-\$11.26

The low bidders for material delivered to KCRC yard.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to award the 2011 Crack Seal Bid with an option to extend for one year to Wenn Seal Coating and Striping, Inc. low bidder meeting specifications for \$1.049 per pound.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to award the Bridge Inspection and Reporting RFP for two years, with an option to extend for one year, to Fleis & Vanderbrink Engineering, Inc. for \$50,650.00

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson originally moved and it was seconded to approve the Resolution of Support for the application of US 131-BR131 Full Interchange Access Pre-Preliminary Study. After some discussion, and comments by Commissioner Berkebile who disagreed with the wording of the resolution wanting to omit the words "submission of an application for funding of a" from the resolution, the original motion was rescinded, and a second motion was made to approve the resolution as amended, with the words omitted. After further discussion and review of the example resolution provided by the township, the second motion was rescinded, and the original motion was offered again, and seconded, a third motion was made, by Commissioner Moyle, and it was seconded, to approve the Resolution of Support as presented .

**WHEREAS**, the Charter Township of Kalamazoo has requested support of the US 131-BR 131 Full Interchange Pre-Preliminary Study to the Board of County Road Commissioners of Kalamazoo County, Michigan; and

**WHEREAS**, the project has been identified by the Kalamazoo Area Transportation Study in their October 2010 in the Unified Work Program and

**WHEREAS**, the request by the Northside Business Association, the Charter Townships of Oshtemo and Kalamazoo, and the City of Parchment request support of the application for funding and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Road Commissioners of Kalamazoo County, Michigan does hereby support the submission of an application for funding of a pre-preliminary study with the U.S. Department of Transportation for the above project in the County of Kalamazoo, State of Michigan.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the Act 51 Mileage Certification and County Maps for the Chairman signature. Managing Director Johnson thanked Engineering staff for developing the township and section maps for this year's certification report in electronic form.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the ballot nominee of William L. Watkins, for the County Road Association of Michigan (CRAM) Board of Directors Official Ballot.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

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Managing Director Johnson thanked the public, staff as well as MDOT, and the cities and villages for their efforts in dealing with the winter storm.

Commissioner Oscarson thanked Tom Hohm and Paul Spitzley for a great job instituting electronic certification maps.

Commissioner McCauley welcomed Pavilion Township Supervisor Pat White back and wished him a full and speedy recovery.

Commissioner McCauley moved and it was seconded to go into a closed session for the purpose of discussing issues related to the road commission Labor Negotiations and Pending Litigation.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to return from closed session at 4:37 p.m.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the proposed Labor Agreement between the Kalamazoo County Road Commission and the Teamsters Local No. 214 expiring March 31, 2014 if further bargaining and/or mediation does not result in an agreement with the Union, and, in such event, we further recommend that the Managing Director, in consultation with the Board's Labor Attorney, be authorized to set an implementation date without further consultation with the Board on the terms contained in the proposed Labor Agreement .

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

The meeting adjourned at 4:39 p.m.

February 21, 2011

February 21, 2010-Chamber of Commerce and Rotarians Luncheon with Governor Rick Snyder

The Board of County Road Commissioners of Kalamazoo County attended a Luncheon at the Radisson Plaza Hotel, 100 West Michigan Avenue, Kalamazoo, Michigan on Monday, February 21, 2011, at 12:00 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Daniel J. Moyle

Absent: Dennis J. Berkebile, Jeffrie M. Maddox,

Also attending: Managing Director Joanna I. Johnson, local officials and representatives from both the governmental and private sector.

After lunch, Governor Snyder made his keynote address, followed by a question and answer period.

The meeting adjourned at 1:00 p.m.

**March 1, 2011**

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, March 1, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, Administrative Assistant Nancy Ryan, Kalamazoo Area Transportation Study (KATS) Executive Director Jon Start, and KATS Senior Transportation Planner Steve Stepek

Commissioner Oscarson moved and it was seconded to accept the agenda with amendments to add Alamo Township Local Road Participation Fund contracts and omit Cooper Township Project; Baseline Road-Riverview to 22<sup>nd</sup> Street.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve minutes of the February 15, 2011 Board Meeting, the February 17, 2011 Texas Drive/Milham at 12<sup>th</sup> Street Presentation. Commissioner Oscarson moved and it was seconded to approved minutes of the February 21, 2011 Chamber of Commerce Luncheon.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve and sign the February 28, 2011 payroll and the March 1, 2011 vendor accounts as submitted

Payroll Account	\$ 107,719.93
Vendor Account	\$ 255,570.45

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Presentation:

KATS Executive Director Jon Start gave a presentation on the 2035 Metropolitan Transportation Plan followed by questions and answers.

Commissioner Berkebile moved and it was seconded to accept the letter from Monahan, P.C./Boris K. Yakima regarding the 35<sup>th</sup> Street Roadway Reconstruction Project for McDonald's Corporation and refer to staff for follow up.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to accept the letter from the Charter Township of Comstock regarding a speed complaint on Pristine and Casper Streets and refer to staff for follow up with Comstock Township and the Sheriff Department as these streets are already 25 MPH zones. Commissioner Oscarson suggested reminding these residents that speed bumps impede snow removal operations.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the Charleston Township Local Road Participation Fund contract for Chairman's signature:

L Avenue-38<sup>th</sup> Street to 3,700' east of 38<sup>th</sup> Street, HMA Paving

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve Cooper Township Local Road Participation Fund contracts for Chairman's signature:

a. 22<sup>nd</sup> Street-B Avenue to Baseline Road, HMA Wedging

- b. B Avenue-Douglas Avenue to 17<sup>th</sup> Street, HMA Wedging/Chip Seal
- c. G Avenue-14<sup>th</sup> Street (Nichols Road) to Old Douglas Avenue, HMA Overlay (jointly with Kalamazoo Township)

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve Texas Township Local Road Participation Fund contracts for chairman's signature:

- a. R Avenue-VanKal Street to 8<sup>th</sup> Street, HMA Wedging/Chip Seal
- b. Stoney Brook Road-10<sup>th</sup> Street to Braeburn Court, HMA Overlay
- c. PQ Avenue-West County Line to 3<sup>rd</sup> Street, Chip Seal
- d. RS Avenue-2<sup>nd</sup> Street to 6<sup>th</sup> Street, Chip Seal
- e. PQ Avenue-4<sup>th</sup> Street to 5<sup>th</sup> Street, Chip Seal
- f. Paw Paw Lake Drive-9,000' south of S Avenue to RS Avenue, HMA Wedging/Chip Seal
- g. The Glades Plat-Glade Trail-Windsong Way to 8<sup>th</sup> Street, Windsong Way-Gladeview Drive to Glade Trail, Gladeview Drive-Windsong Way to Hobblebush Lane, Hobblebush Lane-Gladeview Drive to Lakeridge Place, Lakeridge Place-1,015' south of Glade Trail to Glade Trail, Cold Milling HMA Overlay

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve Richland Township Local Road Participation Fund contracts for chairman's signature:

- a. F Avenue-2,890' west of 27<sup>th</sup> Street to 27<sup>th</sup> Street, HMA Overlay
- b. 27<sup>th</sup> Street-M-43 to F Avenue, HMA Wedging and Chip Seal
- c. 30<sup>th</sup> Street-M-89 to AB Avenue, Gravel, Pulverize and Dust Control

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve signatures on the project Mylar for VW Avenue-18<sup>th</sup> Street to Portage Road, Schoolcraft Township. Commissioner Oscarson questioned whether or not there was a meeting with the residents scheduled. Managing Director Johnson advised no but the bid letting is scheduled for April and the project start date is not until July. Chief Engineer Hohm added there will be an informational meeting in late March or early April.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve Board and Managing Director's signatures on the project Mylar for the Kalamazoo River Valley Trail, Segment 3. Commissioner Oscarson questioned if there was a letter from Parks and Recreation stating they have funds available for this project. Commissioner McCauley advised he is on the Board of Parks and Recreation and funds are available. Commissioner Oscarson requested a letter from Parks and Recreation prior to the Board approving the contract indicating their approval before the Road Commission Board signs the contract.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve Alamo Township Local Road Participation Fund contracts for chairman's signature:

- a. Owen Drive-Ravine Road to D Avenue, Crack Seal/HMA Wedging
- b. Owen Drive-Hart Drive to Ravine Road, Crack Seal
- c. Owen Drive-6<sup>th</sup> Street to F Avenue, Crack Seal/HMA Wedging/Chip Seal
- d. DE Avenue-2<sup>nd</sup> Street to 5<sup>th</sup> Street, Crack Seal

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox attended a KATS Policy Meeting where a subcommittee was formed to address freight issues. There is another meeting next week to discuss the prioritization list.

Commissioner Oscarson noted he will be attending a Council of Government meeting tomorrow and will report at the next meeting. He congratulated Chief Engineer Hohm for the Urban Engineer of the Year award and on the birth of his son.

Commissioner McCauley also congratulated Chief Engineer Hohm for his award and new baby.

The meeting adjourned at 4:19 p.m.

March 15, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, March 15, 2011. at 4:30p.m. Commissioner McCauley advised due to emergencies for two of our Road Commissioners there was not a quorum and the meeting would be delayed until approximately 5:00 p.m. Commissioner Maddox arrived and Chairperson McCauley called the meeting to order at 4:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Jeffrie M. Maddox  
Absent: Dennis J. Berkebile, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew and 4 citizens.

Commissioner Maddox moved and it was seconded to accept the agenda with two amendments. Items A and C were moved to the end of the agenda.

Carried by the following vote:  
Aye: McCauley, Oscarson, Maddox

Commissioner Oscarson moved and it was seconded to approve minutes of the March 1, 2010 Board Meeting.

Carried by the following vote:  
Aye: McCauley, Oscarson, Maddox

Commissioner Maddox moved and it was seconded to approve and sign the March 14, 2011 payroll and the March 15, 2011 vendor accounts as submitted

Payroll Account	\$ 111,916.31
Vendor Account	\$ 119,458.59

Carried by the following vote:  
Aye: McCauley, Oscarson, Maddox

Commissioner Maddox moved and it was seconded to accept the thank you letter from Alamo Township and refer to file.

Carried by the following vote:  
Aye: McCauley, Oscarson, Maddox

Commissioner Maddox moved and it was seconded to award the Materials Sampling and Testing Request for Proposal (RFP) to PSI Engineering and Dreisenga & Associates, Inc. with a possible one year extension.

Carried by the following vote:  
Aye: McCauley, Oscarson, Maddox

Commissioner Oscarson moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #11-5072 for 12<sup>th</sup> Street-C Avenue to the North Kalamazoo County Line for Managing Director's signature.

Carried by the following vote:  
Aye: McCauley, Oscarson, Maddox

Commissioner Oscarson moved and it was seconded to approve the amended 2011 – 2015 Primary Road Capital Improvement Program.

Carried by the following vote:  
Aye: McCauley, Oscarson, Maddox

Commissioner Maddox moved and it was seconded to approve Ross Township Local Road Participation Fund contracts for Chairman's signature:

- a. B Avenue-45<sup>th</sup> Street to 48<sup>th</sup> Street, Chip Seal
- b. Baseline Road-45<sup>th</sup> Street to 47<sup>th</sup> Street, Chip Seal

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- c. 36<sup>th</sup> Street-G Avenue to FG Avenue, HMA Wedging and Chip Seal (jointly with Richland Township)
- d. 38<sup>th</sup> Street-8,600' south of M-89 to M-89, Chip Seal
- e. 47<sup>th</sup> Street-B Avenue to Baseline Road, Chip Seal
- f. Yorkshire Drive-37<sup>th</sup> Street to 2,600' east of 37<sup>th</sup> Street, Chip Seal
- g. Franklin Beach Plat: Avery Street, Green Avenue and Lewis Street, Chip Seal

Carried by the following vote:

Aye: McCauley, Oscarson, Maddox

Commissioner Oscarson moved and it was seconded to approve Cooper Township Local Road Participation Fund contract for Chairman's signature:

- a. Baseline Road-Riverview Drive to 22<sup>nd</sup> Street, HMA Wedging and Chip Seal

Carried by the following vote:

Aye: McCauley, Oscarson, Maddox

Commissioner Oscarson moved and it was seconded to award the Maintenance Building Renovations bid to Cornerstone Construction Management, Inc. at \$295,500; low bidder meeting specifications and to delay re-roofing the salt barn and perhaps reinstate this capital budget item at the mid-year budget review. Commissioner Maddox supported keeping the salt barn roof in the Capital Outlay budget saying the repairs need to be done now; Commissioner Oscarson rescinded his motion and Commissioner Maddox moved and it was seconded to award to Cornerstone Construction Management, Inc and modify the 2011 Capital Outlay budget for the Maintenance Building Renovations for a total of \$361,550 including the salt barn roof. Commissioner Maddox noted that his employer, Bel-Aire Heating and Cooling, does not have a conflict of interest as they did not submit a bid as a sub-contractor for this project.

Carried by the following vote:

Aye: McCauley, Maddox

Nay: Oscarson

Commissioner Maddox moved and it was seconded to award the 2011 Surveying Services RFP to Midwest Civil Engineers, Inc, and Driesenga & Associates, Inc. with a possible one year extension. A representative from Abonmarche Consultants, Matt Reinking asked the Board if the rate of productivity was considered when making the decision of who is awarded the RFP. Commissioner Oscarson asked Mr. Reinking if Abonmarche expect to pay per station or if they will stand by their productivity as reflected on the tabulation, Mr. Reinking replied they would honor the productivity presented and/or adjust their billing accordingly.

Failed by the following vote:

Aye: Maddox

Nay: McCauley, Oscarson

Commissioner Oscarson moved and it was seconded to award the Surveying Services RFP to Abonmarche Consultants, Inc.

Carried by the following vote:

Aye: McCauley, Oscarson

Nay: Maddox

Managing Director Johnson noted that she and Commissioners Oscarson and Maddox as well as Chief Engineer Tom Hohm attended the Country Road Association of Michigan conference last week. Together they met with our Kalamazoo legislators where transportation funding was discussed as well as the efforts KCRC has made in working with other entities and operational changes. Managing Director Johnson advised the City of Kalamazoo made an offer to a candidate for our shared Traffic Engineering position. She thanked Finance Director Carla Benison and staff for their assistance with the auditors and looks forward to a presentation of the audited financial statements at the April 26<sup>th</sup> Board Meeting.

Commissioner Maddox apologized for being late. He attended a Kalamazoo Area Transportation Study sub-committee meeting for freight and truck issues. They discussed not using federal funds on restricted roads. The sub-committee also discussed a freight plan for the County. He felt the Road

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Commission should do the same, by not funding projects where county roads are restricted. Commissioner Maddox stated it is all taxpayers' funds that construct and maintain roads and all motorists should have the right to travel them.

Commissioner Oscarson attended a Council of Government meeting two weeks ago where guest speakers were David Rachowicz from the County Parks and Recreation Department who discussed County Parks and the Kalamazoo River Valley Trail. Other guest speakers included Darrell Harden from the Michigan Department of Transportation and John McCann from Viridis Design.

The meeting adjourned at 5:11 p.m.

March 29, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, March 29, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew and Administrative Assistant Nancy Ryan.

Commissioner Maddox moved and it was seconded to accept the agenda with the addition of approval of travel expense report for Commissioner Oscarson.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve minutes of the March 15, 2011 Board Meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve and sign the March 28, 2011 payroll and the March 29, 2011 vendor accounts as submitted

Payroll Account	\$ 98,573.68
Vendor Account	\$ 145,958.60

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve travel expense reports for Managing Director Johnson and Commissioner Oscarson.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to award the Forester Services Request for Proposal to Michael Graham with a possible one year extension at \$35.00 per hour.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner McCauley moved and it was seconded to award the Tire Services Bid to Belleroc Tire Service, low bidder meeting specifications, with a possible one year extension.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the Local Road Bridge Program Funding Resolutions for 2014 for Chairman's signature. Commissioner Berkebile asked, based upon Kalamazoo Area Transportation Study (KATS) sub-committee discussions regarding denial of Federal Aid on local roads that are restricted, if the 8<sup>th</sup> Street Bridge is open to all traffic, the answer is no, the Bridge is not open to all traffic, it is restricted by township ordinance. Chief Engineer Hohm noted Michigan Department of Transportation (MDOT) selection criteria are based on condition and function.

Failed by the following vote:

Aye: McCauley, Moyle

Nay: Oscarson, Berkebile, Maddox

Commissioner Berkebile moved and it was seconded to approve four of the five Local Road Bridge Program Funding Resolutions for 2014 for Chairman's signature, excluding the 8<sup>th</sup> Street Bridge over the Amtrack Railroad. Commissioner Berkebile suggested staff contact Oshtemo Township regarding Board

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support of this bridge as a potential project if the Township understands they may be required to pay the full amount without federal funding, depending on the policy that may be in place at that time (2014).

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

**Supporting Application for Local Bridge Program Funds  
For  
S Avenue Bridge**

**WHEREAS**, the S Avenue Bridge over Portage River in Pavilion Township, Kalamazoo County, Michigan, is subject to weight restrictions and is in a deteriorating condition; and

**WHEREAS**, these deficiencies impair the movement of commercial traffic, and the accomplishment of agricultural activities; and

**WHEREAS**, Road Commission staff has prepared an application for Local Bridge Program Funds to replace this structure; and

**WHEREAS**, this Board has considered the application for local bridge program funds and authorizes the submission of the application for Local Bridge Program Funds for 2014.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Road Commissioners of Kalamazoo County does request affirmative consideration of our application for Local Bridge Program Funds and agrees to provide the necessary local funds for this project and to continue to maintain this structure.

**Supporting Application for Local Bridge Program Funds  
For**

**TS Avenue Bridge**

**WHEREAS**, the TS Avenue Bridge over Portage River in Pavilion Township, Kalamazoo County, Michigan, is under weight restrictions and is in a deteriorating condition; and

**WHEREAS**, these deficiencies impair the movement of commercial traffic, and the accomplishment of agricultural activities; and

**WHEREAS**, Road Commission staff has prepared an application for Local Bridge Program Funds to replace this structure; and

**WHEREAS**, this Board has considered the application for Local Bridge Program Funds and authorizes the submission of the application for the Local Bridge Program Funds for 2014.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Road Commissioners of Kalamazoo County does request affirmative consideration of our application for Local Bridge Program Funds and agrees to provide the necessary local funds for this project and to continue to maintain this structure.

**Supporting Application for Local Bridge Program Funds  
For**

**Sprinkle Road Bridge**

**WHEREAS**, the Sprinkle Road Bridge over Kalamazoo River in Comstock Township, Kalamazoo County, Michigan, is due for preventative maintenance; and

**WHEREAS**, these deficiencies place a risk on the longevity of the bridge, the service it provides and its value as an important transportation system asset; and

**WHEREAS**, the investment in preventative maintenance will preserve the condition of the bridge deck and bridge beams, avoiding more costly repairs in the near future; and

**WHEREAS**, Road Commission staff has prepared an application for Local Bridge Program Funds to replace this structure; and

**WHEREAS**, this Board has considered said application and authorizes the submission of same and requests Local Bridge Program Funds for 2014.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Road Commissioners of Kalamazoo County does request affirmative consideration of our application for Local Bridge Program Funds and agrees to provide the necessary local funds for this project and to continue to maintain this structure.

**Supporting Application for Local Bridge Program Funds  
For**

**Sprinkle Road Bridge**

**WHEREAS**, the Sprinkle Road Bridge over Norfolk Southern Railroad in Comstock Township, Kalamazoo County, Michigan, is due for preventative maintenance; and

**WHEREAS**, these deficiencies place a risk on the longevity of the bridge, the service it provides and its value as an important transportation system asset; and

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**WHEREAS**, the investment in preventative maintenance will preserve the condition of the bridge deck and bridge beams, avoiding more costly repairs in the near future; and

**WHEREAS**, Road Commission staff has prepared an application for Local Bridge Program Funds to replace this structure; and

**WHEREAS**, this Board has considered said application and authorizes the submission of same and requests Local Bridge Program Funds for 2014.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Road Commissioners of Kalamazoo County does request affirmative consideration of our application for Local Bridge Program Funds and agrees to provide the necessary local funds for this project and to continue to maintain this structure.

Commissioner Berkebile moved and it was seconded to approve the Southern Road Commissions Survey as discussed during the meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve Pavilion Township Local Road Participation Fund contracts for Chairman's signature:

- a. ON Avenue-28<sup>th</sup> Street to 29<sup>th</sup> Street, HMA Paving
- b. 28<sup>th</sup> Street-O Avenue to ON Avenue, HMA Paving

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve Climax Township Local Road Participation Fund contracts for Chairman's signature:

- a. 37<sup>th</sup> Street-T Avenue to S Avenue, Culvert Replacement

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox noted there is a (KATS) meeting on Wednesday where federal funding of restricted roads will be discussed.

Commissioner Berkebile thanked staff for a great job during the ice storm in February.

Commissioner Oscarson noted there is a public informational meeting to discuss the 12<sup>th</sup> Street project on Wednesday, March 31<sup>st</sup>, 6:30 p.m. at the Cooper Township Hall.

Commissioner McCauley noted the roads department was working to clean the maintenance garage to prepare for the move. General Superintendent Bartholomew advised the move has taken place and construction has begun earlier than expected.

The meeting adjourned at 3:55 p.m.

April 11, 2011 Joint Meeting Kalamazoo Township

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Kalamazoo Township Board of trustees was held at the Kalamazoo Township Hall, 1720 Riverview Drive, Kalamazoo Michigan, on Monday, April 11, 2011. The joint meeting began at 5:40 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox  
Absent: Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, General Superintendent Travis Bartholomew, Kalamazoo Township Supervisor Teri E. Mellinger, Clerk Donald Z. Thall, Treasurer George E. Cochran, Trustee Don Martin, Trustee Mark Miller, Trustee Ronald Reid, Trustee Patricia C. Hiatt and Attorney Kenneth C. Sparks.

Following introductions, Managing Director Joanna Johnson reviewed agenda items as follows; review of 2005-2010 local road projects, 2011 local and primary road projects and the 2011-2015 Primary Road Capital Improvement Plan. An update was provided on the asset management program, as Kalamazoo Township roads will be rated in 2011. Board members were invited to attend with KCRC staff in the evaluation when it is scheduled. Treasurer Cochran stated their only local road project for 2011 is G Avenue.

Trustee Reid provided an update on the River Reach, City of Parchment project and the effects of the federal funding for 2011.

Trustee Reid inquired if the Kalamazoo County Road Commission (KCRC) was tracking bridge data according to Governor Snyder's "Dashboard" measurement tool. Managing Director Johnson noted she is reviewing a measurement tool for KCRC; however KCRC has provided information to Kalamazoo County on the state of our bridges comparable to the "Dashboard" measurement status.

Supervisor Mellinger stated she appreciates the level of response of Area Superintendent Tilley and the KCRC staff.

Managing Director Johnson inquired about the status of winter maintenance this season and Treasurer Cochran stated it was the best ever. The township received fewer calls this season.

Managing Director Johnson thanked the Board for their comments and time.

The meeting adjourned at 6:30p.m.

April 12, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, April 12, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan and Attorney Doug Callander

Commissioner Berkebile moved and it was seconded to accept the agenda as presented.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve minutes of the March 29, 2011 Board Meeting as submitted.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve and sign the April 11, 2011 payroll and the April 12, 2011 vendor accounts as submitted.

Payroll Account	\$ 98,964.87
Vendor Account	\$ 250,176.92

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve travel expense reports for Commissioners McCauley, Berkebile, Maddox and Moyle.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to award the (2) Tandem Axle Trucks, Cab and Chassis Bid to Western Michigan International Trucks, LLC for the total amount of \$224,720.00; low bidder meeting specifications.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve Michigan Department of Transportation (MDOT) Contract # 11-5180 for the VW Avenue project Schoolcraft Township for Chairman's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve Michigan Department of Transportation (MDOT) Contract # 11-5127 for the 12<sup>th</sup> Street/Texas Drive/Milham Roundabout Texas Township for Chairman's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the Local Road Bridge Program Funding Resolution for the rehabilitation project; East Michigan Avenue Bridge over the Comstock Creek in Comstock Township for Chairman's signature. Commissioner Oscarson asked how the bridge rated, Chief Engineer Hohm noted the bridge rates well but steel beams are somewhat corroded and deck railings and posts need to be replaced.

**WHEREAS**, the East Michigan Avenue Bridge over Comstock Creek in Comstock Township, Kalamazoo County, Michigan, is subject to weight restrictions and is in a deteriorating condition; and

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**WHEREAS**, these deficiencies impair the movement of commercial traffic, and the accomplishment of industrial activities; and

**WHEREAS**, Road Commission staff has prepared an application for Local Bridge Program Funds to rehabilitate this structure; and

**WHEREAS**, this Board has considered the application for local bridge program funds and authorizes the submission of the application for Local Bridge Program Funds for 2014.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Road Commissioners of Kalamazoo County does request affirmative consideration of our application for Local Bridge Program Funds and agrees to provide the necessary local funds for this project and to continue to maintain this structure.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson thanked staff and Board members attending the three public informational meetings for upcoming road projects. She also expressed her appreciation to the Kalamazoo County Parks and Recreation Department for nominating her for the National Association of Women in Construction Award which she received March 23<sup>rd</sup>.

Commissioner Moyle congratulated Managing Director Johnson for the award nomination and noted he would be attending an Environmental Health Advisory Council meeting on Wednesday.

Commissioner Maddox congratulated Mrs. Johnson for the award nomination.

Commissioner Berkebile attended a Chamber Transportation Advisory Council meeting where the Chamber indicated support of the Kalamazoo County Transportation Authority (KCTA) and Metro County Connect combining into one authority. The Chamber also supports the construction of a new bridge in Detroit; however, the funding is seen as a onetime fix.

Commissioner Oscarson also congratulated Mrs. Johnson on her nomination.

Commissioner McCauley welcomed Mrs. Johnson back from vacation.

Commissioner Moyle moved and it was seconded to go into a closed session for the purpose of discussing issues related to the Road Commission Labor Negotiations.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to return from closed session at 4:23 p.m.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

The meeting adjourned at 4:23 p.m.



April 26, 2011 Board Meeting

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, April 26, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan, representatives of Plante & Moran, Beth Bialy, Kristine Ray and two citizens.

Commissioner Oscarson moved and it was seconded to accept the agenda as presented.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve minutes of the April 11, 2011 Kalamazoo Township Joint Meeting and the April 12, 2011 Board Meeting as submitted.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve and sign the April 25, 2011 payroll and the April 26, 2011 vendor accounts as submitted.

Payroll Account	\$ 99,377.46
Vendor Account	\$ 660,074.00

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Beth Bialy and Kristine Ray of Plante & Moran, PLLC presented the December 31, 2010 audited financial statements and independent auditor's report giving the Kalamazoo County Road Commission (KCRC) an Unqualified Opinion, which means the financial statements present fairly the financial position of the KCRC. Ms. Ray commended the finance staff on the completeness of the financial records and thanked staff for their assistance. Ms. Bialy offered suggestions and comments regarding upcoming changes to the financial statements, local government financial trends and information technology processes.

There was a five minute break while equipment was removed.

Commissioner Maddox moved and it was seconded to receive the letter dated March 28, 2011 from the Charter Township of Oshtemo regarding a Temporary Weighmaster position and refer it to staff.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to receive the letter dated April 19, 2011 from the Charter Township of Oshtemo regarding a new Oshtemo Charter Township Traffic Control Order and Amendment to Truck Route Ordinance and refer it to staff.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the 2010 Act 51 Annual Financial Report for Finance Director and Chairman's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the Performance Incentive Policy for non-bargaining employees.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

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Commissioner Moyle moved and it was seconded to approve the lease agreement with Mr. Dennis Hice for Managing Director's signature. Managing Director Johnson advised the lease agreement has been modified to avoid annual lease renewals, and instead allows either party to terminate the lease with 30 days written notice to the other party.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to award the 2011 first Hot Mix Asphalt (HMA) Bid Letting to Michigan Paving and Materials Company, the low bidder meeting specifications for a total of \$585,901.75.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to award the 2011 HMA Plant Mix bid of 36A Modified and 13A modified to Michigan Paving and Materials Company, Lakeland Asphalt Corporation, Reith-Riley Construction Company and Wyoming Asphalt Corporation based on haul distance for material loaded in KCRC trucks and CP-6 delivered to KCRC to Lakeland Asphalt Corporation-low bidders meeting specifications.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to award the 2011 Storm Sewer Maintenance Bid to Pipeline Maintenance Services, Inc. with an option to extend annually for 3 years; low bidder meeting specifications. Managing Director Johnson added the bid includes disposal of the spoils and a GPS locator which aids in locating culverts. Commissioner Oscarson suggested staff review how the GPS information collected can coordinate with our existing software and mapping.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

After reviewing the two offers presented for the 1425 North 26<sup>th</sup> Street property, Commissioner McCauley moved and it was seconded to submit a counter offer to the full-price offer reducing the brokerage fee to 2.5%, and authorizing the Managing Director to sign the agreement if accepted. Commissioner Oscarson noted that the highest offer must be accepted in the best interest of the KCRC, regardless of source of payment.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson thanked the Finance Department for their efforts on the audit. Managing Director Johnson also thanked Commissioner Oscarson, General Superintendent Travis Bartholomew and Under Sheriff Paul Matyas for attending the Township Supervisor meeting where the status of the Weighmaster was discussed along with updates on road projects. She attended a Kalamazoo County, City of Kalamazoo and City of Portage meeting where they reviewed collaborative and consolidation steps which were adopted by the respective Boards. She advised the City of Kalamazoo and the KCRC shared Traffic Engineer Jim Hoekstra will be at the KCRC each Tuesday from 7:30 a.m. to 4:00 p.m. She attended the Western Michigan University (WMU) Capstone Senior Engineering Design presentations and thanked the students for their presentation on the Drain Commissions Market Street project and the KCRC's 5<sup>th</sup> Street Bridge project, for which a final report will be shared with the Board.

Commissioner Berkebile attended the WMU Capstone Senior Engineering Design presentations as a representative of Consumers Energy and found them very interesting, noting the talent of the students. He attended a Leaders Breakfast sponsored by the Parks Department which was a fund raiser for the completion of the Kalamazoo River Valley Trail. He encouraged the public to use the trail and contribute to raise matching funds. Commissioner Berkebile offered condolences to the Kalamazoo Public Safety Officer who lost his life in the line of duty.

Commissioner Oscarson attended the Township Supervisor Meeting as described by Managing Director Johnson. He thanked Finance Director Carla Benison and Accountant Diane DeWaters for their

April 26, 2011 Board Meeting

extensive work on the 2010 Financial Audit. He attended the County Road Association of Michigan (CRAM) Commissioner's Conference where funding was discussed.

Commissioner Moyle thanked the Plante & Moran representatives for the audit presentation and thanked staff for their efforts in making the audit successful.

Commissioner McCauley thanked staff for their efforts on the audit.

The meeting adjourned at 4:31 p.m.

April 26, 2011 Joint Meeting Charleston Township

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Charleston Township Board of Trustees was held at the Charleston Township Hall, 1499 South 38<sup>th</sup> Street, Galesburg, Michigan, on Tuesday, April 26, 2011. The joint meeting began at 6:25 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Jeffrie M. Maddox, Daniel J. Moyle  
Absent: Dennis J. Berkebile

Also present: Managing Director Joanna I. Johnson, General Superintendent Travis Bartholomew, Area Superintendent Bill DeYoung, Charleston Township Supervisor Francis Bell, Clerk Linda Cramer, Treasurer Brenda Schug, Trustee Don Balkema, and Trustee Arthur Sampson.

Following introductions, Managing Director Johnson reviewed agenda items as follows; a review of the 2005-2010 Charleston Township local road projects, the 2011 Primary Road Projects and the 2011-2015 Primary Road Capital Improvement Plan. Also reviewed was the Charleston Township PASER rating map.

Township Supervisor Bell thanked the KCRC for good response to questions and issues. Treasurer Schug inquired about repairs to MN Avenue. Area Superintendent DeYoung reviewed treatments provided in 2010 using the Kent County Road Commission's DuraPatcher and efforts in 2011 to use similar equipment for patching noted areas on MN Avenue.

The chip seal process was reviewed and Township Supervisor Bell said he was pleased with the winter maintenance program. Area Superintendent DeYoung agreed to share the compliment with the driver for the area.

Managing Director Johnson reviewed KCRC collaborative efforts including the shared Traffic Engineer position with the City of Kalamazoo. The status of the Weighmaster with the County Sheriff was discussed.

Township Supervisor Bell requested a supply of county maps and inquired about "No Littering" signs for certain areas that will convey a positive message for litter control along roadsides.

Managing Director Johnson expressed appreciation to the Charleston Township Board of Trustees for scheduling the joint meeting.

The meeting adjourned at 6:53 p.m.

May 2, 2011 Joint Meeting Comstock Township

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Comstock Township Board of Trustees was held at the Comstock Township Hall, 6138 King Highway, Kalamazoo Michigan, on Monday May 2, 2011. The joint meeting began at 6:30 p.m.

Present: Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox  
Absent: Kent L. McCauley, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson; General Superintendent Travis Bartholomew, Area Superintendent Bill DeYoung, Comstock Township Supervisor Timothy Hudson, Township Clerk Anna Goodsell, Treasurer Chad Meints, Trustee Jeffrey Bogema, Trustee Sandra Bloomfield, Trustee David Burgess, Trustee Randy Thompson and approximately 50 citizens.

Following introductions, Managing Director Johnson reviewed agenda items including a review of 2005-2010 local road projects and 2011 local road projects. She noted staff was working to complete the local road asset management data collection for Comstock Township. The 2011-2015 Primary Road Capital Improvement Plan was reviewed.

Township Supervisor Hudson questioned how Comstock Township compares with other townships in the county on Asset Management. Area Superintendent DeYoung noted Comstock Township has one of the higher ratings. Township Supervisor Hudson asked General Superintendent Bartholomew how he arrived at project estimates as the costs for local road projects are different than provided earlier this year. General Superintendent Bartholomew explained the figures provided earlier are average costs for projects in 2010 and may fluctuate in 2011 as estimates are determined based on project scope, bid/projected material as well as equipment, labor and overhead costs.

Township Supervisor Hudson thanked the Kalamazoo County Road Commission (KCRC) staff for their presentations at the Township Supervisor meetings.

Managing Director Johnson provided an update on the Weighmaster position and of continued discussions with the County Sheriff. Trustee Bloomfield noted North 26<sup>th</sup> Street is not in good condition and he did not see it in the plan. Area Superintendent DeYoung replied the KCRC will be crack/chip sealing in the area to try and improve the current condition. Managing Director Johnson encouraged citizens to call the KCRC office or visit the website to request service or additional information.

Township Supervisor Hudson thanked the KCRC for their work on the River Street Bridge project and for allowing the township to be a part of the process. Trustee Burgess requested the township be notified of the draft design for the bridge.

The meeting adjourned at 6:58 p.m.

May 10, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, May 10, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, Administrative Assistant Nancy Ryan and Alamo Township Supervisor Robert Vlietstra

Commissioner Maddox moved and it was seconded to accept the agenda as presented.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve minutes of the April 26, 2011 Board Meeting, the April 26, 2011 Charleston Township Joint Meeting and the May 2, 2011 Comstock Township Joint Meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve and sign the May 9, 2011 payroll and the May 10, 2011 vendor accounts as submitted.

Payroll Account	\$ 103,196.43
Vendor Account	\$ 171,662.23

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Alamo Township Supervisor Robert Vlietstra noted Judge Lipsey ruled trucks can run out of the gravel mine as of May 1, 2011. He also received a letter from the Michigan Department of Transportation (MDOT) saying the trucks could travel from the gravel mine south to West Main Street and he questioned why this hasn't happened yet, saying the signs are still up. Managing Director Johnson responded the road commission has to act judicially in response to a letter received from the Charter Township of Oshtemo dated April 19, 2011 that initially updated their truck route ordinance and the MDOT letter regarding 10<sup>th</sup> Street. She added KCRC must review the impacts with legal counsel. Supervisor Vlietstra questioned why if a judicial order was adopted on April 26<sup>th</sup> and there is an MDOT proclamation trucks are being stopped? Mrs. Johnson advised the KCRC is not an enforcement agency and Oshtemo Township has an agreement with the County Sheriff department. Commissioner McCauley asked if Oshtemo Township has appealed and Managing Director Johnson answered not at this time. Commissioner Oscarson advised the construction on 9<sup>th</sup> Street south of M-43 should be considered for possible detour issues.

Commissioner Oscarson moved and it was seconded to receive the letter from the Kalamazoo Missionary Church dated April 14, 2011 and refer to staff.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to receive the letter from the Michigan Department of Transportation regarding Title VI dated March 23, 2011 and refer to staff.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to receive the letter from Wakeshma Township requesting delayed payment dated April 11, 2011 and refer to the new business item. Commissioner Oscarson noted Wakeshma Township is requesting a loan in 2011 from the road commission to be repaid in 2012 with Local Road Participation Funds of which the amount is unknown at this time. He expressed the need for charging an interest rate on funds provided by the road commission and current policy.

Carried by the following vote:

Aye: McCauley, Berkebile, Maddox, Moyle

May 10, 2011

Nay: Oscarson

Commissioner Berkebile moved and it was seconded to receive the letter from the Charter Township of Oshtemo regarding the 8<sup>th</sup> Street Bridge over Amtrak railroad dated May 2, 2011 and refer to staff. Commissioner Berkebile requested he see the response prior to responding.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the Michigan Paving & Materials-Globe Division Hot Mix Asphalt (HMA) paving contract for Managing Director's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to award the Pavement Marking Centerline Bid for a total of \$131,160 and the Pavement Marking Legends Bid, Part B: Waterborne Paint for a total of \$25,225 to M & M Pavement Marking; low bidder meetings specifications, with a possible one year extension.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the Declaration of Storm Water Easement for 1425 North 26<sup>th</sup> Street for Managing Director's signature. Commissioner Oscarson asked Chief Engineer Tom Hohm if there was any danger of water rising up onto the property and Engineer Hohm responded it has been inspected during a recent rain event and water did not flood the property.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the Resolution of Support for Bike to Work Week, May 16 – 20, 2011.

**WHEREAS**, for more than a century, the bicycle has been an important part of the lives of Americans; and

**WHEREAS**, today, millions of Americans engage in bicycling as an environmentally sound form of transportation, an excellent form of fitness, and provides quality family recreation; and

**WHEREAS**, "Bike to Work Week" is a nationwide endeavor to educate the public about the benefits of bicycling and to increase awareness of and respect for bicyclists; and

**WHEREAS**, the Board of County Road Commissioners of Kalamazoo County recognizes the benefits of bicycle commuting in providing exercise, decreasing air pollution, conserving fuel, decreasing traffic congestion, decreasing noise pollution, and improving the health of its citizens; and

**WHEREAS**, the League of Michigan Bicyclists and independent cyclists throughout our state are promoting greater public awareness of bicycle operation and safety education in an effort to reduce accidents, injuries and fatalities; and

**WHEREAS**, bicycle transportation is an integral part of the "multi-modal" transportation system planned for by city, state and local transportation government agencies; and

**WHEREAS**, we recognize and encourage cycling as an important means of transportation, and support potential new cyclists in joining our community; and

**WHEREAS**, the Southwest Michigan Planning Commission, Southwest Michigan Alliance for Recreational Trails and the TwinCATS Walk/Roll Committee encourage all citizens to ride their bicycles to work, to the store, to the park, around their neighborhoods and with friends and family to promote the personal and societal benefits achieved from bicycling.

**NOW, THEREFORE** let it be resolved the Board of County Road Commissioners of Kalamazoo County do hereby proclaim May 16-20, 2011 as:

May 10, 2011

“Bike to Work Week”

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve Climax Township Local Road Participation Fund contracts:

- a. **OP Avenue**-44<sup>th</sup> Street to 47<sup>th</sup> Street, Crack Seal/Chip Seal
- b. **S Avenue**-43<sup>rd</sup> Street to 48<sup>th</sup> Street, Crack Seal/Chip Seal
- c. **RS Avenue**-39<sup>th</sup> Street to 43<sup>rd</sup> Street, Crack Seal/Chip Seal

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve Prairie Ronde Township Local Road Participation Fund contracts:

- a. **YZ Avenue**-6<sup>th</sup> Street to 6,795' east of 6<sup>th</sup> Street, HMA Wedging
- b. **YZ Avenue**-120' east of Prairie Brook Drive to 3,535' east of Prairie Brook Drive, Chip Seal
- c. **XY Avenue**-2<sup>nd</sup> Street to 6<sup>th</sup> Street, Chip Seal

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve Oshtemo Township Local Road Participation Fund contracts:

- a. **Rose Arbour Plat**: Antiqua Circle, Tropicana Street, Brandy Avenue, Fountain Square Drive, Caribia Avenue, Chip Seal/Curb Repair
- b. **Rose Arbour Plat**: Sundowner Lane, Sweet Briar Drive, Crack Seal
- c. **West Port**: Red Bud Trail, Bramble Drive, Chesapeake Drive, Chip Seal/Curb Repair
- d. **Country Club Village**: Lodge Lane, Club View Drive, West Ridge Circle, East Ridge Circle, High Crest Drive, Horizon Heights Drive, Shadywood Drive, Horizon Heights Drive, Fairway Circle, Scenic Way Drive, Manorwood Drive, Valley View Drive, Windingwood Drive, Woodlane Drive, HMA Wedging/Chip Seal
- e. **LaSalle Plat**: Baton Rouge Avenue, Bayou Vista Street, Belle Chase Boulevard, Cajun Drive, Saint Charles Place, HMA Wedging/Chip Seal
- f. **KL Avenue**-VanKal Street to Almena Drive, Crack Seal/Chip Seal
- g. **J Avenue**-VanKal Street to 2<sup>nd</sup> Street, Chip Seal
- h. **Wickford Drive**-M-43 to J Avenue, Chip Seal
- i. **Twelve Oaks Plat**: Carver Drive, Wilson Drive, Chip Seal
- j. **H Avenue**-2<sup>nd</sup> Street to 6<sup>th</sup> Street, Chip Seal
- k. **Wolf Drive**-VanKal Street to G Avenue, Chip Seal
- l. **Maple Hill Estates**-Josiane Drive, Rosemary Lane, Lisa Lane, Crack Seal

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve Schoolcraft Township Local Road Participation Fund Contracts:

- a. **Stonecrest Plat**: Stonecrest Avenue, Fayette Avenue, Meadow Street, Rapp Avenue, Chip Seal
- b. **22<sup>nd</sup> Street**-2,620' south of U Avenue to U Avenue, HMA Overlay
- c. **YZ Avenue**-850' east of 15<sup>th</sup> Street to 16<sup>th</sup> Street, HMA Overlay

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the Wakeshma Township Local Road Participation Fund contract. Discussion ensued. Commissioner Berkebile asked if the 2012 Local Road Participation funds are none, or less than expected, would Wakeshma Township have the funds to pay the amount owed KCRC in 2012. He also asked whether this project could be done in two parts; the consensus was doing the project in two parts was not practical. After a lengthy discussion regarding interest rates and using 2012 local road participation funds, of which amount is currently unknown, Commissioner Moyle moved to amend the motion to include the use of our Local Road Delayed Payment By Townships policy and to add the words; apply an annual interest rate of 1.5% to the unpaid balance, apply 2012 Local Road



May 10, 2011

Participation funds, to the extent available, and when made available, to the outstanding balance, with the Township final payment in full by October 1, 2012.. The motion and the amendment were adopted.

a. **47<sup>th</sup> Street**-W Avenue to UV Avenue, Trench/Widen/Gravel/Pulverize/Chip Seal

Carried by the following vote:

Aye: McCauley, Oscarson, Maddox, Moyle

Nay: Berkebile – would prefer not to charge interest on the unpaid balance

Commissioner Oscarson moved and it was seconded to approve Comstock Township Local Road Participation Fund contracts:

a. **Rystock Drive**-530' north of Comstock Avenue to Comstock Avenue, Chip Seal

b. **Frederick Street**-690' north of Comstock Avenue to Comstock Avenue, Chip Seal

c. **Dawes Avenue**-26<sup>th</sup> Street to 1,070' east of 26<sup>th</sup> Street, Chip Seal

d. **Knight Street**-670' north of Comstock Avenue to Comstock Avenue, Chip Seal

e. **Sullivan Drive**-645' north of Comstock Avenue to Comstock Avenue, Chip Seal

f. **Gilberta View Plat**: Larch Street, Azuba Avenue, Harway Avenue, Ripley Street, Chip Seal

g. **Fairview Heights Plat**: Ferris Street, Alger Street, Blair Street, Cass Street, Pingree Street, Sleeper Street, Marine Court, Higgins Avenue, Chip Seal

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson reminded motorists to obey signs in posted construction areas. South Sprinkle Road construction has begun and for safety reasons she recommended following the posted detour.

Commissioner Maddox attended a Kalamazoo Area Transportation Policy meeting where the Board was presented with a motion to develop a policy denying federal funding on restricted roads but the motion did not pass. A revised motion was approved placing restricted roads for federal funding on the KATS prioritization process. Commissioner Maddox noted to make the prioritization process work; safety, traffic use and too many other factors need to be considered. Commissioner Maddox would like to see staff continue to investigate the GPS system and provide an update.

Commissioner Oscarson attended the Southwest Council meeting and suggested there be a topic for discussion at these meetings such as what the road commissions are doing with federal funding. On Thursday he will be attending the County Roads Asset Management Annual conference.

Commissioner McCauley noted the Kalamazoo Marathon was a great success. He attended a Parks and Recreation meeting where funding for the Kalamazoo River Valley Trail was discussed as well as a parking issue on D Avenue.

The meeting adjourned at 4:22 p.m.

May 10, 2011

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Schoolcraft Township Board of Trustees was held at the Schoolcraft Township Hall, 50 East VW Avenue, Schoolcraft, Michigan, on Tuesday, May 10, 2011. The joint meeting began at 6:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also present: Managing Director Joanna I. Johnson, Area Superintendent Jim Beaudoin, Schoolcraft Township Supervisor Donald K. Ulsh, Clerk Virginia Mongreig, Treasurer Teresa Scott, Trustee Ken Hovenkamp, Trustee Greg Feldmeier and one citizen.

Following introductions, Managing Director Johnson reviewed agenda items noting the Local Road Asset Management average rating for Schoolcraft is 5.78. Trustee Feldmeier inquired how this compares to other townships. Managing Director Johnson answered it is similar noting the ratings reflect the amount of investment by the townships.

Township Supervisor Ulsh inquired about the mileage and the term "population outside municipalities" on the Schedule of Township Mileage and Population from the Kalamazoo County Road Commission (KCRC) 2010 Fiscal Year Annual Financial Act 51 report. Managing Director Johnson explained the report shows the distribution of Michigan Transportation Fund (MTF) Revenue within the State formula, adding the MTF is received in a lump sum. She continued noting a similar formula is used in the distribution of the local road participation fund program. The population figures will not be adjusted until the official census numbers are released. Township Supervisor Ulsh said the township feels the figures are official and the population for Schoolcraft increased 14% and questioned if the dollars may increase? Managing Director Johnson replied once the State updates the formula to the population census numbers, the KCRC will make the adjustment on the local road participation fund allocation and the funds may be adjusted by the population changes. Township Supervisor Ulsh inquired what the column labeled "population outside municipalities" refers to in the schedule. Commissioner Oscarson shared it was the population outside municipalities within a township.

Township Supervisor Ulsh noted the township is considering various options for funding roads in the future including special assessments or a millage. Trustee Hovenkamp asked about the success of the various options. Managing Director Johnson advised approaches include a special assessment process by project specific areas, the Texas Township approach is a special assessment process for the complete township, and a countywide or township millage dedicated for road funding. Commissioner Berkebile explained he was part of the Texas Township process and he gave details about their approach. Managing Director Johnson advised Texas Township was the first township to take part in the KCRC asset management program and used the data to educate the public on the condition of the road system. Trustee Hovenkamp asked if that information is available for Schoolcraft Township. Managing Director Johnson replied the KCRC would be happy to assist with any data or information on the road system.

A citizen had questions regarding the 2011 project selection and the 2011 5-year Capital Improvement Plan for Schoolcraft Township. Township Supervisor Ulsh stated the plat selected hadn't had any maintenance for 30 years.

Managing Director Johnson expressed appreciation to the Schoolcraft Township Board of Trustees for scheduling the joint meeting.

The meeting adjourned at 6:52 p.m.

May 24, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, May 24, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Area Superintendent Bill DeYoung, Administrative Assistant Nancy Ryan, Kalamazoo Area Transportation Study (KATS) Steve Stepak and two citizens.

Commissioner Maddox moved and it was seconded to accept the agenda with an amendment to include the Oshtemo Township Dust Control contract.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve minutes of the May 10, 2011 Board Meeting, the May 10, 2011 Schoolcraft Township Joint Meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve and sign the May 23, 2011 payroll and the May 24, 2011 vendor accounts as submitted.

Payroll Account	\$ 100,959.84
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Vendor Account	\$ 223,782.95
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Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to receive the letter from 9<sup>th</sup> Street Holdings, LLC dated April 25, 2011 and refer to staff.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to receive the letter and Memorandum of Agreement request from the Nottawaseppi Huron Band of Potawatomi Tribe dated May 2, 2011 and follow up at the next board meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to award the 2011 Brush Spray Bid to TruGreen Limited Partnership, with the option to extend for 3 additional years; low bidder meeting specifications.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to award the Tree Work Countywide #1 Bid in each division to West Michigan Tree Service; low bidder meeting specifications for \$24,000.00.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to award the 2011 Roadside Mowing bid to Frontline Maintenance & Services, LLC in divisions 1 & 2 and to Leon Mann in division 3; both low bidders meeting specifications with options for a one year extension.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

May 24, 2011

Commissioner Berkebile moved and it was seconded to award the request for proposal (RFP) for Engineering Services on 9<sup>th</sup> Street from KL Avenue to M-43 (West Main Street) to Kingscott Associates for \$75,079.00. Included in the specifications and evaluation process of this RFP was a variation of the Qualifications Based Selection (QBS). A point system was designated to identify the best firm for the project based upon several factors. After a staff committee reviewed and evaluated all of the proposals, the rating system concluded, and staff recommended awarding the RFP to URS Corporation in the amount of \$106,606 and a point rating of 88.5. The award to Kingscott was based on price of \$75,079 and points of 86.5.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to appoint Commissioner Oscarson as the Michigan County Road Commission Self-Insurance Pool (MCRSIP) annual meeting voting delegate.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve Brady Township Local Road Participation Fund and Dust Control contracts for:

XY Avenue-32<sup>nd</sup> Street to 3,950' east of 33<sup>rd</sup> Street, Crack Seal

UV Avenue-Sprinkle Road to 2,025' east of Sprinkle Road, HMA Wedge

29<sup>th</sup> Street-XY Avenue to WX Avenue and WX Avenue to 29<sup>th</sup> Street and 29<sup>th</sup> Street-

WX Avenue to W Avenue, HMA Wedge/Chip Seal

and

Brady Township- Continuous application 18% Mineral Well Brine at 2,000 gallons per mile (2) applications

Prairie Ronde Township- Continuous application 18% Mineral Well Brine at 2,000 gallons per mile

Climax Township- Intermittent application 18% Mineral Well Brine (price per actual gallons applied)

Wakeshma Township- Continuous application 18% Mineral Well Brine at 2,000 gallons per mile

Alamo Township- Intermittent application 18% Mineral Well Brine (price per actual gallons applied)

Richland Township- Continuous application 38% Calcium Chloride Liquid at 1,600 gallons per mile

Ross Township- Continuous application 18% Mineral Well Brine at 2,000 gallons per mile

Oshtemo Township- Continuous application 38% Calcium Chloride Liquid at 1,600 gallons per mile

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Presentation: General Superintendent Travis Bartholomew and Area Superintendent Bill DeYoung provided a PowerPoint presentation updating the Board on the Capital Outlay: Global Positioning System (GPS).

Managing Director Johnson thanked Area Superintendent DeYoung and General Superintendent Bartholomew for the presentation and their work doing research for the presentation. She noted staff is working on preparation for the construction season and work is continuing on the Sprinkle Road and 12<sup>th</sup> Street projects. She advised the chip seal operation is tentatively scheduled to begin on June 22nd and staff will keep the public posted.

Commissioner Oscarson said he and Managing Director Johnson attended the Transportation Asset Management Council Conference where it was emphasized the loss of federal funding is making it difficult to keep roads up to standards. He noted asset management for bridges is part of the Governors Dashboard and an asset management bridge assessment will be established citing criteria for bridges.

May 24, 2011

Commissioner McCauley asked Managing Director Johnson if she had the guts to approach our County Board as the Cass County Managing Director did asking their County Board for \$100,000.00 a year to set up a fund for bridges.

Commissioner Moyle moved and it was seconded to move into closed session for purpose of discussing the purchase of property.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to return from closed session.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to offer \$4,000 to McDonald's as full and final payment for expenses associated with the 35<sup>th</sup> Street project Temporary Grading Permit.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

The meeting adjourned at 5:01 p.m.

June 7, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, June 7, 2011. Commissioner McCauley called the meeting to order at 3:35 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan, Alamo Township Supervisor Robert Vlietstra, Oshtemo Township Supervisor Libby Heiny-Cogswell, Oshtemo Township Attorney Jim Porter, Oshtemo Township Trustee Dave Bushouse, Oshtemo Township Planning Director Jodi Stefforia, Kalamazoo Area Transportation Study Executive Director Jon Start, and four citizens.

Commissioner Oscarson moved and it was seconded to accept the agenda as presented.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve minutes of the May 24, 2011 Board Meeting as presented.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve and sign the June 6, 2011 payroll and the June 7, 2011 vendor accounts as submitted.

Payroll Account	\$105,500.12
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Vendor Account	\$545,536.08
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Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Citizen input on non-agenda items: Oshtemo Township Attorney Jim Porter gave the Board members a flyer and invited them to attend the Oshtemo Fun Days.

Citizen Jack Gesmundo with American Village Builders presented an updated Mylar for Barrington Shores #5 for Chairman's signature after the meeting. Commissioner Oscarson inquired as to why the need to sign the Mylar once again. Chief Engineer Tom Hohm advised it was an administrative issue requiring only the Chairman's signature vs. the previous Mylar that had additional signatures.

Commissioner Moyle moved and it was seconded to receive the Traffic Engineer's Report dated May 23, 2011 from the Charter Township of Oshtemo.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve, Pursuant to MCL 257.726 (3), as appropriate for this specific ordinance the signage related to the Oshtemo Traffic Control Order No. 110419-1 (TCO) and the corresponding amended Truck Route Ordinance. It should be noted that the KCRC is aware of the April 27, 2011 Reasonable Access Review Request letter regarding 10th Street from the Michigan Department of Transportation (MDOT), and this approval should in no way affect the outcome of any future action taken pursuant to the MDOT finding. We request a map be provided with the Oshtemo permit application for specific sign locations according to the Materials and Equipment in the above referenced TCO, with language consistent with the amended ordinance.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded not to approve additional signage related to sight distances in Oshtemo Township. Commissioner Berkebile questioned KCRC Traffic Engineer Jim

June 7, 2011

Hoekstra about his report related to design speeds. Traffic Engineer Hoekstra noted Oshtemo Township's Traffic Engineer cited Penny Lane as not having sufficient sight distance, however it met minimum standards set forth by the KCRC Policy for driveways and by the AASHTO Stopping Sight Distance Table.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the Kalamazoo Area Transportation Study (KATS) Notification and Assurances in the amount of \$24,275.00 for Managing Director's Signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the Nottawaseppi Huron Band of Potawatomi Tribe Memorandum of Agreement for Managing Director's Signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the closing resolution for 1425 N. 26<sup>th</sup> Street.

The undersigned hereby certifies that he/she is the duly elected and qualified Representative of the Board of County Road Commissioners for Kalamazoo County, a Michigan Public Body Corporate (the "Commission") and that set forth below are complete, true and correct copies of certain resolutions duly adopted by the Board of the Commission on the 7th day of June, 2011:

**"RESOLVED**, that the Commission is hereby authorized to sell the property located at 1425 North 26th Street, Kalamazoo, Michigan, pursuant to the terms of the Authorized Buy Sell Agreement dated April 22, 2011.

**"RESOLVED FURTHER**, that Joanna I. Johnson, the Commission's Managing Director, is hereby authorized and directed, for and on behalf of the Commission, to execute and deliver any and all sales agreements, addenda, closing statements and other documents required to effectuate such sale and conveyance."

The undersigned further certifies that the foregoing resolutions do not conflict with or contravene the governing documents of the Commission. The resolutions set forth above have not been altered in any way and as of the date hereof remain in full force and effect.

**IN WITNESS WHEREOF**, the undersigned has signed this Certificate the 7th day of June, 2011.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to award the 2011 Equipment, Hydraulic System and Body for Class 8 Trucks bid to Truck & Trailer Specialties, Inc.; low bidder meeting specifications for \$175,684.00.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the Michigan Department of Transportation Licensed Professional Engineer reimbursement for Chief Engineer Tom Hohm for Chairman's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve; Dust Control contracts for:  
Kalamazoo Township - Continuous application 38% Calcium Chloride Liquid at 1,600 gallons per mile  
Charleston Township - Continuous application 18% Mineral Well Brine at 2,000 gallons per mile

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Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson noted construction projects continue in spite of being delayed by the rain. Mrs. Johnson advised the 2011 chip seal route has been added to the website and work will begin on June 22, adding the KCRC sends a weekly news release with updates on road projects.

Commissioner Berkebile will be attending a Kalamazoo Regional Chamber of Commerce meeting where they will discuss proposed Senate Bill 410 formulating a new government agency for the bridge that crosses the river in Detroit.

Commissioner McCauley questioned Chief Engineer Tom Hohm about the Sprinkle Road project from S Avenue to Zylman and the possibility of opening S Avenue. Chief Engineer Hohm offered the contractor is grading the intersection now and the S Avenue and Nash intersection should be open by the middle of next week.

The meeting adjourned at 3:59 p.m.



## **June 7, 2010 Wakeshma Township Joint Meeting**

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Wakeshma Township Board of Trustees was held at the Wakeshma Township Hall, 13988 S. 42<sup>nd</sup> Street, Fulton, Michigan, on Monday, June 7, 2010. The joint meeting began at 7:00 p.m.

Present: Kenneth R. Oscarson, Dennis J. Berkebile and Daniel J. Moyle  
Absent: Kent L. McCauley, Jeffrie M. Maddox

Also present: Managing Director Joanna I. Johnson, General Superintendent Travis Bartholomew, Area Superintendent Jeff Daughtry, Wakeshma Township Supervisor Doug Byas, Clerk Nancy Mulder-Paul, Treasurer Caroline Wise, Trustee Larry Bennett and Trustee Barbara Thole

Following introductions, Managing Director Johnson reviewed agenda items as follows; review of 2005-2009 Wakeshma Township local road projects, 2010 Primary Road Capital Improvement Projects and the 2010-2014 Primary Road Capital Improvement Plan. Township Supervisor Byas inquired about the 42<sup>nd</sup> Street project listed on the CIP. It was noted the chip seal would be done in 2010 and the project may be moved back in the CIP due to other projects from 2011-2012.

Managing Director Johnson asked for feedback regarding the 44<sup>th</sup> Street south of W Avenue project. Trustee Bennett noted the project and condition of the road has been very good.

Managing Director Johnson reviewed the top 5 service request reasons for 2009.

Township Supervisor Byas inquired if KCRC could put up no truck signs for Artmarten and Whitelawn due to manure haulers using the roads when going to the store. Commissioner Berkebile followed up that a local ordinance was needed for these to be enforceable. Managing Director Johnson stated many times this can be addressed by contacting the company hauling. Township Supervisor Byas said he would try that option first.

Trustee Bennett inquired on the difference between calcium chloride and mineral well brine for dust control. Commissioner Oscarson commented on the shortage in 2009 provided us the opportunity to seek the alternate mineral well brine. Township Supervisor Byas said the mineral well brine worked well in 2009, but that could vary based on the weather.

Area Superintendent Daughtry provided an update on the U Avenue project and dust control.

Township Supervisor Byas inquired when feedback on the Local Bridge Program Funding would be. Managing Director Johnson stated not until the fall and expressed appreciation for the Township support.

Managing Director Johnson thanked the Wakeshma Township Board of Trustees for scheduling the joint meeting.

The meeting adjourned at 7:20 p.m.

June 13, 2011

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Cooper Township Board of Trustees was held at the Cooper Township Hall, 1590 West D Avenue, Kalamazoo, Michigan, on Monday, June 13, 2011. The joint meeting began at 7:00 p.m.

Present: Kenneth R. Oscarson, Jeffrie M. Maddox, Daniel J. Moyle  
Absent: Kent L. McCauley, Dennis J. Berkebile

Also present: Managing Director Joanna I. Johnson, General Superintendent Travis Bartholomew, Area Superintendent Terry Tilley, Cooper Township Supervisor Jeff Sorensen, Clerk Bonnie Sytsma, Treasurer Carol DeHaan, Trustee Brenda Buiskool, Trustee DeAnna Janssen, Trustee Robert Schiedel, Trustee Fred Vlietstra and 15 citizens.

Following introductions, Managing Director Johnson reviewed agenda items as follows; review of 2005-2010 and 2011 Cooper Township local road projects, the Primary Road Capital Improvement Projects and the 2011-2015 Primary Road Capital Improvement Plan. The 2011 Asset Management for Alamo Township was also discussed.

Township Supervisor Sorensen thanked Area Superintendent Terry Tilley for his efforts and responses to township requests.

Citizens had questions and comments related to the 12th Street project and JBS USA Holdings Inc. (JBS) expansion. Concerns were expressed on the speed limit of 12th Street. Residents would like to see the speed limit reduced. Township Supervisor Sorensen explained the process for a speed study. Once construction has been completed, the speed limit can be reviewed. Trustee Buiskool suggested the residents get organized and express their concerns about the speed limit to get it reduced. Township Supervisor Sorensen suggested residents email him their concerns and he will route them to law enforcement.

Managing Director Johnson offered information related to the 12th Street project on our website and if individual property owners have specific questions to let her know, so the road commission can follow up accordingly.

Managing Director Johnson expressed appreciation to the Cooper Township Board of Trustees for scheduling the joint meeting.

The meeting adjourned at 8:00 p.m.

June 21, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, June 21, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan, Kalamazoo Area Transportation Study (KATS) Steve Stepak, Oshtemo Township Planning Director Jodi Stefforia, and seven citizens.

Commissioner Oscarson moved and it was seconded to accept the agenda as presented.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve minutes of the June 7, 2011 Board Meeting, and the June 13, 2011 Cooper Township Joint Meeting.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve and sign the June 20, 2011 payroll and the June 21, 2011 vendor accounts as submitted.

Payroll Account	\$ 100,591.58
Vendor Account	\$ 419,176.06

Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

After a lengthy discussion from representatives of 9<sup>th</sup> Street Holdings LLC regarding their request to relinquish a portion of the drainage basin on 9<sup>th</sup> Street in order to have sufficient space for a business parking lot, Commissioner Oscarson moved and it was seconded to entertain further proposals and have staff meet with 9<sup>th</sup> Street Holdings regarding the possibility of having 9<sup>th</sup> Street Holdings purchase the entire basin and allow the road commission an easement for storm water management in this area. Commissioner Oscarson offered 9<sup>th</sup> Street Holdings ownership of the basin in exchange for a drainage agreement.

Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to accept the Country Club Village, Oshtemo Township Special Assessment Petition and approve the First Order of Determination Resolution but hold off on setting the date for the public hearing.

**WHEREAS**, a petition by landowners in the Township of Oshtemo, Kalamazoo County, Michigan, was filed with this Commission on June 8, 2011, said petition requesting certain highway improvements over the following described area:

Lodge Lane from Horizon Heights Drive to West Main Street  
Club View Drive from Horizon Heights Drive to Lodge Lane  
West Ridge Circle from Horizon Heights Drive to East Ridge Circle  
East Ridge Circle from West Ridge Circle to Valley View Drive  
High Crest Drive from Horizon Heights Drive to Valley View Drive  
Horizon Heights Drive from West Ridge Circle to Club View Drive  
Shady Wood Drive from Horizon Heights Drive to Club View Drive  
Sunrise Circle from Shadywood Drive to 400' North of Shadywood Drive  
Fairway Circle from 575' West of Club View Drive to Club View Drive  
Scenic Way Drive from Echo Hills Drive to Windingwood Drive  
Manorwood Drive from Echo Hills Drive to Windingwood Drive,

June 21, 2011

Valley View Drive from High Crest Drive to Club View Drive  
Windingwood Drive from Scenic Way Drive to Club View Drive  
Woodland Drive from Manorwood Drive to Horizon Heights Drive

Total estimate is \$109,603.80

Said petition being filed and submitted in accordance with the provisions of Act 246 of Public Acts of Michigan of 1931, as amended, and

**WHEREAS**, this Commission has caused the validity of said resolution-petition to be verified as is required in Section 1 of said Act 246, as amended, this Commission having also determined that said petition meets the requirements and specifications as spelled out in said Act, and this Commission has caused plans and specifications to be made, as provided in Section 2 of said Act, and

**WHEREAS**, Section 4 of said Act requires this Commission to make an Order of Determination;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that this Commission, in accordance with the provision of Act 246 of the Public Acts of Michigan of 1931, as amended hereby declares that said improvement project is necessary and would be for the benefit of the public welfare and convenience, and herewith makes the First Order of Determination;

**IT IS FURTHER RESOLVED**, that a public hearing upon this declaration of necessity and First Order of Determination shall be held in the Township Hall of Oshtemo Township, Kalamazoo County, Michigan, on the 19<sup>th</sup> day of July 2011, at 7:00 o'clock P.M., for the purpose of providing all persons interested an opportunity to appear before the Commission and give their reason for or against the granting of the petition, review the specifications, equalize the apportionments of benefits, make objection to same, and to make the apportionments of costs as provided in said Act. At said hearing the commission shall make final determination of the Special Assessment District and number of annual installments over which said assessments shall be spread, as is provided in Section 9 of said Act.

**BE IT FURTHER RESOLVED**, that **NOTICE** of this public meeting shall be given by publication, posting and mailing, as is provided in said Act for notices on hearings.

**BOARD OF COUNTY ROAD COMMISSIONERS  
OF KALAMAZOO COUNTY, MICHIGAN**

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to accept the Twelve Oaks, Oshtemo Township Special Assessment Petition, approve the First Order of Determination Resolution and set the Public Hearing date as July 19, 2011, at 6:30 pm for Twelve Oaks and 7:00 pm for Country Club Village at the Oshtemo Township Hall.

**WHEREAS**, a petition by landowners in the Township of Oshtemo, Kalamazoo County, Michigan, was filed with this Commission on June 15, 2011, said petition requesting certain highway improvements over the following described area:

Carver Drive from W N Avenue to 2100' North of N Avenue  
Wilson Drive from 500' West of Carver Drive to Carver Drive

Total estimate is \$16,835.40

Said petition being filed and submitted in accordance with the provisions of Act 246 of Public Acts of Michigan of 1931, as amended, and

June 21, 2011

**WHEREAS**, this Commission has caused the validity of said resolution-petition to be verified as is required in Section 1 of said Act 246, as amended, this Commission having also determined that said petition meets the requirements and specifications as spelled out in said Act, and this Commission has caused plans and specifications to be made, as provided in Section 2 of said Act, and

**WHEREAS**, Section 4 of said Act requires this Commission to make an Order of Determination;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that this Commission, in accordance with the provision of Act 246 of the Public Acts of Michigan of 1931, as amended hereby declares that said improvement project is necessary and would be for the benefit of the public welfare and convenience, and herewith makes the First Order of Determination;

**IT IS FURTHER RESOLVED**, that a public hearing upon this declaration of necessity and First Order of Determination shall be held in the Township Hall of Oshtemo Township, Kalamazoo County, Michigan, on the 19<sup>th</sup> day of July 2011, at 6:30 o'clock P.M., for the purpose of providing all persons interested an opportunity to appear before the Commission and give their reason for or against the granting of the petition, review the specifications, equalize the apportionments of benefits, make objection to same, and to make the apportionments of costs as provided in said Act. At said hearing the commission shall make final determination of the Special Assessment District and number of annual installments over which said assessments shall be spread, as is provided in Section 9 of said Act.

**BE IT FURTHER RESOLVED**, that **NOTICE** of this public meeting shall be given by publication, posting and mailing, as is provided in said Act for notices on hearings.

**BOARD OF COUNTY ROAD COMMISSIONERS  
OF KALAMAZOO COUNTY, MICHIGAN**

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the resolution supporting High Risk Rural Road (HRRR) program application for N Avenue between 26<sup>th</sup> Street and 29<sup>th</sup> Street for Chairman's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to award the second 2011 Hot Mix Asphalt (HMA) bid to Lakeland Asphalt Corporation for \$327,532.00; low bidder meeting specifications and approve the Contractor Agreement for Managing Director's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the City of Kalamazoo Parchmount Agreement for Chairman's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the Village of Climax Chip Seal contracts for:

Maple Street-1,107' west of Main Street (railroad crossing) to Main Street

Maple Circle-East Maple to Prairie Drive

Prairie Drive-Maple Circle to Maple Circle

Prairie Place-365' west of Prairie Drive to Prairie Drive

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

June 21, 2011

General Superintendent Travis Bartholomew invited the Board members to tour the newly renovated facility after the Board meeting.

Chief Engineer Tom Hohm advised he received an email from Michigan Department of Transportation (MDOT) explaining the Roundabout Project at 12<sup>th</sup> Street/Milham and Texas Drive was delayed due to the MDOT awarded contractor, Don Meeks Construction, not getting necessary bonding information submitted. The issue was resolved and portable changeable signage was installed on 12<sup>th</sup> Street and Texas Drive. KCRC is coordinating with Texas Township on Phase 1; the installation of the sewer system on Texas Drive.

Commissioner Moyle thanked staff for the excellent job on the 2010 Annual Report saying it was "first class". Finance Director Benison replied Accountant Diane DeWaters did most of the work on the report.

Commissioner Maddox asked if any follow up had been done from the Joint Meeting with Cooper Township regarding the 12<sup>th</sup> Street project and speed limits on that road. Chief Engineer Hohm replied people were concerned with the speed limit on the road prior to reconstruction and that staff and the Managing Director will discuss speed limits when the project is complete.

Commissioner Oscarson said the Township Supervisor meeting was cancelled two weeks ago.

Commissioner McCauley also commended staff for an outstanding Annual Report and said he looked forward to presenting it later that evening to the County Commission.

The meeting adjourned at 4:14 p.m.

June 21, 2011

## June 21, 2011 – County Board Annual Report Presentation

A meeting of the Board of County Road Commissioners of Kalamazoo County and the Kalamazoo County Board of Commissioners—Committee of the Whole was held at 201 West Kalamazoo Avenue, Kalamazoo, MI 49007, on Tuesday, June 21, at 7 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile Jeffrie M. Maddox, Daniel J. Moyle,

Also attending: Managing Director Joanna I. Johnson, County Commissioners, County Staff, and 50 citizens

Chairman McCauley introduced members of the Board and Kalamazoo County Road Commission (KCRC) Managing Director before presenting the 2010 Annual Report. He reviewed the value of our township partners and funding local road improvements. He reviewed the Kalamazoo River Valley Trail (KRVT) partnership, the 2011 – 2015 Capital Improvement Plan, the website updates and achievements in 2010. He shared the KCRC continues to review operations for efficiency and collaborative efforts.

Commissioner Nieuwenhuis shared she has heard of roads being graveled and wanted to know what the status was in Kalamazoo County. Chairman McCauley stated it is not our plan to return roads to gravel, however we have had three roads returned to gravel in the last three years, including one in 2011.

Commissioner Gisler shared the Annual Report was well done and appreciates the graphs.

Commissioner Ansari inquired about the status of the roundabout project at 12th/Milham/Texas Drive. Commissioner McCauley stated the message signs have been placed and construction work is to begin on Monday.

Chair Buchholtz expressed appreciation for the work of the Road Commissioners on behalf of the County Board. She commented that the level of response and service has been exceptional and it is appreciated.

The meeting adjourned at 8:30 p.m.

June 21, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, June 21, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan, Kalamazoo Area Transportation Study (KATS) Steve Stepak, Oshtemo Township Planning Director Jodi Stefforia, and seven citizens.

Commissioner Oscarson moved and it was seconded to accept the agenda as presented.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve minutes of the June 7, 2011 Board Meeting, and the June 13, 2011 Cooper Township Joint Meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve and sign the June 20, 2011 payroll and the June 21, 2011 vendor accounts as submitted.

Payroll Account \$ 100,591.58

Vendor Account \$ 419,176.06

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

After a lengthy discussion from representatives of 9<sup>th</sup> Street Holdings LLC regarding their request to relinquish a portion of the drainage basin on 9<sup>th</sup> Street in order to have sufficient space for a business parking lot, Commissioner Oscarson moved and it was seconded to entertain further proposals and have staff meet with 9<sup>th</sup> Street Holdings regarding the possibility of having 9<sup>th</sup> Street Holdings purchase the entire basin and allow the road commission an easement for storm water management in this area. Commissioner Oscarson offered 9<sup>th</sup> Street Holdings ownership of the basin in exchange for a drainage agreement.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to accept the Country Club Village, Oshtemo Township Special Assessment Petition and approve the First Order of Determination Resolution but hold off on setting the date for the public hearing.

**WHEREAS**, a petition by landowners in the Township of Oshtemo, Kalamazoo County, Michigan, was filed with this Commission on June 8, 2011, said petition requesting certain highway improvements over the following described area:

Lodge Lane from Horizon Heights Drive to West Main Street  
Club View Drive from Horizon Heights Drive to Lodge Lane  
West Ridge Circle from Horizon Heights Drive to East Ridge Circle  
East Ridge Circle from West Ridge Circle to Valley View Drive  
High Crest Drive from Horizon Heights Drive to Valley View Drive  
Horizon Heights Drive from West Ridge Circle to Club View Drive  
Shady Wood Drive from Horizon Heights Drive to Club View Drive  
Sunrise Circle from Shadywood Drive to 400' North of Shadywood Drive  
Fairway Circle from 575' West of Club View Drive to Club View Drive  
Scenic Way Drive from Echo Hills Drive to Windingwood Drive  
Manorwood Drive from Echo Hills Drive to Windingwood Drive,  
Valley View Drive from High Crest Drive to Club View Drive  
Windingwood Drive from Scenic Way Drive to Club View Drive  
Woodland Drive from Manorwood Drive to Horizon Heights Drive



June 21, 2011

Total estimate is \$109,603.80

Said petition being filed and submitted in accordance with the provisions of Act 246 of Public Acts of Michigan of 1931, as amended, and

**WHEREAS**, this Commission has caused the validity of said resolution-petition to be verified as is required in Section 1 of said Act 246, as amended, this Commission having also determined that said petition meets the requirements and specifications as spelled out in said Act, and this Commission has caused plans and specifications to be made, as provided in Section 2 of said Act, and

**WHEREAS**, Section 4 of said Act requires this Commission to make an Order of Determination;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that this Commission, in accordance with the provision of Act 246 of the Public Acts of Michigan of 1931, as amended hereby declares that said improvement project is necessary and would be for the benefit of the public welfare and convenience, and herewith makes the First Order of Determination;

**IT IS FURTHER RESOLVED**, that a public hearing upon this declaration of necessity and First Order of Determination shall be held in the Township Hall of Oshtemo Township, Kalamazoo County, Michigan, on the 19<sup>th</sup> day of July 2011, at 7:00 o'clock P.M., for the purpose of providing all persons interested an opportunity to appear before the Commission and give their reason for or against the granting of the petition, review the specifications, equalize the apportionments of benefits, make objection to same, and to make the apportionments of costs as provided in said Act. At said hearing the commission shall make final determination of the Special Assessment District and number of annual installments over which said assessments shall be spread, as is provided in Section 9 of said Act.

**BE IT FURTHER RESOLVED**, that **NOTICE** of this public meeting shall be given by publication, posting and mailing, as is provided in said Act for notices on hearings.

**BOARD OF COUNTY ROAD COMMISSIONERS  
OF KALAMAZOO COUNTY, MICHIGAN**

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to accept the Twelve Oaks, Oshtemo Township Special Assessment Petition, approve the First Order of Determination Resolution and set the Public Hearing date as July 19, 2011, at 6:30 pm for Twelve Oaks and 7:00 pm for Country Club Village at the Oshtemo Township Hall.

**WHEREAS**, a petition by landowners in the Township of Oshtemo, Kalamazoo County, Michigan, was filed with this Commission on June 15, 2011, said petition requesting certain highway improvements over the following described area:

Carver Drive from W N Avenue to 2100' North of N Avenue  
Wilson Drive from 500' West of Carver Drive to Carver Drive

Total estimate is \$16,835.40

Said petition being filed and submitted in accordance with the provisions of Act 246 of Public Acts of Michigan of 1931, as amended, and

**WHEREAS**, this Commission has caused the validity of said resolution-petition to be verified as is required in Section 1 of said Act 246, as amended, this Commission having also determined that said petition meets the requirements and specifications as spelled out in said Act, and this Commission has caused plans and specifications to be made, as provided in Section 2 of said Act, and

June 21, 2011

**WHEREAS**, Section 4 of said Act requires this Commission to make an Order of Determination;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that this Commission, in accordance with the provision of Act 246 of the Public Acts of Michigan of 1931, as amended hereby declares that said improvement project is necessary and would be for the benefit of the public welfare and convenience, and herewith makes the First Order of Determination;

**IT IS FURTHER RESOLVED**, that a public hearing upon this declaration of necessity and First Order of Determination shall be held in the Township Hall of Oshtemo Township, Kalamazoo County, Michigan, on the 19<sup>th</sup> day of July 2011, at 6:30 o'clock P.M., for the purpose of providing all persons interested an opportunity to appear before the Commission and give their reason for or against the granting of the petition, review the specifications, equalize the apportionments of benefits, make objection to same, and to make the apportionments of costs as provided in said Act. At said hearing the commission shall make final determination of the Special Assessment District and number of annual installments over which said assessments shall be spread, as is provided in Section 9 of said Act.

**BE IT FURTHER RESOLVED**, that **NOTICE** of this public meeting shall be given by publication, posting and mailing, as is provided in said Act for notices on hearings.

**BOARD OF COUNTY ROAD COMMISSIONERS  
OF KALAMAZOO COUNTY, MICHIGAN**

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the resolution supporting High Risk Rural Road (HRRR) program application for N Avenue between 26<sup>th</sup> Street and 29<sup>th</sup> Street for Chairman's signature.

**WHEREAS**, the Transportation Act (SAFTEA-LU), provides Federal Highway High Risk Rural (HRRR) Road Funding for safety improvements on the state and local road systems, and the Michigan Department of Transportation is soliciting new candidate project applications for the High Risk Rural Road(HRRR) Program; and

**WHEREAS**, the Kalamazoo County Road Commission has identified an improvement project on N Avenue from 26<sup>th</sup> Street to 29<sup>th</sup> Street, Pavilion Township, and N Avenue is a public road; and

**WHEREAS**, an application is being prepared to request funding to make the identified improvement project of widening the roadway to allow for a improved shoulder; and

**WHEREAS**, the Kalamazoo County Road Commission, upon ratification of the award of the funding for the highway HRRR project developed for construction letting by summer of 2013,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Road Commissioners of Kalamazoo County, in support of its mission to provide reasonable safe and convenient roads, has developed a Highway HRRR project application to secure Federal funding for this safety improvement project on N Avenue from 26<sup>th</sup> Street to 29<sup>th</sup> Street; and

**BE IT FURTHER RESOLVED** that the Board of County Road Commissioners of Kalamazoo County does request affirmative consideration of our application for HRRR Funds and agrees to provide the necessary local match funds for the HRRR Fund and agrees to continue maintenance of the facility.

**BOARD OF COUNTY ROAD COMMISSIONERS  
OF KALAMAZOO COUNTY, MICHIGAN**

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to award the second 2011 Hot Mix Asphalt (HMA) bid to Lakeland Asphalt Corporation for \$327,532.00; low bidder meeting specifications and approve the Contractor Agreement for Managing Director's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

June 21, 2011

Commissioner Oscarson moved and it was seconded to approve the City of Kalamazoo Parchmount Agreement for Chairman's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the Village of Climax Chip Seal contracts for:

Maple Street-1,107' west of Main Street (railroad crossing) to Main Street

Maple Circle-East Maple to Prairie Drive

Prairie Drive-Maple Circle to Maple Circle

Prairie Place-365' west of Prairie Drive to Prairie Drive

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

General Superintendent Travis Bartholomew invited the Board members to tour the newly renovated facility after the Board meeting.

Chief Engineer Tom Hohm advised he received an email from Michigan Department of Transportation (MDOT) explaining the Roundabout Project at 12<sup>th</sup> Street/Milham and Texas Drive was delayed due to the MDOT awarded contractor, Don Meeks Construction, not getting necessary bonding information submitted. The issue was resolved and portable changeable signage was installed on 12<sup>th</sup> Street and Texas Drive. KCRC is coordinating with Texas Township on Phase 1; the installation of the sewer system on Texas Drive.

Commissioner Moyle thanked staff for the excellent job on the 2010 Annual Report saying it was "first class". Finance Director Benison replied Accountant Diane DeWaters did most of the work on the report.

Commissioner Maddox asked if any follow up had been done from the Joint Meeting with Cooper Township regarding the 12<sup>th</sup> Street project and speed limits on that road. Chief Engineer Hohm replied people were concerned with the speed limit on the road prior to reconstruction and that staff and the Managing Director will discuss speed limits when the project is complete.

Commissioner Oscarson said the Township Supervisor meeting was cancelled two weeks ago.

Commissioner McCauley also commended staff for an outstanding Annual Report and said he looked forward to presenting it later that evening to the County Commission.

The meeting adjourned at 4:14 p.m.

July 5, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, July 5, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Administrative Assistant Nancy Ryan, Oshtemo Township Supervisor Elizabeth Heiny-Cogswell, Oshtemo Township Trustee David Bushouse and 3 citizens

Commissioner Oscarson moved and it was seconded to accept the agenda as amended to include travel expense voucher approval for Commissioners Maddox and Moyle.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve minutes of the June 21, 2011 Board Meeting, and the June 21, 2011 Kalamazoo County Board Annual Report Presentation.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve and sign the July 1, 2011 payroll and the July 5, 2011 vendor accounts as submitted.

Payroll Account	\$ 104,710.98
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Vendor Account	\$ 687,671.06
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Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve travel expense reports for Commissioners McCauley, Oscarson, Berkebile, Maddox, Moyle and Managing Director Johnson.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Jeff Leonard of 3144 Bramble in Oshtemo Township spoke to the Board about our letter addressing his mailbox not conforming to policy. Mr. Leonard felt the advisory was unnecessary, he felt he had been given verbal permission to erect the structure, and also commented on damage to sprinkler heads in the right of way. The Board advised they would refer the issues to staff for further investigation and follow up.

Commissioner Oscarson moved and it was seconded to receive the petition and resolution to Micro seal Olde Forest Drive cul-de-sac correspondence and refer to the special assessment process in new business.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to accept the Township Special Assessment Resolution, approve the First Order of Determination Resolution for Chairman's signature and set the Public Hearing date for Tuesday, July 19, 2011 at 6:00 p.m. at the Oshtemo Township Hall.

WHEREAS, a certified copy of a resolution of the Township Board of Oshtemo Township, Kalamazoo County, Michigan, was filed with this Commission on July 29, 2011, said resolution requesting certain highway improvements over the following described area:

**Micro seal Olde Forest Drive cul de sac**

said resolution being filed and submitted in accordance with the provisions of Act 246 of the Public Acts of Michigan of 1931, as amended, and

WHEREAS, this Commission has caused the validity as said resolution-petition to be verified, as is required in Section 1a of said Act 246, as amended, this Commission having also determined that said resolution-petition meets the requirements as specifications as spelled out in said Act, and

WHEREAS, said Section 1a of said Act requires this Commission to make a declaration of necessity;

July 5, 2011

Now, THEREFORE, BE IT HEREBY RESOLVED, that this Commission, in accordance with the provisions of Act 246 of the Public Acts of Michigan of 1931, as amended, hereby declares that said improvement project welfare and convenience.

IT IS FURTHER RESOLVED, that a public hearing upon this declaration of necessity shall be held in the Township Hall of Oshtemo Township, Kalamazoo County, Michigan, on the 19th day of July, 2011, at 6:00 o'clock pm., for the purpose of providing the property owners affected by this proposed improvement project to object to same and file their objection, in accordance with Section 1a of said Act 246.

BE IT FURTHER RESOLVED, that Notice of this public meeting shall be given by publication, posting and mailing, as is provided in said Act for notices on hearings.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to authorize the transfer of \$187,096.61 from the local road fund to the primary road fund according to the Local Road Participation Fund Policy.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve requested changes to the Kalamazoo County Road Commission's 2011-2015 Primary Road Capital Improvement Plan (CIP) to add or modify the following projects.

11<sup>th</sup> Street and ON Avenue from N Avenue to 12<sup>th</sup> Street including 1,000 feet of 12<sup>th</sup> Street

- Additional federal funding \$40,000

35<sup>th</sup> Street from 1,100 feet south of G Avenue to G Avenue

- Additional 2011 project for \$235,000

Kalamazoo River Valley Trail from Sprinkle Road to River Street (Segment 4A)

- Segment and funding adjustments

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox thanked Commissioner Berkebile for attending the Kalamazoo Area Transportation Meeting (KATS) as he was unable to attend.

Commissioner Berkebile noted the Chamber Transportation meeting was cancelled. He noted KATS passed a resolution supporting the 2035 Metropolitan Transportation Plan. He said the local match for the US-131/US 131 Business Route (BR) preliminary study is available and the federal funds need to be obligated.

Commissioner McCauley thanked staff and the other commissioners for supporting him in the Annual Report Presentation to the Kalamazoo County Board.

The meeting adjourned at 4:08 p.m.

July 11, 2011

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Pavilion Township Board of Trustees was held at the Pavilion Township Hall, 7510 East Q Avenue, Scotts, Michigan, on Monday, July 11, 2011. The joint meeting began at 7:02 p.m.

Present: Kent L. McCauley, Dennis J. Berkebile, Daniel J. Moyle  
Absent: Kenneth R. Oscarson, Jeffrie M. Maddox

Also attending: Managing Director Joanna I. Johnson, Area Superintendent Jeff Daughtry, Pavilion Township Supervisor Patrick White, Treasurer Karen Ruthven, Township Clerk Karen Siegwart, Trustee Deborah Vliek, Trustee Gregory Thomas, and Attorneys Charles Martell and Thomas Allen.

Following introductions, Managing Director Johnson reviewed agenda items including a review of 2005-2010 Pavilion Township local road projects, 2011 local road projects, the Kalamazoo County Road Commission (KCRC) 2011-2015 Primary Road Capital Improvement Plan and Asset Management data for Pavilion Township.

Township Supervisor White questioned why some of the roads on the asset management map did not have ratings. Area Superintendent Daughtry agreed to review with KCRC staff for clarification. Township Supervisor White said Jeff does a great job and is very responsive. Treasurer Ruthven commented when she calls the KCRC Nancy is very nice and KCRC has a great staff.

Managing Director Johnson updated the township on the High Risk Rural Road (HRRR) N Avenue project which will now be considered for a Safety Program project. Township Supervisor White responded by saying the drainage issues have been an area of concern for a long time and it includes the county drain. Managing Director Johnson responded the KCRC considered the drainage issue as part of the proposed project.

Township Supervisor White inquired on the status of the next bid letting as he would like to include Land-O-Lakes. Area Superintendent Daughtry asked if the project was definite and Supervisor White responded no. Area Superintendent Daughtry and Managing Director Johnson explained unless a local road contract is approved a project cannot be part of a bid letting to be fair to contractors bidding the work and per KCRC policy. Supervisor White requested an estimate for only the entrance to Land-O-Lakes.

Supervisor White noted the Sprinkle Road project should be listed on the Capital Improvement Plan as the City of Portage instead of Pavilion Township. Managing Director Johnson advised for KCRC purposes the listing was classified as Pavilion to recognize the road jurisdiction area.

Supervisor White asked about the status of road funding and Commissioner Berkebile noted at this time revenue is flat and the future is uncertain.

Supervisor White said he would be providing Managing Director Johnson information needed for the Board to revisit the abandonment of Arrowhead Drive out lots, adding the previous KCRC Board did not approve the abandonment and he would like the issue reconsidered.

The meeting adjourned at 7:40 p.m.

July 12, 2011

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Prairie Ronde Township Board of Trustees was held at the Prairie Ronde Township Hall, 8140 West W Avenue, Schoolcraft, Michigan, on Tuesday, July 12, 2011. The joint meeting began at 6:30 p.m.

Present: Kenneth L. McCauley, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Absent: Kenneth R. Oscarson

Also present: Managing Director Joanna I. Johnson, General Superintendent Travis Bartholomew, Area Superintendent Jim Beaudoin, Prairie Ronde Township Supervisor Thomas L. Swiat, Jr., Clerk Paula Craig, Treasurer Mary VerHage, Trustee John Chapin, Trustee Michael Tomlinson and one citizen.

Managing Director Johnson noted during introductions that Commissioner Oscarson sends his regrets for not attending, and reviewed agenda items as follows; review of 2005-2010 Prairie Ronde Township local road projects, 2011 Primary Road Capital Improvement Projects and the 2011-2015 Primary Road Capital Improvement Plan.

Trustee Verhage asked how often the Kalamazoo County Road Commission (KCRC) mows the roadside and Managing Director Johnson responded twice per year.

Trustee Chapin inquired if KCRC is using the same grading process of gravel roads as in other townships. General Superintendent Bartholomew responded yes; similar techniques are being used elsewhere to establish a crown in the center of gravel roads. Managing Director Johnson added the degree of crown may vary, however with research and training the KCRC staff provides the best practices for grading gravel roads.

Township Supervisor Swiat stated the timing was off on the grading and dust control for 10<sup>th</sup> Street this year proving the effects of timing dust control and grading apparent based on his system. Supervisor Swiat inquired if KCRC can send someone to grade and apply dust control as their need arises even when all employees are committed elsewhere. Managing Director Johnson noted that unless there was an emergency, the crews would not be shifted. The other option would be to contract the grading work. Supervisor Swiat inquired if we could instead pre-plan activities such as grading and dust control to meet their timelines. Managing Director Johnson advised we could review the coordination and planning, however we would still need to prioritize work accordingly.

Commissioner Maddox noted the level of local road participation (PAR) funds for next year is uncertain. Supervisor Swiat asked about the status of 2011 remaining par funds and if the funds could be redistributed back into the par fund process. Managing Director Johnson explained approximately \$187,000.00 was applied to the primary road fund this year according to policy. Discussion ensued.

Trustee Tomlinson inquired about the status of the Oshtemo Truck Route case. Managing Director Johnson explained the KCRC is working through the legal system and the case is currently in the appeal process. Discussion ensued.

Managing Director Johnson expressed appreciation to the Prairie Ronde Township Board of Trustees for scheduling the joint meeting.

The meeting adjourned at 6:55 p.m.

July 19, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, July 19, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Daniel J. Moyle  
Absent: Jeffrie M. Maddox,

Also attending: Managing Director Joanna Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan, and two citizens.

Commissioner Oscarson moved and it was seconded to accept the agenda as presented.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Moyle moved and it was seconded to approve the amended minutes of the June 21, 2011 Board Meeting, the minutes of the July 5, 2011 Board Meeting, the July 11, 2011 Joint Meeting Pavilion Township and the July 12, 2011 Joint Meeting Prairie Ronde Township.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Berkebile moved and it was seconded to approve and sign the July 18, 2011 payroll and the July 19, 2011 vendor accounts as submitted.

Payroll Account	\$105,967.07
Vendor Account	\$ 703,062.93

Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

After a lengthy discussion between Mr. Jeff Leonard of 3144 Bramble, Oshtemo Township and the Commissioners regarding a KCRC request to remove a non-conforming mailbox structure; Commissioner Moyle moved and it was seconded to request removal of the mailbox at 3144 Bramble, Oshtemo Township which is consistent with board policies.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Discussion ensued regarding the KCRC policy on sprinkler and irrigation systems in the road right of way. Commissioner Berkebile questioned if a permit is required. Traffic Services Director John Byrnes answered no and residents may replace sprinkler heads in the road right of way after a project is completed, however sprinkler heads in the road right of way damaged during roadwork would be the resident's responsibility to repair. Commissioner Berkebile moved and it was seconded that staff will inspect the sprinkler system at 3144 Bramble, Oshtemo Township to verify water is not being sprayed in the traveled portion of the roadway.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Moyle moved and it was seconded the Board grant the approval of the Preliminary Plat, Barrington Shores No. 5, Texas Township.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Oscarson moved and it was seconded to rescind the 2011 Brush Spray Bid from TruGreen Limited Partnership and re-award the 2011 Brush Spray Bid to FDC Enterprises with the option to mutually extend for 3 additional years; second lowest bidder meeting specifications. Managing Director Johnson advised the start date has been changed from August 1 to August 8, which is unavoidable due to the change in vendors.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Moyle moved and it was seconded to approve the Precast Concrete Four Sided Box Culvert for 36<sup>th</sup> Street, Pavilion/Climax Townships to Mack Industries; low bidder meeting specifications.



July 19, 2011

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Oscarson moved and it was seconded to approve the resolution supporting the Local Safety Program application of the Kalamazoo County Road Commission for 9<sup>th</sup> Street at N Avenue.

**WHEREAS**, the Transportation Act (SAFTEA-LU), provides Federal Highway Safety Funding for safety improvements on the state and local road systems; and

**WHEREAS**, the Kalamazoo County Road Commission has identified a safety improvement project at 9<sup>th</sup> Street and N Avenue intersection, and 9<sup>th</sup> Street and N Avenue are public roads under the jurisdiction of the Kalamazoo County Road Commission, with N Avenue aligned on the jurisdictional boundary of Oshtemo Township and Texas Township; and

**WHEREAS**, an application is being prepared to request funding to make the identified improvement project of adding left signal phase to 9<sup>th</sup> Street and to N Avenue and replacing the existing signal with a fully actuated traffic signal with left-turn phases; and

**WHEREAS**, the Kalamazoo County Road Commission, upon ratification of the award of the funding for the highway safety project is prepared to have the project developed for construction letting by fall of 2013;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Road Commissioners of Kalamazoo County, in support of its mission to provide reasonable safe and convenient roads, has developed a Highway Safety Project Fund application to secure Federal funding for this safety improvement project at 9th Street and N Avenue intersection; and

**BE IT FURTHER RESOLVED** that the Board of County Road Commissioners of Kalamazoo County does request affirmative consideration of our application for Safety funds and agrees to provide ten percent of the necessary local match funds required for the Highway Safety Project Fund and agrees to continue maintenance of the facility

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Moyle

Managing Director Johnson noted the road commission is in a heavy construction season with chip seal operations underway, as well as the 12<sup>th</sup> Street Alamo Township project. She noted the 12<sup>th</sup> Street/Texas Drive /Milham Drive roundabout sewer project has been behind schedule and Chief Engineer Tom Hohm explained the sewer project phase is now complete and gravel is being brought in for the temporary road. He went on to say the paving between S Avenue/Nash to south of Lakeshore Drive and the concrete curbs and gutters from Lakeshore Drive to Zylman for the Sprinkle Road project are scheduled for next week. He said three special assessment hearings were held in Oshtemo Township. Managing Director Johnson also noted the utility work has begun on the VW Avenue, Schoolcraft Township project.

Commissioner Berkebile requested staff look into irrigation and sprinkling systems policy and check if permits are necessary and how many have been issued as there are many systems in the road right of way. He suggested a change in policy may need to be investigated.

Commissioner Oscarson attended a Council of Government (COG) meeting where the topic of discussion was water and waste water agreements. He offered reference materials for anyone interested.

Commissioner McCauley attended a Parks and Recreation meeting and went through the Expo Center saying there were many nice updates and the center will be ready to be presented at the fair.

The meeting adjourned at 4:47 p.m.

July 19, 2011 Olde Forest Special Assessment Public Hearing

A Special Assessment Public Hearing for Country Club Village of the Board of County Road Commissioners of Kalamazoo County was held on Tuesday, July 19, 2011, at the Oshtemo Township Hall, 7274 West Main Street, Kalamazoo, MI 49009. Commissioner McCauley called the meeting to order at 6:00 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Daniel J. Moyle  
Absent: Jeffrie M. Maddox

Also attending: Managing Director Joanna I. Johnson; Chief Engineer Tom Hohm, Engineering Technician Eric Augst, General Superintendent Travis Bartholomew, Area Superintendent Jim Beaudoin, Oshtemo Township Supervisor Elizabeth Heiny-Cogswell, Assistant Township Supervisor Ed Hellewege, Trustee Grace Borgfjord, Trustee James Grace, Oshtemo Township Attorney James Porter and three citizens.

Managing Director Johnson introduced the Kalamazoo County Road Commission (KCRC) and Oshtemo Township representatives.

Pursuant to Notice duly given in accordance with the provision of Act 246 of the Public Acts of Michigan of 1931, as amended a public meeting was held in the Township Hall of Oshtemo, Township, Kalamazoo County, Michigan at 6:00 o'clock pm on Tuesday the 19th day of July, 2011. The meeting was for the purpose of giving all persons interested an opportunity to appear before the Commission and give their reasons for or against a proposed highway improvement project submitted to the Commission and give their reasons for or against a proposed highway improvement project submitted to the Commission by landowners in the Township of Oshtemo, Kalamazoo County, Michigan, and for other purposes as spelled out in said Notice.

The general nature of the proposed project was discussed and the plans and specification for the project were reviewed, along with the proposed schedule for apportionment of benefit.

Commissioner McCauley reviewed the general nature of the proposed project and the plans and specification for the project were reviewed, along with the proposed schedule for apportionment of benefit.

Commissioner Moyle moved and it was seconded to open the public hearing.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Managing Director Johnson provided a timeline update based on a final order of determination for the chip seal/microseal treatments.

Mr. Kenneth Tylicki of 4537 Olde Forest Drive expressed concerns on the quality of work done by KCRC last year with the chip seal. He noted there are areas where the treatment did not hold and it was not properly done. General Superintendent Bartholomew advised Mr. Tylicki staff would follow up and review the areas of concern as he had not been to the site recently. General Superintendent Bartholomew also provided a review the microseal treatment process.

Commissioner Oscarson moved and it was seconded to close the public hearing.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

*The following resolution was read by Managing Director Johnson:*

WHEREAS, as a resolution was duly filed with this Commission under the provisions of Act 246 of the Public Acts of Michigan 1931, as amended, on June 28<sup>th</sup>, 2011, by Township Board Resolution in

the Township of Oshtemo, Kalamazoo County, Michigan, requesting certain highway improvements over the following described area:

Olde Forest Drive. From Grey Stone Drive to 475 Feet North of Grey Stone Drive

And,

WHEREAS, this Commission, on July 5<sup>th</sup>, 2011, made its First Order of Determination, pursuant to the provisions of said Act, scheduling this date for a public hearing on said project for the purpose specified in the Notice of this public meeting, which said Notice has been duly given, and the said public meeting was duly held on Tuesday, the 19<sup>th</sup> day of July, 2011, at 6:00 o'clock pm at the Township Hall of Oshtemo Township located at 7275 West Main Street, Kalamazoo, Michigan. 49009.

"NOW, THEREFORE, BE IT HEREBY RESOLVED, that a special assessment district be established covering the following described area;

Olde Forest Drive from Grey Stone Drive to 475' North of Grey Stone Drive.  
The roadway improvements are microseal 0.09 miles.  
Total Estimate is \$7,059.00

And that the assessment shall be spread over 3 equal installments, and that the apportionment of percentage of costs be in the project file.

Commissioner McCauley announced that the Final Order of Determination resolution read for information for this special assessment project will be considered at the Kalamazoo County Road Commission's August 2, 2011 regular Board Meeting.

The meeting concluded at 6:25 p.m.

July 19, 2011 Twelve Oaks Special Assessment Public Hearing

A Special Assessment Meeting for Twelve Oaks Plat of the Board of County Road Commissioners of Kalamazoo County was held on Tuesday, July 19, 2011, at the Oshtemo Township Hall, 7274 West Main Street, Kalamazoo, MI 49009. Commissioner McCauley called the meeting to order at 6:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Daniel J. Moyle  
Absent: Jeffrie M. Maddox

Also attending: Managing Director Joanna I. Johnson; Chief Engineer Tom Hohm, Engineering Technician Eric Augst, General Superintendent Travis Bartholomew, Area Superintendent Jim Beaudoin, Oshtemo Township Supervisor Elizabeth Heiny-Cogswell, Assistant Township Supervisor Ed Hellewege, Trustee Grace Borgfjord, Trustee James Grace, Oshtemo Township Attorney James Porter and three citizens.

Commissioner Moyle introduced the Kalamazoo County Road Commission (KCRC) and Oshtemo Township representatives.

Pursuant to Notice duly given in accordance with the provision of Act 246 of the Public Acts of Michigan of 1931, as amended a public hearing was held in the Township Hall of Oshtemo, Township, Kalamazoo County, Michigan at 6:30 o'clock pm on the 19th day of July, 2011. The meeting was for the purpose of giving all persons interested an opportunity to appear before the Commission and give their reasons for or against a proposed highway improvement project submitted to the Commission and give their reasons for or against a proposed highway improvement project submitted to the Commission by landowners in the Township of Oshtemo, Kalamazoo County, Michigan, and for other purposes as spelled out in said Notice.

The general nature of the proposed project was discussed and the plans and specification for the project were reviewed, along with the proposed schedule for apportionment of benefit.

Commissioner Oscarson moved and it was seconded to open the public hearing.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Managing Director Johnson provided a timeline update based on final order of determination and the chip seal/microseal treatments.

Resident Lynda E. Thomsen addressed the Board and submitted an Objection to proposed special assessment on Lot 15, Plat of Twelve Oaks No. 1 & 2, Oshtemo Township (attached). She expressed concerns on the lack of notice by mail. She provided information on Public Act 162. She stated she supports the project. She also expressed concerns on the corner lot assessments. Managing Director Johnson advised of the Oshtemo Township Road Assessment Resolution. Managing Director Johnson advised staff had followed up on her concerns with Public Act 162, however would follow up further with legal counsel. Mr. Tom Kilbourn, Twelve Oaks Association President also expressed concerns with gravel at the cul-de-sac on Carver Drive. He also inquired on the timing of the chip seal and microseal treatment. Managing Director Johnson advised the chip seal would either be completed late this week or next week. The microseal would not be completed until the public bid process is complete and awarded approximately sometime in September. Mr. Kilbourn also hopes the special assessment process can be improved in the future.

Commissioner Berkebile moved and it was seconded to close the public hearing.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

*The following resolution was read by Commissioner Berkebile:*

WHEREAS, as special assessment petition was duly filed with this Commission under the provisions of Act 246 of the Public Acts of Michigan 1931, as amended, on June 15th 2011, by Landowners in the Township of Oshtemo, Kalamazoo County, Michigan, requesting certain highway improvements over the following described area:

Carver Drive from W N Avenue to 2100' North of N Avenue  
Wilson Drive from 500' West of Carver Drive to Carver Drive

And,

WHEREAS, this Commission, on June 21st, 2011 made its first Order of Determination, pursuant to the provisions of said Act, scheduling this date for a public hearing on said project for the purpose specified in the Notice of this public meeting, which said Notice has been duly given, and the said public meeting was duly held on Tuesday, the 19<sup>th</sup> day of 2011, at 6:30 o'clock p.m. at the Township Hall of Oshtemo Township located at 7275 West Main Street, Kalamazoo, Michigan. 49009.

"NOW, THEREFORE, BE IT HEREBY RESOLVED, that a special assessment district be established covering the following described area;

Carver Drive from W N Avenue to 2100' North of N Avenue.  
Wilson Drive from Carver Drive to 500' West of Carver Drive.

The roadway improvements are to microseal 0.49 miles.  
Total estimate is \$16,835.40.

And that the assessment shall be spread over 3 equal installments and that the apportionment of percentage of costs be in the project file.

Commissioner McCauley announced that the Final Order of Determination reviewed for this special assessment project will be considered at the Kalamazoo County Road Commission's August 2, 2011 regular Board Meeting.

The meeting concluded at 6:55 p.m.

July 19, 2011 Country Club Village Special Assessment Public Hearing

A Special Assessment Public Hearing for Country Club Village of the Board of County Road Commissioners of Kalamazoo County was held on Tuesday, July 19, 2011, at the Oshtemo Township Hall, 7274 West Main Street, Kalamazoo, MI 49009. Commissioner McCauley called the meeting to order at 7:01 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Daniel J. Moyle  
Absent: Jeffrie M. Maddox

Also attending: Managing Director Joanna I. Johnson; Chief Engineer Tom Hohm, Engineering Technician Eric Augst, General Superintendent Travis Bartholomew, Area Superintendent Jim Beaudoin, Oshtemo Township Supervisor Elizabeth Heiny-Cogswell, Assistant Township Supervisor Ed Hellewege, Trustee Grace Borgfjord, Trustee James Grace, Oshtemo Township Attorney James Porter and five citizens.

Commissioner Berkebile introduced the Kalamazoo County Road Commission (KCRC) and Oshtemo Township representatives.

Pursuant to Notice duly given in accordance with the provision of Act 246 of the Public Acts of Michigan of 1931, as amended a public hearing was held in the Township Hall of Oshtemo- Township, Kalamazoo County, Michigan at 7:01 o'clock pm on the 19th day of July, 2011. The meeting was for the purpose of giving all persons interested an opportunity to appear before the Commission and give their reasons for or against a proposed highway improvement project submitted to the Commission by landowners in the Township of Oshtemo, Kalamazoo County, Michigan, and for other purposes as spelled out in said Notice.

Commissioner McCauley reviewed the general nature of the proposed project and the plans and specification for the project were reviewed, along with the proposed schedule for apportionment of benefit.

Commissioner Moyle moved and it was seconded to open the public hearing.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Managing Director Johnson provided a timeline update based on a final order of determination for the chip seal/microseal treatments. Resident Dan Thompson spoke in support of the project.

Commissioner Moyle moved and it was seconded to close the public hearing.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

*The following resolution was read by Commissioner Oscarson:*

WHEREAS, as a special assessment petition was duly filed with this Commission under the provisions of Act 246 of the Public Acts of Michigan 1931, as amended, on June 8<sup>th</sup>, 2011 by Landowners in the Township of Oshtemo, Kalamazoo County, Michigan, requesting certain highway improvements over the following described area:

*(Country Club Village)*

**Lodge Lane** - Horizon Heights Drive to West Main Street,  
**Club View Drive** - Horizon Heights Drive to Lodge Lane,  
**West Ridge Circle** - Horizon Heights Drive to East Ridge Circle,  
**East Ridge Circle** - West Ridge Circle to ValleyView Drive,  
**High Crest Drive** - Horizon Heights Drive to Valley View Drive,  
**Circle** – West Ridge Circle to Valley View Drive,  
**High Crest Drive** - Horizon Heights Drive to Valley View Drive,

**Horizon Heights Drive** - West Ridge Circle to Club View Drive,  
**Shadywood Drive** - Horizon Heights Drive to Club View Drive,  
**Sunrise Circle** – Shadywood Drive to 400' North of Shadywood Drive,  
**Fairway Circle** - 575' West of Club View Drive to Club View Drive,  
**Scenic Way Drive** - Echo Hills Drive to Winding wood Drive,  
**Manorwood Drive** - Echo Hills Drive to Windingwood Drive,  
**Valley View Drive** - High Crest Drive to Club View Drive,  
**Windingwood Drive** - Scenic Way Drive to Club View Drive,  
**Woodlane Drive** - Manorwood Drive to Horizon Heights Drive

And,

WHEREAS, this Commission, on June 21, 2011, made its First Order of Determination, pursuant to the provisions of said Act, scheduling this date for a public hearing on said project for the purpose specified in the Notice of this public meeting, which said Notice has been duly given, and the said public meeting was duly held on Tuesday, the 19<sup>th</sup> day of July, 2011, at 7:01 o'clock pm at the Township Hall of Oshtemo Township located at 7275 West Main Street, Kalamazoo, Michigan. 49009.

“NOW, THEREFORE, BE IT HEREBY RESOLVED, that a special assessment district be established covering the following described area;

*(Country Club Village)*

**Lodge Lane** - Horizon Heights Drive to West Main Street,  
**Club View Drive** - Horizon Heights Drive to Lodge Lane,  
**West Ridge Circle** - Horizon Heights Drive to East Ridge Circle,  
**East Ridge Circle** - West Ridge Circle to ValleyView Drive,  
**High Crest Drive** - Horizon Heights Drive to Valley View Drive,  
**Circle** – West Ridge Circle to Valley View Drive,  
**High Crest Drive** - Horizon Heights Drive to Valley View Drive,  
**Horizon Heights Drive** - West Ridge Circle to Club View Drive,  
**Shadywood Drive** - Horizon Heights Drive to Club View Drive,  
**Sunrise Circle** – Shadywood Drive to 400' North of Shadywood Drive,  
**Fairway Circle** - 575' West of Club View Drive to Club View Drive,  
**Scenic Way Drive** - Echo Hills Drive to Winding wood Drive,  
**Manorwood Drive** - Echo Hills Drive to Windingwood Drive,  
**Valley View Drive** - High Crest Drive to Club View Drive,  
**Windingwood Drive** - Scenic Way Drive to Club View Drive,  
**Woodlane Drive** - Manorwood Drive to Horizon Heights Drive  
The roadway improvements are 2.95 miles of microseal.  
Total estimate is \$109,603.80.

And, that the assessment shall be spread over 3 equal installments and that the apportionment of percentage of costs be in the project file.

Commissioner McCauley announced that the Final Order of Determination resolution read for information for this special assessment project will be considered at the Kalamazoo County Road Commission's August 2, 2011 regular Board Meeting.

The meeting concluded at 7:30 p.m.

August 2, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, August 2, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan, Oshtemo Township Planning Director Jodi Stefforia and 15 citizens.

Commissioner Maddox moved and it was seconded to accept the agenda as amended to include the Final Plat approval of Barrington Shores #5.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the minutes of the July 19, 2011 Board Meeting, the July 19, 2011 Special Assessment Public Hearing minutes for Olde Forest Plat, Twelve Oaks Plat and Country Club Village Plat.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve and sign the August 1, 2011 payroll and the August 2, 2011 vendor accounts as submitted.

Payroll Account	\$102,735.93
Vendor Account	\$520,832.27

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

A resident, Al Gustafson of 7448 East S Avenue, Pavilion Township voiced concerns he has with the behavior of individuals using the public right of way (ROW) as an access to Pickerel Lake. His main objection was trash, noise and offensive language. Another resident Susan Bland of 7260 East S Avenue spoke with concerns about the same issues requesting the Board help the residents as it is county road commission ROW. Traffic Service Director John Byrnes explained the no parking on pavement signs are not enforceable and parking is a discretionary decision for the sheriff department. Managing Director Johnson explained she had spoken to Pavilion Township Supervisor Pat White who was unable to attend this evening. She said the Michigan State Police reviewed the area and the Kalamazoo County Sheriff Department patrols the area after similar concerns were expressed in 2010. Commissioner Oscarson explained guardrail could not be installed for safety reasons. Managing Director Johnson also noted that a similar request in 2010 of placing guardrail may also limit all access to the lake. Linda Schumaker who takes care of the property for the Squires Trust, had questions regarding the property owner's rights. Commissioner Berkebile suggested the residents go to the township and ask for ordinances like no littering and noise to control the situation. Another resident Barb Palkowski of 10366 Tomkinson asked if it is possible to have a variance/exception to the 33 foot right of way. Commissioner Berkebile explained the road commission ROW may extend out into the water and that property owners can do whatever they want outside the ROW. He encouraged the residents think outside the box to try to find a solution to their problem. Commissioner Moyle cited other lake issues around the state.

Commissioner Maddox moved and it was seconded to approve the Determination of Necessity Resolution for Olde Forest Drive, Oshtemo Township.

WHEREAS, a certified copy of a resolution of the Township Board of Oshtemo Township, Kalamazoo County, Michigan was filed with this Commission on June 28, 2011, the resolution requesting certain highway improvements over the following described area:

Olde Forest Drive from Grey Stone Drive to 475 feet North of Grey Stone Drive  
The roadway improvements are a microseal of 0.09 miles  
Total estimate is \$7,059.00.



Said resolution being filed and submitted in accordance with the provisions of Act 246 of the Public Acts of Michigan of 1931, as amended, and

WHEREAS, this Commission had caused the validity of the resolution to be verified, as is required in Section 1a of the Act 246, as amended, this Commission having also determined that the resolution meets the requirements and specifications as spelled out in the Act, and

WHEREAS, a public hearing upon this declaration of necessity was held on July 19, 2011 in the Township Hall of Oshtemo Township, Kalamazoo County, Michigan at 7:00 o'clock pm, for the purpose of providing the property owners affected by this proposed improvement project an opportunity to object to the project and to file their objection, in accordance with Section 1a of the Act 246.

WHEREAS, the Notice of this public meeting was given by publication, and posting as is provided in the Act for notices on hearings.

WHEREAS, the Section 1a of the Act requires this Commission to make a declaration of necessity; Now, THEREFORE, BE IT HEREBY RESOLVED, that this Commission, in accordance with the provisions of Act 246 of the Public Acts of Michigan of 1931, as amended, hereby declares that the improvements promote welfare and convenience.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to open the public hearing for Olde Forest Drive. There were no citizens present.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to close the public hearing.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the final plat for Barrington Shores #5 subject to the Chief Engineer's review for Chairman's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the Final Order of Determination Resolution and Local Road Contract, Special Assessment District Olde Forest Drive, Oshtemo Township for Board signature. Commissioner Berkebile noticed an error on the local road contract and Managing Director Johnson agreed to have contract corrected.

WHEREAS a public meeting has been duly held, pursuant to notice thereof given in accordance with the provisions of Act 246 of the Public Acts of Michigan of 1931, as amended, said public meeting relating to certain highway improvements as requested in a resolution submitted to the Commission by the Township Board of Oshtemo Township, Kalamazoo County, Michigan, received by the Commission on June 28, 2011.

WHEREAS, final determination of the special assessment district to be assessed for benefits of construction of the proposed improvements and the number of annual installments over which said assessments shall be spread was made at said public meeting held on July 19, 2011, and

WHEREAS, Section 7 of said Act requires the Commission to take certain action within thirty days from said public meeting,

NOW, THEREFORE, BE IT RESOLVED, that this Commission declares and make its Final Order of Determination that the proposed improvement project is necessary and would be for the benefit of the public welfare and convenience, and that the improvement project shall be made in accordance with the final specifications which are herewith adopted.

BE IT FURTHER RESOLVED THAT all of the statutory and procedural steps and requirements of Act 246 of the Public Acts of Michigan of 1931, as amended have been complied with pertaining to the following special assessment project:

Olde Forest Drive from Grey Stone Drive to 475 feet North of Grey Stone Drive  
The roadway improvements are a microseal of 0.09 miles  
Total estimate is \$7,059.00

And, designate that the special assessment will be spread over a period of three (3) years; and that interest at the rate of six percent (6%) per year shall be charged on the unpaid balance of each assessment annually; and that the due date for these assessments shall be delinquent if not paid prior to March 1 of each year hereafter;

WHEREFORE, the Commission shall forward the special assessment District tax roll to the Treasurer of Oshtemo Township for collection as agent for the Commission who shall remit the monies collected to the Commission as soon as is practicable following collection of same; and, further, that copy of this Resolution be forwarded to said Township Treasurer, and copy to the Kalamazoo County Treasurer.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the Final Order of Determination Resolution and Local Road Contract, Special Assessment District for roads located in the Country Club Plat, Oshtemo Township for Board signature. A citizen, Margaret Masuzawa of 331 West Ridge Circle asked when the bidding would go out. General Superintendent Bartholomew explained the specifications are being organized and would be ready the following week. Managing Director Johnson added the bid for the micro seal will be advertized for a minimum of two weeks, with a bid opening date, after which the bid will be presented to the board for approval. We will advise her of the bid opening date. Mrs. Masuzawa said she was given a September date for the micro seal to be completed. Commissioner McCauley answered the process would be 5 to 6 weeks.

WHEREAS a public meeting has been duly held, pursuant to notice thereof given in accordance with the provisions of Act 246 of the Public Acts of Michigan of 1931, as amended, said public meeting relating to certain highway improvements as requested in a petition submitted to the Commission by landowners in the Township of Oshtemo Kalamazoo County, Michigan, received by the Commission on June 8<sup>th</sup>, 2011.

WHEREAS, final determination of the special assessment district to be assessed for benefits on construction of the proposed improvements and the number of annual installments over which said assessments shall be spread was made at said public meeting, and

WHEREAS, Section 7 of said Act requires the Commission to take certain action within thirty days from said public meeting,

NOW, THEREFORE, BE IT HEREBY RESOLVED, that this Commission declares and make its Final Order of Determination that the proposed improvement project is necessary and would be for the benefit of the public welfare and convenience, and that the proposed improvement project shall be made in accordance with the final specifications which are herewith adopted, a copy of which is attached to this Final Order of Determination.

BE IT FURTHER RESOLVED THAT all of the statutory and procedural steps and requirements of Act 246 of the Public Acts of Michigan of 1931, as amended have been compiled with pertaining to the following special assessment project:

*(Country Club Village)*

Lodge Lane from Horizon Heights Drive to West Main Street  
Club View Drive from Horizon Heights Drive to Lodge Lane  
West Ridge Circle from Horizon Heights Drive to East Ridge Circle  
East Ridge Circle from West Ridge Circle to Valley View Drive  
High Crest Drive from Horizon Heights Drive to Valley View Drive  
Horizon Heights Drive from West Ridge Circle to Club View Drive  
Shady Wood Drive form Horizon Heights Drive to Club View Drive  
Sunrise Circle from Shadywood Drive to 400' North of Shadywood Drive  
Fairway Circle from 575' West of Club View Drive to Club View Drive  
Scenic Way Drive from Echo Hills Drive to Windingwood Drive  
Manorwood Drive from Echo Hills Drive to Windingwood Drive,

Valley View Drive from High Crest Drive to Club View Drive  
Windingwood Drive from Scenic Way Drive to Club View Drive  
Woodland Drive from Manorwood Drive to Horizon Heights Drive

The roadway improvements are to Micro seal 2.95 miles.  
Total Estimate is \$109,603.80

And designate that the special assessment will be spread over a period of three (3) years; and that interest at the rate of six percent (6%) per year shall be charged on the unpaid balance of each assessment annually; and that the due date for these assessments shall be delinquent if not paid prior to March 1 of each year hereafter;

WHEREFORE, the commission shall forward the special assessment District tax roll to the Treasurer of Oshtemo Township for collection as agent for the Commission as soon as is practicable following collection of same; and, further, that copy of this Resolution be forwarded to said Township Treasurer, and copy to the Kalamazoo County Treasurer.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the Final Order of Determination Resolution and Local Road Contract, Special Assessment District for roads located in the Twelve Oaks Plat, Oshtemo Township for Board signature.

WHEREAS a public meeting has been duly held, pursuant to notice thereof given in accordance with the provisions of Act 246 of the Public Acts of Michigan of 1931, as amended, said public meeting relating to certain highway improvements as requested in a petition submitted to the Commission by landowners in the Township of Oshtemo Kalamazoo County, Michigan, received by the Commission on June 15, 2011.

WHEREAS, final determination of the special assessment district to be assessed for benefits on construction of the proposed improvements and the number of annual installments over which said assessments shall be spread was made at said public meeting, and

WHEREAS, Section 7 of said Act requires the Commission to take certain action within thirty days from said public meeting,

NOW, THEREFORE, BE IT HEREBY RESOLVED, that this Commission declares and make its Final Order of Determination that the proposed improvement project is necessary and would be for the benefit of the public welfare and convenience, and that the proposed improvement project shall be made in accordance with the final specifications which are herewith adopted, a copy of which is attached to this Final Order Of Determination.

BE IT FURTHER RESOLVED THAT all of the statutory and procedural steps and requirements of Act 246 of the Public Acts of Michigan of 1931, as amended have been compiled with pertaining to the following special assessment project:

*(Twelve Oaks)*

Carver Drive from W N Avenue to 2100' North of N Avenue  
Wilson Drive from 500' West of Carver Drive to Carver Drive

The roadway improvements are a Micro seal of 0.49 miles  
Total estimate is \$16,835.40

And designate that the special assessment will be spread over a period of three (3) years; and that interest at the rate of six percent (6%) per year shall be charged on the unpaid balance of each assessment annually; and that the due date for these assessments shall be delinquent if not paid prior to March 1 of each year hereafter;

WHEREFORE, the commission shall forward the special assessment District tax roll to the Treasurer of Oshtemo Township for collection as agent for the Commission as soon as is practicable following collection of same; and, further, that copy of this Resolution be forwarded to said Township Treasurer, and copy to the Kalamazoo County Treasurer.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to award installation of the 36<sup>th</sup> Street Precast Box Culvert to Bailey Construction, the low bidder meeting specifications for \$89,800.00.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to rescind Traffic Control Order (TCO) #198 and #529 and approve TCO #1624 making the new aligned intersection of 30<sup>th</sup> Street and AB Avenue, Richland Township an all way stop for Managing Director's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to rescind TCO #127 at the 29<sup>th</sup> Street Grand Trunk railroad crossing, Pavilion Township.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to rescind TCO #225 and approve TCO #1625 at the intersection of N Avenue and 11<sup>th</sup> Street, Oshtemo/Texas Townships for Managing Director's signature. Commissioner Berkebile questioned why if traffic had increased that much wouldn't the four way stop be at the intersection of ON Avenue and 12<sup>th</sup> Street as that intersection becomes very congested. Traffic Services Director John Byrnes responded by saying the intersection of ON Avenue and 12<sup>th</sup> Street had not been considered until the rebuild on N Avenue/ON Avenue and 12<sup>th</sup> Street. Commissioner Berkebile suggested the decision be paused until the rebuild on ON Avenue to N Avenue instead of changing the traffic pattern and then changing the road. John Byrnes responded the signage has been requested multiple times.

Carried by the following vote:

Aye: McCauley, Oscarson, Maddox, Moyle

Nay: Berkebile

Commissioner Maddox moved and it was seconded to authorize the purchase of the Interfleet GPS/AVL system in the amount of \$37,220 under the Macomb County Road Commission Request for Proposal (RFP) in 2011 and the associated annual service fees as applicable to maintain the system.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox said he attended a Kalamazoo Area Transportation (KATS) meeting where a sub-committee was formed to review KATS staff adding the KATS budget for 2011 may require some changes.

Commissioner Oscarson said on July 20 and 21<sup>st</sup> he attended the Michigan County Road Commission Self Insurance Pool (MCRCSIP) annual membership meeting in Mt Pleasant. A program was presented by Smith-Haughey, attorneys for MCRCSIP. Commissioner Oscarson offered a booklet and annual report from the seminar to the other commissioners for review and explained the refund to road commissions this year will be \$10 million dollars and over the last 5 years the pool has refunded \$44 million dollars.

Commissioner McCauley attended the Best Practices Seminar at the Michigan Chamber of Commerce in Lansing where new products like bendable concrete and sustainable foam were introduced. He hoped the road commission would utilize some of the new technology in the future.

The meeting adjourned at 4:39 p.m.

August 2, 2011 Mid-Year Budget Work Session

A Mid Year Work Session of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, August 2, 2011. Commissioner McCauley called the meeting to order at 4:47 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm and General Superintendent Travis Bartholomew

Commissioner Maddox moved and it was seconded to approve the work session agenda as submitted.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson advised the Board no action is necessary as the meeting is a work session to provide the Board members feedback on the items listed on the agenda. She thanked the department heads for their efforts preparing for the work session.

- A. **Fund Balance Policy Review** – Finance Director Benison provided an overview of the policy. Commissioner Oscarson inquired if the categories were used would they be reflected on the financial statements. Finance Director Benison answered yes. Commissioner Maddox questioned reasons for having policies or using the categories, if not necessary. Commissioner Oscarson requested the two-thirds requirement be reviewed, and reflected as an actual number in the Authority to Commit.
- B. **Purchasing Policy Review** – Commissioner Berkebile would like staff to consider adding a Michigan Based vendor reference within the policy. Commissioner Moyle requested staff have a better system for reviewing outstanding purchases at year end using the purchase order system. Commissioner Maddox inquired on the purchasing order limit of \$1,500. Commissioner Moyle questioned how we are aware of purchases below the \$750 or \$1,500 limit. General Superintendent Bartholomew noted through packing slips and Finance Director Benison advised when an invoice is received, also noting typically these purchase are made either on account or with the credit card and only certain staff have the ability to make such purchases. Mrs. Benison advised we are still working on other purchasing areas including bid bonds, the disposal of items, and purchasing at auctions. Managing Director Johnson advised the tables for the Maintenance Building were purchased at an auction. Commissioner McCauley requested adding the ability of other municipal agencies to participate in our purchasing. Commissioner McCauley also inquired if the Kalamazoo County Road Commission (KCRC) had to continue advertising in newspapers and Finance Director Benison responded yes. Managing Director Johnson explained the purchasing area is an area in which the road commission continues to seek collaborative efforts.
- C. **Technology Policies Review**
  1. **Non-Privacy, Monitoring, and Electronic Communication** – Managing Director Johnson reviewed the currently policy. Commissioner Berkebile commented that several sentences in the draft policy are in conflict with one another, and does not address the ability of staff to check personal emails and voicemails from our system.
  2. **Social Media** – Managing Director Johnson reviewed the social media policy. She also commented the County Road Association of Michigan (CRAM) has suggested every road commission have a Facebook page. Commissioner McCauley stated the website provides valuable information to the public and serves the purpose of communication.
- D. **Telephone System Review** – Finance Director Benison provided an update of current status of this project, including our partnership with the City of Kalamazoo giving her appreciation for all of the assistance and cooperation from the City. Commissioner Maddox commented that in the future organizations will be working from wireless and cell phone technology.

- E. **Sheriff Collaboration/Weighmaster** – Managing Director Johnson provided a status update. She also advised Commissioner Oscarson has been part of the process and presentations on the topic. The key area will remain the cooperation and support from the Townships to fund the program with citation fines to the Sheriff. Mrs. Johnson advised the KCRC would take lead on the efforts if the Board continued to support it. Commissioner Maddox suggested each Board member contact their respective townships with support of the program and get their feedback. Commissioner Maddox inquired on which townships had not adopted the UTC. Mrs. Johnson responded only a few had not and she would follow up with specifics. Commissioner Berkebile questioned if the Sheriff was in support of the program and would it be supported financially with only a \$31,000 contribution from the KCRC. Commissioner Oscarson responded yes with support coming through fines collected which hopefully would make the program self-sustaining. Commissioner Berkebile stated he is in support as it protects our roads. Managing Director Johnson suggested that because the feedback is positive, she would like to consult the sheriff's office to work out a plan to move forward.
- F. **Accounting Summary** – Managing Director Johnson reviewed the summary.
1. Warzon property
  2. Building security/monitoring
  3. Building renovation
- G. **Mid-year Budget** – Finance Director Benison provided an overview. She reviewed the mid-year amendments and proposed additions. There was a discussion about the purchase of a DuraPatcher Unit and the 12<sup>th</sup> Street (City of Portage) transfer. The 2011 Primary Capital Improvement Plan (CIP) expenditures is a brief review of federal aid project estimates to actual cost. Mrs. Benison advised the goal is to provide monthly financial statements and is in need of refinement. The summary does reflect that primary road expenditures can include projects from previous years within the current budget, due to the cycle and processes with the Michigan Department of Transportation (MDOT). Commissioner Oscarson requested an additional column be included to reflect balance remaining
1. Financial Statements as of 6/30/2011
  2. Mid-year Budget Amendment
  3. Project Cost Update

Managing Director Johnson thanked the Board and asked if there are any other comments regarding the work session items. Commissioner Oscarson advised our tree policy needs to be reviewed/revised.

The meeting adjourned at 6:32 p.m.

August 2, 2011      Joint Meeting Alamo Township

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Alamo Township Board of Trustees was held at the Alamo Township Hall, 7901 N. 6<sup>th</sup> Street, Kalamazoo, Michigan, on Monday, August 8, 2011. The joint meeting began at 6:30 p.m.

Present: Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle  
Absent: Kent L. McCauley

Also attending: Managing Director Joanna I. Johnson, Alamo Township Supervisor Robert Vlietstra, Trustee Dawn Potter-Williams and one citizen.

Following introductions, Managing Director Johnson reviewed agenda items including a review of 2005-2010 Alamo Township local road projects, 2011 local road projects, the Kalamazoo County Road Commission (KCRC) 2011-2015 Primary Road Capital Improvement Plan and Asset Management data for Alamo Township.

Township Supervisor Vlietstra noted snow plow service last season was good. Supervisor Vlietstra commented on how well Area Superintendent Tilley responds to his requests. Managing Director Johnson advised Area Superintendent Beaudoin will be the contact person while Area Superintendent Tilley is off. Supervisor Vlietstra questioned whether the park was included in the recent dust control invoice. Managing Director Johnson reviewed the new billing system.

Trustee Potter-Williams requested service at Owen Drive and 6<sup>th</sup> Street where a tree is causing a sight obstruction.

Commissioner Maddox provided an update on the Global Positioning Satellite (GPS) and Automatic Vehicle Locator (AVL) and explained how the systems will assist the KCRC.

Managing Director Johnson expressed appreciation to the Alamo Township Board of Trustees for scheduling the joint meeting.

The meeting adjourned at 6:55 p.m.

August 16, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, August 16, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan, and one citizen.

Commissioner Oscarson moved and it was seconded to accept the agenda as submitted.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the minutes of the August 2, 2011 Board Meeting, the August 2, 2011 Mid Year Work Session and the August 8, 2011 Alamo Township Joint Meeting.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve and sign the August 15, 2011 payroll and the August 16, 2011 vendor accounts as submitted.

Payroll Account	\$109,298.15
Vendor Account	\$530,382.06

Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to accept the letter from William A. Barnes, 2755 North 9<sup>th</sup> Street, the Charter Township of Oshtemo and refer to staff.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the corrected Final Order of Determination Resolution, Special Assessment District for roads located in Country Club Plat, the Charter Township of Oshtemo for Board Signature and the Local Road Contract for Chairman's signature; corrected to include Echo Hills Drive from Scenic Way Drive to South Manorwood Drive. Commissioner Oscarson verified the residents of Echo Hills Drive received the appropriate correspondence.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to adopt the 2011 amended budget resolution in compliance with the Michigan Uniform Budgeting and Accounting Act for the fiscal year of 2011. The Commissioners had questions regarding the amount for crack sealing this year as opposed to last year amount and Finance Director Benison and General Superintendent Bartholomew explained the differences.

Be it resolved, that in compliance with the Michigan Uniform Budgeting and Accounting Act, the Board of County Road Commissioners of Kalamazoo County hereby approves and adopts the following first amended budget for the calendar year of 2011.

	Board	New	
	Approved	Current	Amended
	<u>Budget</u>	<u>Amendment</u>	<u>Budget</u>
<b>Revenue</b>			
Michigan Transportation Fund	11,961,000		11,961,000
Federal, State and Enhancement	4,446,274		4,446,274



August 16, 2011

Townships	988,700		988,700
Cities	37,500		37,500
Interest	50,000		50,000
Other	<u>290,000</u>		<u>290,000</u>
Total Revenue	17,773,474		17,773,474

**Expenditures**

Construction and Capacity Improvements	0		0
Preservation and Structural Improvements	8,620,633	48,000	8,668,633
Routine and Preventive Maintenance	7,254,721	257,600	7,512,321
Net Equipment	(537,758)	10,000	(527,758)
Administrative	1,010,572	10,000	1,020,572
Capital Outlay	831,250	97,300	928,550
Distributive	1,587,345	8,400	1,595,745
Depreciation	<u>(586,100)</u>		<u>(586,100)</u>
Total Expense	18,180,663	431,300	18,611,963

Budgeted Excess of Revenues Over (Under) Expenditures	(407,189)	(431,300)	(838,489)
Actual Fund Balance 1/1/2011	<u>7,111,888</u>		<u>7,111,888</u>
Budgeted Fund Balance 12/31/2011	6,704,699		6,273,399

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the Prairie Ronde Dust Control contract for:

Continuous application 18% Mineral Well Brine at 2,000 gallons per mile

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve vote authorization for Commissioner Oscarson, Vice-Chairman for the County Road Association Self Insurance Fund (CRASIF) annual meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson thanked Commissioners Moyle and Oscarson for attending the "Rules of the Road" presentation held at the KCRC. She also expressed appreciation to Sergeant Jim Campbell of the Michigan State Police for a very informative meeting. Managing Director Johnson asked Chief Engineer Tom Hohm to update the Board on primary road projects currently underway.

Commissioner Maddox will attend a Kalamazoo Area Transportation Study (KATS) sub committee meeting to review Director John Start.

Commissioner Berkebile attended a Chamber Transportation Advisory Council meeting where federal dollars impacting the airport and high speed rail were discussed. He also gave a reported the road commission is completing next year's chip seal prep work this year with available funds.

August 16, 2011

Commissioner Oscarson will attend a Township Supervisor meeting on Wednesday.

The meeting adjourned at 3:48 p.m.

September 13, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, September 13, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan, and one citizen.

Commissioner Oscarson moved and it was seconded to accept the agenda as submitted.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the minutes of the August 30, 2011 Board Meeting and the August 30, 2011 11<sup>th</sup> Street and ON Avenue from N Avenue to 12<sup>th</sup> Street Improvement Project Public Meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve and sign the September 12, 2011 payroll and the September 13, 2011 vendor accounts as submitted.

Payroll Account	\$ 99,372.03
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Vendor Account	\$ 453,490.21
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Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Mr. Scott Hoeksma of 5128 Shane Street, Texas Township addressed the Board regarding a variance to the Kalamazoo County Road Commission (KCRC) driveway policy. Mr. Hoeksma was advised by KCRC that the driveway policy states 150 feet of road frontage is required for a second driveway and the frontage on his property is only 115 feet. Mr. Hoeksma provided pictures and a drawing of the proposed driveway. He noted the adjacent property is an unbuildable lot with a retention basin and therefore the driveway will not impact others in the neighborhood. Commissioner Berkebile visited the site and confirmed there is a retention basin adjacent to the property. Commissioner Oscarson moved and it was seconded to approve the driveway policy variance based upon the proximity to the unbuildable lot and stipulated the new driveway not be connected to the existing driveway, not used commercially and Mr. Hoeksma work with the KCRC Permit Agent regarding its location.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to accept the letter dated August 23, 2011 from the Michigan Department of Transportation (MDOT) regarding the 2010 Decennial Census Impact on Michigan Transportation Fund Distributions and refer to file.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to accept the letter dated September 1, 2011 from MDOT regarding the Kalamazoo County Road Commission (KCRC) Annual Road Mileage Certification and refer to file. Managing Director Johnson stated we are also checking our figures with those from MDOT.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to accept the petition for the Special Assessment of Burlington Shores, Ross Township and refer it to staff.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

September 13, 2011

Commissioner Moyle moved and it was seconded to award the 2011 Micro Seal Bid to Asphalt Restoration Inc. dba Pavement Restoration sole bidder, based on the per square foot bid price with an option to mutually extend for one year. Commissioner Moyle asked if there were more bidders in the past and General Superintendent Bartholomew answered there were two bidders last year.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile Maddox, Moyle

Commissioner Maddox moved and it was seconded to award the 35<sup>th</sup> Street Reconstruction Project, Comstock Township to Robert Bailey Contractors, low bidder meeting specifications for \$297,673.50.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to award the fabricated Signs and Materials bid to Rathco Safety Supply, Inc., low bidder meeting specifications for \$46,713.70.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner McCauley recommended the approval of the Purchasing Policy be postponed at this time so that additional information based upon Board discussion can be incorporated into the policy. Discussion included Hot Mix Asphalt (HMA) bidding as a onetime price per season with an option to extend, however HMA vendors may not be willing to commit to one price without knowing the area and job for which they are bidding. Other areas discussed included the use public auctions for equipment and purchasing with other government agencies to obtain better pricing. Commissioner Berkebile noted that purchase orders ranging from \$1,500.00 to \$ 4,000.00 require having at least three (3) quotes but the policy doesn't state a number of required bids for sealed bids greater than \$15,000.00. He suggested this issue be revisited for possible updates and better consistency.

Commissioner Oscarson moved and it was seconded to approve the Fund Balance Policy.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

The Board reviewed the Publicly Funded Health Insurance Contribution Act and 2012 Health Insurance Benefits. Commissioner Berkebile advised the legislature is investigating the legality of the 80-20 split and if found not legal the burden will fall back on the employee in the form of a cap which will be a greater burden to the employee. He went on to say each employee is valuable and should be given the best insurance possible at the least cost. Commissioner McCauley agreed suggesting alternative insurance policies should be considered. Commissioner Oscarson was in favor of a cap on the amount the road commission pays for health insurance as the amount would be fixed and easier to budget. Staff will work with our insurance agent for potential alternatives and get better direction as to the impact of benefit-plan changes and present this information at a future Board meeting.

The Board reviewed the retiree health insurance benefits.

The Board reviewed the proposed Information Technology (IT) Policies Managing Director Johnson noted the auditors, Plante and Moran sent examples of updated policies and Mrs. Johnson explained the policies under review. Commissioner Oscarson questioned what the road commission would have to purchase to enforce the new IT Policy. Managing Director Johnson replied some of the technology is already in place and she will be meeting with Secant Technologies the next day to review. Commissioner McCauley offered the new policy changes directly affect Finance Director Benison as she is currently handling both Human Relations (HR) and IT and the title of Finance Director is noted in the policies. Managing Director Johnson replied she hesitates changing the title in this area to prevent confusion for staff.

The Board reviewed the proposed Title VI Civil rights Act of 1964 Non-Discrimination Policy. Managing Director Johnson noted the KCRC received a letter dated March 23<sup>rd</sup> from the Michigan Department of Transportation (MDOT) indicating they did not have a Title VI plan on file for the KCRC. The draft policy presented to the Board was developed utilizing other road commission MDOT approved policies as an example.

September 13, 2011

Managing Director Johnson updated the Board on currently active road projects 12<sup>th</sup> Street, Alamo/Cooper Townships is now open and Sprinkle Road from Zylman to S Avenue was open on September 2; and work continues on VW Avenue and the traffic pattern is reconfigured on the 12<sup>th</sup> Street, Texas Drive and Milham Drive roundabout project. Chief Engineer Tom Hohm added in anticipation of the Board approving the 35th Street project in Comstock Township signs are being placed this week.

Commissioner Oscarson attended the County Road Association Self Insurance Fund (CRASIF) annual meeting at Boyne Mountain where topics of discussion included incident prevention, incidental forms for documentation, railroad crossings safety and the annual meeting. He offered literature from the meetings to the other commissioners and staff. At the Northern Road Commissions meeting Thursday an update was provided by Steve Puuri, Managing Director of the Washtenaw County Road Commission on the Dashboard data. Managing Director Johnson added Steve Warren from the Transportation Asset Management Council contacted the KCRC requesting all of the KCRC roadsoft data as part of the Dashboard program.

Commissioner McCauley noted the Parks and Recreation Expo Center is near completion adding the fair went well. He asked if bids were received for the Kalamazoo River Valley Trail; Chief Engineer Hohm responded this is a MDOT bid project and responses are due for the November letting.

The meeting adjourned at 4:42 p.m.

September 20, 2011

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Richland Township Board of Trustees was held at the Richland Township Hall, 7401 North 32<sup>nd</sup> Street, Richland, Michigan, on Tuesday, September 20, 2011. The joint meeting began at 6:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, General Superintendent Travis Bartholomew, Area Superintendent Bill DeYoung, Richland Township Supervisor Alan Bussema, Clerk Jacqueline Light, Trustee Jeannie Byrne, Trustee Teressa Stafford, Trustee Debora Robinson, Trustee David Wendzell, Township Attorney Ken Sparks and five citizens.

After introductions, Managing Director Johnson reviewed the 2005-2010 Richland Township local road projects, she then provided the Township Board with a spreadsheet highlighting estimate amounts compared to actual project costs as requested previously by Township Treasurer Marsha Drouin on August 25, 2011. General Superintendent Bartholomew reviewed the estimating process citing variables that effect estimates such as the fluctuating cost of hot mix asphalt (HMA), timing, and unknown material costs. Commissioner Moyle explained the cost of asphalt cement and how it affects asphalt pricing. Managing Director Johnson assured the Board the road commission will continue to refine the process and communicate available par funds after a project is complete.

Mr. Jameson, resident of 30<sup>th</sup> Street, questioned the reason for the road being returned to gravel and if there are other choices. Township Supervisor Bussema explained the estimated cost to return the road to hard surface and how that affected the decision to return 30<sup>th</sup> Street to gravel. Managing Director Johnson added the issue of returning roads to gravel is a statewide concern due to limited funding and roads in deteriorating conditions. Mr. Jameson commented on the grading of the road. Area Superintendent provided feedback on grading gravel roads and how it affects dust control.

Supervisor Bussema noted the agreement with the Village of Richland for winter maintenance is working well.

Managing Director Johnson thanked the Richland Township Board of Trustees for scheduling the joint meeting and advised the Board if they have any questions regarding the packet of information provided to contact her.

The meeting adjourned at 6:55 p.m.

Attest: Timothy A. Snow, County Clerk

September 27, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, September 27, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan, Kalamazoo Area Transportation Study Executive Director Jon Start and six citizens.

Commissioner Maddox moved and it was seconded to accept the agenda as submitted.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the minutes of the September 13, 2011 Board Meeting and the September 20, 2011 Joint Meeting Richland Township.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve and sign the September 26, 2011 payroll and the September 27, 2011 vendor accounts as submitted.

Payroll Account	\$ 96,602.63
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Vendor Account	\$338,318.63
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Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Representatives from Lakeshore Market, a business located on South Sprinkle Road expressed concerns over the turn lane taper that stops before the driveway entrance to the business and no curbing installed at the drive. The market owner Cheri Craig noted she understood from the pre construction meeting and plan review in April the turn lane taper would extend to the market entrance and there would be curbing installed to Wells Street. She cited a potential safety issue at the curve south of the driveway, cars traveling at high speeds, and drivers unaware the turn lane has ended to turn into their market. Commissioner McCauley advised staff would be available to review the plans and discuss their concerns.

Presentation: The Kalamazoo Area Transportation Study (KATS) Draft Prioritization Process Update was presented by Jon Start, Director. He introduced a proposed new application called a Project Concept Statement and explained the prioritization process and factors that affect it. Commissioner Oscarson had some questions about pro rating in apportioning available federal funds to the appropriate Act 51 Authority as it could end up with one Act 51 Authority getting the majority of the money because their projects become higher priorities. He asked if it was possible to establish a certain percentage that would go to each of the communities. Director Start answered the process is trying to navigate away from allotting certain percentages rather than based on need. Managing Director Johnson questioned how this prioritization process would affect Rural Task Force projects and Mr. Start answered there are very few villages that have Rural Task Force projects and that issue would have to be investigated further.

Commissioner Oscarson moved and it was seconded to accept the letter dated September 15, 2011 from Bob Vlietstra, Alamo Township Supervisor regarding local road participation fund carryover and refer to file.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the Special Assessment Petition and First Order of Determination Resolution for Burlington Shores, Ross Township and set the date for the public hearing for October 18, 2011, 6:30 p.m. at the Ross Township Hall.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

September 27, 2011

Commissioner Maddox moved and it was seconded to award the 2011 Third Hot Mix Asphalt Bid letting to Lakeland Asphalt Corporation, low bidder meeting specifications for \$241,452.50 and the contractor agreement for Managing Director's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to award the 2011 Sand Bid to Aggregate Resources, Inc. with an option to extend for one year at \$4.04 per ton; low bidder meeting specifications.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the 35<sup>th</sup> Street Local Road Contract for Crack Seal, Richland Township at \$16,800.00 for Chairman's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve Michigan Department of Transportation (MDOT) Contract #11-5548 for 11<sup>th</sup> Street/ON Avenue/12<sup>th</sup> Street allowing the project to proceed to bid award for Managing Director's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the extension of the MDOT Mutual Aid Agreement and refer to file.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the Information Technology (IT) Policies as follows:

- a. Acceptable Use Policy
- b. Non-Privacy, Monitoring and Electronic Communication Policy
- c. Instant Messaging and Peer to Peer Sharing Policy
- d. Internet Use Policy
- e. Portable Devices Policy
- f. Remote Access and Application Service Provider Policy
- g. Wireless Access Policy
- h. Social Media Policy

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the Title VI Civil Rights Act of 1964 Non-Discrimination Policy. Commissioner Oscarson requested that records be kept on the cost of tracking the information required.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson noted three projects were submitted for the Western Michigan University Senior Capstone Design program including the Sprinkle Road/Cork Street intersection project. She then advised of an informational meeting on navigating a roundabout would be held this Friday, September 30<sup>th</sup>, from 10:00 a.m. to 11:00 a.m. at Wedel's Nursery.

Commissioner Berkebile noted the Kalamazoo Chamber Advisory Council has selected a group to travel to Washington D.C. to bring attention to local issues concerning transportation and he would be attending. He continued saying the agenda is being formulated and he welcomes feedback on transportation issues for the trip.



September 27, 2011

Commissioner McCauley noted he would be attending the Association of County Road Superintendent's Conference and would give a report at the next Board meeting.

The meeting adjourned at 4:14 p.m.

October 4, 2011

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Brady Township Board of Trustees was held at the Brady Township Hall, 13123 South 24<sup>th</sup> Street, Vicksburg, Michigan, on Tuesday, October 4, 2011. The joint meeting began at 7:00 p.m.

Present: Kenneth R. Oscarson, Dennis J. Berkebile, Daniel J. Moyle

Absent: Kent L. McCauley, Jeffrie M. Maddox

Also present: Managing Director Joanna I. Johnson, General Superintendent Travis Bartholomew, Area Superintendent Jeff Daughtry, Brady Township Supervisor Lee Philport, Deputy Supervisor and Trustee Randy Smith, Clerk Cande Vermeulen, Vicksburg Township Road Committee members John Polasek and Dave Vandermuelen and two citizens.

After introductions Managing Director Johnson reviewed agenda items including a five year history of local road projects and a review of road projects completed in 2011. Asset Management ratings were reviewed and it was noted typically gravel roads are not rated as the road surface is ever changing.

Township Supervisor Philport reviewed projects being considered for 2012 including 29<sup>th</sup> Street from Y Avenue to XY Avenue, XY Avenue from 33<sup>rd</sup> Street to the east and the maintenance of eleven miles of gravel roads in the township.

John Polasek advised the guard rail at 29<sup>th</sup> Street south of V Avenue is in need of replacement. He also requested that the berm be removed at 31<sup>st</sup> Street from V Avenue to U Avenue and improvement in the condition of 32<sup>nd</sup> Street north of U Avenue.

Mr. Rob Richardson provided a handout on issues of concern including bridges, gravel road maintenance, 29<sup>th</sup> Street from XY Avenue to Y Avenue, tree trimming, tree removal and the placement of mailboxes.

Township Supervisor Philport noted the road commission was doing a great job and appreciates the service request system for residents and the township.

The meeting adjourned at 7:37 p.m.

October 11, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, October 11, 2011. Commissioner McCauley called the meeting to order at 3:34 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Traffic Engineer Jim Hoekstra, County Commissioner Brandt Iden, Michigan Department of Transportation Representatives Larry Doyle and John Sytsma and sixteen citizens.

Commissioner Berkebile moved and it was seconded to accept the agenda as amended adding the Approval of payroll and vendor accounts and the request approval of the Orchard, Hiltz, McCliment, Inc. Additional Compensation for Texas Drive/Milham/12<sup>th</sup> Street Roundabout project.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the minutes of the September 27, 2011 Board Meeting and the October 4, 2011 Joint Meeting Brady Township.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve and sign the October 10, 2011 payroll and the October 11, 2011 vendor accounts as submitted.

Payroll Account	\$ 99,471.34
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Vendor Account	\$492,724.62
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Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve travel expense vouchers for Commissioners McCauley, Oscarson, Berkebile and Managing Director Johnson.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Several citizens of the Westport Plat area, Oshtemo Township expressed concern over letters they had received regarding the removal of non-conforming mailbox structures. Comments included the need to allow for permanent mailbox structures as the area is only a 25 mph zone, an affidavit from builders that state their understanding was the mailboxes were in compliance as they found no information from townships, city or county that said they were not. Other citizen issues claimed there was no information on the website regarding this issue. The citizens emphatically stated the stone and mortar were not a liability because of the slow speed limit. Several felt their structures should be grandfathered and future requests denied. Some felt they were being singled out because there are so many non conforming mailboxes in Kalamazoo County and it should be administered consistently and fairly. Commissioner Oscarson explained when doing construction in an area and there are non-conforming mailboxes the residents get a letter, adding the Kalamazoo County Road Commission (KCRC) doesn't have the manpower to drive up and down every county road looking for non-conforming mailboxes. He then explained due to the fact the road commission receives federal funds they are obliged to follow American Association of State Highway and Transportation Officials (AASHTO) standards, which do not allow for these kind of mailbox structures. Liability and insurance claims were also discussed. Commissioner Maddox moved and it was seconded to postpone action for removal, review the current mailbox policy, have the policy as an agenda item for the October 25, 2011 Board Meeting and have citizens provide letters and comments for review. Commissioner McCauley noted all residents receiving letters will be notified of the Board decision and no further action will be taken until the decision is made at the October 25, 2011 Board meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Representatives from the Michigan Department of Transportation (MDOT) Larry Doyle and Jon Sytsma provided information on the I-94/Sprinkle Road/Cork Street Interchange Alternatives. The

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presentation included plans to replace the bridge over I-94 in 2015 and planning to restructure I-94 from Sprinkle Road to 35<sup>th</sup> Street to 6 lanes for future capacity. Commissioner Maddox expressed comments that he would like to see traffic flow improved from BL-94 and Cork Street. Commissioner Oscarson commented he prefers the alternative that provides the highest level of service possible. Commissioner Berkebile inquired if this could be a possible Federal project with a new jobs bill. Mr. Sytsma commented the department has additional projects to consider.

Commissioner Oscarson moved and it was seconded to accept the letter dated September 16, 2011 from Ms. Jane Dyer regarding road closures for the River Street Bridge project and refer to staff to invite Ms. Dyer to the informational meeting for additional information.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to award the Winter Contractor bid to ELC Corporation with an option to extend one year. Commissioner Berkebile suggested looking into reducing the guaranteed hours allotted to contactors for winter maintenance. General Superintendent Bartholomew shared this has been done in the past.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the Orchard, Hiltz & McCliment, Inc. Additional Compensation for Texas Drive/Milham/12<sup>th</sup> Street Roundabout project.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson noted she and General Superintendent Bartholomew attended the 37<sup>th</sup> Annual Superintendent Seminar in Manistee. Information was shared as a panel discussion on issues road commissions are facing within operations.

The meeting adjourned at 4:53 p.m.

October 10, 2011

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Texas Township Board of trustees was held at the Texas Township Hall, 7110 West Q Avenue, Kalamazoo Michigan, on Monday October 10, 2011. The joint meeting began at 5:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson; General Superintendent Travis Bartholomew, Area Superintendent Jim Beaudoin, Texas Township Supervisor David Healy, Treasurer Paul Cutting, Clerk Linda Kerr, Trustee Donald Boven, Trustee Joyce Neubauer, Trustee Erin Hoogendyke, Trustee Steve Bosch, Engineer Tom Wheat and one citizen.

Following introductions, Managing Director Joanna Johnson reviewed agenda items as follows; review of 2005-2010 and 2011 local road projects, local asset management ratings and the local and primary road 5 year capital improvement plans.

Trustee Boven asked about the widening of Q Avenue to three lanes. Managing Director Johnson replied it is on the Kalamazoo Area Transportation Study (KATS) 2035 plan for approximately 2025.

Trustee Bosch commented he does not like the Micro Seal applications, especially on Finnegan as an example. He prefers an Ultra Thin treatment. He then questioned the status of tree removal from previous storms. Managing Director Johnson and Area Superintendent Beaudoin noted limitations during the construction season and storm clean up is ongoing.

Trustee Bosch questioned the road commission's knowledge of the chip seal application in the Village of Mattawan. Area Superintendent Beaudoin advised he was aware of the issues and the problems may be due to the contractor's use of dirty aggregate in the chip seal process. General Superintendent Bartholomew added the Kalamazoo County Road Commission (KCRC) had experienced chip seal application issues and completed corrections on Sprinkle and Drake Roads.

Trustee Kerr said she appreciated the response during storms that occurred in the past season.

Supervisor Healy noted he appreciates the good work the road commission has been doing.

Managing Director Johnson expressed appreciation to the Texas Township Board of Trustees for scheduling the joint meeting.

The meeting adjourned at 5:50 p.m.

October 11, 2011

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Oshtemo Township Board of Trustees was held at the Oshtemo Township Hall, 7275 West Main, Kalamazoo, Michigan, on Tuesday, October 11, 2011. The joint meeting began at 5:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also present: Managing Director Joanna I. Johnson, General Superintendent Travis Bartholomew, Area Superintendent Jim Beaudoin, Oshtemo Township Supervisor Elizabeth A. Heiny-Cogswell, Assistant to the Supervisor Ed Hellwege, Clerk Deborah Everett, Treasurer Nancy Culp, Trustee Grace Borgfjord, Trustee David Bushouse, Trustee Lee Larson, Township Planner Jodi Stefforia, Township Engineer Marc Elliott, Township Attorney Jim Porter and eighteen citizens.

Township Supervisor Cogswell advised the meeting was being held during the Township work session and public comment is reserved for the regular Board meeting at 7:00 pm. Managing Director Johnson noted she had informed the residents concerned about mailboxes this was a public meeting and there would be opportunity for comment, not realizing the Joint Meeting was being held during a work session. Township Supervisor Cogswell told the audience they can provide her written questions to consider for the meeting.

Following introductions, Managing Director Johnson reviewed agenda items as follows; review of 2005-2010 and 2011 Oshtemo Township local road projects, the Oshtemo Township Local Asset Management ratings and the 2011-2015 Local Road Capital Improvement Plan.

Township Supervisor Cogswell inquired about the number of tree service request related calls. Managing Director Johnson explained debris from recent storms may be one reason and Area Superintendent Beaudoin added many citizens are requesting tree removal.

The Township Supervisor requested an update on the Special Assessment Process. Director Johnson provided feedback on the review of the Township's draft process and road commission process, hoping to have an update by the end of the month. Township Supervisor Cogswell had been receiving citizen calls regarding the micro seal treatment and requested more information for the next township newsletter. Trustee Borgfjord asked how the special assessment process compares with other townships and Managing Director Johnson advised the issue varies based on township policy. General Superintendent Bartholomew noted planning and preparation for products in the fall is ideal. Managing Director Johnson added the KCRC will continue to do their best in project estimating based on proactive project selection when projects are estimated in the fall prior to the following year construction project.

Township Supervisor said she appreciates the work of Area Superintendent Beaudoin.

Questions regarding the KCRC mailbox policy were asked by the Township Supervisor noting in the future she would like notice as she was blindsided on the issue. Managing Director reviewed the policy and noted Board action to put the issue on hold for residents receiving letters until the October 25, 2011 Board Meeting. Township Supervisor stated the policy stretches common sense. Trustee Bushouse inquired on the policy for 25 mph areas. Commissioner Berkebile explained there is no exception in the policy and a mailbox it is a permanent structure in the KCRC right of way. Deb Everett wanted to know if the township would be surveyed. Managing Director Johnson responded the township would not be surveyed specifically for mailbox related issues at this time, noting the road commission sends out many letters daily and will not be sending copies to the township. Township Supervisor Cogswell inquired on continued public comment and was advised citizens can provide letters and/or emails accordingly. She was handed an anonymous note and handed it to the Managing Director with questions as follows:

1. "Specifically: How many homeowners received letters ordering them to remove mailboxes?"
2. Specifically, what percentage of brick/rock mailboxes does this number represent?
3. What criteria was use to select offenders?
4. Why were letters sent do haphazardly?

October 11, 2011

5. Do any of your Commissioners live in neighborhoods where you have been ignoring these for years?"

Trustee Bushouse asked if there was any progress with the weighmaster. Managing Director Johnson advised there will be no change at this time. He then asked for an update on the H Avenue washout issue saying the Township was making an effort to work with the road commission on this issue. Area Superintendent Beaudoin noted he is awaiting additional quotes for the project.

Township Supervisor Cogswell requested continued dialog on non-motorized facilities. Managing Director Johnson reviewed the Act 51 requirements and efforts of the KCRC in this area. Commissioner Berkebile suggested the Township consider what Texas Township had done which is funding non-motorized through parks funding opportunities. Township Planner Stefforia asked if American Disabilities Act (ADA) requirements accounted for non-motorized facilities and Managing Director Johnson answered no and although the KCRC does not build sidewalks, improvements for pedestrian crossings are made in compliance with ADA requirements.

Managing Director Johnson expressed appreciation to the Oshtemo Township Board of Trustees for scheduling the joint meeting.

The meeting adjourned at 6:05 p.m.

October 18, 2011 Burlington Drive Special Assessment Public Hearing

A Special Assessment Public Hearing for Burlington Drive of the Board of County Road Commissioners of Kalamazoo County was held on Tuesday, October 18, 2011, at the Ross Township Hall at 12086 East M-89, Augusta, MI 49012. Commissioner McCauley called the meeting to order at 6:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Daniel J. Moyle  
Absent: Jeffrie M. Maddox

Also attending: Managing Director Joanna I. Johnson; Chief Engineer Tom Hohm, Area Superintendent Bill DeYoung, Ross Township Supervisor Jeff Bither, and seven citizens.

Pursuant to Notice duly given in accordance with the provision of Act 246 of the Public Acts of Michigan of 1931, as amended a public hearing was held in the Township Hall of Ross, Township, Kalamazoo County, Michigan at 6:30 o'clock pm on the 18th day of October, 2011. The meeting was for the purpose of giving all persons interested an opportunity to appear before the Commission and give their reasons for or against a proposed highway improvement project submitted to the Commission by landowners in the Township of Ross, Kalamazoo County, Michigan, and for other purposes as spelled out in said Notice. The general nature of the proposed project was discussed and the plans and specification for the project were reviewed, along with the proposed schedule for apportionment of benefit.

Managing Director Johnson read a description the of project Burlington Drive from 1,600' south of C Avenue to 100' north of C Avenue, a total of .32 miles, Hot Mix Asphalt (HMA) Overlay. Total estimate=\$35,688.00. The defined district for the special assessment includes 3,154.30 of front footage on Burlington Drive.

Commissioner Berkebile moved and it was seconded to open the public hearing.  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

A resident, Tom O'Neil of 1212 Burlington Drive inquired about the \$2,000.00 cost for postage, which is more than the petitioned amount. Managing Director Johnson replied property owners will be assessed on actual cost which includes postage and advertising.

A resident, Jim Burhino of 1282 Burlington Drive had questions regarding patches and potholes causing the new road to fail, and water pooling on the roadway. Area Superintendent DeYoung answered all water issues will be looked at prior to paving and added drainage structures will not be added nor will the elevation of the road change.

A resident Bob Ringerman of 1307 Burlington Drive questioned whether water would continue to flow and seep into garages. Area Superintendent DeYoung suggested HMA berms may be used to manage water; however the road design is not changing. Commissioner Oscarson added the road was built through history from gravel and created the existing slope.

Mr. O'Neil inquired about limits of paving, the crown of the road and asked for speed bumps. Managing Director Johnson explained speed bumps would not be installed as they interfere with maintenance and speeding is a result of driver behavior. Mr. O'Neil had a complaint regarding response time for winter snow plowing which he stated has taken up to three weeks.

Citizens inquired about the duration of the project. Superintendent DeYoung responded there would be one day to mill and one day to pave but they may not be done congruently and all weather permitting.

A resident Sid Durham of 1348 Burlington Drive asked how many years the assessment is for and what will the percentage of the contribution. Managing Director Johnson advised the final cost will be



calculated and sent to the Township. Commissioner Berkebile explained the Board is willing to split the assessment to what homeowners prefer. The assessment will be spread for two years with interest.

Mr. O'Neil asked if the road could be abandoned. Managing Director Johnson referred Mr. O'Neil to the Kalamazoo County Road Commission website for the abandonment petition process.

Mr. Burihino asked if a tree could be removed. Superintendent DeYoung explained the tree will be examined as per the tree removal policy. He also advised paving drives will not occur during the paving of a street; however homeowners can contact the selected vendor to make arrangements of their own.

Managing Director Johnson reviewed the special assessment timeline explaining the project will be on the first HMA bid letting in 2012.

Area Superintendent DeYoung requested that one resident be the contact person and the township would also be kept informed.

Some citizens asked if Corey Street could be added to the project and Township Supervisor Bither said the township will consider Corey as they review additional projects for next year.

Commissioner McCauley moved and it was seconded to close the public hearing.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Oscarson moved and it was seconded that the final order of determination be considered at the October 25, 2011 Board meeting for Burlington Drive from 1,600' south of C Avenue to 100' north of C Avenue, a total of .32 miles, Hot Mix Asphalt (HMA) Overlay. Total estimate=\$35,688.00. The defined district for the special assessment includes 3,154.30 of front footage on Burlington Drive.

At this time the Township participation includes the full \$17,844 because Local Road Participation Funds have yet to be established.

The special assessment will be spread over 2 years and that the interest rate of 6 percent per year shall be charged on the unpaid balance of each assessment annually.

Motion carried

The meeting concluded at 7:18 p.m.

October 25, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, October 25, 2011. Commissioner McCauley called the meeting to order at 3:34 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Daniel J. Moyle  
Absent: Jeffrie M. Maddox

Also attending: Managing Director Joanna Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan, Kalamazoo County Commissioner District 16 John Gisler, Oshtemo Township Supervisor Libby Heiny-Cogswell, Kalamazoo Area Transportation Study Senior Transportation Planner Steve Stepek and 22 citizens.

Commissioner Oscarson moved and it was seconded to accept the agenda as amended adding three additional letters to correspondence for Kalamazoo County Road Commission Encroachment and/or Obstruction and Accommodation of Mailboxes and Newspaper Delivery Boxes on County Road Right of Way Policies for consideration in new business.

Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Moyle moved and it was seconded to approve the minutes of the October 10, 2011 Joint Meeting Oshtemo Township, the October 11, 2011 Board Meeting, the October 11, 2011 Joint Meeting Texas Township and the October 18, 2011 Special Assessment Public Hearing Burlington Drive.

Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Moyle moved and it was seconded to approve and sign the October 24, 2011 payroll and the October 25, 2011 vendor accounts as submitted.

Payroll Account	\$ 98,432.15
Vendor Account	\$589,352.22

Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Oscarson moved and it was seconded to approve travel expense vouchers for Commissioners Maddox and Moyle.

Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Moyle moved and it was seconded to accept the letter dated September 16, 2011 from Mr. Steve Dykstra regarding speed on Pristine Avenue and Casper Streets and refer to staff for a response.

Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Berkebile moved and it was seconded to receive the correspondence for Kalamazoo County Road Commission Encroachment and/or Obstruction and Accommodation of Mailboxes and Newspaper Delivery Boxes on County Road Right of Way Policies for consideration in new business and refer to file.

Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Moyle

Residents of Westport Plat, Oshtemo Township voiced their objection to letters they received regarding removal of their non-conforming mailbox structures.

Commissioner Oscarson explained:

- Encroachments can be boulders, pipes, concrete blocks and basketball hoops within the 33 foot right of way

October 25, 2011

- The concept of grandfathering existing structures will cause a debate with citizens wanting new structures, questioning why it will not be allowed
- The American Association of State Highway and Transportation Officials (AASHTO) and the Michigan Department of Transportation (MDOT) require the county road commissions meet their requirements to receive funding
- Where to draw the line [structure size and materials] if the policy were to change
- A letter from an insurance agent was received stating if a street is private the road commission has no jurisdiction over the right of way and the citizens of Westport can petition for roads in the Westport plat to become private but the residents would be responsible for their own snow plowing and road maintenance
- The policy is to deal with encroachments as the road commission becomes aware of them and the road commission was made aware of encroachments in the Westport neighborhood; adding there is not the manpower to patrol the county roads looking for encroachments
- Concern for the safety of residents as well as snowplow drivers hitting a permanent structure and the liability of the road commission
- Several seminars he attended addressed setting speed limits and the hazard of speed bumps to the snow plowing operation
- Masonry mailboxes costing \$2500.00-\$3000.00 are far too expensive to replace if they need to be removed for a road/sewer project
- All drivers don't obey a 25 mph speed limit and enforcement is not a top priority for the Sheriff Department thus slower speed limits are not a guarantee there will be no serious accidents

Commissioner Berkebile stated he is in favor of keeping the current Encroachment and/or Obstruction and Accommodation of Mailboxes and Newspaper Delivery Boxes on County Road Right of Way Policy as is; noting the Road Commission Board was appointed by the County Commission to be the guardian of the right of way in Kalamazoo County. He added the Michigan Court System as well as the Supreme Court have upheld the Encroachment/Obstruction and Accommodation Policies when challenged in court. Commissioner Berkebile noted because a speed limit is 25 mph does not mean that is the speed all motorists are traveling and if someone speeding hits a permanent structure in the right of way which is in the control of the Kalamazoo County Road Commission (KCRC) the road commission is liable. Commissioner Berkebile continued he was not in favor of having the mailbox included in the homeowner's policy as there would be no way to administer as policies can easily be changed.

Commissioner Moyle explained road commissions are being asked to do more with less funding, questioning who would administer a permit system or insurance policy. He continued saying during the time he has been on the board there have been several encroachment issues brought to their attention which were addressed consistent to policy. He also stated getting equipment down roads for maintenance requires turning or removing mailboxes; with permanent mailbox structures this is not possible.

Commissioner McCauley suggested citizens form a focus group, with their townships, and draft a policy for review. He said there will be a need for a sewer project within the next ten years and if mailboxes are removed for a project they are replaced with standard conforming mailboxes. Replacement of non-conforming mailboxes after a project is complete will be at the homeowner's expense. He expressed concern over size limitations and construction materials. He agreed to have staff educate landscapers, builders and township officials on the encroachment policy.

In response to lowering the speed limit Commissioner McCauley explained it was out of county road commission hands as speed limits are mandated by the Michigan State Police and speed bumps are hazards for snow plowing.

Commissioner Berkebile moved and it was seconded to make no decision at this time and postpone enforcing letters that have already been sent out until February 1, 2012. Staff will research new standards, if any, for mailboxes that may be permitted other than the standard 4 by 4 post which is the current United State Postal Service (USPS) and AASHTO guidelines. Staff will seek feedback from township representatives for recommendations to the current policies and determine what, if any further action is necessary.

Carried by the following vote:

October 25, 2011

Aye: McCauley, Oscarson, Berkebile, Moyle

Chairman McCauley called for a 5 minutes recess.

Commissioner Berkebile moved and it was seconded to approve the Special Assessment Final Order of Determination Resolution for Burlington Drive, Ross Township for signature by the Board Members and approval of the Local Road Contract for chairman's signature.

**WHEREAS** a public meeting has been duly held, pursuant to notice thereof given in accordance with the provisions of Act 246 of the Public Acts of Michigan of 1931, as amended, said public meeting relating to certain highway improvements as requested in a petition submitted to the Commission by landowners in the Township of Ross, Kalamazoo County, Michigan, received by the Commission on September 13, 2011.

**WHEREAS**, final determination of the special assessment district to be assessed for benefits on construction of the proposed improvements and the number of annual installments over which said assessments shall be spread was made at said public meeting held on October 18, 2011 and

**WHEREAS**, Section 7 of said Act requires the Commission to take certain action within thirty days from said public meeting,

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that this Commission declares and make its Final Order of Determination that the proposed improvement project is necessary and would be for the benefit of the public welfare and convenience, and that the proposed improvement project shall be made in accordance with the final specifications which are herewith adopted, a copy of which is attached to this Final Order of Determination.

**BE IT FURTHER RESOLVED THAT** all of the statutory and procedural steps and requirements of Act 246 of the Public Acts of Michigan of 1931, as amended have been compiled with pertaining to the following special assessment project:

**Burlington Drive** – 1600' Feet South of C Avenue to 100' Feet North of C Avenue  
The roadway improvements are a HMA Overlay of 0.32 miles.  
Total Estimate is \$35,688.00.

And designate that the special assessment will be spread over a period of two (2) years; and that interest at the rate of six percent (6%) per year shall be charged on the unpaid balance of each assessment annually; and that the due date for these assessments shall be delinquent if not paid prior to March 1 of each year hereafter;

**WHEREFORE**, the commission shall forward the special assessment District tax roll to the Treasurer of Ross Township for collection as agent for the Commission as soon as is practicable following collection of same; and, further, that copy of this Resolution be forwarded to said Township Treasurer, and copy to the Kalamazoo County Treasurer.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Oscarson moved and it was seconded to award the 11<sup>th</sup> Street/ON Avenue from N Avenue to 12<sup>th</sup> Street project for 2012 to Reith-Riley Construction Co., the low bidder meeting specifications per Michigan Department of Transportation (MDOT) bid letting. Managing Director Johnson stated the engineer estimate was \$502,440.00 and the low bid came in at \$664,955.41. Chief Engineer Tom Hohm advised the bid was examined for any costs that were much higher than the estimate but the additional amounts were spread over a number of items. Commissioner McCauley questioned if the road could be closed to traffic to reduce costs. Chief Engineer Hohm answered due to the amount of traffic on 12<sup>th</sup> Street he is in favor of maintaining traffic but ON Avenue and 11<sup>th</sup> Street portion traffic will be detoured. Commissioner Berkebile questioned a left turn lane on northbound 12<sup>th</sup> Street. Chief Engineer Hohm explained the design includes a third lane up to the I-94 overpass.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Moyle

October 25, 2011

Commissioner Moyle moved and it was seconded to award the fall 2011 Tree Work Bid to Quality Tree of Michigan, LLC for all Divisions; the low bidder meeting specifications for a total of \$30,765.00.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Moyle

Commissioner Moyle moved and it was seconded to approval the Association of Southern Michigan Road Commissions Annual Election official ballot for a term of one year as follows; Brian Wendling (Saginaw); Robert Kaarlie (Allegan), Ken Oscarson (Kalamazoo), John Strauss (Kent), and Nicole VanHorn (Washtenaw) for Commissioners and Staff two year terms respectively.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Moyle

Managing Director Johnson thanked the board, staff and the residents for their patience as the mailbox and encroachment policies are examined. She reminded residents that winter is approaching and recommended residents secure their mailboxes for the winter snow/ice removal season. She advised 35<sup>th</sup> Street is opened for traffic and the guardrail has been installed. Staff is working with the contractors to complete the VW Street project as the construction season comes to an end.

The meeting adjourned at 5:11 p.m.

October 25, 2011

A Work Session of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, October 25, 2011. Commissioner McCauley called the meeting to order at 5:15 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Daniel J. Moyle  
Absent: Jeffrie M. Maddox

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm and General Superintendent Travis Bartholomew

**Health Care Review** – Updated information was reviewed regarding the effective date of Public Act (PA) 152. The Board consensus was to implement the provision of Public Act 152 based upon the effective date for the first renewal on or after January 1, 2012, which for KCRC would be November 1, 2012.

Commissioner Berkebile noted he would like to choose the option that is most palatable to the employee, knowing that the Board has no choice but to implement either the flat-dollar or percentage share. Plan design options were discussed, premium share options were reviewed, and the Section 125 plan was discussed.

Commissioner Oscarson would like to know the effect of Section 125 plan on the typical employee. Finance Director Benison agreed to prepare and share that information.

The Board members would like a count of employee plan preference and have staff research/ask what are the obstacles to Preferred Plan Option (PPO)12 or PPO15 with Health Reimbursement Arrangement (HRA), understanding that these plan-design options are only available for non-union staff (8 total) and Kalamazoo Area Transportation Study (KATS) staff,. The Board gave staff the go-ahead to move forward with Section 125 plan, and it will be on next Board agenda for action.

Retiree insurance was discussed including plan design options and premium share. The Board would like staff to look at plan design changes for retirees so their contribution/monthly premium could remain the same. The Board also inquired if Road Commission retirees could have the same plans as General County and Community Mental Health retirees. It was noted that County Board recently approved increasing the retiree premium sharing to 16% (from 12%) effective 1/1/2012 for County retirees not eligible for Medicare. Staff shared with the Board that in both Teamsters Collective Bargaining Agreement (CBA) and personnel manual, language exists that says retiree health insurance benefits or the employer's contribution will not be greater than those provided to active employees. Therefore, when Public Act 152 is implemented, the retirees cost sharing will need to be reviewed for an increase accordingly.

Commissioner Berkebile moved, and it was seconded, to approve increasing the retiree premium sharing to 16% effective 1-1-2012. Staff will notify retirees of the increase as soon as possible. It was suggested that a press release also be developed for the same. In the notice of the 1/1/2012 increase from 8% to 16% retirees may also be informed of the potential 20% contribution including plan design changes that may be implemented to lessen the potential increase; however, no official action has been taken at this time relating to plan-design or 20% sharing.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Moyle

**Purchasing Policy Review:** The Board suggested adding language allowing staff to purchase at auction or negotiated purchase, budgeted used capital equipment costing more than \$15,000. The Board recognizes a difference in capital versus operating purchases, and would like to give staff the flexibility to purchase capital items that have been approved by the Board during the budget process. Commissioner Oscarson suggested the need for Testing Services be considered in the Professional Services policy. The Board's role in the Professional Services policy is at the pre-qualification step. The Board suggested wording changes in the last paragraph regarding the Request for Proposal (RFP) solicited from Request for Quote (RFQ) approved vendors. Staff will develop procedures to support these policies. No changes/suggestions to Sale or Disposal of Assets or Surplus policy.

October 25, 2011

Managing Director Johnson thanked the Board and asked if there are any other comments regarding the work session items.

The meeting adjourned at 6:27 p.m.

November 7, 2011

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Wakeshma Township Board of Trustees was held at the Wakeshma Township Hall, 13988 S. 42<sup>nd</sup> Street, Fulton, Michigan, on Monday, November 7, 2011. The joint meeting began at 7:00 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox  
Absent: Daniel J. Moyle

Also present: Managing Director Joanna I. Johnson, Area Superintendent Jeff Daughtry, Wakeshma Township Supervisor Doug Byas, Clerk Nancy Mulder-Paul, Treasurer Carolyn Wise, Trustee Larry Bennett, Trustee Barbara Thole and one citizen

Following introductions, Managing Director Johnson reviewed the agenda items. Managing Director Johnson reviewed the dust control operation with the owner of VDS Farms, LLC for 44<sup>th</sup> Street. Area Superintendent Daughtry expressed concern that VDS had not completed the required permit, which he personally delivered. Area Superintendent Daughtry suggested using 38% calcium chloride rather than mineral well brine for dust control based on the amount necessary for delivery of dust control and storage issues. He agreed to follow up with the township and VDS.

Township Supervisor Byas received feedback from local residents questioning the process of filling potholes and why all potholes are not filled. Area Superintendent Daughtry explained based on material loads and distance, the main focus is the larger potholes first. Managing Director Johnson expressed appreciation for the feedback and agreed that staff will work together with residents to get those areas patched.

Township Supervisor Byas thanked the road commission board for agreeing to a two year contract for 47<sup>th</sup> Street. He asked that a tree be inspected due to low hanging limbs over the road adding he appreciated the assistance of the Kalamazoo County Road Commission staff.

Managing Director Johnson thanked the Wakeshma Township Board of Trustees for scheduling the joint meeting.

The meeting adjourned at 7:22 p.m.



November 8, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, November 8, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, Administrative Assistant Nancy Ryan, and one citizen.

Commissioner Oscarson moved and it was seconded to accept the agenda as submitted.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the minutes of the October 25, 2011 Board Meeting and the October 25, 2011 Board Work Session.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve and sign the November 7, 2011 payroll and the November 8, 2011 vendor accounts as submitted.

Payroll Account	\$ 99,563.52
Vendor Account	\$687,215.84

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to accept the letter dated October 18, 2011 from the Michigan Department of Transportation (MDOT) regarding the Title VI/EEO Certification Compliance and Assurances and refer to file.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to award the Salt Storage Building Roof Renovation Bid to Kalamazoo Contractors Inc.; low bidder meeting specifications for \$47,909.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the Section 125 Health Insurance Premium Only Plan with a Board option to cancel this plan as necessary in the future for Managing Director's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the updated Purchasing Policy and rescind the current Purchasing, Bid Opening, Minority Business Enterprise Equal Opportunity and Bid Reserve Policies. Commissioner Berkebile suggested the policy be issued noting the current policies are rescinded as of November 8, 2011. Commissioner Oscarson asked if the policy included bid bonds and Managing Director Johnson answered no, it is being addressed separately.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the new Sale or Disposal of Assets or Surplus Policy.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the Traffic Control Order (TCO) #1626 requiring all traffic YIELD to circulating roadway in the roundabout intersection of Texas Drive/Milham

November 8, 2011

Road/12th Street for Managing Director's signature and rescind TCO #623, All-Way STOP for Texas Drive/Milham Road and 12th Street, Texas Township. Commissioner Berkebile requested better signage prior to the roundabout to alert the motorists of the reduced speed when entering the roundabout.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the Warranty Deed and the Easement Agreement for Storm Water Drainage for Dustin Circle and Terrier Trail, located within the Huntington Hills Condominium for Managing Director's signature. Commissioner Oscarson inquired if the mailboxes met our specifications and Managing Director Johnson responded yes.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve TCOs for Dustin Circle and Terrier Trail, located within the Huntington Hills Condominium for Managing Director's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson noted the final project of the construction season, VW Avenue, was paved Monday and ditch line and shoulder work continue. She thanked Commissioner Moyle for his feedback on this project.

Commissioner Maddox attended a Kalamazoo Area Transportation (KATS) meeting noting the new prioritization process was approved and the effects to KCRC projects are to be determined.

Commissioner Berkebile attended a Chamber Transportation Advisory Council meeting where two House bills were discussed relating to the elimination of road commissions. A vote was taken and it was agreed to support the House Bill (HB) 5125 and 5126 because the Kalamazoo Chamber supports the consolidation of government, even though the issue is not needed in Kalamazoo County at this time. He and the Michigan Department of Transportation abstained from the vote.

Commissioner Oscarson attended a Council of Government (COG) meeting where a presentation was provided on a study led by the Land Information Access Association (LIAA) evaluating opportunities for collaboration with municipalities in Kalamazoo County.

Commissioner McCauley noted he got a sneak peek at the new Expo Center and the first event will be Friday. He also attended the River Street Bridge project informational meeting noting Chief Engineer Tom Hohm did a good job explaining the project.

The meeting adjourned at 3:50 p.m.

November 8, 2011

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Ross Township Board of Trustees was held at the Ross Township Hall, 12086 East M-89, Augusta, Michigan, on Tuesday, November 8, 2011. The joint meeting began at 6:29 p.m.

Present: Kenneth R. Oscarson, Jeffrie M. Maddox, Daniel J. Moyle

Absent: Kent L. McCauley, Dennis J. Berkebile

Also present: Managing Director Joanna I. Johnson, General Superintendent Travis Bartholomew, Area Superintendent Bill DeYoung, Ross Township Supervisor Jeff Bither, Clerk Martha Chambers, Treasurer Cynthia Genung, Trustee Diana Langshaw, Trustee Owen Murray and two citizens.

Following introductions, Managing Director Johnson reviewed agenda items.

Trustee Murray noted the 5 year township plan for local roads may change as the township reviews the final project selection. Area Superintendent DeYoung noted Ross Township completed all the roads on the 2011 plan; adding the purpose of the plan is keeping good roads in good condition.

Trustee Murray questioned the level of local road participation funds (par funds) expected next year and if the governors' infrastructure message for agencies receiving \$50,000.00 or less affects the par fund program. Managing Director Johnson advised preliminary budget figures incorporate approximately the same level of par funds for 2012 and the governor's message does not affect par funds as the Kalamazoo County Road Commission (KCRC) is the Act 51 agency for townships receiving more than \$50,000 adding the participation funds are distributed based on KCRC policy and available funding. Trustee Murray inquired on the governor's message and bills introduced to eliminate road commissions. Managing Director Johnson answered at this time that does not seem to be looked at favorably by Kalamazoo County and all aspects would need to be reviewed. Commissioner Oscarson noted feedback KCRC received has been positive for the work we are doing. Commissioner Maddox advised this is a means to consolidate government.

Township Supervisor Bither commented he is not fond of the new billing, but may just need time to get used to it. Managing Director Johnson explained the progress billing.

Township Supervisor Bither said he appreciates all the good work the road commission is doing.

Managing Director Johnson expressed appreciation to the Ross Township Board of Trustees for scheduling the joint meeting.

The meeting adjourned at 6:50 p.m.

November 14, 2011

November 14, 2011 – Southwestern Council

A special meeting of the Board of County Road Commissioners of Kalamazoo County was hosted by the Kalamazoo County Road Commission, at 3801 E. Kilgore, Kalamazoo, Michigan, in conjunction with the Southwestern Road Commission Council, on Monday, November 14, 2011, at 12 noon.

Present: Kent L. McCauley, Kenneth R. Oscarson Dennis J. Berkebile, Jeffrie M. Maddox,  
Absent: Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, and representatives from various county road commissions in the Southwestern Road Commission Council.

Representatives of the various committees gave their reports.

The meeting adjourned at 2:30 p.m.

November 22, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, November 22, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, Administrative Assistant Nancy Ryan, Kalamazoo County Officials as follows: Commissioner District 8 and Road Commission liaison John Zull, Commissioner District 9 Nasim Ansari, Commissioner District 12 Brandt Iden, Commissioner District 16 John Gisler, Deputy County Administrator John Faul, Corporation Council Thomas Canny and City of Kalamazoo Director Information Technology (IT) Ed Freed.

Commissioner Maddox moved and it was seconded to accept the agenda as submitted.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the minutes of the November 7, 2011 Joint Meeting Wakeshma Township, the November 8, 2011 Board Meeting, the November 8, 2011 Joint Meeting Ross Township and the November 14, 2011 Southwest Council Meeting.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve and sign the November 21, 2011 payroll and the November 22, 2011 vendor accounts as submitted.

Payroll Account	99,772.04
Longevity Account	117,523.31
Vendor Account	193,603.89

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson introduced County officials Commissioner John Zull (liaison), Commissioner Nasim Ansari, Commissioner Brandt Iden, Commissioner John Gisler, Deputy County Administrator John Faul and County Corporation Counsel Tom Canny. Managing Director Johnson reviewed the past season construction projects, and the 2012 draft budget where the focus is to continue existing service levels with no increase in funding. The Commissioners discussed House Bills 5125 and 5126 which address the elimination of county road commissions, including how road commissions were initially formed, vote of the electorate, transparency, Wayne County and Macomb County processes, and the perspective of operations in Kalamazoo County. The Road Commissioners and Managing Director Johnson expressed appreciation to the County Commissioners for attending the meeting.

Commissioner Moyle moved and it was seconded to accept the letter dated November 3, 2011 from Amy McFadden, owner of the Riverview Café, 351 River Street, Comstock Township and refer to file. Commissioner Berkebile requested a copy of the letter be sent to Comstock Township.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to accept the letter dated November 11, 2011 from Mr. and Mrs. Ollie Chambers, 6499 Killington Drive, Oshtemo Township and refer to file.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to award the telephone system request for proposal to I.T.I., Inc., for \$28,158.05 and the associated annual service fees as applicable to maintain the system. City of Kalamazoo IT Director Ed Freed explained the process in developing bid specifications to the Board members and the Board and Managing Director Johnson thanked him and his staff for their valuable assistance.

Carried by the following vote:

November 22, 2011

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson thanked staff for their help making the Southwest Council meeting a success. She gave a special thank you to General Superintendent Travis Bartholomew and Great Lakes Chloride representative Dave Budd for their presentation.

Commissioner Maddox attended a Kalamazoo Area Transportation (KATS) Policy meeting where different options for the Sprinkle Road/I-94 interchange were discussed. Also discussed was a potential change in scope of Metropolitan Planning Organizations (MPO) based upon population levels over 200,000. If this change takes place, the KATS may be dissolved, or combined with another local MPO, for example Battle Creek, Mattawan or Paw Paw.

Commissioner Berkebile and other members of the Chamber Transportation Advisory Council and local business owners traveled to Washington D.C. to meet with representatives of the Federal Highway Administration and aides of local legislators, with Michigan Department of Transportation officials in attendance via video conference. The discussion focused on funding for additional construction and improvements for the I94 corridor and interchanges in the region.

Commissioner Oscarson attended a Michigan Township Association (MTA) reception where township and village representatives discussed Governor Snyder's proposed plans.

Commissioner Moyle noted the Environmental Health Advisory Council was successful in getting drop boxes for household hazardous waste. The drop boxes will eliminate the need for paperwork and personnel involvement as the waste containers will be sent directly to the incinerators.

Commissioner McCauley attended the ribbon cutting ceremony for the new Expo Center at the Kalamazoo Fair Grounds adding events are being booked for the Center. He reminded the Board of the County Road Association of Michigan (CRAM) legislative day on November 29<sup>th</sup> and the date time change for the next regular board meeting to Thursday December 8 at 7:30 a.m.

The meeting adjourned at 4:32 p.m.

November 22, 2011

The work session meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, November 22, 2011. Commissioner McCauley called the work session to order at 4:45 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, and Chief Engineer Tom Hohm.

Managing Director Johnson and Finance Director Benison reviewed the draft 2012 budget.

Commissioner McCauley had questions on the activity types/descriptions and proper coding by employees. How do employees know which code to use with similar descriptions?

Commissioner Maddox suggested an "opt out" option for townships who know they are not using all of the allocation of local road participation funds that could be redistributed to those townships who would match the additional funds. After discussion, the Board requested an increase to the local road participation funds to \$1,100,000 for 2012.

Commissioner Maddox questioned the amount for chip seal in primary road 2012 vs. the amount spent year-to-date in 2011. Commissioner Berkebile said it would be helpful to add the amount of miles on the primary road chip seal plan.

Commissioner McCauley had questions on the type of arrow board and trench shoring use. Commissioner McCauley suggested we purchase the additional trucks with the current bid.

Chief Engineer Hohm reviewed the draft 2012 – 2016 Primary Road Capital Improvement Plan (CIP). Commissioner McCauley advised he has been asking for 5 years the difference in the cost of consultant services vs. in house. Commissioner Berkebile requested Chief Engineer Hohm review consultant costs for a few projects in recent years and compare the amount to the potential cost of adding an additional project engineer. Commissioner Maddox inquired on the additional portion of 35<sup>th</sup> Street which is not reflected for construction in the CIP. He asked if there would be increased costs by splitting the project. Chief Engineer Hohm advised the other portion of the project may have been placed in out years and yes, there may be additional costs.

Managing Director Johnson requested feedback on the draft 2012 Organizational Goals.

Commissioner McCauley commented on maintaining 25% of fund balance should be 40% based on our history. He also suggested adding Human Resources and Equipment Maintenance to the collaboration opportunity.

Commissioner Berkebile commented the wording needs to be adjusted for maintaining 80% of the roads in good condition; clarify the Asset Management Plan and holding two employee meetings does not develop leaders.

Managing Director Johnson reviewed the Health Insurance Update.

Commissioner Berkebile moved and it was seconded to provide Blue Cross Blue Shield PPO15 plan with the health reimbursement account (HRA) using the hard cap per PA 152 for non-union employees as of January 1, 2012. Commissioner Berkebile noted this would be subject to change as reviewed annually and with budget discussions.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

November 22, 2011

Commissioner McCauley attended the Schoolcraft Township meeting. He clarified the meaning of the letter sent requesting feedback on our mailbox specifications/policy to townships. Schoolcraft Township was not aware what prompted the inquiry. He stated although the Board action was as noted, he did not feel the issue was the specifications of the mailbox structure but whether there should be an exception in residential/plat areas.

The work session adjourned at 6:20pm



December 8, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Thursday, December 8, 2011. Commissioner McCauley called the meeting to order at 7:33 a.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, and Administrative Assistant Nancy Ryan

Commissioner Maddox moved and it was seconded to accept the agenda with the addition of Item E.; Request approval of the easement and temporary grading permits for the 2012 River Street Bridge project.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve minutes of the November 22, 2011 Board Meeting and Work Session Minutes.

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve and sign the December 5, 2011 payroll and the December 6, 2011 vendor accounts, as submitted.

Payroll Account	\$ 98,213.16
Vendor Account	\$170,292.15

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to open the Public Hearing on the 2012 Budget and the 2012-2016 Primary Road Capital Improvement Plan (CIP).

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

There were no citizens present and Commissioner Oscarson moved and it was seconded to close the hearing.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to accept the 2012 Budget.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Be it resolved, that in compliance with the Michigan Uniform Budgeting and Accounting Act, the Board of County Road Commissioners of Kalamazoo County hereby approves the following budget for the calendar year of 2012:

**Revenue 2012**

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Michigan Transportation Fund	12,500,000
Federal, State and Enhancement	3,658,436
Townships	1,340,000
Cities	25,000
Interest	50,000
Other	250,000
Total Revenue	17,823,436

**Expenditures 2012**

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December 8, 2011

Preservation and Structural Improvements	9,263,600
Routine and Preventive Maintenance	7,283,250
Net Equipment	(409,452)
Administrative	969,820
Capital Outlay	1,204,484
Distributive	930,974
Work Performed for Others	190,000
Depreciation	<u>(560,800)</u>
Total Expense	18,871,876
Excess of Revenues Over (Under) Expenditures	(1,048,440)
Expected Fund Balance – January 1, 2012	8,099,994
Budgeted Fund Balance December 31, 2012	7,051,556

Commissioner Moyle moved and it was seconded to approve the 2012-2016 Primary Road Capital Improvement Plan (CIP).

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the Water Main Agreement with the City of Kalamazoo, River Street Bridge, Comstock Township for Managing Director's signature. Commissioner Oscarson had some questions regarding future maintenance of the bridge with the water main and Chief Engineer Hohm explained the city owns the water main structure so future maintenance would be their responsibility.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the U.S. Geological Survey Agreement with the United States Department of the Interior; River Street Bridge, Comstock Township for Managing Director's signature.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the easement and temporary grading permits for the 2012 River Street Bridge project.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

General Superintendent Travis Bartholomew provided a presentation with updates on the 2011-2012 winter maintenance operation including routes, scheduling, equipment and materials.

Managing Director Johnson thanked General Superintendent Bartholomew for the presentation. She thanked Finance Director Carla Benison and staff for their work on the 2012 Budget.

Commissioner Maddox said he and Commissioner Oscarson attended the Association of Southern Michigan Road Commissions (ASMRC) conference in Frankenmuth where a presentation was given by Texas Township Supervisor David Healy and Managing Director Johnson regarding Township cooperation with road commissions. Commissioner Maddox added it was a very positive message and he would like to see it presented to the Michigan Township Association.

Commissioner Berkebile thanked General Superintendent Bartholomew for the winter maintenance updates. He also thanked Finance Director Benison and her accounting staff for their work on the 2012 Budget. He suggested staff issue a press release to update the public on salt savings and shift changes for snow plow operators for increased efficiency

Commissioner Oscarson congratulated Texas Township Supervisor Dave Healy and Managing Director Johnson for their informative presentations at the ASMRC conference. He also thanked General

December 8, 2011

Superintendent Bartholomew for the winter maintenance update presentation and Finance Director Benison for her work on the 2012 Budget.

Commissioner McCauley attended a Parks and Recreation meeting where it was noted the use of county parks is at an all time high and the parks department is well on their way to achieving zero funding from the county with 2014 being the goal. The Expo Center hosted the United Kennel Club (UKC) Canine Fanciers Dog Show and are now booked for several years in advance. He thanked all the staff and workers for their input in making the Kalamazoo County Road Commission a success and agreed with Commissioner Berkebile there ought to be a press release with information on the changes.

The meeting adjourned at 8:31 a.m.

December 13, 2011

A Right of Way Presentation for the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, December 13, 2011. The presentation was called to order at 3:34 p.m.

Present: Kenneth R. Oscarson, Dennis J. Berkebile, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, Attorneys Steve Denefeld, Bob Engels and David Lewis of Lewis, Reed and Allen.

A presentation was given on the laws and processes of property and right of way acquisition. The attorneys answered questions from staff on the statues governing public right of way and condemnation procedures.

The presentation adjourned at 5:15 p.m.

December 13, 2011

A joint meeting of the Board of County Road Commissioners of Kalamazoo County and the Climax Township Board of Trustees was held at the Climax Township Hall, 110 North Main Street, Climax, Michigan, on Tuesday, December 13, 2011. The joint meeting began at 6:34 p.m.

Present: Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle  
Absent: Kenneth L. McCauley

Also present: Managing Director Joanna I. Johnson, , Climax Township Supervisor Phyllis Simmons, Clerk Marcia Lewis-Paul, Treasurer Don Schultz, Trustee Richard Thierjung, Trustee Monique Strong and 10 citizens.

Following introductions, Managing Director Johnson reviewed agenda items.

Trustee Strong had concerns about the 2012 O Avenue Bridge Replacement and why it needs to be a bridge rather than a culvert. Managing Director Johnson noted a site visit took place and the Department of Environmental Quality (DEQ) which advised accordingly. She agreed to have staff follow up and if necessary attend a meeting to discuss further. Trustee Strong asked if this is a priority project. Managing Director Johnson explained it was a project identified on the 5 year local road capital improvement plan. Trustee Strong advised if the dollars are not available to build a bridge the road would have to be closed. Managing Director Johnson explained the Kalamazoo County Road Commission (KCRC) shares the cost of such a project 50/50 and would not want to build a structure larger than necessary. Managing Director Johnson agreed to follow up on the final cost of the 36<sup>th</sup> Street primary road culvert replacement project this year.

Trustee Strong requested repairs to the road edge at 39<sup>th</sup> and S Avenue.

Township Supervisor Simmons inquired about the policy for gravel roads in the winter as she received a call about the lack of winter maintenance after a recent snow event. Managing Director Johnson explained the difficulty of completing winter maintenance on gravel roads. Commissioner Berkebile added with very little frost in the ground roads are soft for snowplow equipment. Township Supervisor Simmons advised she had spoken to Area Superintendent Daughtry who had similar comments. Managing Director Johnson said she would be happy to talk to the citizen that expressed concerns.

Managing Director Johnson advised the KCRC welcomes calls from citizens directly for service requests at the office or on the website.

Township Supervisor Simmons shared she felt the roads in Climax are the best roads in the county. Managing Director Johnson commented Climax is the only township with a millage dedicated to roads. Commissioner Maddox provided feedback on the process used by Texas Township to fund road improvements.

Trustee Strong noted she appreciated the quick response to a stop sign being down.

Treasurer Schultz indicated he appreciated the quick response to a tree limb request.

Mr. Henry of 11560 East O Avenue requested a driveway culvert. Managing Director Johnson agreed to forward to staff for follow up.

Trustee Strong suggested research on the funding provided by Upjohn for roads 20 years ago for possible opportunities today.

A resident reported a sign that is bent at P Avenue and 40<sup>th</sup> Street.

Township Supervisor Simmons noted the road commission is doing a great job.

December 13, 2011

Managing Director Johnson expressed appreciation to the Climax Township Board of Trustees for scheduling the joint meeting.

The meeting adjourned at 7:00 p.m.

December 20, 2011

The regular meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Road Commission office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, December 20, 2011. Commissioner McCauley called the meeting to order at 3:30 p.m.

Present: Kent L. McCauley, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, Daniel J. Moyle

Also attending: Managing Director Joanna I. Johnson, Finance Director Carla Benison, Traffic Services Director John Byrnes, Chief Engineer Tom Hohm, General Superintendent Travis Bartholomew, and Administrative Assistant Nancy Ryan

Commissioner Maddox moved and it was seconded to accept the agenda as presented.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the minutes of the December 8, 2011 Board Meeting, December 13, 2011 Right of Way Presentation and the December 13, 2011 Joint Meeting Climax Township. Note the December 13 Right of Way Presentation minutes reflect the wrong date, this will be corrected for the official minutes.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve and sign the December 19, 2011 payroll and the December 20, 2011 vendor accounts, as submitted.

Payroll Account	\$ 98,801.48
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Vendor Account	\$683,514.74
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Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to accept the letter from Schoolcraft Township dated November 30, 2011 regarding feedback on the Kalamazoo County Road Commission (KCRC) mailbox policy and refer to file. Commissioner Berkebile suggested an email be sent to the township supervisors as a reminder to provide feedback on the issue. Managing Director Johnson advised she would mention the request at the township supervisor's meeting as well.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to accept the letter from the Michigan Department of Transportation (MDOT) dated December 5, 2011 and refer to staff for completion of the Act 51 Mileage Certification report.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to accept the MDOT letter dated December 7, 2011 regarding Local Bridge Program selections and refer to file.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to approve the easements and temporary grading permit for the 9<sup>th</sup> Street project, Oshtemo Township for \$3,714.00.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Oscarson moved and it was seconded to approve the MDOT Performance Resolution for Governmental Agencies for Managing Director's signature.

**PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES**

December 20, 2011

*This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way," or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way."*

RESOLVED WHEREAS, the (city, village, township, etc.) hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations; within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY will be solely as for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent he DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.



December 20, 2011

7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the 2011 Amended Budget Resolution.

Be it resolved, that in compliance with the Michigan Uniform Budgeting and Accounting Act, the Board of County Road Commissioners of Kalamazoo County hereby approves and adopts the following amended budget for the calendar year 2011.

	<b>Year-End Amended Budget</b>
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Revenue	
Michigan Transportation Fund	<b>12,500,000</b>
Federal, State and Enhancement	<b>2,591,641</b>
Townships	<b>1,471,758</b>
Cities and Other Governmental	<b>20,000</b>
Interest	<b>20,000</b>
Other	<b>565,000</b>
Total Revenue	<b>17,168,399</b>
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Expenditures	
Construction & Capacity	<b>360,000</b>
Preservation & Structural	<b>5,446,633</b>
Routine & Preventive	<b>8,912,321</b>
Net Equipment	<b>(208,900)</b>
Capital Outlay	<b>728,550</b>
Depreciation	<b>(586,100)</b>
Administration	<b>1,020,572</b>
Work Performed for Others	<b>63,000</b>
Distributive	<b>0</b>
Total Expenditures	<b>15,736,076</b>
<hr/>	
Excess of Rev Over (Under) Expend	<b>1,432,323</b>
Fund Balance 1/1/2011	<b>7,111,888</b>
Budget Avail Fund Bal 12/31/2011	<b>8,544,211</b>

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

December 20, 2011

Commissioner Moyle moved and it was seconded to approve the 2011 Resolution to accept/abandon roads into the public road system.

**RESOLUTION**

Act 51, Public Act 1951 as amended, requires that each county submit an annual report to the State Transportation Commission. By resolution the Board approves and authorize acceptance into the county public road system the roads in the following plats, as well as other listed roads, road extensions, and temporary turnarounds. By resolution the Board approves and authorizes the following roadway abandonments.

Plats:

Barrington Shores #5, Section 21, T3S, R12W, Texas Township

Huntington Hills, Section 8, T3S, R12W, Texas Township

Roads:

Vinewood Pointe, Section 21, Texas Township.....623 feet

Dustin Circle, Section 8, Texas Township.....2,378 feet

Terrier Trail, Section 8, Texas Township.....1,732 feet

Road Extensions:

Barony Pointe, Section 21, Texas Township.....759 feet

Road Abandonments:

Midlake Drive, Section 8, Ross Township.....-278 feet

Harger Street, Section 8, Ross Township.....-167 feet

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded to approve the following 2012 Organizational Goals.

**2012**

*The goal of the Board of County Road Commissioners of Kalamazoo County is using our expertise, energy and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county.*

**Finance Department:**

**Goal:** KCRC maintains fund balance and liquid resources to fund short-term goals and long-term objectives. Both revenues and expenditures are utilized efficiently and effectively to preserve our infrastructure and maintain conservative fiscal objectives.

*Maintain Fund Balance: 25% of expenditures*

**Objective:** Provide information to promote educated financial decisions.

**Strategy:**

- Ensure that accounting records are reporting transactions effectively, efficiently, timely and accurately
- Provide Board and Staff monthly reports that reflect budget and actual
- Provide Board and Staff with quarterly project reports from estimate to actual

**Goal:** Service to KCRC departments and public with effective and efficient use of technology and resources.

*Month closed and financial statements complete by 15<sup>th</sup> business day each month*

**Objective:** Review internal financial procedures and processes for customer service.

**Strategy:**

- Review financial policies
- Review finance department positions
- Explore the feasibility of credit card acceptance for our permit customers
- Jointly with Engineering review Professional Service/Request for Qualifications (RFQ) policy and process

**Engineering/Traffic Department:**

**Goal:** KCRC is adequately preserving our infrastructure with the funding available.

*Continuously improve all our road network and at minimum, maintain 80% of our primary roads in GOOD (PASER 6+) condition*

**Objective:** To use our engineering expertise, resources, and energy to provide the safest and most convenient road system and maintain our assets in good condition.

**Strategy:**

- Utilize Roadsoft data accordingly, as a resource and education tool to maintain our assets effectively

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**Goal:** KCRC utilizes current software to track assets and asset improvements.

*Complete 25% of culvert inventory within RoadSoft*

*Complete 50% of guardrail inventory within RoadSoft*

*Complete 60% of sign inventory within RoadSoft*

**Objective:** To use RoadSoft to adequately inventory our assets and tracking of their improvements.

**Strategy:**

- Jointly with Roads Department, populate the RoadSoft modules with accurate, complete information and utilize this resource effectively

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**Goal:** KCRC utilizes software and technology to better serve the public

*25% of drainage system easements mapped in GIS*

*25% of storm sewer systems mapped in GIS*

**Objective:** To use software and technology to supplement current processes.

**Strategy:**

- Create maps of drainage and storm sewer systems with collected data
- Update the KCRC Map for production
- Review Technician positions
- Jointly with Finance review Professional Service/Request for Qualifications (RFQ) policy and process
- Review Procedures, Guidelines, and Specifications for Developing New Public Roads for updates
- Review Driveway Policy for updates

**Equipment/Facilities and Roads Department:**

**Goal:** KCRC is adequately preserving our infrastructure with the funds available and through the use of an effective asset management program. KCRC, as the local road professionals, are the resource in planning the right fix at the right time.

*Complete on-going 5-year local road capital improvement plans with townships including the principals of asset management*

*Complete an Asset Management Plan to define current road ratings with data collected countywide for the sustainability of our road network*

**Objective:** To use our road maintenance expertise, resources and energy to maintain our assets in good condition.

**Strategy:**

- Area Superintendents to develop 5-year local road improvement plans jointly with our Township partners using asset management data
- Complete an Asset Management Plan using the principals and asset management data collected countywide. The document assists KCRC in defining our current assets and sustainability using the principals of asset management.
- Jointly with Engineering, populate the RoadSoft modules with accurate, complete information and utilize this resource effectively

**Administration:**

**Goal:** KCRC develops current leaders, those who hold accountability today; and emerging leaders, those who have potential to make greater strategic contributions to KCRC.

*Encourage employees to take responsibility and seek opportunities for leadership and advancement*

**Objective:** Ensure employees are seeking continuous improvement opportunities to enhance public service and organizational needs.

**Strategy:**

- Schedule training opportunities and support education that will enhance employee performance
- Leadership development
- Team leader development
- Succession plan development

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**Goal:** KCRC is seeking continuous opportunities for improvement in communication with the public and organizational development in the pursuit of excellence.

*Complete service requests within a maximum of 25 calendar days*

**Objective:** Enhance KCRC customer service and information mediums

**Strategy:**

- Continuously review communication mediums and enhance data provided to the public

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**Goal:** KCRC is seeking continuous opportunities for collaboration.

*Identify new collaborative effort with a local government*

**Objective:** Enhance customer service and efficiencies.

**Strategy:**

- Seek collaborative efforts with local governmental partners
  - Purchasing
  - Information Technology
  - Bridge Inspection
  - Pavement Marking
  - Traffic/Signs/Signal Maintenance
  - Human Resources
  - Equipment Maintenance
- Review options for equipment maintenance operations and management  
Carried by the following vote:  
Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the transfer of up to 30% of the Primary Road Michigan Transportation Fund revenue as needed to the local road fund for 2011.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to establish Commissioner McCauley as 2012 Board Chairman.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Maddox moved and it was seconded to establish Commissioner Moyle as 2012 Board Vice Chairman.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Berkebile moved and it was seconded to approve the 2012 Board Schedule. The regular meetings are; 3:30 p.m., every other Tuesday, beginning January 3, 2012, noting the Chairman may call special meetings for other dates or times subject to need and subject to the Open Meetings Act

December 20, 2011

### 2012 BOARD MEETING SCHEDULE

*Regular Board meetings below begin at 3:30 P.M.*

January	3	July	3
January	17	July	17
January	31	July	31
February	14	August	14
February	28	August	28
March	13	September	11
March	27	September	25
April	10	October	9
April	24	October	23
May	8	November	6
May	22	November	20
June	5	December	4
June	19	December	18

*The KCRC offices will be closed on the following dates:*

January 2	New Year's Day	Monday/Observation
April 6	Good Friday	Friday
May 28	Memorial Day	Monday
July 4	Independence Day	Wednesday
September 3	Labor Day	Monday
November 22	Thanksgiving Day Thursday	
November 23	Day after Thanksgiving	Friday
December 24	Christmas Eve Day	Monday
December 25	Christmas Day	Tuesday

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded for the Board to retain the same 2011 Board Committee and Township representation for 2012 and approve the following committee assignments; Commissioner Berkebile noted the liaison for the County Board of Commissioners would change from Commissioner Oscarson to Commissioner Moyle based on position of Vice Chairman.

Kalamazoo County Board of Commissioners: McCauley/Moyle alternate,

Kalamazoo Area Transportation Study: Maddox/ Berkebile alternate,

Kalamazoo County Council of Governments: Oscarson/ McCauley alternate,

Kalamazoo County Environmental Health Advisory Council: Moyle/Oscarson alternate,

Kalamazoo County Parks and Recreation Commission: McCauley/Moyle alternate,

Chamber Transportation Advisory Council: Berkebile/Oscarson alternate,

Kalamazoo County Board of Public Works: Managing Director Johnson.

Commissioner Oscarson asked if the township supervisors meetings should be an assigned representation.

Commissioner McCauley noted it hasn't been in the past.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

December 20, 2011

Commissioner Maddox moved and it was seconded to designate Thomas J. Hohm, Chief Engineer, to fulfill the statutory functions of County Chief Engineer for 2012.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Commissioner Moyle moved and it was seconded, to designate Joanna I. Johnson, Managing Director, as the individual to fulfill the statutory functions of Clerk and Superintendent for 2012.

Carried by the following vote:

Aye: McCauley, Oscarson, Berkebile, Maddox, Moyle

Managing Director Johnson thanked the Board and staff for their efforts in 2011, and is looking forward to the opportunities of 2012. She then wished everyone Happy Holidays.

Commissioner Maddox noted the Kalamazoo Area Transportation Study (KATS) met and had invited possible new members from Van Buren County to the meeting. A new Chairman; Dave Anderson, City of Kalamazoo and Vice Chairman; Don Ulsh, Schoolcraft Townships were elected and a policy adopted for leadership of KATS.

Commissioner Berkebile stated the Chamber Transportation Advisory Committee will be looking at the quality of life agenda at the next meeting to establish priorities. He also commented he wasn't sure if the advance roundabout signs were still being reviewed, but a yield sign on the northbound lane was taken out.

Commissioner Oscarson attended a Council of Government meeting last Wednesday where new by-laws were discussed and board members may be limited to elected government representation. A Land Information Access Association (LIAA) countywide study of all the governments for collaboration was considered too broad and may be reviewed in the future for focus on key issues.

Commissioner McCauley wished everyone a Happy New Year and added he hoped the weather would cooperate in keeping the road commission drivers home for the holidays.

The meeting adjourned at 4:01 p.m.