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 Wednesday, January 2, 2013. Commissioner Moyle called the meeting to order at 7:35 a.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Engineering Director Tom Hohm, Traffic Services Director John Byrnes; Operations Director Travis Bartholomew; Finance Director Ann Simmons and Administrative Assistant Leslie Barnebee.

Commissioner Oscarson moved and it was seconded to approve the agenda as amended with the addition of the Kalamazoo Area Transportation Study (KATS) payroll and revisions to Managing Director Johnson’s expense report.

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

Commissioner Maddox moved and it was seconded to approve the minutes from the December 18, 2012 Regular Board Meeting and the December 18, 2012 Holiday Luncheon.

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

Commissioner Worthams moved and it was seconded to approve the payroll and vendor accounts as revised.

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

Commissioner Maddox moved and it was seconded to approve the expense vouchers for Commissioners Oscarson, Berkebile and Managing Director Johnson.

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

Commissioner Berkebile moved and it was seconded to accept the letter received from the Michigan Department of Environmental Quality (DEQ) regarding Part 91 Authorized Public Agency (APA) dated December 20, 2012.

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

Commissioner Maddox moved and it was seconded to establish Commissioner Moyle as 2013 Board Chairman.

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

Commissioner Maddox moved and it was seconded establish Commissioner Oscarson as 2013 Board Vice Chairman.

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

Commissioner Berkebile moved and it was seconded to approve the 2013 Board Schedule. The regular meetings are; 3:30p.m., every other Tuesday beginning January 15, 2013, noting the Chairman may call special meetings for other dates or times subject to need and subject to the Open Meetings Act.
2013 BOARD MEETING SCHEDULE

Regular Board meetings below begin at 3:30 P.M.

<table>
<thead>
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<tr>
<td>June</td>
<td>18</td>
<td>December 17</td>
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*Note Time Change

The Kalamazoo County Road Commission offices will be closed on the following dates:

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<th>Holiday</th>
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<tr>
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<tr>
<td>December</td>
<td>25</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

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

Commissioner Maddox moved and it was seconded to approve the following committee assignments for 2013; Kalamazoo County Board of Commissioners: Moyle/Oscarson alternate, KATS: Maddox/Berkebile alternate, Kalamazoo County Council of Governments: Worthams/Berkebile alternate, Kalamazoo County Environmental Health Advisory Council: Moyle/Oscarson alternate, Kalamazoo County Parks and Recreation Commission: Oscarson/Moyle alternate, Chamber Transportation Advisory Council: Berkebile/Oscarson alternate, Kalamazoo County Board of Public Works: Managing Director Johnson. Commissioner Maddox stated he would like to see the Chairman or Vice Chairman take over representation of KATS because of the importance of KCRC involvement, as
well as to maintain consistency with the other organizations involved who are represented by their leadership. Commissioner Moyle stated he felt like Commissioner Maddox has been very strong in his role with KATS and would like to see him continue especially as we finalize the transition between agencies. Commissioner Berkebile also stated he would like to see Commissioner Maddox continue at least until KATS is done with their transitions because Commissioner Maddox has been a valuable asset to KATS during this period. Commissioner Worthams noted that he agreed with Commissioner Maddox that the Chairman or Vice Chairman should represent KCRC to KATS in the future, however was in agreement for Commissioner Maddox to continue while KATS is in transition.

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

Commissioner Berkebile moved and it was seconded to approve the following township representation for 2013; Commissioner Moyle: Alamo, Oshtemo, Richland; Commissioner Oscarson: Prairie Ronde, Wakehma, Brady; Commissioner Berkebile: Charleston, Schoolcraft, Texas; Commissioner Maddox: Cooper, Comstock, Ross; Commissioner Worthams: Kalamazoo, Climax, Pavilion.

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

Commissioner Berkebile moved and it was seconded to approve the following 2013 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.
Including:
Maintain Fund Balance: minimum of 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.
Including:
Enhance service through technology and program options.
Objective: Review internal financial procedures and processes for customer service.
Strategy:
- Review financial policies
- Review finance department positions/job descriptions – Human Resources/Technology/Inventory
- Explore the feasibility of credit card acceptance for our permit customers

Engineering/Traffic Department:
Goal: KCRC is adequately preserving our infrastructure with the funding available.
Including:
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
**Goal:** KCRC utilizes current software to track assets and asset improvements.

*Including:*
- Complete 25% of culvert inventory within RoadSoft
- Complete 100% 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

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

*Including:*
- 25% of drainage system easements mapped in GIS
- 25% of storm sewer systems mapped in GIS
- Incorporate KCRC drainage and ROW easements 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 electronic production
- Review Engineering Department Positions – Additional Project Engineer
- Coordinate with County Planning to complete drainage and ROW easements in GIS
- Explore record retention of engineering plans electronically

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**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.

*Including:*
- Complete on-going 5-year local road capital improvement plans with townships including the principals of asset management
- Complete on-going staffing development and service expectations

*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
- Jointly with Engineering, populate the RoadSoft modules with accurate, complete information and utilize this resource effectively
- Refine Area Superintendent positions and finalize direction for Equipment & Facilities
- Develop Team Leaders within field operations
- Implement field operation evaluations

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**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.

*Including:*
- 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:*
- Update our Tuition Reimbursement Policy
- Leadership development
- Team leader development
- Succession plan development
Goal: KCRC is seeking continuous opportunities for improvement in communication with the public and organizational development in the pursuit of excellence.

Including:
50 days to complete (close) service requests with a response/update to the citizen if the request will take longer than 25 days to close

Objective: Enhance KCRC customer service and information mediums

Strategy:
- Continuously review communication mediums and enhance data provided to the public

Goal: KCRC is seeking continuous opportunities for collaboration.

Including:
Identify new collaborative effort with a local government

Objective: Enhance customer service and efficiencies.

Strategy:
- Seek collaborative efforts with local governmental partners
- Review options for equipment maintenance operations and management

Goal: KCRC review policies not recently updated for potential revisions. Provide a comprehensive electronic version of all policies.

Including:
Complete on-going review of Board policies.

Objective: To provide all employees and the public a transparent communication tool for KCRC policies

Strategy:
- Review Roadside Vegetation Management
- Review our Personnel Manual
- Authorization for Changes in Contracts
- Electronic Policy Manual completed and updated as necessary

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

Managing Director Johnson congratulated Commission Moyle on another 6 year term with the Road Commission, and welcomed Commissioner Worthams to the Road Commission for a 6 year term. She also thanked the staff for their hard work and wished everyone a happy new year.

Commissioner Oscarson welcomed Commissioner Worthams to the Board and wished everyone a happy and healthy new year.

Commissioner Worthams thanked the Board for their emails, and thanked the staff for being helpful throughout his transition as a new Road Commissioner.

The meeting was adjourned at 7:55 a.m.
Attest: Timothy A. Snow, County Clerk

By: ________________________________, Chairperson     __________________________, Deputy Clerk
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 15, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Dennis J. Berkebile, Jeffrie M. Maddox, David Q. Worthams
Absent: Kenneth R. Oscarson

Also attending: Managing Director Joanna Johnson; Engineering Director Tom Hohm, Traffic Services Director John Byrnes; Operations Director Travis Bartholomew; Finance Director Ann Simmons and Administrative Assistant Leslie Barnebee.

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

Commissioner Worthams moved and it was seconded to approve the minutes from the January 2, 2013 Board Meeting.
Carried by the following vote:
Aye: Moyle, Berkebile, Maddox, Worthams

Commissioner Berkebile moved and it was seconded to approve the payroll and vendor accounts as submitted.

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Carried by the following vote:
Aye: Moyle, Berkebile, Maddox, Worthams

Commissioner Worthams moved and it was seconded to approve the expense vouchers for Commissioners Moyle and Maddox.
Carried by the following vote:
Aye: Moyle, Berkebile, Maddox, Worthams

Commissioner Maddox moved and it was seconded to accept the letter received from the Michigan Department of Transportation regarding the Act 51 Annual Mileage Certification Report dated December 26, 2012 and refer it to staff.
Carried by the following vote:
Aye: Moyle, Berkebile, Maddox, Worthams

Commissioner Berkebile moved and it was seconded approve the signatures for the Sprinkle Road, Comstock Township, Project Plan Cover Sheet. Commissioner Berkebile complimented Engineering Director Hohm on his presentation with Comstock Township and his answering of concerns regarding the project. Commissioner Moyle inquired if a date had been set for the project informational meeting. Engineering Director Hohm stated that no date has been set, however it will likely be in February.
Carried by the following vote:
Aye: Moyle, Berkebile, Maddox, Worthams

Commissioner Maddox moved and it was seconded to approve the signatures for the V Avenue, Brady Township, Project Plan Cover Sheet.
Carried by the following vote:
Aye: Moyle, Berkebile, Maddox, Worthams
Commissioner Maddox moved and it was seconded to approve an additional 2012 Resolution of Roads for Himalayas Avenue in Mystic Estates #3, Texas Township.

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 new road addition in the following plat. This plat was approved by the Board on July 6th, 2004. The road has been open to the public and maintained by the Kalamazoo County Road Commission since July 6th, 2004.

Plat:
Mystic Estates #3, Section 5, T3S, R12W, Texas Township

Road:
Himalayas Avenue, Section 5, Texas Township

Carried by the following vote:
Aye: Moyle, Berkebile, Maddox, Worthams

Managing Director Johnson and Operations Director Bartholomew will be attending the Township Supervisor Meeting on January 16, 2013 where they will review the Local Road Participation Fund (PAR Fund) information with Township Supervisors. Packets reviewing the PAR Fund program will be hand delivered to Township Supervisors by Area Superintendents prior to January 20, 2013.

Commissioner Maddox will be attending the Kalamazoo Area Transportation Study meeting on January 30, 2013.

Commissioner Berkebile stated that the Chamber of Transportation Advisory Council is currently on pause, due to the recent partnership with South West Michigan First and the Greater Kalamazoo Regional Chamber. A meeting in February is unlikely.

Commissioner Worthams complimented staff on their ability to respond to his questions as a new commissioner, as well as the amount of positive press received for the upcoming Sprinkle Road project.

The meeting was adjourned at 3:45p.m.
Attest:  Timothy A. Snow, County Clerk

By: ______________________________, Chairperson  __________________________, Deputy Clerk
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 29, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Engineering Director Tom Hohm, Traffic Services Director John Byrnes; Operations Director Travis Bartholomew; Finance Director Ann Simmons, Administrative Assistant Leslie Barnebee and County Commissioner Phil Stinchcomb.

Commissioner Maddox moved and it was seconded to approve the agenda with the deletion of the Presentation on MAP-21 due to the presenter falling ill.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Worthams moved and it was seconded to approve the minutes from the January 15, 2013 Regular Board Meeting with corrections to the date in the header changing from January 2, 2013 to January 15, 2013 and the adjournment time changing from 4:45 p.m. to 3:45 p.m.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as amended with the addition of an accounts payable check for $90.89 to Fifth Third Bank and a void and reissue of the Motorola Solutions Inc. check for $77,577.00 due to printing error on the original check stock.
Payroll Account $92,002.10
Vendor Account $616,703.61
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Berkebile moved and it was seconded to approve the expense voucher for Commissioner McCauley.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

County Commissioner Stinchcomb introduced himself as the new liaison between the Kalamazoo County Board of Commissioner and the Board of Road Commissioners of Kalamazoo County. The staff and Road Commissioners welcomed County Commissioner Stinchcomb.

Commissioner Oscarson moved and it was seconded to accept the letter received from the Michigan Department of Environmental Quality (DEQ) regarding the Municipal Storm Sewer System (MS4) Audit dated January 10, 2013 and refer to file.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Oscarson moved and it was seconded to accept the letter received from the MDEQ regarding the Illicit Discharge Elimination Plan/Program (IDEP) dated January 10, 2013 and refer to file.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Worthams moved and it was seconded to approve the Act 51 Mileage Certification and Countywide Maps. Commissioner Oscarson inquired if the State was allowing electronic submission of the Act 51
Mileage Certification maps or if they still required hard copies. Engineering Director Hohm stated the State still required paper copies but hopefully would soon allow electronic submission.

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

Managing Director Johnson thanked the Road Commission crews for their hard work as well as the patience of the public during the last few weeks during winter maintenance. She also noted that she would be participating in a live chat with Mlive at 12:00 noon on Thursday, January 31, 2013 to discuss roads.

Commissioner Worthams attended the Kalamazoo Township work group meeting and is looking forward to the KCRC annual meeting with Kalamazoo Township to hear their ideas pertaining to Kalamazoo Township roads. Commissioner Worthams also attended the House Transportation Committee meeting in Lansing on Tuesday, January 29, 2013 where Representative Margaret O’Brien of Portage was appointed to the Committee.

Commissioner Maddox thanked Managing Director Johnson for her public relations efforts within the last week, working with local media outlets to provide as much information as possible to the public.

Commissioner Oscarson attended the Kalamazoo County Parks and Recreation meeting where discussion was held on pursuing another section of the Kalamazoo River Valley Trail.

Commissioner Maddox moved and it was seconded to go into a closed session at 3:47 p.m. pursuant to section 8 (c) of the Open Meetings Act for the purpose of discussing issues related to labor negotiations.

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

Commissioner Maddox moved and it was seconded to return from a closed session at 4:47 p.m.

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

Commissioner Berkebile moved and it was seconded to approve four specific agreements as part of the American Federation of State, County, and Municipal Employees (AFSCME) negotiations accordingly.

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

The meeting was adjourned at 4:49 p.m.
Attest: Timothy A. Snow, County Clerk

By: ______________________________, Chairperson     __________________________, Deputy Clerk
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 12, 2013. Commissioner Moyle called the meeting to order at 3:30p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Traffic Services Director John Byrnes; Operations Director Travis Bartholomew; Finance Director Ann Simmons, Administrative Assistant Leslie Barnebee, County Commissioner Phil Stinchcomb, Kalamazoo Area Transportation Director (KATS) Jon Start, and one citizen.

Commissioner Worthams moved and it was seconded to approve the agenda.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Maddox moved and it was seconded to approve the minutes from the January 29, 2013 Regular Board Meeting.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Berkebile moved and it was seconded to approve the payroll and vendor accounts as submitted.

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

A presentation titled “What is KATS?” was given by KATS Director Jon Start.

Commissioner Maddox moved and it was seconded to accept the February 1, 2013 and February 11, 2013 emails from Luanna Baal regarding the Winter Road Conditions in the State of Michigan and refer to staff for response. Commissioner Worthams commended staff for their response to the initial email, reminded the public that as frustrations grow with winter road conditions that the staff is doing the best they can, and encouraged the public to have an open dialog with staff.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Maddox moved and it was seconded to approve the Comstock township Local Road Participation Fund contracts for Chairman’s signature:

a. **28th Street** – H Avenue to G Avenue, Crack Seal and Chip Seal
b. **28th Street** – M-96 to East Main Street, Crack Seal and Chip Seal
c. **30th Street** – K Avenue to H Avenue, HMA Wedge, Crack Seal and Chip Seal
d. **Carriage Street** – ML Avenue to Larivee Avenue and **Larivee Avenue** – Carriage Street to Coach Street and **Coach Street** – ML Avenue to 635’ north of ML Avenue, Crack Seal and Chip Seal
e. **Doyle Drive** – M-43 to 470’ north of M-43, Crack Seal and Chip Seal
f. **HJ Avenue** – 26th Street to 1940’ east of 26th Street, Crack Seal and Chip Seal
g. **Lyon Avenue** – 1325’ south of H Avenue to H Avenue, HMA Wedge, Crack Seal and Chip Seal
h. **31st Street** – N Avenue to ML Avenue, Crack Seal and Chip Seal
i. **H Avenue** – 26th Street to 33rd Street, Chip Seal

Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams
Commissioner Worthams moved and it was seconded to approve the Engineering Services for the N Avenue from 26th Street to 29th Street, N Avenue from 29th Street to 34th Street, and N Avenue at 9th Street projects bid to Moore & Bruggink, Inc, low bidder meeting specifications for $138,500.00. Commissioner Berkebile inquired if anyone asked Moore & Bruggink, Inc why their bid for N Avenue between 26th and 29th Street was significantly lower than other bidders. Traffic Services Director Byrnes stated they were not asked. Managing Director Johnson noted that staff would follow up with Moore & Bruggink, Inc. .

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

Commissioner Maddox moved and it was seconded to approve the vote for Managing Director Johnson of Kalamazoo to the County Road Association of Michigan (CRAM) Board of Director’s.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Managing Director Johnson attended the Southwest Council Meeting in Van Buren County on Monday February 11, 2013. At the meeting she received an update from the CRAM Director that we are encouraged by the Governor’s State of the State and the 2013 State budget regarding transportation funding, however the issue is within the details should there be an increase in revenue and how those funds will be allocated. Managing Director Johnson noted she is looking forward to the Annual Legislative Luncheon being held in Lansing on March 6, 2013. Joint Township Meetings are being scheduled and Managing Director Johnson requested any feedback from the Board on any changes from previous years. She thanked the Michigan Department of Transportation (MDOT) for allowing KCRC to view and test the tow plow.

Commissioner Oscarson attended the Kalamazoo Parks and Recreation meeting where a letter from MDOT regarding cost sharing on trail ways was discussed. Commissioner Oscarson requested a copy of this letter as well as future award letters. The new County Fair Board had their first meeting, and is in the process of purchasing items from the Agriculture Society as the Agriculture Society is dissolving.

Commissioner Worthams reported the Transportation Committee legislatures will be asking, as they review the Governor’s general fund budget over the next few weeks, how we can ask tax payers to pay more money when $500 million was just put into a rainy day fund. He is encouraging people to ask questions and get a better understanding of what we are all facing. The House Transportation Committee is meeting today as well as Wednesday, February 13th, 2013 at 2:00 p.m.

Commissioner Maddox reported at the KATS bylaw committee meeting they talked in depth about reallocating the voting structure. They also discussed the funding structure including possibly membership dues resulting in all organizations paying a small price, so there are not three main contributors who pay the way for all, including the KATS audit. Commissioner Maddox noted that for the 2013 Joint Meeting schedule, it would be beneficial to hold the Joint Meetings on the same days as KCRC Board meetings if possible.

The meeting was adjourned at 4:21 p.m.
Attest: Timothy A. Snow, County Clerk

By: ________________________________, Chairperson __________________________, Deputy Clerk
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 26, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams
Absent: Jeffrie M. Maddox

Also attending: Managing Director Joanna Johnson; Engineer Director Tom Hohm; Traffic Services Director John Byrnes; Operations Director Travis Bartholomew; Finance Director Ann Simmons and Administrative Assistant Leslie Barnebee.

Commissioner Worthams moved and it was seconded to approve the agenda.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the minutes from the February 12, 2013 Regular Board Meeting.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as submitted.

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<td>$180,478.71</td>
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</tbody>
</table>

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

Commissioner Berkeblie moved and it was seconded to approve the Richland, Brady, and Oshtemo Townships Local Road Participation Fund contracts for Chairman’s signature:

**Richland Township** Local Road Participation Fund contracts for:

a. **26th Street** – D Avenue to CD Avenue, **Crack Seal/Chip Seal**

b. **CD Avenue** – 24th Street to 26th Street, **Crack Seal/Chip Seal**

c. **FG Avenue** – 24th Street to North Sprinkle Road, **Chip Seal**

d. **Greer Drive** – 35th Street to 4,510’ east of 35th Street, **Chip Seal**

**Brady Township** Local Road Participation Fund contracts for:

a. **34th Street** – U Avenue to T Avenue, **HMA Wedging/Crack Seal/Chip Seal**

b. **X Avenue** – 32nd Street to 33rd Street, **HMA Wedging/Crack Seal/Chip Seal**

c. **34th Street** – V Avenue to UV Avenue, **HMA Wedging/Crack Seal/Chip Seal**

d. **V Avenue** – 34th Street to 36th Street, **HMA Wedging/Crack Seal/Chip Seal**

e. **28th Street** – V Avenue to UV Avenue, **HMA Wedging/Crack Seal/Chip Seal**

**Oshtemo Township** Local Road Participation Fund contracts for:

a. **7th Street** – 4,752’ north of West Main Street to West Main Street, **Crack Seal/Chip Seal**

b. **H Avenue** – 6th Street to 9th Street, **HMA Wedging/Chip Seal**

c. **Atlantic Avenue** – 9th Street to Parkview Avenue, **Crack Seal/Chip Seal**

d. **M Avenue** – Vankal Avenue to 4th Street, **HMA Wedging/ Crack Seal/Chip Seal**

e. **L Avenue** – Vankal Avenue to 4th Street, **Crack Seal/Chip Seal**
f. **St. James Avenue** – 6th Street to 2,580’ east of 6th Street, and **La Lisa Lane** – 820’ north of St. James Avenue to St. James Avenue, **Crack Seal/Chip Seal**
Chair Int’l
g. 9th Street – H Avenue to GH Avenue, and GH Avenue – 8th Street to 9th Street, and 8th Street  
   – GH Avenue to G Avenue, Crack Seal/Chip Seal
h. ML Avenue – 6th Street to 8th Street, Crack Seal/Chip Seal
i. 6th Street – Stadium Drive to ML Avenue, Crack Seal/Chip Seal
j. Pondview Drive – 1,170’ south of M Avenue to M Avenue, and Pond’s Edge Circle – 183’  
   south of Pondview Drive to Pondview Drive, Crack Seal/ Chip Seal

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

Commissioner Oscarson moved and it was seconded to award the 2013 Aggregates – Seasonal  
Requirement bid to Vander Veen Excavating, Aggregate Industries, Aggregate Resources (with the removal of the  
irregular bid for 21AA crushed concrete), Consumers Concrete, Byholt Inc., Austin Sand and Gravel and Superior  
Gravel based on haul distance for material loaded in KCRC trucks and by low bidder for material delivered to the  
Kalamazoo County Road Commission (KCRC) yard.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to award the Hot Mix Asphalt (HMA) Plant Mix  
portion of the bid to Lakeland Asphalt Corporation, Reith-Riley Construction Company, Michigan Paving and  
Materials Co. and Wyoming Asphalt Company (36A modified and 13A modified) – based on haul distance from  
plant to job sight and the 2013 Cold Patch (CP)-6 portion of the bid, which includes delivery to the KCRC to Ace-  
Saginaw Paving Company, low bidder meeting specifications.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to award the 22A and 23A Gravel Compacted In  
Place bid to Woolf Excavating Inc and Byholt Inc., low bidders meeting specifications.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Worthams

Managing Director Johnson stated the auditors are here this week, and the audit presentation is  
scheduled for the April 23, 2013 Board Meeting. Seasonal weight restrictions are still being reviewed, and staff is  
currently looking at sometime next week for those to go into effect. Notice will be given to public through a press  
release, through the KCRC hot line, as well as the County Road Association of Michigan (CRAM) website.

The meeting was adjourned at 3:43 p.m.
Attest:  Timothy A. Snow, County Clerk

By: ________________________________, Chairperson  __________________________, Deputy Clerk
The Board of County Road Commissioners of Kalamazoo County attended the County Road Association of Michigan (CRAM) annual conference on March 5-7, 2013.

Present: Kenneth R. Oscarson, Jeffrie M. Maddox, David Q. Worthams
Absent: Daniel J. Moyle, Dennis J. Berkebile

Also attending: Managing Director Joanna I. Johnson, Chief Engineer Tom Hohm, Operations Director Travis Bartholomew, and Finance Director Ann Simmons.

The commissioners and staff attended various functions, activities and meetings in association with the CRAM Annual Conference. Attendees also met with State Legislative officials for a luncheon at the Capitol to discuss transportation related issues.

The meeting adjourned on March 7th at 11:30am.

Attest: Timothy A. Snow, County Clerk

By: __________________________, Chairperson __________________________, Deputy Clerk
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 12, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox
Absent: Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Engineer Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons and Administrative Assistant Leslie Barnebee.

Commissioner Maddox moved and it was seconded to approve the agenda with item D.) Request for approval of the Transportation Funding Resolution be postponed to the March 26, 2013 Board Meeting.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox

Commissioner Maddox moved and it was seconded to approve the minutes from the January 15, 2013, January 29, 2013, and February 12, 2013 Regular Board Meetings for typographical corrections of meeting day, as well as, the February 26' 2013 regular Board Meeting and the March 5-7, 2013 County Road Association of Michigan (CRAM) Highway Conference.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as submitted.

Payroll Account $ 87,371.31
Vendor Account $141,111.35
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox

Commissioner Oscarson moved and it was seconded to accept the letter from Michigan Department of Transportation (MDOT) regarding the safety improvement project for D Avenue at 2nd Street dated February 13, 2013 and refer to file.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox

Commissioner Maddox moved and it was seconded to accept the letter from MDOT regarding Category F Transportation Economic Development Funds Application dated February 15, 2013 and refer to file. Commissioner Moyle inquired on whether or not MDOT included the recipients of the funds. Engineering Director Hohm stated that this information was available on the MDOT website. Managing Director Johnson will follow-up with Commissioners on who received the funds.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox

Commissioner Maddox moved and it was seconded to accept the letter from Texas Township Attorney Roxanne C. Seeber regarding the Vineyard Abandonment and request for reservation of easement dated March 5, 2013 and refer to staff for follow up.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox
Commissioner Maddox moved and it was seconded to approve the Texas Townships Local Road Participation Fund contracts for Chairman’s signature:

**Texas Township** Local Road Participation Fund contracts for:

a. **Farmington Avenue** – Stoneybrook Road to Heathrow Avenue, **Heathrow Avenue** – Farmington Road to 110’ west of 12th Street, **Orly Court** – 450’ north of Heathrow Avenue to Heathrow Avenue, **Gatwick Court** – 855’ north of Heathrow Avenue to Heathrow Avenue, **Hunters Ridge Drive** – Burning Tree Road to Heathrow Avenue, **Burning Tree Road** – 815’ east of Hunters Ridge Drive to 870’ south of Stoneybrook Road, **HMA Overlay**

b. **Saddle Club Drive** – Dunwoody Court to 550’ east of Shepherds Glen Road, **Deer Path Road** – Q Avenue to Saddle Club Drive, **Summerhill Drive** – 565’ south of Saddle Club Drive to Saddle Club Drive, **Double Tree Court** – 600’ south of Saddle Club Drive to Saddle Club Drive, **HMA Overlay**

c. **Misty Creek Drive** – Willowbend Trail to 12th Street, **Willowbend Trail** – 1820’ west of Fountain Square Drive to Misty Creek Drive, **Cranberry Court** – 180’ north of Willowbend Trail to Willowbend Trail, **Willowbend Way** – 175’ north of Willowbend Trail to Willowbend Trail, **HMA Overlay**

d. **Colony Woods Drive** – Q Avenue to 910’ east of Oakhill Drive, **Oakhill Drive** – Colony Woods Drive to Q Avenue, **HMA Ultra-Thin Overlay**

e. **O Avenue** – Amtrak Bridge to 4th Street, **Chip Seal/Crack Seal**

f. **Bramblewood** – 316’ south of Brandy Chase to 216’ south of Brandy Chase, **HMA Overlay**

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

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

**Charleston Township** Local Road Participation Fund contracts for:

a. **L Avenue** – 40th Street to 44th Street, **HMA Wedging**

b. **L Avenue** – 40th Street to 44th Street, **Crack Seal/Chip Seal**

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

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

**Cooper Township** Local Road Participation Fund contracts for:

a. **14th Street** – G Avenue to C Avenue, **Chip Seal**

b. **17th Street** – B Avenue to AB Avenue, **Chip Seal**

c. **AB Avenue** – 16th Street to 17th Street, **Chip Seal**

d. **17th Street** – C Avenue to B Avenue, **Crack Seal/Chip Seal**

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

Managing Director Johnson thanked the Board, as well as the legislators for meeting to discuss transportation funding this past week in Lansing. Year to date we have spent 71.78 percent of the winter maintenance budget. This is normal since the first quarter of the year is our primary winter season. Seasonal weight restrictions are currently in effect with Permit Agent Brian Franklin monitoring them so they do not have to be on longer then necessary. Tomorrow KCRC will be hosting a workshop on setting realistic speed limits.
Commissioner Oscarson stated the Kalamazoo County Parks and Recreation Committee met last Thursday March 7th, the committee is currently trying to raise funds to match the MDOT grant for the next segment of the Kalamazoo River Valley Trail.

Commissioner Maddox stated he appreciated the legislators at the CRAM Highway conference put road funding to the head of the list for topics to discuss. He stated that we need to continue to work with our legislators to keep transportation funding at the front of their agenda.

Commissioner Moyle will be attending the Kalamazoo County Environmental Health Advisory Council meeting tomorrow morning, and reminded everyone about the first joint meeting with Climax Township at 6:30pm this evening.

The meeting was adjourned at 3:45 p.m.
Attest: Timothy A. Snow, County Clerk

By: ________________________________, Chairperson  __________________________, Deputy Clerk
March 12, 2013 – Climax Township Joint Meeting

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 March 12, 2013. The joint meeting began at 6:31 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, David Q. Worthams
Absent: Dennis J. Berkebile

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Area Superintendent Jeff Daughtry, Climax Township Supervisor Don Schultz, Clerk Marcia Lewis, Treasurer Steve Walman, Trustee Richard Thierjung, Trustee Joel Amos and seven citizens.

Following introductions, Managing Director Johnson reviewed the joint meeting PowerPoint Presentation.

Clerk Lewis inquired if the deadlines and the local roads participation process could be reviewed with the township. Managing Director Johnson stated yes and a review of the information packet sent out in January would also be helpful. Township Supervisor Schultz noted that he met with Managing Director Johnson and Operations Director Bartholomew to review the process and information provided.

Treasurer Walman inquired if Kalamazoo County Road Commission (KCRC) partnered with other counties as he read in the paper that Jackson and Calhoun Counties are considering. Managing Director Johnson informed that KCRC partners with other counties as well as the Michigan Department of Transportation.

Clerk Lewis inquired if 43rd Street/Q Avenue/44th Street – Climax/Fulton Road was going to be improved. Managing Director Johnson not at this time as it is not on the current 5-year Primary Road Capital Improvement Plan. Discussions were held last year to review if this road should be considered as the all-season route in the township area and if the Village of Climax would be supportive of that direction. Managing Director Johnson also noted that previously federal funding was available to improve this roadway, however that did not proceed and there are still concerns of the curves along the roadway.

Township Supervisor Shultz inquired if having a Commissioner as a township liaison was new. Managing Director Johnson stated no, that this is another opportunity for communication with KCRC.

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

The meeting adjourned at 6:58 p.m.

Attest: Timothy A. Snow, County Clerk

By: ________________________, Chairperson ________________________, Deputy Clerk
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 26, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Engineer Director Tom Hohm; Traffic Services Director John Byrnes; Operations Director Travis Bartholomew, Finance Director Ann Simmons and Administrative Assistant Leslie Barnebee.

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

Commissioner Maddox moved and it was seconded to approve the minutes from the March 12, 2013 Regular Board Meeting and the March 12, 2013 Climax Township Joint Meeting.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Worthams moved and it was seconded to approve the payroll and vendor accounts as submitted.

Payroll Account $82,940.25
Vendor Account $323,608.64
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Maddox moved and it was seconded to approve the Transportation Funding Resolution for Chairman's signature.

Board of County Road Commissioners of Kalamazoo County
KALAMAZOO COUNTY, MICHIGAN
A RESOLUTION OF SUPPORT FOR THE IMMEDIATE NEED TO INCREASE MICHIGAN'S INVESTMENT IN ROAD INFRASTRUCTURE

WHEREAS, legislative inaction is causing Michigan roads to deteriorate at a rate of $3 million daily – more than $1 billion annually. According to the Michigan Transportation Asset Management Council (TAMC), the cost of returning all roads to good condition in 2004 was $3.68 billion. By 2011, TAMC estimated the cost had ballooned to $11.5 billion; and

WHEREAS, Michigan’s roads are consistently ranked among the nation’s worst. Motorists are already paying for these poor road conditions by approximately $357 annually in unnecessary repairs to their vehicles due to poor roads. In addition, one-third of all fatal and serious traffic crashes in Michigan can be linked, in part, to poor road conditions; and

WHEREAS, Michigan’s gasoline tax – the user fee that is the primary source of transportation funding – has not increased since 1997. At the same time, the gas tax revenue collected today, when adjusted for inflation, is equal to that which was collected in 1974; and

WHEREAS, Michigan’s road agencies including the Kalamazoo County Road Commission have done everything they can with the resources available to them, but there simply isn’t enough money to maintain our infrastructure. There is no way to cut or reform ourselves out of a more than $1.5 billion annual funding shortfall; and

WHEREAS, we risk a future fiscal crisis if the investment in Michigan’s infrastructure is not increased to improve the 35 percent of Michigan’s roads and 36 percent of Kalamazoo County roads currently ranked in fair/poor condition; and

WHEREAS, we are quickly passing the tipping point where we can’t afford to bring our road and bridge network back to good condition. By 2018, the percent in poor condition is expected to jump more than 65 percent without a significant increase in funding our roads and bridges will never be in better condition than they are in today. They
March 26, 2013

will be worse; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Road Commissioners of Kalamazoo County that we hereby urge Governor Rick Snyder and the Michigan Legislature to increase the level of investment in Michigan’s road system and distribute the revenue within the existing Public Act 51 formula in order to save taxpayer money, save lives, and repair our roads and bridges.

BE IT FURTHER RESOLVED, that copy of this resolution is transmitted to the Michigan Speaker of the House Jase Bolger, Senate Majority Leader Randy Richardville, Michigan State Senator Tonya Schuitmaker, Michigan State Representatives Sean McCann, Margaret O’Brien, and Aric Nesbitt, and to Michigan Governor Rick Snyder.

Commissioner Oscarson inquired if the statement “… the gas tax revenue collected today, when adjusted for inflation, is equal to that which was collected in 1974” was correct. Managing Director Johnson verified that this was indeed correct information. Commissioner Worthams noted that the general tone of the resolution was not calling for any specific revenue generating format, with the goal being to remind Legislation how close to the cliff we are when it comes to care of our roads.

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

Commissioner Worthams moved and it was seconded to approve the Ross Township Local Road Participation Fund contracts and the Schoolcraft Township Local Road Participation Fund contracts for Chairman’s signature:

Ross Township Local Road Participation Fund contracts for:

   a. 42nd Street – C Avenue to B Avenue, HMA Overlay
   b. D Avenue – 2,710 west of 37th Street to 37th Street, HMA Wedge and Chip Seal
   c. 42nd Street – B Avenue to Baseline Road, HMA Wedge and Chip Seal

Schoolcraft Township Local Road Participation Fund contracts for:

   a. U Avenue – Portage Road to 200’ east of 23rd Street, Chip Seal/Crack Seal
   b. 14th Street – Lyons Avenue to U Avenue, Chip Seal/Crack Seal
   c. Canal Street – Panama Street to Portage Road, Panama Street – 450’ south of Canal Street to 320’ north of Canal Street, Balboa Street – 266’ west of Canal Street to Canal Street, Chip Seal/Crack Seal
   d. Oakland Drive – U Avenue to Portage City Limits, Chip Seal
   e. 14th Street – YZ Avenue to XY Avenue, Chip Seal
   f. X Avenue – 570’ east of 22nd Street to 980’ east of 22nd Street, Gravel/Pulverize/Double Chip Seal
   g. 22nd Street – 270’ south of XY Avenue to XY Avenue and XY Avenue – 22nd Street to 330’ east of 22nd Street, Chip Seal

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

Commissioner Maddox moved and it was seconded to approve the Local Bridge Program resolutions for S Avenue, U Avenue, East Michigan Avenue, W Avenue, O Avenue, and D Avenue for Chairman’s signature.

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

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 2016. 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**
**U Avenue Bridge**
**Rehabilitation**

WHEREAS, the U Avenue Bridge over the Portage River in Brady Township, Kalamazoo County, Michigan, is deteriorated and is subject to weight restrictions; 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 rehabilitation will improve 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 rehabilitate this structure; and
WHEREAS, this Board has considered said application and authorizes the submission of same and requests Local Bridge Program Funds for 2016. 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**
**East Michigan Avenue Bridge**
**Preventive Maintenance**

WHEREAS, the East Michigan Avenue Bridge over the Kalamazoo River in Charleston Township, Kalamazoo County, Michigan, is due for preventative maintenance, due to deterioration of the bridge deck and joints; 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 repair this structure; and
WHEREAS, this Board has considered said application and authorizes the submission of same and requests Local Bridge Program Funds for 2016. 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**
**W Avenue Bridge**
**Preventive Maintenance**

WHEREAS, the W Avenue Bridge over the Portage River in Brady Township, Kalamazoo County, Michigan, is due for preventative maintenance; due to deterioration of the bridge deck and slope walls, 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, abutments, and railings, avoiding more costly repairs in the near future; and
WHEREAS, Road Commission staff has prepared an application for Local Bridge Program Funds to repair this structure; and
WHEREAS, this Board has considered said application and authorizes the submission of same and requests Local Bridge Program Funds for 2016.
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
O Avenue Bridge
Preventive Maintenance
WHEREAS, the O Avenue Bridge over the Amtrak Railroad in Texas Township, Kalamazoo County, Michigan, is due for preventative maintenance due to deterioration of the bridge deck and joints; 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, abutments, and railings, avoiding more costly repairs in the near future; and
WHEREAS, Road Commission staff has prepared an application for Local Bridge Program Funds to repair this structure; and
WHEREAS, this Board has considered said application and authorizes the submission of same and requests Local Bridge Program Funds for 2016.
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
D Avenue Bridge
Preventive Maintenance
WHEREAS, the D Avenue Bridge over the Kalamazoo River in Cooper Township, Kalamazoo County, Michigan, is due for preventative maintenance due to light deterioration of the bridge deck; 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 abutments, avoiding more costly repairs in the near future; and
WHEREAS, Road Commission staff has prepared an application for Local Bridge Program Funds to maintain this structure; and
WHEREAS, this Board has considered said application and authorizes the submission of same and requests Local Bridge Program Funds for 2016.
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: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Oscarson moved and it was seconded to approve the Hot Mix Asphalt (HMA) bid to Lakeland Asphalt Corporation, low bidder meeting specifications.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams
Following the vote Commissioner Berkebile noted that it might be beneficial to inform the townships that the bid for HMA came back averaging 23% below the project estimate, so they can begin thinking about potential projects in the event that additional money is available. Managing Director Johnson stated that she was hesitant to since the final cost would not be available until after the projects were completed. However, we can notify the townships and add the disclaimer that this is not the final cost of a project. Commissioner Moyle noted that Commissioner Berkebile brought up a good point, townships frequently feel like they are rushed and the sooner we can inform them that there may be an opportunity for more projects the better, this will give them an opportunity to plan ahead. Commissioner Berkebile shared that the message is they be prepared and look for potential projects.

Commissioner Worthams moved and it was seconded to approve the Slag Bid to Kenneth Smith Inc, low bidder meeting specifications with an option to extend annually for up to three, one year extensions by mutual agreement.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Berkebile moved and it was seconded to approve the Surveying Services Bid to Fishbeck, Thompson, Carr & Huber, Inc, low price proposal meeting specifications, with an option of mutually agreed one year extension.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Maddox moved and it was seconded to approve the Construction Materials Testing Bid to Professional Services Industries, Inc., and MTH Consultants, LTD., the low price proposals meeting specifications, with an option of mutually agreed one year extension.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Commissioner Oscarson moved and it was seconded to approve the Michigan Department of Transportation (MDOT) contact # 13-5054 for Sprinkle Road from Cork Street to Comstock Avenue, and bridges over Kalamazoo River and Norfolk Southern Railway.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

Managing Director Johnson reminded the Board that there would be a presentation on April 23, given by Plante and Moran regarding the 2012 KCRC audit. She thanked Finance Director Simmons, as well as staff for their work throughout the audit.

Commissioner Maddox thanked Commissioner Worthams for his work on preparing the Transportation Funding Resolution.

Commissioner Worthams thanked the Board for their support with the Transportation Funding Resolution and noted the next steps would be to get the message out to the general public. He is currently drafting an editorial for the Kalamazoo Gazette regarding transportation funding that he plans on sharing with the Board. Commissioner Worthams thanked Commissioner Berkebile for attending the Council of Governments (COG) meeting in his place.

Commissioner Berkebile noted it appears that the Chamber of Transportation Advisory Council will no longer exist and would recommend that these meetings are removed from the calendar. He also noted that at the COG meeting last week elections for office positions were held; the Vice President Role remains open and Managing Director Johnson will serve as Secretary/Treasurer. A presentation on the Benefits of Contractual
Assessing was given at the COG meeting by WCA Assessing. Commissioner Berkebile made note that future 2013 COG meetings will be held in the KCRC basement meeting room.

Commissioner Oscarson attended the Township Supervisors meeting where the guest speaker was the County Sheriff and a presentation was held on Brownfield’s.

The meeting was adjourned at 3:59 p.m.
Attest: Timothy A. Snow, County Clerk

By: _______________________________, Chairperson __________________________, Deputy Clerk
April 9, 2013

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 9, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew, Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons and Administrative Assistant Leslie Barnebee.

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

Commissioner Worthams moved and it was seconded to approve the minutes from March 26, 2013 Board Meeting with a correction on page five changing “County of Government” to “Council of Governments”.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as submitted.

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<th>Account</th>
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<tr>
<td>Payroll Account</td>
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<tr>
<td>Vendor Account</td>
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Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve travel expense vouchers for Commissioners Berkebile and Oscarson.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to accept the letters from Michigan Department of Transportation (MDOT) regarding the safety improvement project awards for 12th Street from Parkview to .63 miles south of Parkview and for Sprinkle Road from East Michigan Avenue to East Main Street and refer to file.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the Richland Townships Local Road Participation Fund contract for Chairman’s signature:

**Richland Township** Local Road Participation Fund contracts for:

a. **EF Avenue** – M-43 to 32nd Street, *Crack Seal and Chip Seal*
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the Kalamazoo River Valley Trail Segment 5 Support Resolution for Chairman’s signature:

WHEREAS, the Kalamazoo River Valley Trailway from River Street to 35th Street, Segment 5 construction project, within Comstock Township, in Kalamazoo County, is to be a public facility within Kalamazoo County, Michigan; and
WHEREAS, the Board of County Road Commissioners of the County of Kalamazoo, Michigan, has entered into agreement with Kalamazoo County and the Kalamazoo County Parks Foundation to design and construct the Kalamazoo River Valley Trailway; and

NOW, THEREFORE, BE IT RESOLVED that the Board authorizes the Managing Director of the Kalamazoo County Road Commission to request funding through the Enhancement Program and Transportation Alternatives Program; and

BE IT FURTHER RESOLVED, that the Board authorizes the Engineering Director of the Kalamazoo County Road Commission to act as the agency’s applicant during the project development, and to provide signature to the project program application upon funding award; and

BE IT FURTHER RESOLVED, that the Board attests to the existence of and commits to the matching funds necessary to carry out the project

BE IT FURTHER RESOLVED, that the Board, through an agreement with Kalamazoo County and the Kalamazoo County Parks Foundation, commits to owning, operating, funding and implementing a maintenance plan over the design life of the facility constructed with Transportation Enhancement and Transportation Alternatives funding.

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

Commissioner Oscarson moved and it was seconded to approve the updated 2013 – 2017 Primary Road Capital Improvement Plan.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Managing Director Johnson noted that the seasonal weight restrictions that went in place on March 7th had been lifted as of April 4th. The Transportation Funding Resolution that the Board approved at the March 26, 2013 meeting has been shared with local municipalities, giving them the opportunity to enact a similar resolution. Managing Director Johnson also stated she followed up with townships regarding the possibility of additional projects due to the lower than expected Hot Mix Asphalt bid prices. Managing Director Johnson thanked Commissioner Moyle, Commissioner Worthams, and Operations Director Bartholomew for their presentation to Kalamazoo County Republicans on April 4th.

Commissioner Worthams attended the Pavilion Township Board Meeting last night and noted there was a lengthy discussion on the pros and cons of continuing membership with the Kalamazoo Area Transportation Study (KATS). He thanked Commissioner Moyle and Operations Director Bartholomew for their presentation at the monthly Republican luncheon.

Commissioner Oscarson attended the Kalamazoo County Parks and Recreation meeting Thursday, April 4th where it was noted that the funding match needed for the MDOT grant for the KRVT is still short. He also attended the Kalamazoo County Jail ribbon cutting ceremony last week and noted that the new facilities are very nice.

Commissioner Moyle thanked Commissioner Moyle and Operations Director Bartholomew for their great job with the presentation on KCRC and road funding at the monthly Republican luncheon.

The meeting was adjourned at 3:46 p.m.
Attest: Timothy A. Snow, County Clerk

By: _______________________________, Chairperson __________________________, Deputy Clerk
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 23, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew, Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons, Accountant Diane DeWaters, Project Engineer Geoff Wilson, Administrative Assistant Leslie Barnebee, Beth Bialy and Kris Ray of Plante & Moran, PLLC, and 5 citizens.

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

Commissioner Worthams moved and it was seconded to approve the minutes from April 9, 2013 Board Meeting and the April 15, 2013 Comstock Township Joint Meeting.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the payroll and vendor accounts as submitted.

Payroll Account $94,267.46
Vendor Account $585,328.64
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve travel expense vouchers for Commissioners Moyle, Maddox, Worthams and Managing Director Johnson.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

A presentation of the Kalamazoo County Road Commission’s Financial Report ending December 31, 2012 was made by Beth Bialy and Kris Ray of Plante & Moran, PLLC.

Commissioner Berkebile moved and it was seconded to accept the letters from Enbridge dated April 3, 2013 regarding Parcels #07-24-320-020 and #07-24-380-018 and refer to file.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to accept the letter regarding the contributed services agreement for the Kalamazoo Area Transportation Study dated April 10, 2013 and bring it back to the May 7, 2013 Board Meeting as new business. Commissioner Oscarson inquired if there was formula to decide what proportionality each entity is responsible for contributing. KATS Director Jon Start stated that there currently is not a formula to determine the amount that each agency is responsible to contribute. However, a formula is being worked on by KATS. Presently, agencies with the highest federal funding through KATS, are being asked for the most funds, these agencies include KCRC, City of Portage, City of Kalamazoo, and Transit. Act 51 agencies, are being asked at high levels than the townships that do not receive any benefits directly. The KATS Policy Committee is working on a formula for this funding issue. Commissioner Oscarson noted that an option would be using a structure to set up funding such as KCRC uses to distribute the participation funds to townships. Commissioner Berkebile inquired why three townships and Western Michigan University are not being assessed. KATS Director Start stated KATS cannot force anyone to be a member, and historically Charleston, Climax, and Wakeshma have
chosen to not to participate. He stated it does not make sense to ask them to contribute when they don’t partake. WMU will be asked, they are currently trying to figure out what means to go about assessing them accordingly.

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

Commissioner Worthams moved and it was seconded to approve the Alamo Township Local Road Participation Fund contracts for Chairman’s signature:

**Alamo Township** Local Road Participation Fund contracts for:

- **Far Hills Way** – 1250’ north of F Avenue to F Avenue, HMA Wedging, Crack Seal and Chip Seal
- **Kitz Way** – 1015’ west of 12th Street to 12th Street, Chip Seal and Crack Seal
- **7th Street** – G Avenue to Owen Drive, HMA Wedging and Chip Seal

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

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

**Texas Township** Local Road Participation Fund contracts for:

- **O Avenue** – West County Line to Amtrak Bridge, Crack Seal and Chip Seal

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

Commissioner Worthams moved and it was seconded to award the Engineering Services - Road request for proposal (RFP) for Drake Road, D Avenue and E. Michigan Avenue to Kingscott and Associates. Engineering Director Hohm introduced Rob Atkins from Kingscott and Associates.

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

Commissioner Maddox moved and it was seconded to award the Engineering Services - Bridge RFP for E. Michigan Avenue, Q Avenue, and S Avenue bridges to Abonmarche. Engineering Director Hohm introduced Kenton McAndrew from Abonmarche.

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

Commissioner Worthams moved and it was seconded to award the Curb and Center Lane Sweeping bid with an option for one additional year, to Superior Sweeping Inc., low bid meeting specifications.

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

Commissioner Oscarson moved and it was seconded to award the Crack Seal bid to Scodeller Construction, second low bidder meeting specifications. Commissioner Oscarson inquired if we have developed a way to do quality control tests on the crack seal operation, noting when we pay by the foot, we were getting shorted, and when we were paying by pound, we receive too much. Operations Director Bartholomew stated that we have to monitor that cracks are filled and that no area is being skipped. Operations Director Bartholomew introduced Tom Stornant from Scodeller Construction. Mr. Stornant addressed the quality control issue, stating that he received no complaints in the last two seasons, when Scodeller Construction has been working for the KCRC. He noted if any complaints were to arise, he would be the person to contact.

Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams
Commissioner Oscarson moved and it was seconded to award the Professional Forester RFP to Graham Forestry Service Inc., with an option for one additional year, sole bidder meeting specifications.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the easements for the Kalamazoo River Valley Trail Segment 5 from River Street to 35th Street project for a total of $5,514.00.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #13-5095 for V Avenue, Brady Township.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to accept the receipt of the 2013 Vineyard Avenue Petition for Absolute Abandonment and Discontinuance and refer to staff to verify for completeness and accuracy of the Petition. Commissioner Maddox inquired how this action could be taken, without the prior action being resolved. Managing Director Johnson noted that in 2012 the property owners were looking at other options and a letter was brought before the Board, where the developer had come up with a new way to address the previously stipulated issues. The other property owner was not in favor of this new option. The KCRC attorney advised that even though all of the property owners signed it in 2008, we need to have the signatures of seven freeholders in the township as well. Commissioner Maddox inquired if the previous petition had to come to pass or fail before another petition is brought before the Board. He noted that the previous petition had passed with stipulations. Commissioner Oscarson stated the last issue in front of the board was subject to the township passing an ordinance that would allow lot splits in a sub division rather than a re-plat. Managing Director Johnson stated the previous action did not have to be rescinded as the abandonment was not recorded. When this new petition returns to the Board, the Board could put the same stipulations on as 2008 and also consider the request from the township to retain an easement for them prior to abandonment.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the 2012 Annual Financial Report for Finance Director’s and Chairman’s Signature. Managing Director Johnson shared a heartfelt thanks to Diane DeWaters, Accountant and Debbie Hill, Account Clerk, for keeping up with all of the details and checks and balances throughout the transition between Finance Directors, and to Ann Simmons for coming in and keeping the organization on track.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams congratulated staff on joining the social media world and welcomed KCRC to Facebook. He noted Facebook was a great tool, and he had already gotten comments on postings staff had made to it for the Drake Road drainage repairs.

Commissioner Oscarson attended the Commissioners Conference Sunday, Monday and Tuesday of last week. At the conference a number of presentations were given, including; Managing Generational Differences and a presentation on workers’ compensation fraud. A paper copy of the Managing Generational Differences PowerPoint will be made available to other Commissioners if they are interested.
Commissioner Berkebile shared that Consumers Energy publishes a compliance issue that reviews workers’ compensation fraud issues. The Chamber/Southwest Michigan First are having their first biannual meeting where decisions will be made on whether or not committees will continue.

Commissioner Maddox will be attending the KATS meeting tomorrow morning.

Commissioner Moyle noted that the Environmental Health Advisory Council meeting has been canceled this month. He also congratulated the entire KCRC team on the excellent audit report.

Managing Director Johnson noted that she and Operations Director Bartholomew attended the Township Supervisors Meeting where Township Supervisors shared their concern about unused participation fund money for the local road system returning to the primary road system if certain townships did not use their share. Township Supervisors may be attending the May 7, 2013 Board Meeting to discuss this matter with the Board. Managing Director Johnson also reminded the Board of the Joint Meeting with Charleston Township at 6:30pm this evening and to “like us” on Facebook.

Commissioner Maddox moved and it was seconded go into a closed session at 4:45pm pursuant to section 8 (c) of the Open Meetings Act for the purpose of discussing issues related to labor negotiations. 
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to return from a closes session at 5:13pm.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

The meeting was adjourned at 5:13 p.m.
Attest: Timothy A. Snow, County Clerk

By: ______________________________, Chairperson __________________________, Deputy Clerk
April 23, 2013 – Charleston Township Joint Meeting

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 38th Street, Galesburg, Michigan, on Tuesday April 23, 2013. The joint meeting began at 6:23 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Project Superintendent Jim Beaudoin, Charleston Township Supervisor Fran Bell, Clerk Linda Kramer, Treasurer Brenda Schug, Trustee Don Balkema, Trustee Art Samson and three citizens.

Following introductions, Managing Director Johnson and Operations Director Travis Bartholomew reviewed the joint meeting PowerPoint presentation.

Township Treasurer Schug inquired about the Climax Township road millage and who maintains the funds. Managing Director Johnson responded that the township maintains the funds.

Township Supervisor Bell inquired on the Funding Resolution approved by the Board and expectations for funding. Managing Director Johnson shared the Board approved the resolution to support the need for additional infrastructure revenue. Township Supervisor Bell inquired if this was endorsing a specific proposal. Managing Director Johnson explained the resolution does not support a specific proposal for funding. Commissioner Worthams shared the importance of communicating with our State legislature the need and support of additional funding from the local area.

Township Supervisor Bell inquired on what the hot mix asphalt (HMA) prices were for the first HMA bid letting. Managing Director Johnson stated the HMA bid letting prices ranged from $55 - $102 per ton.

Township Supervisor Bell inquired on the advantages of the Durapatcher, how it works, and if KCRC would be utilizing one this year. Operations Director Bartholomew explained the process of the Durapatcher and we have found the process to provide for better patching in areas. He noted we have once again rented the equipment as we look to purchase our own Durapatcher. Township Supervisor Bell expressed that he would like to see this unit utilized on North 38th Street.

Township Supervisor Bell commented on the Local Road Participation Fund program and the discussions at the Township Supervisor’s meeting. Managing Director Johnson asked Township Supervisor Bell to share his thoughts with the Board. Township Supervisor Bell stated he understands the supervisor comments at the meeting. Township Supervisor Bell stated that it is difficult for Charleston Township to provide funding for roads and he would not support a millage for roads unless voted on by the people. Commissioner Maddox commented on the approach used by Texas Township as a special assessment.

Township Supervisor Bell inquired on the availability of printed county maps. Managing Director Johnson noted a new improved county map is being created with the assistance of County Planning and printed copies will be available shortly.
April 23, 2013 – Charleston Township Joint Meeting

Township Supervisor Bell inquired when G Avenue at 39th Street will be improved. Operations Director Bartholomew advised that this will be improved this year.

Clerk Kramer inquired if KCRC has considered performance bonds for contractors. Managing Director Johnson explained there are many variables that account for road deterioration and many times it is not necessarily the work of the contractor. This may also increase the cost of bids. Operations Director Bartholomew expressed the concerns of increased costs that are associated with performance bonds. Chairman Moyle shared the majority of improvements are surface treatments and not necessarily reconstruction projects to effectively determine what may be causing road performance issues.

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

The meeting adjourned at 7:00 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____________________________, Chairperson ____________________________, Deputy Clerk
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 7, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons; Traffic Engineer Jim Hoekstra; Administrative Assistant Leslie Barnebee; Oshtemo Township Supervisor Libby Heiny-Cogswell; Charleston Township Supervisor Fran Bell; Cooper Township Supervisor Jeff Sorensen; Pavilion Township Supervisor Pat White; Richland Township Supervisor Alan Bussema; Brady Township Supervisor Randy Smith; Comstock Township Supervisor Ann Nieuwenhuis; and one citizen.

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

Commissioner Worthams moved and it was seconded to approve the minutes from April 23, 2013 Board Meeting / Closed Meeting and the April 23, 2013 Charleston Township Joint Meeting.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as amended.

Payroll Account $76,624.56
Vendor Account $3,688,098.61

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

Various Township Supervisors from Kalamazoo County attended the Board Meeting to speak during Citizens Time. Pavilion Township Supervisor Pat White opened the discussion by thanking the Board for allowing the Supervisors to be on the agenda. He also thanked the Board for the annual PAR-fund appropriations that are made for the secondary roads throughout Kalamazoo County. Township Supervisor White noted that the discussion today was not meant to offend the Board and he would like the discussion to have no effect on future decisions for making the appropriations. The funds are greatly appreciated and needed to try to keep up on the secondary road network. Today’s request is concerning Townships’ PAR-Funds that go unused and are returned to the KCRC General Fund, the Township Supervisors feel as though they should have an opportunity to use these funds instead of having them reabsorbed. Township Supervisor White stated that if a Township is planning on not using their share of the Local Road Participation Funds (PAR funds), and not planning on rolling the funds over into the next fiscal year, the funds should be made available for use to the remaining Townships who are financially capable of matching them. The question that arises is how to fairly disburse the remaining unused funds. Township Supervisor White suggested that the Township Supervisors come up with a plan that is both agreeable to the Townships, as well as the KCRC Board. One example that might work is having a drawing for the unused funds, any Township that is interested and in a position to match the funds can be entered into the drawing, and if they win they are not eligible the next year. In order to qualify the townships would need to have a project ready to go. Township Supervisor White asked that the KCRC Board allow the Township Supervisors time to meet and devise a plan to suggest before the Board makes a final decision on the matter. He stated that by keeping the funds on secondary roads more money is put into the roadway at $.50 cents on the dollar. Township Supervisor White stated Township Supervisor’s feel that the money has been budgeted and appropriated by KCRC to be spent on the local roads, and therefore should stay on the local roads instead of the unused balance being reabsorbed by the KCRC general fund.
Commissioner Moyle stated that the Board and the township supervisors ultimately have the same goal of seeing all of the allocated PAR funds used on the secondary road system. He stated that perhaps the last time the Board addressed this issue they may not have publicized it as well as they should have. The way the Board addressed the issue of left over funds, was by front loading the PAR fund allocation, more than what we normally would have in an attempt to get it out to the Townships. We attempted to solve this problem from a different angle. Commissioner Moyle noted that the Board may not have done a good job of presenting the intent = . He shared that we would be uncertain if we are able to have the same amount in the PAR fund program should we go to another method.

Township Supervisor White noted that the concern of the township supervisors is that if the funds are allocated and already factored into the KCRC budget and therefore should be available for the use of the townships. He stated if there were to be $20,000 dollars left over from the townships, other townships should have the opportunity to use this money, and it used to be this way. He stated that if it is a time issue, possibly townships can communicate among themselves to allow others to know if their funds will be used or not, so interested townships have an opportunity to get projects together in a timely fashion that works for KCRC.

Cooper Township Supervisor Sorensen stated if the money is appropriated, and it is used on a secondary road project, we are doing twice the amount of work with the same amount of money on each end.

Commissioner Berkebile stated he has been a strong advocate of keeping PAR funds at a high level and increasing the amount of money in this fund. The Par-Funds are primary road dollars that the Board allocates to the local road system. The amount is capped at 30 percent, an amount the Board has not been close to in many years, if ever, but it was a constraint on the Board. The other constraint is the May 15th deadline when all the projects have to be in, this helps with construction coordination and scheduling. Currently each township is given a percentage of the Par-Funds based on the population and road mileage and based on how dense the population is determines how much of the fund share the township receives. Even if the Board increased the overall amount of the Par-Funds as they have in the past, it will only increase the township shares minimally. He stated that he agrees once funds are allocated from the primary road fund to the local road fund, the goal is to have those dollars spent on the local roads. The struggle has been for many years, was how to accomplish this goal. Commissioner Berkebile stated he still firmly believes that there has to be a fixed final date where all contracts are in to the Board. He suggested, noting that this was a personal suggestion and nothing the Board has discussed or approved, the funds should continue to be allocated annually following the same formula, however if any of the townships chose not to use the funds that they need to let the other townships know, so they are capable of using these dollars. For example, if Comstock Township choses to not use $20,000 dollars and to allow Pavilion Township to use these funds they would send a letter to the Board stating that Pavilion will be using the funds for the year. That would allow all the dollars to be spent. Commissioner Berkebile stated he was not sure if this is something the rest of the Board or the staff would agree with, but it was one idea to get all the dollars on the table for township use.

Brady Township Supervisor Smith noted that to him it sounded as though Commissioner Berkebile had no fundamental issue with the concept of Townships using the unused Par-Funds. He inquired if this was true of the rest of the Board as well.

Commissioner Maddox stated one of the biggest issues with the old system was that once the dollars that were left over were finally reallocated it was so little and so late that it was hard to put together a project to put it to good use. The Board’s intention with the current policy was to provide the most amount of money upfront to help the townships be able to plan their projects accordingly. He stated that he does not believe that any Board member has an issue with trying to get money spent on the local road system. He stated that if Township Supervisor White’s idea worked, it would be an accomplishment to have all the left over funds go to one township for one project. However, when there were $1,000 dollars here and $2,000 dollars there, it was not adding up to much. Townships were scrambling to try to come up with a project to make it work and this could not get done in
timely manner. The goal is to get the dollars on the road in the current calendar year. He stated he is in favor of looking at a way to get more money spent in the calendar year on a roadway.

Township Supervisor Smith stated that is sounded like it was a logistic issue; resolved if the Supervisors could formulate a plan to deal with the timing. However, if the townships all had extra projects prepared and ready to go, they could get these projects in before the May 15th deadline.

Commissioner Maddox stated, speaking for himself, if this could be worked out he had no issue

Township Supervisor Smith stated if this is going to work, it has to all be done upfront.

Managing Director Johnson stated that the May 15th deadline is critical; it has been out there since well before 2006. Everyone knows the date is out there, and it needs to remain, if not earlier. She stated the five year plans with the townships is another critical piece. On the flip side, the KCRC staff needs to continue to communicate with the townships on estimates and where we are with projects. Staff is trying to continually improve this process. We need to look at roads in the fall for the next year and beg prepared to plan the projects. She stated we are partners and could not do this without the Townships.

Managing Director Johnson stated a key element to this is having those projects ready and knowing what they are going to do, and knowing what funds the townships have to work with. She stated that KCRC really only has one fund and that is the road fund, so when dollars are reallocated back into the primary road fund they are still hitting the pavement somewhere.

Township Supervisor White stated the Supervisors goal was to have those funds go toward the secondary road system. He suggested the Township Supervisors meet among themselves to come up with a way to disburse the unused funds.

Comstock Township Supervisor Nieuwenhuis stated that she is not in favor of drawing for the funds. She stated she believes they need to sit down and really look at where the roads are located that need the funds. She is in favor of using the funds on boundary roads, to help finance where townships or municipalities cannot necessarily afford to fix them. She noted there are boundary roads that might be better off to use the funds, instead of roads that her township needs. She would like to look at all different approaches for the extra funds.

Township Supervisor White stated villages, cities, KCRC, and MDOT all receive ACT 51 money where Townships do not. As far as borderline roads, each township is responsible for the south and the west road. He stated he is open to any discussion the township supervisors would like to have, as long as the Board is agreeable to listen when they come back with a plan.

Commissioner Moyle stated he is in support of spending the Par-Funds on the secondary roads; however he does not want to go away from the current time frame. He said he would be supportive if the township supervisors can come up with a plan that works.

Commissioner Oscarson stated we typically look to spend $950,000 a year, looking at previous years prior to 2006 we were typically getting 10% back because it was not being allocated. The approach taken by the Board was to increase the general Par-Fund by roughly $100,000 with the expectation that we would be getting nearly $100,000 back.

Township Supervisor Sorensen noted that he finds the progressive billing confusing. He stated the agreement was to pay 50% last fiscal year and 50% this fiscal year, but due to how the billing was processed, 90% of the project ended up being paid for last fiscal year. He stated the billing had not been this confusing in past years. He asked that a different approach be looked at.
Managing Director Johnson stated previous billing was manual, difficult and time consuming. The progressive system allows us to use a computer system fully. She stated she will look into this specific project and follow up.

Commissioner Worthams stated that he agrees that the money needs to be spent in the calendar year. His fear is the public finds out that there are funds that were not spent that were available and they are going to get angry. The public doesn’t understand why things are not fixed if funds are available. He stated as a distribution system is created, he thinks it needs to be fair and allows the roads that are in the most desperate need to be addressed. If the system gets the funds to those roads, and we can communicate to the public how this is being done, it will be helpful.

Township Supervisor White stated that Pavilion Township spent well over their match for the Par-Funds, and had more funds been available they would have spent more matching those as well. He stated that the lottery suggestion was just a suggestion, and that the township supervisors need to sit down and discuss to determine what would be the best idea.

Township Supervisor Smith stated that to his understanding the KCRC does not have an issue with the use of the unused Par-Funds if they are used in this calendar year, therefore the township supervisors need to get together and have a system in place to do this in a timely manner before the date of the first bid letting.

Managing Director Johnson stated that the funds would continue to be allocated based on the annual budgeting process.

Richland Township Supervisor Bussema inquired what the rate of return of unused Par-Funds has been since 2006.

Commissioner Berkebile stated anywhere from approximately $26,000 last year to $190,000.

Commissioner Maddox suggested township supervisors discuss up front who is not going to be able to spend the funds and let the other townships know, so it could be reallocated right off the bat.

Township Supervisor Smith inquired what date this would need to be done by.

Managing Director Johnson stated she sends the Par-Fund information out on January 15th.

Commissioner Maddox stated staff has been able to get more done with fewer dollars, but this might not always be the case, so working together is very important. There needs to be more funding options either on a township level or a state level.

Township Supervisor White thanked the Board, he said the Kalamazoo County does a great job, there are many counties that do not even have a Par-Fund program and do not allocate any funds to their townships.

Township Supervisor Sorensen reminded everyone that Karen Ruthven, the Pavilion Township Treasurer passed away last week.

Managing Director Johnson stated that our sympathy goes out to the Township and that we can all recall all of her great work with the MTA Annual meeting.

Commissioner Moyle clarified the policy will not be changed, at this time.
Township Supervisor White thanked the Board again for their time.

Commissioner Maddox moved and it was seconded to accept the letter from Oshtemo Township regarding the 2012 Drake Road Improvement Project dated April 26, 2013 and refer to staff for follow up. Commissioner Berkebile inquired if this non-motorized path will connect any current pathways. Oshtemo Township Supervisor Heiny-Cogswell stated the intent is to work with Kalamazoo Township, and the City of Kalamazoo to connect one pathway. Managing Director Johnson shared that a key issue with any non-motorized is the connectivity as shared with the bicycle interest groups. We are working with Kalamazoo Area Transportation Study in this area.

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

Commissioner Worthams moved and it was seconded to approve the Local Road Participation Fund Contracts, Village Contracts and Dust Control Agreements for Chairman’s Signature:

**Pavilion Township** Local Road Participation Fund contracts for:
- 24th Street – Deep Point to Land – O – Lake, 250 # HMA Overlay
- 26th Street – P Avenue to O Avenue, HMA Wedging/Crack Seal/Chip Seal
- 25th Street – P Avenue to O Avenue, Crack Seal/Chip Seal
- O Avenue – Portage City Limits to 26th Street, Crack Seal/Chip Seal
- O Avenue – 2640’ East of 26th Street to 26th Street, HMA Wedging/Crack Seal/Chip Seal

**Village of Climax** Road Contracts:
- Church Street – Maple to Cherry, Chip Seal
- Sunflower – End to 625’ east to Snapdragon, Chip Seal
- Cherry – Main to Church, Chip Seal
- Columbine – Thistle to Sunflower, Chip Seal

**Richland Township** Dust Control Agreement:
- Continuous application of 18% Mineral Well Brine at 2,000 gallons per mile

**Ross Township** Dust Control Agreement:
- Continuous application of 18% Mineral Well Brine at 2,000 gallons per mile

**Brady Township** Dust Control Agreement:
- Continuous application of 38% Calcium Chloride Liquid at 1,600 gallons per mile

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

Commissioner Maddox moved and it was seconded to award Traffic Signal Maintenance joint bid with the City of Kalamazoo to Windemuller Electric with four possible one year extensions. Commissioner Oscarson inquired how many bidders there were for this bid. Traffic Engineer Hoekstra stated there were two bidders. Commissioner Oscarson inquired if there was a possibility for expansion on this and if the number of bidders reflected who, and /or how we were soliciting bids. Traffic Engineer Hoekstra stated a wide range was cast for this bid, this was a rebid, in the first round a company from Port Huron also bid. Commissioner Berkebile inquired if this would impact out traffic signal work at Mosel and Riverview by Severence Electric that needs to be completed. Traffic Services Director Byrnes stated it will not affect the project as they are separate bids.

Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams
Commissioner Worthams moved and it was seconded to approve the Emulsion and Aggregate Joint Agreement with the City of Portage for Managing Director’s signature. 
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the contributed services agreement with the stipulation that if KATS returns to the KCRC with a request for cash that the Board be given an opportunity to approve or deny the cash contribution. Commissioner Moyle inquired how this year’s request for contributed services from KATS was any different than last year’s request. Managing Director Johnson stated that the request is very similar. Commissioner Maddox commented that KATS is requesting $8,000 more than they have previously. Managing Director Johnson stated that she has signed this agreement in previous years. Commissioner Berkebile stated that his only concern with this program is if the in-kind services match is not met by KCRC or another agency, then it can turn into a cash contribution and impact our budget. Commissioner Oscarson stated he is most bothered by the lack of a formula, and the amount asked for is arbitrary. Commissioner Worthams stated he is a big proponent of supporting KATS however he does agree with Commissioner Berkebile, he is uncomfortable with the idea of having to give cash if we do not come up with the $28,000. He would like staff to express to KATS their discomfort with the lack of formula. Commissioner Maddox stated the KATS Director Start is working on putting together a formula for the contributed services. Commissioner Maddox stated he agrees we should set parameters on what we allocate. He shared in the time he has been with KATS there has not been a time where the contributed services was not met. Commissioner Maddox inquired if it would be an issue to meet this year’s contributed services amount. Managing Director Johnson stated that it has not been an issue in the past and the goal is for it to not be an issue this year either. She noted that we should send the message to KATS that we would like to see the equitable and consistent distribution of contributed services, costs that tie into the voting allocations. Commissioner Moyle inquired if KATS moves locations, will this have an impact on our bill. KATS Employee Steve Stepek informed that this will not impact the bill.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

 Commissioner Worthams moved and it was seconded to approve the easement purchases for the 2013 Kalamazoo River Valley Trail Segment 5 from River Street to 35th Street project totaling $2,959.00.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

 Commissioner Worthams moved and it was seconded to approve the amended Vacation and Sick Leave Policies as presented. Commissioner Berkebile inquired if there was a waiting period before these policies go in to affect. Managing Director Johnson stated that there would be time necessary to verify calculations and communicate the change to employees.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

 Commissioner Maddox moved and it was seconded that the Board authorize the Managing Director to execute a Collective Bargaining Agreement between the American Federation of State County and Municipal Employees (AFSCME) based on the Tentative Agreements reached with the union and including all the economic provisions as described to the Board and completed in the next 60 (sixty) days. . Commissioner Berkebile inquired when the effective date would be. Managing Director Johnson stated the Board would be authorizing Managing Director to make that determination. Commissioner Berkebile commented he would like it completed in the next sixty days.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams
Managing Director Johnson hared the agenda presented four collaborative efforts by KCRC. The hot mix asphalt (HMA) projects from the first bid letting have begun along with the crack seal operation. She noted the 2013 chip seal route is on the KCRC website thanks to Maintenance Superintendent Bill DeYoung. The chip seal route list will be updated as final projects are submitted. The brush spray operation will be in July and August of this year. Managing Director Johnson reminded the Board of the Pavilion Township Joint Meeting which will be held Monday, May 13, 2013, also noting she will be attending the Kalamazoo Township Meeting that evening.

Commissioner Maddox stated he will try his best to convey the Board’s thoughts to the KATS Policy Committee. He commended staff for their contributive efforts and stated it was a good direction for staff.

Commissioner Berkebile welcomed General Superintendent Jim Wessing to the KCRC team.

Commissioner Oscarson shared the parks commission is still having some discrepancy over the exact location of the Kalamazoo River Valley Trail route. Hopefully they will be finalizing these soon. Funds are still short for the trail and they are asking for donations.

Commissioner Worthams thanked staff for their efforts in handling the situation on Nichols Road. He also invited everyone to attend the open house at Kalamazoo Township on the weekend of May 18th.

Commissioner Moyle will be attending the Kalamazoo County Environmental Health Advisory Council Meeting tomorrow morning.

The meeting was adjourned at 5:04 p.m.
Attest: Timothy A. Snow, County Clerk

By: _______________________________, Chairperson ___________________________, Deputy Clerk
May 13, 2013 – Pavilion Township Joint Meeting

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, May 13, 2013. The joint meeting began at 6:30 p.m.

Present: Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams
Absent: Daniel J. Moyle, Jeffrie M. Maddox

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Project Superintendent Jim Beaudoin, Pavilion Township Supervisor Pat White, Clerk Karen E. Siegwart, Treasurer Robyn Froberg, Trustee Deborah Vliek, Trustee Gregory Thomas, Attorney Charles Martell, Attorney Thomas Allen and four citizens.

Following introductions, Managing Director Johnson and Operations Director Travis Bartholomew reviewed the joint meeting PowerPoint presentation.

Township Supervisor White shared his appreciation for the change with earlier snow routes.

Township Supervisor stated he also appreciates the good working relationship with Kalamazoo County Road Commission.

Township Supervisor White noted that townships have to take dollars out of their general funds to support road improvements because they are not Act 51 agencies.

The meeting adjourned at 7:02 p.m.

Attest: Timothy A. Snow, County Clerk

By: ________________________, Chairperson ________________________, Deputy Clerk
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 21, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons and Administrative Assistant Leslie Barnebee.

Commissioner Oscarson moved and it was seconded to approve the agenda with the addition of item AA. Request approval of Alamo Township Dust Control Agreement for continuous application 18% Mineral Well Brine at 2,000 gallons per mile.

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

Commissioner Berkebile moved and it was seconded to approve the minutes from May 7, 2013 Board Meeting the May 13, 2013 Pavilion Township Joint Meeting.

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

Commissioner Maddox moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account $80,355.04
Vendor Account $393,836.05

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

Commissioner Worthams moved and it was seconded to approve the Local Road Participation Fund Contracts and Dust Control Agreements for Chairman’s Signature including rescinding and replacing the X Avenue project for Schoolcraft Township:

Alamo Township Dust Control Agreement
Continuous application 18% Mineral Well Brine at 2,000 gallons per mile

Comstock Township Local Road Contract
MN Avenue – 29th Street to 31st Street, Crack Seal and Chip Seal

Kalamazoo Township Local Road Contracts
Greenfield Avenue – Olmstead Road to Crossfield Avenue, Brookfield Avenue – Olmstead Road to Crossfield Avenue, Springfield Avenue – Olmstead Road to Crossfield Avenue, and Crossfield Avenue – Market Street to Lake Street, HMA Wedging, Crack Seal and Chip Seal
Market Street – Olmstead Road to Sprinkle Road and Foster Avenue – Market Street to Lake Street, HMA Wedging, Crack Seal and Chip Seal
Nichols Road – 268’ north of Barney Road to G Avenue, Gravel, Pulverize and HMA Paving
Lamont Street – 1,765’ south of Lake Street to Lake Street, 250# HMA Overlay

Climax Township Local Road Contracts
39th Street – T Avenue to R Avenue, HMA Wedging, Crack Seal and Chip Seal
QR Avenue – Woodin Street to 38th Street, Crack Seal, and Chip Seal
OP Avenue – 42nd Street to 44th Street, Crack Seal and Chip Seal
O Avenue - .25 miles east of 36th Street, Design Engineering, Culvert Removal, 22’ Precast Bridge Structure Placement and HMA Paving

Wakeshma Township Local Road Contract
47th Street – W Avenue to UV Avenue, Chip Seal

Schoolcraft Township Local Road Contract
Rescind X Avenue – 570’ east of 22nd Street to 980’ east of 22nd Street, Gravel, Pulverize and Double Chip Seal
Approve X Avenue – 22nd Street to 24th Street, Gravel, Pulverize and Double Chip Seal

Prairie Ronde Township Local Road Contracts
Vankal Road – XY Avenue to W Avenue, Regravel (reestablish center crown)
XY Avenue – 2nd Street to 4th Street, Crack Seal
2nd Street – U Avenue to TU Avenue, HMA Wedging, Crack Seal and Chip Seal
XY Avenue – Vankal Road to 2nd Street, HMA Wedging, Crack Seal and Chip Seal
XY Avenue – 4th Street to 6th Street, Crack Seal

Kalamazoo Township Dust Control Agreement
Continuous application 38% Calcium Chloride Liquid at 1,600 gallons per mile

Climax Township Dust Control Agreement
Continuous application of 18% Mineral Well Brine at 2,000 gallons per mile

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

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

Prairie Ronde Township Dust Control Agreement
Continuous application 38% Calcium Chloride Liquid at 1,600 gallons per mile
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to rescind traffic control order (TCO) #603; Stoney Brook Road STOP for Farmington Avenue and approve for Managing Director Signature; TCO# 1690; All-way STOP for the intersection of Stoney Brook Road and Farmington Avenue, TCO #1630; Vista Ridge Court YIELD for Stoney Brook Road, TCO # 1631; Breaburn County YIELD for Stoney Brook Court, TCO #1632; Hunt Wick Road YIELD for Shepherds Glenn Road.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the Michigan State Police issued Traffic Control Orders S#39-03-13, 45 MPH for 9th Street from O Avenue to KL Avenue and # P 39-01-13, No Parking on 12th Street from a point 250 feet north of Queen Victoria Lane to a point 1,575 feet north of Queen Victoria Lake for Managing Director’s signature.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams
Commissioner Maddox moved and it was seconded to award the Request for Proposal for Engineering Services of the V Avenue from east of Sprinkle Road to 29th Street project to Wightman and Associates, Inc. Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the resolution for abandonment of a portion of Vineyard Avenue for Chairman’s Signature:

WHEREAS, Section 18 of the Michigan County Road Law, being MCL § 224.18; MSA § 9.118, as amended, provides for the revised absolute abandonment and discontinuance of any highway or part of highway under the jurisdiction of a county road commission; and

WHEREAS, the Board of County Road Commissioners of Kalamazoo County, Michigan, has been petitioned for absolute abandonment and discontinuance of the highway or portion of highway described in this resolution; and

WHEREAS, this Board has determined that such petition has been signed by all of the owners of record and occupants of land abutting the highway or portion of highway described in this resolution; and

WHEREAS, this Board has determined that it is in the best interests of the public that the highway or portion of highway described in this resolution be absolutely abandoned and discontinued.

NOW THEREFORE, BE IT RESOLVED, that the following described highway or portion of highway be and hereby is absolutely abandoned and discontinued as a public highway:

A parcel of land formerly dedicated as Vineyard Avenue per the Plat of Victoria Estates, being a subdivision in the Southeast Quarter of Section 12, Town 3 South, Range 12 West, Texas Township, Kalamazoo County, Michigan, according to the plat thereof as recorded in Liber 41 of Plats, Page 50, Kalamazoo County records, described as: Beginning at the Northwest corner of Lot 9, said Plat of Victoria Estates; thence North 00 Degrees 27’ 16‖ West 66.00 feet to the Southwest corner of Lot 10, said Plat of Victoria Estates; thence North 89 degrees 17’ 43‖ East on the South line of said Lot 10 a distance of 155.11 feet; thence 39.16 feet Northeasterly on said South line and on a 25.00 foot radius curve to the left whose chord bears North 44 Degrees 25’ 13‖ East 35.28 feet to the West right-of-way line of Veronica Street; thence South 00 Degrees 27’ 17‖ East on said right-of-way line, extended, 116.00 feet to the North line of said Lot 9; thence 39.38 feet Northwesterly on said North line and on a 25.00 foot radius curve to the left whose chord bears North 45 Degrees 34’ 47‖ West 35.43 feet; thence South 89 Degrees 17’ 43‖ West on said North line 154.89 feet to the point of beginning. Containing 0.279 of an acre more or less.

RESERVING, HOWEVER, an easement for public utilities over the full width and length of the highway hereby being abandoned and subject to and subject to the following conditions being met on or before August 2, 2013:

1. The petitioners must reconfigure existing storm sewer to a leaching basin system.
2. The petitioners must disconnect, by bulk head, the storm sewer lateral in the southeast quadrant at the intersection of Veronica Street and Vineyard Avenue.
3. The petitioners must reconfigure Vineyard Avenue to comply with the specifications set forth in the KCRC Driveway Policy.
4. The petitioners must provide proof of execution and recording of the easements requested by the township attorney in the letter dated March 5, 2013.

BE IT FURTHER RESOLVED that notice of this abandonment be given as required by law.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded for Commissioner Oscarson to be the voting delegate and Commissioner Worthams to be the alternate voting delegate for the July 24th and 25th Michigan County Road Commission Self-Insurance Pool and County Road Association Self-Insurance Fund Insurance Conference.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to vote for Robert Kaarlie – Allegan County Road Commission and Ronald Gerstenberger – Sanilac County Road Commission for commissioner positions and Larry Brown – Allegan County Road Commission and Christopher Bolt – Cass/St. Joseph County Road Commissions for staff positions on the Association of Southern Michigan Road Commission Board of Directors.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Managing Director Johnson thanked Administrative Assistant Barnebee for her volunteering at the Touch-A-Truck event on May 11th, assisting in presentations at Western Michigan University, and for being the spokesperson on behalf of Kalamazoo County Road Commission at the May 18th open house for Kalamazoo Township. She also thanked staff and team for working hard to get our construction season going, noting that chip seal equipment has been tested and is ready to go after the trial run. Managing Director Johnson stated that the Hot Mix Asphalt (HMA) bid #2 should be ready soon now that all local road projects have been approved.

Commissioner Worthams thanked Administrative Assistant Barnebee for attending the Kalamazoo Township open house.

Commissioner Maddox stated that the Kalamazoo Area Transportation Study Policy committee will be meeting next Wednesday.

Commissioner Moyle stated the Kalamazoo County Environmental Health Advisory Council meeting was canceled and June and July will also be cancelled.

The meeting was adjourned at 3:45 p.m.
Attest: Timothy A. Snow, County Clerk

By: ______________________________, Chairperson __________________________, Deputy Clerk
A public meeting of the Board of County Road Commissioners of Kalamazoo County was held on Monday, June 3, 2013. The Sprinkle Road project informational meeting began at 5:30 p.m. at the Comstock Township Hall, 6138 King Highway, Comstock, MI.

Present: Daniel J. Moyle, Kenneth R. Oscarson Jeffrie M. Maddox  
Absent: Dennis J. Berkebile, David Q. Worthams  

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Engineering Director Tom Hohm, Engineering Consultant Alan Pennington from Moore & Bruggink, Inc., Contractor George Troth from Michigan Paving & Materials, and eight citizens.

Engineering Director Hohm and Engineering Consultant Pennington provided a presentation on the project.

Township Supervisor Nieuwenhuis thanked the Board and staff for their communication and cooperation on this project.

Citizens followed up with detailed questions following the presentation.

The meeting adjourned at 6:20 p.m.

Attest: Timothy A. Snow, County Clerk

By: ________________________, Chairperson ________________________, Deputy Clerk
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 South 42\textsuperscript{nd} Street, Fulton, Michigan, on Monday June 3, 2013. The joint meeting began at 7:10 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson Jeffrie M. Maddox, Dennis J. Berkebile
Absent: David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Township Supervisor Jim Deming, Township Clerk Nancy Mulder-Paul, Township Treasurer Leanne Munn, Trustee Trevor Bennett, Trustee Barbara Thole, and eight citizens.

Following introductions, Managing Director Johnson and Operations Director Bartholomew reviewed the joint meeting PowerPoint Presentation.

Trustee Bennett inquired about the Pavement Surface Evaluation and Rating (PASER) rating and participation by townships. Operations Director Bartholomew stated that townships are asked if they would like to join for a portion of the ratings.

Township Supervisor Deming inquired if Kalamazoo County Road Commission (KCRC) had a plan to remove dead ash trees. Operations Director Bartholomew informed KCRC does have a tree policy, but not a formal plan for these trees. Managing Director Johnson stated that there are many trees throughout the county and KCRC could not remove them all based on time, staffing, and funding which is needed for road maintenance.

Township Supervisor Deming inquired on gravel roads and when crews would be back for grading. Operations Director Bartholomew indicated dust control has been applied and KCRC would not be back until later in the season for additional grading. He also noted that some of the gravel roads need additional gravel and would therefore be considered a local road project. Gravel roads should be on the local road capital improvement plan for a least one mile of road a year; taking up to 20 years to see them improved.

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

The meeting adjourned at 7:34 p.m.

Attest: Timothy A. Snow, County Clerk

By: ________________________, Chairperson ______________________, Deputy Clerk
June 4, 2013

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 4, 2013. Commissioner Moyle called the meeting to order at 3:30p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohn; Traffic Services Director John Byrnes; Finance Director Ann Simmons; Engineering Technician Adam Mitchell and Administrative Assistant Leslie Barnebee.

Commissioner Maddox moved and it was seconded to approve the agenda.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the minutes from May 21, 2013 Board Meeting.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

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

Commissioner Worthams moved and it was seconded to accept the letter from Mr. Robert Zabvaski regarding Storm Sewer Pipe on 134 West Crooked Lake Drive dated May 28, 2013 and refer to staff for follow up.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Managing Director Johnson requested Commissioners review the Roadside Vegetation Policy and provide feedback accordingly for a potential update.

Commissioner Maddox moved and it was seconded to approve the Family Medical Leave of Act (FMLA) Policy. Commissioner Oscarson inquired if notice would be given to the employees of this policy change. Managing Director Johnson noted that staff is notified of policy changes; staff would be asked to sign a sheet confirming receipt of the notice.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the Local Road Participation Fund Contract rescinding and replacing the O Avenue Project for Pavilion Township and Dust Control Agreement for Chairman’s Signature:

Charlestown Township Dust Control Agreement
  a. Continuous application 18% Mineral Well Brine at 2,00 gallons per mile

Pavilion Township Local Road Contract
  a. Rescind O Avenue – 2,640' east of 26th Street to 26th Street, HMA Wedging, Crack Seal, and Chip Seal
b. Approve O Avenue – 3,050’ east of 26th Street to 26th Street, HMA Wedging, Crack Seal, and Chip Seal

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

Managing Director Johnson welcomed Adam Mitchell, Engineering Technician who’s first day was May 28th. She advised the chip seal program began on Monday, June 3rd, noting the chip seal route is available on the Kalamazoo County Road Commission (KCRC) website as well. Managing Director Johnson shared two projects will begin on June 17th, and those projects are the V Avenue project in Brady Township and the Sprinkle Road project in Comstock Township.

Commissioner Maddox stated the Kalamazoo Area Transportation Study (KATS) Policy Committee met last Wednesday where Oshtemo Township and Kalamazoo Township discussed adding a non-motorized portion to the 2014 Drake Road Project. Issues with KATS lease were also discussed during the Policy Committee meeting. Commissioner Maddox inquired if KCRC could formally request the Michigan Department of Transportation complete their Sprinkle Road bridge work in conjunction with the KCRC’s Sprinkle Road project to avoid traffic delays in this area more than necessary.

Commissioner Oscarson noted the passing of David Markin, a great Kalamazoo County resident who will be missed. He noted Kalamazoo County Parks and Recreation Commission will meet next Thursday. Managing Director Johnson shared the ribbon cutting for the last segment of the Kalamazoo River Valley Trail will be Sunday.

Commissioner Moyle shared the Kalamazoo County Environmental Health Advisory Council’s meeting for June has been canceled.

The meeting was adjourned at 3:45 p.m.
Attest: Timothy A. Snow, County Clerk

By: ______________________________, Chairperson ______________________________, Deputy Clerk
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 18, 2013. Commissioner Oscarson called the meeting to order at 3:31 p.m.

Present: Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams
Absent: Daniel J. Moyle

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons; Project Engineer Ryan Minkus; Traffic Engineer Jim Hoekstra and Administrative Assistant Leslie Barnebee.

Commissioner Berkebile moved and it was seconded to approve the agenda with the addition of Item G request to rescind and approve Kalamazoo Township Local Road Contracts for Market Street, Foster Avenue, Greenfield Avenue, Brookfield Avenue, Springfield Avenue, and Crossfield Avenue.

Carried by the following vote:
Aye: Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the minutes from the June 3, 2013 Sprinkle Road Project Informational Meeting, the June 3, 2013 Wakeshma Township Joint Meeting, and the June 4, 2013 Board Meeting.

Carried by the following vote:
Aye: Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account $86,856.47
Vendor Account $622,146.44

Carried by the following vote:
Aye: Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to accept the letter from Briggs and Moran regarding Property at Lake, Kalamazoo, MI (Parcel No. 06-24-315-040) dated May 29, 2013 and refer to staff.

Carried by the following vote:
Aye: Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the Kalamazoo River Valley Trail (KRV T) Segment 5 purchase of easements for $2,821.

Carried by the following vote:
Aye: Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to award the Tree Work Countywide Bid to Procare Tree Service, the sole bidder meeting specifications.

Carried by the following vote:
Aye: Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to award the Hot Mix Asphalt (HMA) Bid to Michigan Paving and Materials Company, low bidder meeting specifications. Commissioner Berkebile inquired if the Board approved the Kalamazoo Township Local Road Contracts tonight if those would be added to this HMA bid, or if another bid would have to be issued. Operations Director Bartholomew stated the projects would not be added to this bid, but would seek quotes.

Carried by the following vote:
Aye: Oscarson, Maddox, Berkebile, Worthams
Commissioner Maddox moved and it was seconded to award the Traffic Data Collection Services Request for Proposal as issued by Kalamazoo Area Transportation Studies (KATS) to Traffic Tech Services the low bidder, meeting specifications for a three year Guaranteed Services (2013, 2014, and 2015) and one year for Optional Services with an option to extend for 2014 and 2015. Commissioner Berkebile inquired if we have worked with Traffic Tech Services previously. Managing Director Johnson stated we have not previously worked with this company. Commissioner Berkebile voiced concern over the fact that the price for Traffic Tech Services was so much lower than that of the other bidders. Managing Director Johnson informed that the gentleman running Traffic Tech Services is a retiree of the City of Kalamazoo, who was previously worked in the Traffic Department. Traffic Engineer Hoekstra noted we are very familiar and comfortable with his work. Commissioner Oscarson inquired on what quality control measures are going to be taken. Traffic Engineer Hoekstra responded that KATS would be reviewing the counts as they come in and comparing to previous counts in the same area.

Carried by the following vote:
Aye: Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the Licensed Professional Engineer reimbursement for Chairman’s Signature.

Carried by the following vote:
Aye: Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the temporary traffic control order for Market Street to STOP for S. Sprinkle Road during the duration of the construction project.

Carried by the following vote:
Aye: Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to rescind the previous Carryover Local Road Contracts, and replace the Kalamazoo Township Local Road Contracts for Chairman’s Signature as follows:

a. **Rescind 2014 Carryover for Market Street** – Olmstead Road to Sprinkle Road and Foster Avenue – Market Street to Lake Street, *HMA Wedging, Crack Seal, and Chip Seal*

b. **Rescind 2014 Carryover for Greenfield Avenue** – Olmstead Road to Crossfield Avenue, Brookfield Avenue – Olmstead Road to Crossfield Avenue, *Springfield Avenue* – Olmstead Road to Crossfield Avenue, and Crossfield Avenue – Market Street to Lake Street, *HMA Wedging, Crack Seal, and Chip Seal*

c. **Approve Market Street** – Olmstead Road to Sprinkle Road and Foster Avenue – Market Street to Lake Street, *HMA Wedging, Crack Seal, and Chip Seal*

d. **Approve Greenfield Avenue** – Olmstead Road to Crossfield Avenue, Brookfield Avenue – Olmstead Road to Crossfield Avenue, *Springfield Avenue* – Olmstead Road to Crossfield Avenue, and Crossfield Avenue – Market Street to Lake Street, *HMA Wedging, Crack Seal, and Chip Seal*

Carried by the following vote:
Aye: Oscarson, Maddox, Berkebile, Worthams

Managing Director Johnson welcomed Project Engineer Ryan Minkus. She thanked Engineering Director Hohm for attending the KRVT grand opening on June 9th. Managing Director Johnson stated field operations have been very busy cleaning trees up from last week’s storm. She asked that the public be patient noting clean-up is expected to take a while due to ongoing construction and chip seal operations. She also noted the V Avenue project and the Sprinkle Road project began on Monday, June 17, 2013. Managing Director Johnson will be presenting at Representative Margret O’Brien’s local elected officials meeting this Friday. On July 2nd the Michigan Department of Transportation and KCRC will be presenting to the County Board with an Annual Report to the County at 7:00 p.m. in the County Chambers.
Commissioner Worthams missed the County of Governments meeting on Wednesday, June 12, 2013 due to legislature deciding to stay in session late. He thanked staff for ensuring everything went well for the meeting.

Commissioner Maddox noted KATS will be out of the KCRC building by August 1, 2013. There is still no date for the KATS bylaws meeting, but a few suggestion dates have been given.

Commissioner Berkebile attended the Kalamazoo Chapter of the Michigan Township Association golf outing and was told what a great job KCRC did of moving trees out of the way so quickly after the storm last week.

Commissioner Oscarson attended the Kalamazoo County Parks and Recreation Commission meeting two weeks ago Thursday. There will be an extra meeting on June 27th at 3:00 p.m. to award the bids for the rebuilding of boat ramps at county parks. He noted June 20th is “free day” at all of the county parks. The Kalamazoo County Fair will be August 5th through the 10th.

The meeting was adjourned at 3:56 p.m.
Attest: Timothy A. Snow, County Clerk

By: ________________________________, Chairperson   _____________________, Deputy Clerk
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 2, 2013. Commissioner Moyle called the meeting to order at 3:32 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, David Q. Worthams (arriving at 3:40 p.m.)
Absent: Dennis J. Berkebile

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons; General Superintendent Jim Wessing; Administrative Assistant Leslie Barnebee, Michigan Department of Transportation (MDOT) Scheduling Engineer Jon Sytsma and 3 citizens

Commissioner Maddox moved and it was seconded to approve the agenda with the addition of Commissioner Maddox’s travel expense voucher.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox

Commissioner Maddox moved and it was seconded to approve the minutes from the June 18th Board Meeting.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

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

Commissioner Maddox moved and it was seconded to approve the travel expense vouchers for Commissioners Oscarson, Berkebile, Maddox, and Managing Director Johnson.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox

A presentation was given by Jon Sytsma, MDOT Scheduling Engineer on updates of the I-94 Sprinkle Road interchange.

Commissioner Oscarson inquired how southbound Sprinkle Road entered eastbound I-94. Scheduling Engineer Sytsma stated southbound Sprinkle Road gained access to eastbound I-94 by entering the circle and wrapping around, there will be a merge lane exiting off the circle. Commissioner Oscarson noted concern about the turning radius. Scheduling Engineer Sytsma informed that with the vehicles they have run through it including extended loads there have been no issues.

Commissioner Moyle inquired how the radius of this round-a-bout compared to the round-a-bout in Mattawan. Scheduling Engineer Sytsma stated that the radius of the proposed Sprinkle Road radius is larger than that in Mattawan.

Commissioner Maddox inquired what the expected design life of the round-a-bouts before they had to be enlarged. Scheduling Engineer Sytsma informed that this location is currently modeled out to 2035. This is with an expected growth factor that was obtained from the Kalamazoo Area Transportation Study (KATS) with a very conservative estimate.
Comstock Township Supervisor Nieuwenhuis inquired on the proposed changes to Cork Street for this project and the impacts. Scheduling Engineer Sytsma stated that as part of this proposed change Cork Street will need to be rerouted. Cork Street is planned to route alongside Midlink, and access Sprinkle Road from the boulevard entrance at Midlink Drive.

Operations Director Bartholomew inquired how resurfacing a round-a-bout, how do you handle 35,000 cars a day when resurfacing needs to occur. Scheduling Engineer Sytsma stated MDOT does not have a lot of experience with resurfacing because they are so new to Michigan. He stated that the circles themselves would most likely be concrete.

Managing Director Johnson asked Scheduling Engineer Sytsma to discuss the sidewalks that are to be included with this design. Scheduling Engineer Sytsma noted that a five foot sidewalk will be added to the westerly side of the bridge, and this will be separated from the traffic with a railing.

Commissioner Worthams moved and it was seconded to accept the letter from County Road Association of Michigan regarding the Transportation Asset Management Council (TAMC) appointment of Managing Director Johnson dated June 21, 2013 and refer to file.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Worthams

Commissioner Oscarson moved and it was seconded to approve the Kalamazoo River Valley Trail (KRVT) Segment 5 purchase of easements for $6,038.00.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Worthams

Commissioner Maddox moved and it was seconded to award the Truck Mounted Spray Injection Patching Unit bid to ALTA Equipment Company – low bidder meeting specifications for $203,754.45.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Worthams

Commissioner Maddox moved and it was seconded to award the Asphalt Emulsion Storage Tank bid to ALTA Equipment Company – low bidder meeting specifications for $71,035.00 and the necessary costs for installation.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Worthams

John Colwell of Alta Equipment Company thanked the Board for their purchase of the Truck Mounted Spray Injection Patching Unit as well as the Asphalt Emulsion Storage Tank.

Managing Director Johnson thanked the Board for their support for her pending appointment to TAMC. Two citizens attended the G Avenue informational meeting. The first round of pavement marking has been completed. Staff has been working diligently on trees and drainage issues.

Commissioner Worthams congratulated Managing Director Johnson for her appointment to the TAMC.

Commissioner Maddox attended the Kalamazoo Area Transportation Study (KATS) last week. KATS will be entirely moved out the KCRC building by August 1, 2013. The biggest discussion at the meeting was changes to the project at Drake Road. Staff has been working with Kalamazoo and Oshtemo Townships and looking for funding to incorporate potential non-motorized facilities with this project. There will be no scheduled meeting for KATS in July. KATS will have an open house sometime in July. There was a by-laws subcommittee meeting that was canceled as Commissioner Maddox was the only one in attendance.
Commissioner Oscarson attended the Kalamazoo County Parks and Recreation Commission meeting on June 27th at 3:00 p.m. to award bids for the rebuilding of boat ramps at county parks, the bid was not awarded as it came in roughly over the estimate. He congratulated staff on putting together a great annual report which will be presented this evening to the Board of Kalamazoo County Commissioners.

Commissioner Moyle noted Kalamazoo County Environmental Health Advisory Council will not be meeting this month.

The meeting was adjourned at 4:10 p.m.
Attest: Timothy A. Snow, County Clerk

By: ______________________________, Chairperson  __________________________, Deputy Clerk
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 16, 2013. Commissioner Moyle called the meeting to order at 3:35 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons; and Administrative Assistant Leslie Barnebee.

Commissioner Maddox moved and it was seconded to approve the agenda as presented.
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the minutes from the July 2, 2013 Board meeting with corrections to the first paragraph; Commissioner Moyle called the meeting to order, and Commissioner Berkebile was absent, and the July 2, 2013 County Board of Commissioners Committee of the Whole Meeting.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account $84,714.26
Vendor Account $621,385.92
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve for signature the plan cover sheets for:
   a. N Avenue – 26th Street to 29th Street (Safety) and 29th Street to 34th Street (Rural)
   b. 9th Street at N Avenue (Traffic Signal Safety)
   c. Kalamazoo River Valley Trail (KRVT) Segment 5

Commissioner Oscarson inquired if by signing the cover sheet of KRVT Segment 5 authorized this project could go to bid without having all of the right-of-way acquisitions completed. Engineering Director Hohm clarified that without all of the right-of-way acquisitions completed this would not be put to bid. Commissioner Worthams asked what the struggles were being faced with the right-of-way acquisition. Engineering Director Hohm noted that one of the remaining property owners is located out of town and the other property owner is currently in negotiations.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to award the Janitorial Services Bid to CSM Services, the low price proposal meeting specifications, with the possibility of two one-year extensions.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Managing Director Johnson noted that staff has been very busy with ongoing construction, as well as with experimenting with fog seal. Staff continues to meet to review options with the budget calculation error and planning for a mid-year budget adjustment meeting. Managing Director Johnson reminded the Board of the Richland Township Joint Meeting taking place at the Richland Township Hall at 6:30 p.m. this evening.
Commissioner Worthams complimented staff on their hard work during construction and with chip seal.

Commissioner Berkebile will be attending a meeting with the Chamber and plans to discuss the direction for the Chamber Transportation Advisory Council; he will report back at the next meeting.

Commissioner Maddox moved and it was seconded to enter into a closed session pursuant to Section 8 (c) of the Open Meetings Act for the purpose of discussing issues related to the road commission pending litigation at 3:46 p.m.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to leave closed session at 4:58 p.m.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

The meeting was adjourned at 4:59 p.m.
Attest: Timothy A. Snow, County Clerk

By: _____________________________, Chairperson  _____________________________, Deputy Clerk
July 16, 2013 – Richland Township Joint Meeting

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 N. 32nd Street, Richland, Michigan, on Tuesday, July 16, 2013. The joint meeting began at 6:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, General Superintendent Jim Wessing, Project Superintendent Jim Beaudoin, Township Supervisor Alan Bussema, Clerk Jackie Light, Treasurer Marsha Drouin, Trustee Jeannie Byrne, Trustee Paul Frost, Trustee AJ Harma, Trustee David Wendzel, Attorney Kenneth Sparks and five citizens.

Following introductions, Managing Director Johnson and Operations Director Bartholomew reviewed the joint meeting PowerPoint Presentation.

Kalamazoo County Road Commission (KCRC) staff answered questions on traffic patterns, non-motorized, trees and various projects within Kalamazoo County.

The Fire Chief thanked staff the KCRC staff fort their great response during the recent storms.

The meeting adjourned at 7:10 p.m.

Attest: Timothy A. Snow, County Clerk

By: ___________________________, Chairperson ________________________, Deputy Clerk
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 30, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile
Absent: David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Traffic Services Director John Byrnes; Finance Director Ann Simmons; and Administrative Assistant Leslie Barnebee.

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

Commissioner Oscarson moved and it was seconded to approve the minutes from the July 16, 2013 Board Meeting, July 16, 2013 Closed Session Meeting, and July 16, 2013 Richland Township Joint Meeting.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile

Commissioner Maddox moved and it was seconded to approve the payroll and vendor accounts as presented.

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

Commissioner Berkebile moved and it was seconded to approve the travel expense vouchers for Commissioners Moyle and Worthams.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile

Commissioner Oscarson moved and it was seconded to approve the purchase of easements and the STS Hydropower easement agreement (contingent upon the approval by the Kalamazoo County Board) for the Kalamazoo River Valley Trail Segment 5 from River Street to 35th Street project for $3,120.00.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile

Commissioner Maddox moved and it was seconded to approve the N Avenue – 26th Street to 29th Street (Safety) and 29th Street to 34th Street (Rural) temporary grading permits, purchase of easements and the additional designation of federal funds.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile

Commissioner Oscarson moved and it was seconded to approve the 9th Street intersection purchase of right-of-way and approval of the Chairman’s signature on the warranty deed. Commissioner Oscarson inquired if this land was already owned by Kalamazoo County Road Commission (KCRC). Traffic Services Director Byrnes stated that KCRC does currently own the land for the warranty deed.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile

Commissioner Berkebile moved and it was seconded to approve the Dust Control Contract for Wakeshma Township;
a. 2 – Continuous applications of 18% Mineral Well Brine at 2,000 gallons per mile; 44th Street between W Avenue and X Avenue.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile

Managing Director Johnson thanked contractors and staff for their hard work during the on-going construction season. Work on Sprinkle Road and V Avenue continues this week. Staff has spent a considerable amount of time on a driveway issue on V Avenue. She reminded the Board of the two joint meetings coming up. August 12th the Board will meet with Kalamazoo Township, and August 13th the Board will meet at Prairie Ronde Township.

Commissioner Oscarson attended the Michigan County Road Commission Self-Insurance Pool/County Road Association Self-Insurance Fund Insurance Conference last week. He stated the presentations were very informative. At the meeting it was suggested that Road Commissions have an emergency plan for injuries should an emergency situation occur. Commissioner Oscarson noted that the proposed by-law changes were also approved at the meeting. Individual regions will now be voting for their representatives. In addition, mail in votes will now be allowed.

Commissioner Maddox stated that the Kalamazoo Area Transportation Study meeting for July was canceled.

Commissioner Moyle attended the Michigan Department of Transportation open house with Managing Director Johnson last week. He stated the open house was well organized and informative. He will be attending the Kalamazoo County Environmental Health Advisory Council meeting on Wednesday.

The meeting was adjourned at 3:44 p.m.
Attest: Timothy A. Snow, County Clerk

By: ______________________________, Chairperson   __________________________, Deputy Clerk
A mid-year budget work session of the Board of County Road Commissioners of Kalamazoo County was held at 3801 E. Kilgore Road, Kalamazoo, Michigan, on Tuesday, July 30, 2013. The meeting began at 3:55 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox
Absent: David Q. Worthams

Also present Managing Director Joanna I. Johnson, Traffic Services Director John Byrnes, Operations Director Travis Bartholomew, Finance Director Ann Simmons, and Administrative Assistant Leslie Barnebee.

Finance Director Simmons apologized for an error in the original 2013 budget, thanked staff for their support and work reviewing the budget to make the necessary adjustments. Finance Director Simmons reviewed a Mid-Year 2013 Budget Work Session PowerPoint presentation. A historical summary of the revenues and expenditures, 2013 budget and proposed amended budget charts of revenues and expenditures and line item details of the proposed changes to the original budget were discussed. The proposed budget amendment incorporated various reductions in revenues, expenditures and capital items.

Commissioner Berkebile suggested on future budgets a footnote be included stating additional revenue may not be due to fewer services, but rather we received better bid prices.

Staff suggested postponing Capital Outlay purchases including: two dump boxes/scrapers/wing plows until 2014, removing the radio expenditure purchase which was completed in 2012, removing the traffic counters which is now contracted with Kalamazoo Area Transportation Study, removing the traffic program upgrade because we plan to utilize the City of Kalamazoo software, postponing the lighting upgrades, postponing the fire suppression system and postponing the masonry repairs to the maintenance building.

Commissioner Berkebile inquired how serious the masonry repair issues are, noting some funds should be allocated to repair the damage before the problems worsen and ends up costing more. He noted that a third of the lighting upgrade could be covered by a rebate and projected energy savings. Commissioner Berkebile stated that it didn’t seem to make sense to purchase trucks and components in separate years, yet agreed to postpone the purchase of the components until next year.

Commissioner Maddox noted that since he has been on the Board we have never completed a truck in one year.

Commissioner Berkebile stated he doesn’t like having money allocated to a budget that has not yet been created and believes that the entire truck with dump boxes should be purchased in the same year. He stated some of the proposed items to postpone need to stay on the budget for this year.

Operations Director Bartholomew stated the exterior was brick and the caps to the approximately 40 plus piers were deteriorating rapidly causing additional damage to the exterior brick below. Operations Director Bartholomew noted our original 2013 budget included $40,000 for the repairs and at this point, would not be enough to correct the damage. Managing Director Johnson inquired if we bumped the amount up to $90,000 today, would we have time to get the building fixed this budget year. Operations Director Bartholomew noted we would have to get started immediately. Commissioner Maddox expressed concern that the repairs would cost significantly more than $80,000 and additional time may be necessary to determine the best fix. Commissioner Moyle inquired if the problem would continue to get worse if left unattended for the next year. Operations Director Bartholomew stated the condition would continue to deteriorate, but the cost will vary based on the type of repair selected. He also shared KCRC has received a variety of quotes from local contractors for the work. Operations Director Bartholomew further stated, if we
decide to repair the brick, the cost will increase because the surface continues to deteriorate. If we decide to enclose the entire building the cost will not increase.

Commissioners Berkebile and Maddox shared that some items that were proposed to be postponed or removed from the capital outlay should remain in the budget this year. They noted the potential Michigan County Road Commission Self Insurance Pool (MCRCSIP) insurance refund is also forthcoming.

Commissioner Maddox asked Finance Director Simmons what corrective actions would be done to ensure there would be no oversights again as seen in the initial 2013 budget and proposed amended budget. Finance Director Simmons stated there has been a learning curve and she is also working with the accountant to assist as needed.

Commissioner Maddox stated he disagreed with Commissioner Berkebile regarding the purchase of trucks and dump boxes, and thought it made more sense to buy the trucks now and purchase the components later as it is difficult to get trucks completely built in one year.

Managing Director Johnson suggested the possibility of providing the Board a two year budget. Commissioner Berkebile inquired on ACT 51’s views on a two year budget. Managing Director Johnson stated the Board would only be able to approve one year, however the second year presented, could be an outline creating a picture of the following year. She noted that funding will be strained and without additional revenue, with internal adjustments completed and on-going, we will now need to review services provided. She proposed a potential public prioritization process. However, the Board expressed skepticism on the level of public participation.

Managing Director Johnson stated that she would prefer to not to add with continued revenue concerns long term, however staff would return with the proposed amended budget to the Board at the August 13th Board meeting. The Board suggested staff revise the proposed budget, adding back expenditures with a project and /or capital outlay items to reflect an ending fund balance of $4.5 million or similar to the original 2013 approved budget.

Commissioner Oscarson stated the Plante Moran audit presentation suggested the unrestricted fund balance be 15-25%. Without additional adjustments the proposed budget is already at 25%. We would continue to remain in the suggested range if we kept some of the items from the capital outlay or additional expenditures.

The meeting adjourned at 5:15 p.m.
Attest: Timothy A. Snow, County Clerk

By: ____________________________ Chairman _____________________________ Deputy Clerk
August 12, 2013 – Kalamazoo Township Joint Meeting

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, August 12, 2013. The joint meeting began at 5:32 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Engineering Director Tom Hohm, General Superintendent Jim Wessing, Project Superintendent Jim Beaudoin, Township Supervisor Ron Reid, Township Treasurer George Cochran, Township Clerk Don Thall, Trustee Pamela Brown Goodacre, Trustee Steven Leuty, Trustee Donald Martin, and Trustee Mark Miller and one citizen.

Following introductions, Kalamazoo County Road Commission (KCRC) staff reviewed the joint meeting PowerPoint presentation.

Engineering Director Hohm presented information on the 2014 Drake Road primary road project and the collaboration for non-motorized with Oshtemo and Kalamazoo Townships. KCRC staff answered considerable questions on the project and non-motorized including funding levels, non-motorized constraints, signing bike paths and need for connectivity. Township Supervisor Reid thanked the KCRC Board for working together with the townships on non-motorized facilities for this project and the Transportation Alternative Program application.

Positive comments were received for Administrative Assistant Leslie Barnebee’s service request and public service response. Also, Township Supervisor Reid thanked staff for participating in the township’s open house earlier this year.

The meeting adjourned at 6:50 p.m.

Attest: Timothy A. Snow, County Clerk

By: ________________________, Chairperson ________________________, Deputy Clerk
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 13, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Engineering Director Tom Hohm; Finance Director Ann Simmons; General Superintendent Jim Wessing; Administrative Assistant Leslie Barnebee; and Comstock Township Supervisor Ann Nieuwenhuis.

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

Commissioner Oscarson moved and it was seconded to approve the minutes from the July 30, 2013 regular Board Meeting and the July 30, 2013 Budget Work Session.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the payroll and vendor accounts as presented.

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

Comstock Township Supervisor Ann Nieuwenhuis asked the Board to consider a temporary traffic control order (TCO) for Comstock Avenue to have no parking signs installed for the week of August 21, 2013 through August 25, 2013 while the event Occupy Wall Street is taking place in the Kalamazoo. Comstock Township Nieuwenhuis advised there is a potential for over 2,500 people for the event. With the high volume of people there would not be enough parking in the area, and the Township as well as Sheriff’s Department would like to prevent parking along Comstock Avenue. The Township and Sheriff’s concern with parking along Comstock Avenue stems from the narrow road and potential issues for emergency vehicles having difficulty with access. Managing Director Johnson stated that she looked into the protocol for such TCO’s and found that in the past temporary TCO’s had been issued on a case by case basis. She stated that the board could, if they so choose, approve a temporary TCO for Comstock Avenue. Commissioner Berkebile inquired how much parking was at the facility where the event was being hosted. Township Supervisor Nieuwenhuis stated that there was not much parking at the location, but to her understanding people would be carpooling and bussed to the event. Commissioner Oscarson stated that his concern is with where local residents would park should they have a graduation party or guests. He stated when these events occur they are allowed to park on both sides of the street, and this is not considered a safety hazard. He also noted that local residents may have an issue with no parking in front of their houses for a week. Township Supervisor Nieuwenhuis reported that after observing Comstock Avenue she doesn’t believe residents frequently use the street for parking, however a letter will be sent to the residents informing them of the event. She stated that she along with the Sheriff’s Department believe that for the safety of the residents that no parking signs should be considered during this time period. Commissioner Oscarson noted if this is coming from the Sheriff’s Department he has no issue with the temporary TCO, his only other concern is if there are any political issues, he does not want the Road Commission to be held accountable for obstructing someone’s right to gather. Additional discussion took place regarding no parking on roads intersecting Comstock Avenue. Commissioner Maddox suggested no parking on either side of Comstock Avenue and limit parking on the adjacent streets to one side only. Managing Director Johnson noted that in order for a TCO to be enforceable it must be specific, she suggested working with the Kalamazoo County Road Commission (KCRC) Traffic Engineer to ensure
accuracy of the TCO with the township and law enforcement. Commissioner Worthams moved and it was seconded to approve a temporary TCO for no parking on either side of Comstock Avenue and a temporary TCO for no parking on one side of the road for roads intersecting Comstock Avenue, should it be necessary.

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

Commissioner Oscarson moved and it was seconded accept the letter from the Michigan Department of Transportation for our Annual Road Mileage Certification dated August 1, 2013 and refer to file.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to adopt the proposed 2013 amended budget to include two additional cab/chassis, Q Avenue -6th Street to 8th Street a hot mix asphalt (HMA) project, D Avenue – Adobe to Ravine Road a HMA overlay project, and N Avenue – 26th Street to Sprinkle Road for design.

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 2013.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was to approve the purchase of four 2014 International Model 7600 tandem axle, cab and chassis to West Michigan International LLC, low bidder meeting specifications.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Managing Director Johnson thanked the Board and staff for attending the Kalamazoo Township Joint Meeting on Monday night. She reminded the Board that the Prairie Ronde Joint Township Meeting would be this evening at 6:30pm; however she and Commissioner Maddox would be attending the Ross Township meeting to discuss returning poor condition roads to gravel. She stated that brush spray has been completed, that G Avenue and Sprinkle Road are currently being finished up and we are determining a date set to complete chip seal.
Commissioner Worthams apologized for missing the last meeting. He stated that his trip to the County Road Association Self-Insurance Fund Conference was very educational. County of Governments will meet on September 11, 2013. He congratulated staff for their great presentation at the Kalamazoo Township Hall, and commended them on their consistent professionalism.

Commissioner Maddox echoed Commissioner Worthams remarks about staff’s professionalism and the way they represent the Road Commission to the public, noting that he recently has heard three separate comments on the nice job Administrative Assistant Barnebee is doing with the public. Commissioner Maddox stated there will be a discussion on non-motorized transportation at the Kalamazoo Area Transportation Study meeting this month.

Commissioner Oscarson stated the first public meeting to discuss the future of Markin Glen Park was held August 27, 2013. He stated that the Home Expo show will return to the Kalamazoo Expo Center for September 21st and 22nd.

Commissioner Moyle stated the Kalamazoo Environmental Health Advisory Council will meet tomorrow morning at 9:00am.

The meeting was adjourned at 4:13 p.m.

Attest: Timothy A. Snow, County Clerk

By: ______________________________, Chairperson __________________________, Deputy Clerk
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, August 13, 2013. The joint meeting began at 6:31 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams
Absent: Jeffrie Maddox

Also present: General Superintendent Jim Wessing, Project Superintendent Jim Beaudoin, Administrative Assistant Leslie Barnebee, Township Supervisor Tom Swiat Jr, Township Clerk Paula Geiger, Township Treasurer Mary VerHage, Trustee Michael Tomlinson, and Trustee John Chapin.

Following introductions, Kalamazoo County Road Commission (KCRC) staff reviewed the joint meeting presentation.

Township Treasurer VerHage thanked KCRC and asked them to keep up the good work.

Township Supervisor Swiat thanked staff for continuing to crown the gravel roads stating he believes this saves on the cost of grading. Commissioner Moyle inquired on the number of gravel road miles in Prairie Ronde Township. Township Supervisor Swiat stated between 31 and 32 miles.

Commissioner Oscarson inquired if there had been any more citizen requests to turn U Avenue and 8th Street into a four way stop. Township Supervisor Swiat said there had not been, potentially because the sight distance is too good. General Superintendent Wessing stated that is something the staff can look into if questions arise.

Trustee Tomlinson inquired if the roundabout that is being planned for Sprinkle Road is larger than the roundabout in Mattawan. Commissioner Moyle stated that it is larger.

General Superintendent Wessing thanked the Prairie Ronde Board for having the joint meeting.

The meeting adjourned at 6:56 p.m.

Attest: Timothy A. Snow, County Clerk

By: _________________________, Chairperson _________________________, Deputy Clerk
A special meeting of the Board of County Road Commissioners of Kalamazoo County was held at the Western Michigan University Fetzer Center, 2350 Business Court, Kalamazoo, Michigan, on Wednesday, August 14, 2013. The meeting began at 6:00 p.m.

Present: Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, Absent: Daniel J. Moyle, David Q. Worthams

Also attending: Managing Director Joanna Johnson, Engineering Director Tom Hohm, Finance Director Ann Simmons, General Superintendent Jim Wessing, Accountant Diane DeWaters, Account Clerk Debra Hill, Administrative Assistant Leslie Barnebee, Project Engineer Geoffrey Wilson, Engineering Technician Adam Mitchell, and approximately 120 other local officials.

A presentation on “How to Teach a PIG to Sing” was given by Mary Jane Mapes. The program specialized in how to handle difficult people.

The meeting concluded at approximately 9:30 p.m.

Attest: Timothy A. Snow, County Clerk

By: ____________________________, Chairperson ____________________________, Deputy Clerk
August 26, 2013 – Texas Township Joint Meeting

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, August 26, 2013. The joint meeting began at 5:35 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, David Q. Worthams

Also present: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Project Superintendent Jim Beaudoin, Texas Township Supervisor Greg Pendowski, Clerk Linda Kerr, Trustee Joyce Neubauer, Trustee Wendy Mazer, Trustee Trish Roberts, Trustee Jeff Vander Roest, Texas Township Superintendent Julie VanderWiere, and seven citizens.

Following introductions, Managing Director Johnson and Operations Director Bartholomew reviewed the joint meeting presentation.

Trustee Vander Roest expressed concerns regarding a drainage issue on East Crooked Lake Drive, noting Project Superintendent Beaudoin had been out to look, but would still like to see the issue resolved.

Discussion ensued regarding non-motorized/wide shoulders on the advanced Kalamazoo County Road Commission (KCRC) primary road project on Q Avenue between 6th Street and 8th Street. Managing Director Johnson stated that the project was hot mix asphalt (HMA) overlay project without engineering and therefore advised it would not be possible to proceed with this aspect. Trustee Vander Roest asked how to proceed to postpone the project and get an estimate for the engineering of the widened shoulders. Managing Director Johnson advised the project would be going out to bid within the next two weeks and would the request to postpone would need to be before the KCRC Board at tomorrow’s Board Meeting. Managing Director Johnson advised considerations for the township to include funding design and construction engineering and the project within an agreement. Managing Director Johnson also noted the concern with funding for long term maintenance. Discussion continued.

A citizen expressed thanks for staff’s response to a tree related service request.

The meeting adjourned at 6:20 p.m.

Attest: Timothy A. Snow, County Clerk

By: ___________________________, Chairperson ______________________, Deputy Clerk
August 27, 2013

Chair Int’l _____
Clerk Int’l _____

A health insurance work session of the Board of County Road Commissioners of Kalamazoo County was held at 3801 E. Kilgore Road, Kalamazoo, Michigan, on Tuesday, August 27, 2013. The meeting began at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Jeffrie M. Maddox (arriving at 3:20 p.m.)

Also present Managing Director Joanna I. Johnson, Traffic Services Director John Byrnes, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Administrative Assistant Leslie Barnebee and two citizens.

Brian Cote, from Cadillac Insurance Company presented information concerning the November health insurance renewal for the Kalamazoo County Road Commission (KCRC), and the impact of the Patient Protection and Affordable Care Act (PPACA).

Commissioner Berkebile inquired what the current monthly cost to the employees is on the family plan. Finance Director Simmons shared the current monthly cost to the employees on a family plan is $163.52. Commissioner Berkebile noted the employee monthly contribution would more than double.

Mr. Cote shared there were options available to manage costs, however certain benefits would have to be given up. Examples could include increased copays for medications and a reduction in the number of chiropractic visits.

Commissioner Berkebile inquired if the current figures included all fees that will be charged or if we can expect different figures with PPACA. Mr. Cote stated that the fees related to the PPACA are not factored into the figures provided. New taxes and fees will be approximately 5-6% additional costs. Discussion continued, noting the staff will need to spend time on the potential impacts of PPACA and this renewal and going forward.

The meeting adjourned at 3:30 p.m.

Attest: Timothy A. Snow, County Clerk

By: ____________________________Chairman ____________________________, Deputy Clerk
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 27, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons; Project Engineer Geoff Wilson; Administrative Assistant Leslie Barnebee; and five citizens.

Commissioner Berkebile moved and it was seconded to approve the agenda with the addition of an email from Texas Township dated August 27, 2013 requesting to postpone the Q Avenue – 6th Street to 9th Street Primary Road Capital Improvement Plan project.

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

Commissioner Worthams moved and it was seconded to approve the minutes from the August 12, 2013 Kalamazoo Joint Township Meeting, August 13, 2013 Regular Board Meeting, August 13, 2013 Prairie Ronde Joint Township Meeting, and August 14, 2013 “How to Teach a PIG to Sing” Presentation with a correction on the August 13, 2013 Regular Board Meeting minutes from August 1, 2013 to August 27, 2013 regarding the date of the first public hearing of the Markin Glen Master Plan.

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

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account $78,388.77
Vendor Account $2,551,659.56

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

Managing Director Johnson reviewed the Texas Township request to postpone the Q Avenue 6th to 8th Street primary road improvement project noting the township would like this project delayed a year to allow for time to acquire an engineer’s estimate for the cost to widen the shoulders to create a pedestrian friendly walkway. Commissioner Oscarson stated his concern in delaying the project would be the possibility of an increased cost in the project. He inquired if we should remove the project and see where priorities lay in upcoming years, instead of postponing the project to next year. Commissioner Berkebile stated he thinks this an opportunity for the Board to partner with the Township, he stated that it was possible to use the money in another project or save the money and use it next year. He stated with the closeness of the homes in this area it might not even be feasible for the road to be widened to include a non-motorized path, but believes we should give the township the opportunity to look into this. Commissioner Moyle inquired if the goal was to have 11 foot wide lanes and 4 foot wide shoulders. Texas Township Clerk, Linda Kerr, stated that the 11 foot roadway and 4 foot shoulders are the goal of the township; she noted the township would like to coordinate with Kalamazoo County Road Commission (KCRC) to reduce costs of projects. Commissioner Moyle stated based on his measurements once the road is repaved the majority of it would be 30 feet, allowing for the 11 foot lanes and 4 foot shoulders. He stated that as the roads stands it is currently missing 18 inches of asphalt on both sides from deterioration, and is marked with 12 foot lanes; once it is repaved with 11 foot marked lanes and new asphalt, having 4 foot shoulders should not be difficult to achieve in most areas. Commissioner Maddox agreed we should consider postponing the project because it was moved forward from 2015, which eliminated planning time from the township. Commissioner Maddox noted that KCRC does need to consider the increased cost of the long term maintenance for additional shoulder width, and possibly should consider adopting new policies to cover the added costs of maintenance. Managing Director
Johnson noted KCRC does not presently have any engineering design for this stretch of road; it is a maintenance project. Commissioner Worthams stated he agreed with Commissioner Maddox regarding the long term cost to maintain the shoulders. He stated the KCRC priority needs to be maintaining roads not adding lane miles. Commissioner Berkebile inquired if there was an opportunity for KCRC staff to meet with Texas Township officials to look at the current pavement width and decide if the road was restriped at 11foot lanes, if the shoulders would sufficient. If the width is not adequate he asked that the staff give an “estimate” to the township on the likely cost to redesign this area. Commissioner Berkebile stated that by having staff review the site the project may not need to be postponed. Commissioner Berkebile moved and it was seconded for staff to meet with Texas Township officials to look at the existing roadway width to see if it is sufficient and if it is not, schedule a special meeting to discuss the potential delay of Q Avenue – 6th Street to 8th Street project.

Carried by the following vote:

Aye: Moyle, Maddox, Berkebile, Worthams
Nay: Oscarson

Commissioner Maddox moved and it was seconded to approve the Township Supervisors’ 2014 Local Road Participation Fund Policy Trial Program. Commissioner Berkebile inquired how redistribution would work if a township was not using their money. Managing Director Johnson stated only those who would be participating in the use of funds would be eligible for redistribution.

Carried by the following vote:

Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the variance request for road width for Vineyard Parkway, Texas Township. Commissioner Moyle stated he had concerns with the variance and inquired if there was specific reason compliance could not be met. Engineering Director Hohm stated the builder viewed the road as a mixed use road and did not think the specifications for commercial standards were necessary. Steven Bosch, from Bosch Architecture, Inc., stated the traffic counts are expected to be lower for this area and there would be less need for wider pavement widths because the township is trying to promote walkability. He suggested KCRC create a new set of specifications for mixed use roadways. Commissioner Maddox inquired if this was more of an issue with our specifications vs. a variance. Managing Director Johnson stated the 66ft right-of-way included the road, grass, and the sidewalk. Commissioner Oscarson stated he believed it was a good idea to allow the township to experiment with this development. Commissioner Maddox stated he did not believe this was an appropriate variance request, yet was not sure of a better action to take for approving a request of this nature. Commissioner Oscarson noted variances could be approved on a case-to-case basis. Commissioner Worthams expressed concern over mixed use development and creating a trend of allowing variances. He supported the idea of KCRC potentially creating a policy to accommodate mixed use development. He inquired if there was enough time available to do so. Commissioner Berkebile suggested staff look at the guidelines and consider a middle ground between residential use and commercial use.

Carried by the following vote:

Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the Oshtemo/Kalamazoo Townships Non-Motorized Agreement for Drake Road, subject to each townships’ approval.

Carried by the following vote:

Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the easement for storm sewer and relinquishment of roadway easement at 134 West Crooked Lake Drive.

Carried by the following vote:

Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams
Commissioner Maddox moved and it was to approve the Brady, Texas, and Schoolcraft Local Road Participation Fund contracts for Chairman’s Signature:

**Brady Township** Local Road Participation Fund contracts for:
   a.  **Y Avenue** – 34TH Street to 3,690’ east of 34TH Street and 34TH Street – YZ Avenue to Y Avenue, **Regravel**

**Texas Township** Local Road Participation Fund contracts for:
   a.  **Vankal Road** – South Township Line to Q Avenue, **Crack Seal**
   b.  **Chadeau Avenue** – Norcross Street to 10TH Street, **Norcross Street** – 625’ south of Keith Court to Chadeau Avenue, **Keith Court** – 400’ east of Norcross Street to Norcross Street, **Omega Court** – 170’ north of Chadeau Avenue to Chadeau Avenue, **Hot Mix Asphalt (HMA) Ultra-Thin Overlay**
   c.  **Bent Tree Road** – Q Avenue to Shepherds Glen Road, **Shepherds Glen Road** – Saddle Club Drive to Shepherds Glen Court, **Shepherds Glen Court** – 690’ south of Shepherds Glen Road to 215’ north of Shepherds Glen Road, **Huntwick Road** – Bent Tree Road to Shepherds Glen Road, **Four Seasons Drive** – Saddle Club Drive to Bent Tree Road, **HMA Overlay**

**Schoolcraft Township** Local Road Participation Fund contracts for:
   a.  **21ST Street** – Z Avenue to Y Avenue, **Crack Seal**
   b.  **Green Prairie Street** – 1,335’ south of VW Avenue to VW Avenue, **Crack Seal**

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

Managing Director Johnson stated the County Planning Department and staff have reviewed the new county map an additional time, and the map is expected to be ready in mid-September.

Commissioner Maddox will be attending the Kalamazoo Area Transportation Study’s meeting tomorrow.

Commissioner Berkebile will attend the South Central Michigan Planning Council meeting Monday afternoon. He also attended a regional meeting regarding the Governor’s prosperity initiative.

The meeting was adjourned at 4:40 p.m.
Attest:  Timothy A. Snow, County Clerk

By: ______________________________, Chairperson  __________________________, Deputy Clerk
A special meeting of the Board of County Road Commissioners of Kalamazoo County was hosted by the County Road Association of Michigan (CRAM) for the Northern Michigan Association of Road Commissions (NMARC) and the Association of Southern Michigan Road Commissions (ASMRC) at Boyne Mountain Resort, Boyne, Michigan from September 3, 2013 – September 6, 2013,

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox,
Absent: Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson, Engineering Director Tom Hohm, and approximately 180 representatives from various Road Commissions.

The commissioners and staff attended various functions, activities and meetings in association with the NMARC and ASMRC annual conference.

The conference adjourned at 11:00 a.m. on Friday, September 06, 2013.

Attest: Timothy A. Snow, County Clerk

By: ____________________________, Chairperson ________________________, Deputy Clerk
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 10, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons; Administrative Assistant Leslie Barnebee; and five citizens.

Commissioner Berkebile moved and it was seconded to approve the agenda.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the minutes from the August 26, 2013 Texas Joint Township Meeting, August 27, 2013 Health insurance Work Session, August 27, 2013 Regular Board Meeting, and September 4-6, 2013 Northern Michigan Association of Road Commissions (NMARC) and Association of Southern Michigan Road Commissions (ASMRC) 1st Annual Joint Conference.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the payroll and vendor accounts as presented.

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

Scott Curtis, a citizen, submitted a petition for improvements in his mother’s neighborhood which includes Driftwood Avenue, Westview Street, and Skyridge Avenue. He noted his concerns were with speeding traffic and stop signs being run. He requested additional speed limit signs, all way stops and possibly speed bumps. Commissioner Berkebile noted that the speeding and stop sign running are an enforcement issue, and stated that he was unsure what Mr. Curtis would like Kalamazoo County Road Commission (KCRC) to do. Karen Curtis stated that Oshtemo Township has placed the speed troller in their neighborhood on three separate occasions and the police have ticked in this area, but it does not seem to help. Jackie Kimble stated that another issue is the bushes growing up around the speed limit signs. Karen Curtis inquired if there was a legal requirement how far a speed limit sign had to be off the road. Managing Director Johnson stated that Oshtemo Township has placed the speed troller in their neighborhood on three separate occasions and the police have ticked in this area, but it does not seem to help. Jackie Kimble stated that another issue is the bushes growing up around the speed limit signs. Karen Curtis inquired if there was a legal requirement how far a speed limit sign had to be off the road. Managing Director Johnson stated that she would follow up, but noted that the key issues that had been discussed were driver behavior issues that would need to be enforced by the sheriff’s department. She noted that there are warrants that need to be met in order to have additional stop signs added to a road. Speed bumps were unlikely due the fact they are hard on our winter maintenance equipment. Managing Director Johnson assured the Curtis’s and Ms. Kimble that she would review the petition and provide feedback accordingly.

Commissioner Worthams moved and it was seconded to approve the Agreement for the Drake Road Sanitary Sewer Lateral, subject to Oshtemo Township’s approval.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the Resolutions for Support of the Safety Program Applications for East Main Street from East Michigan Avenue to Sprinkle Road and the 8th Street/U Avenue intersection.
SAFETY PROJECT RESOLUTION
EAST MAIN STREET (EAST MICHIGAN TO SPRINKLE)
September 10, 2013

WHEREAS, the Transportation Act provides Federal Local Safety Program 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 Local Safety Program; and

WHEREAS, the Kalamazoo County Road Commission has identified an improvement project on East Main Street in Kalamazoo Township, and East Main Street is a public road; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of converting a portion of the street to a 3-lane roadway, installing a center left turn lane, modernizing three traffic signals, and some intersection improvements; and

WHEREAS, the Kalamazoo County Road Commission, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by summer of 2015;

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 Safety project application to secure Federal funding for this safety improvement project on East Main Street from East Michigan to Sprinkle Road; and

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

SAFETY PROJECT RESOLUTION
8TH STREET / U AVENUE
September 10, 2013

WHEREAS, the Transportation Act provides Federal Local Safety Program 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 Local Safety Program; and

WHEREAS, the Kalamazoo County Road Commission has identified an improvement project at the 8th Street and U Avenue intersection in Prairie Ronde Township, and both 8th Street and U Avenue are public roads; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of constructing a center left turn lane and improvements to curb radii and sight distance; and

WHEREAS, the Kalamazoo County Road Commission, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by summer of 2015;

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 Safety project application to secure Federal funding for this safety improvement project at 8th Street and U Avenue; and

BE IT FURTHER RESOLVED that the Board of County Road Commissioners of Kalamazoo County does request affirmative consideration of our application for Local Safety Program Funds and agrees to provide the
necessary local match funds required for the Local Safety Program Fund and agrees to continue maintenance of the facility.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Pete Pfeiffer, Michigan Department of Transportation’s (MDOT) Manager of Kalamazoo’s Transportation Service Center and Munawar Azam, MDOT’s Project Manager for the I-94 at 40th Street interchange, provided a presentation on the proposed interchange reconstruction of the I-94 at 40th Street interchange. Commissioner Berkebile inquired if a tube for non-motorized traffic could be put in where Michigan Avenue crosses I-94 now. Pete Pfeiffer stated that it was feasible; however one of the big advantages of removing the Michigan Avenue bridge is eliminating a structure. Commissioner Berkebile inquired if the tight diamond alternative is chosen option what portion of the 16 million KCRC will be responsible for. Pete Pfeiffer stated that he was unsure, but would look into the matter and respond accordingly. Commissioner Maddox stated he did not sure this was a good bridge to use for non-motorized traffic; he believes that 35th Street or 38th Street would be better options. Commissioner Oscarson stated if the tight diamond design was used he believed 40th Street should be the bridge instead of I-94 due to the freezing patterns on bridges. Managing Director Johnson inquired if there was a timeline for a resolution of the support from the KCRC Board. Munawar Azam stated the sooner the better on the resolution of support.

Managing Director Johnson thanked Administrative Assistant Barnebee for her assistance in creating the smart phone application for the NMARC and ASMRC 1st Annual Joint Conference. Managing Director Johnson is the new president of the ASMRC and will be organizing next year’s joint conference which will be held in Shanty Creek. Projects are finishing up; Managing Director Johnson had the opportunity to drive V Avenue yesterday, and noted the project looked great. Staff is looking at the 2014/2015 budget. She is concerned about the 2014 budget; it does not look like any new State revenue will be forthcoming.

Commissioner Worthams stated Council of Governments will be meeting tomorrow.

Commissioner Maddox congratulated Managing Director Johnson and staff for putting together the program from the NMARC and ASMRC 1st Annual Joint Conference; he stated it was well put together. At the last Kalamazoo Area Transportation Study (KATS) policy meeting, the KATS Board decided to go forward with becoming the administrative entity for the South Central Michigan Planning Council which he opposed because it would require additional staffing, and he is unsure how this will be funded.

Commissioner Berkebile stated Texas Township did receive their grant to extend the trail from El Sabo to 12th Street near the 12th Street School. Most of this trail will be in the private right-of-way. He believes this will be bid this year to be built next year.

Commissioner Oscarson stated the boat ramp launches were not approved by the County Parks Commission.

Commissioner Moyle will be attending the Kalamazoo County Environmental Health Advisory Council meeting tomorrow.

The meeting was adjourned at 4:40p.m.
Attest: Timothy A. Snow, County Clerk

By: ______________________________, Chairperson          __________________________, Deputy Clerk
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, September 10, 2013. The joint meeting began at 6:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, David Q. Worthams

Also present: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Project Superintendent Jim Beaudoin, Schoolcraft Township Supervisor Don Ulsh, Clerk Virginia Mongreig, Treasurer Teresa Scott and Trustee Greg Feldmeier

Following introductions, Kalamazoo County Road Commission (KCRC) staff reviewed the joint meeting presentation.

Township Supervisor Ulsh inquired if Kalamazoo County Road Commission (KCRC) would place a road marker for a private road. Clerk Mongreig stated that she had contacted KCRC and was told if Schoolcraft Township purchased the sign, KCRC would install the sign. Managing Director Johnson stated she would look into this and follow up because she was unsure of the procedure for a private road. Township Supervisor Ulsh noted that a branch from a pine tree was blocking the road marker at this same location. Managing Director Johnson informed that this issue would be the responsibility of the property owner.

Clerk Mongreig inquired about Kalamazoo County Road maps and their availability. Managing Director Johnson stated that a new county map is forthcoming. Trustee Feldmeier inquired about Pavement Surface Evaluation and Rating (PASER) maps. Managing Director Johnson shared PASER maps would be forthcoming after the ratings for 2013 were completed.

Township Supervisor Ulsh stated he was pleased with how the year had gone.

Managing Director Johnson thanked the Schoolcraft Township Board for their time.

The meeting adjourned at 6:40 p.m.

Attest: Timothy A. Snow, County Clerk

By: ________________________, Chairperson ________________________, Deputy Clerk
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 24, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons; Maintenance Superintendent Bill DeYoung; Project Engineer Geoff Wilson; Administrative Assistant Leslie Barnebee; and seven citizens.

Commissioner Maddox moved and it was seconded to approve the agenda.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the minutes from the September 10, 2013 Board Meeting and the September 10, 2013 Schoolcraft Township Joint Meeting, with the addition of the voting record added to the third page, following the resolutions.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account $74,701.90
Vendor Account $593,024.75
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Scott Curtis, a citizen, inquired about the status of the petition for traffic regulating improvements to Driftwood Avenue, Westview Street, and Skyridge Avenue. He stated he had spoken to Traffic Services Director Byrnes last week, when he was informed that no decisions had been made. Karen Curtis inquired if there was anything the residents could do to help the process along. She stated she spoke with an Oshtemo Township Police Officer, who was unaware of the concerned traffic violations even after concerns were expressed at the township. The police officer encouraged the residents to continue to follow up. Commissioner Berkebile cautioned the citizens that if a speed study is done, and the 85th percentile is higher than 25 miles per hour (MPH) that the speed limit will be raised. Managing Director Johnson stated typically these requests should be accompanied by a resolution from the township requesting an understanding of the procedures because speed limits may in fact be raised. He also stated staff is still reviewing the request for additional stop signs should warrants be met. Managing Director Johnson stated the majority of the ongoing issues are enforcement issues and the Kalamazoo County Road Commission (KCRC) is not an enforcing agency. Commissioner Moyle inquired what would warrant a four way stop in a platted area. Traffic Services Director Byrnes stated typically there needs to be equal traffic volumes from all directions converging in one location. Managing Director Johnson thanked them for their patience and hopes to have a report at the next meeting.

Commissioner Maddox moved and it was seconded to approve the Sky King Meadows 2 Condominium roadway network and warranty deed located in section 14 of Oshtemo Township including a minimum 3-year commitment to maintain and provide a copy of the policy naming the Board of County Road Commissioners of Kalamazoo County as an additional named insured on Seeco II, LLC’s general liability insurance policy. Commissioner Oscarson inquired how long it was expected to build out the remaining lots. Mike Seelye stated he anticipated the remaining 41 lots to take two to three years to complete.
Carried by the following vote:
Commissioner Maddox moved and it was seconded to approve the preliminary plat, Barrington Shores No. 6, located in section 21 of Texas Township for Chairman’s signature. Commissioner Berkebile inquired if there would be an association fee for maintenance of common areas. Todd Hurley stated that there are subdivision fees in place and this is included in the agreement with the KCRC.

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

Commissioner Worthams moved and it was seconded to approve the Resolution of Support for the I-94 and 40th Street Michigan Department of Transportation (MDOT) interchange adding “…to address safety concerns;” to the fourth paragraph.

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

Commissioner Oscarson moved and it was seconded to approve the Resolution of Support for the I-94 and 40th Street Michigan Department of Transportation (MDOT) interchange as amended.

RESOLUTION
Supporting the Michigan Department of Transportation’s I-94 Interchange at 40th Street

WHEREAS, the Michigan Department of Transportation (MDOT) in cooperation with the Kalamazoo County Road Commission (KCRC), the City of Galesburg and Charleston Township has conducted an early preliminary engineering study to evaluate the interchange alternatives at I-94 and 40th Street to help improve traffic operations; and

WHEREAS, the existing I-94 structures at Michigan Avenue are in deteriorating condition and are scheduled to be replaced with MDOT’s FY 2016 Capital Improvement Program; and

WHEREAS, an analysis of the existing interchange operations was undertaken. This analysis revealed several existing safety issues with the current interchange configuration; and

WHEREAS, the decision was made to recommend replacement of the existing interchange with a new tight diamond interchange and realignment of Michigan Avenue with 40th Street north of I-94 and the existing I-94 structures over Michigan Avenue be removed to address safety concerns; and

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Road Commission (KCRC) hereby support the Michigan Department of Transportation (MDOT) for a new tight diamond interchange.

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

Commissioner Worthams moved and it was seconded to award the Tree Work countywide bid to Medco Tree Services LLC for jobs 1-19 totaling $15,400 and to CHOP for jobs 20-32 totaling $42,850. Commissioner Moyle inquired if staff was having trouble attracting bidders. Operations Director Bartholomew stated staff has had trouble attracting bidders for tree removal all year because they are busy working elsewhere. Maintenance Superintendent DeYoung stated another issue was our bid required a certified arborist on staff and many companies do not have one. Commissioner Oscarson inquired how the tree removal bid incorporated the current policy that is being updated. Managing Director Johnson stated the bid award is consistent with current policy, and would be premature to plan tree removal based on a policy that has not been finalized.

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

Commissioner Worthams moved and it was seconded to award the Hot Mix Asphalt (HMA) bid letting to Michigan Paving and Materials, low bidder meeting specifications at $494,004.40. Commissioner Berkebile inquired if there would be time for the ultrathin treatment with the decrease in temperatures. Commissioner
Chair Int’l _____

September 24, 2013

Moyle stated that it depends on the thickness of the asphalt. Engineering Director Hohm stated that the Michigan Department of Transportation (MDOT) provides temperature requirements and KCRC operates accordingly.

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

Commissioner Maddox moved and it was seconded to award the 2013 Sand Bid with option to extend annually for up to three, one year extensions by the mutual agreement of both parties to Consumers Concrete Corporation, low bidder meeting specifications at $4.05 per ton. Commissioner Oscarson inquired what the difference was between this sand, and sand we have used in the past. Operations Director Bartholomew stated any differences between the sands were minor.

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

Commissioner Berkebile moved and it was seconded to approve the Amendment to the County Road Association of Michigan’s Constitution and Bylaws for Vacationland to change their name to East Central Council.

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

Managing Director Johnson and Finance Director Simmons reviewed the different health care options available to KCRC and staff. Commissioner Berkebile inquired if we were able to change the Teamsters insurance plan. Finance Director Simmons stated the Teamsters’ contract does not allow KCRC to change their plan without negotiation. Commissioner Berkebile inquired if we were able to change the American Federation of State, County and Municipal Employees (AFSCME) insurance plan, or if we had to negotiate terms with them as well. Managing Director Johnson stated the AFSCME insurance could be changed with sixty days’ notice, as long as the change is in line with the non-union employees. Commissioner Moyle inquired if all employees had to be on the same option for the 80/20 split or hard cap or if the staff could be split between the two employee groups. Finance Director Simmons stated the Board must elected one option in accordance with Public Act 152 for all employees. Commissioner Berkebile stated he viewed the best option was to move staff to the 80/20 split, yet this would double each employees monthly contribution with the current Blue Cross and Blue Shield (BCBS)PPO15 with the HRA plan. Commissioner Berkebile inquired if the current health care providers were available if there was a change to Blue Care Network (BCN). Managing Director Johnson stated that she was unsure how this would impact employees and their current health care providers. Managing Director Johnson suggested giving the employees an option between remaining on the current plan or switching to the BCN; however BCBS requires a minimum of five employees in any plan design and rates may need to be adjusted based on numbers of employees within each plan. Commissioner Berkebile stated that it was possible the best option for this renewal might be to remain on the same plan, so staff does not have to switch again next year. Commissioner Worthams stated since we will be looking at another year of transitions due to the Patient Protection Affordable Care Act the same plan will give us time to prepare for the switch.

Commissioner Worthams moved and it was seconded to continue with the current plan design with the BCBS PPO15 with an HRA BCBS PPO1 and the 80/20 provision be selected in compliance with Public Act 152 for all employees and the Board reserves the right to review these options at a minimum of annually.

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

Commissioner Berkebile moved and it was seconded to maintain the current BCBS dental insurance coverage at this time.

Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams
Commissioner Oscarson moved and it was seconded to maintain the current retiree health insurance at this time.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Managing Director Johnson stated to date we have had 2,982 service requests. 490 of these service requests have been for trees, this is the second highest category, following potholes. Staff is working to wrap up the HMA projects. Chip seal has been completed for the year. On October 10, 2013 there will be a presentation on “Building the Kalamazoo County Map”, and she hopes to have the new 2013 KCRC map printed for distribution for this presentation.

Commissioner Worthams stated Council of Governments met two weeks ago and there was a presentation given by Consumers Energy on how to conserve energy. He stated other local governments are struggling with funding as well.

Commissioner Maddox is attending a Kalamazoo Area Transportation Study policy meeting tomorrow morning.

Commissioner Berkebile is unable to attend the South Central Michigan Planning special meeting next Tuesday where they will be discussing Governor Snyder’s Prosperity Initiative.

Commissioner Oscarson attended the Township Supervisors meeting last week where there was a presentation on parcel mapping. There will be a second public input meeting on Markin Glen park held on Monday, September 30, 2013 at 7:00pm at the Kalamazoo Expo Center.

Commissioner Moyle attended the Kalamazoo County Environmental Health Advisory Council, but there was no quorum.

The meeting was adjourned at 4:51p.m.
Attest: Timothy A. Snow, County Clerk

By: ________________________________, Chairperson __________________________, Deputy Clerk
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 22, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons; Project Engineer Geoff Wilson; Traffic Engineer Jim Hoekstra; Administrative Assistant Leslie Barnebee and 5 citizens.

Commissioner Worthams moved and it was seconded to approve the agenda.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the minutes from the October 8, 2013 Board Meeting, October 8, 2013 Ross Township Joint Meeting and the October 14, 2013 Cooper Township Joint Meeting.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the payroll and vendor accounts as presented.

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

Commissioner Maddox moved and it was seconded to approve the expense reports for Commissioner Worthams.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to accept the letter from Briggs & Morgan dated October 7, 2013 regarding Property at Lake – Groundwater Restricted Zone; Notice of County Board of Commissioners’ Hearing on November 5, 2013 and refer to file.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to accept the Transportation Alternatives applications and directed staff to submit them to the Kalamazoo Area Transportation Study (KATS) for consideration for regional Transportation Alternatives call for projects 2015, 2016, 2017 with the understanding all projects are subject to subsequent Board consideration and approval contingent upon approval by Kalamazoo, Comstock, and Oshtemo Townships.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the easement for $303.00 for the East Michigan Avenue bridge rehabilitation.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams
Chair Int’l _____

October 22, 2013                Clerk Int’l _____

Commissioner Maddox moved and it was seconded to approve the warranty deed for the Texas Heights Phase 9 Condominium roadway network, located in section 22 of Texas Township and the escrow agreement for the funds necessary to complete the roadway network in accordance with Kalamazoo County Road Commission (KCRC) policy. Commissioner Oscarson inquired if Mr. Scott Carlson owned the property surrounding this development. Mr. Carlson responded he did not currently own the land, however he did have an option on it, and he did not want to purchase it until the developments were approved. Commissioner Oscarson inquired if this land had any drainage issues with neighboring developments. Mr. Tim Woodhams stated the drainage from the neighboring developments actually drained into this development.

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

Commissioner Maddox moved and it was seconded to approve the warranty deed, temporary turnaround easement, escrow agreement for the funds necessary to complete top course paving as well as the escrow agreement for the funds necessary to pave the temporary cul-de-sac on Olivia Rose Avenue for the Crooked Lake Cove Phase 2 Condominium roadway network, located in section 15 of Texas Township.

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

Commissioner Worthams moved and it was seconded to award (6) contracted snow and ice removal operators to H.J. Deaton & Son Inc. for the 2013-2014 winter season with (3) one year mutual options to extend for the 2014-2015, 2015-2016 and 2016-2017 winter seasons. Commissioner Moyle inquired if staff knew why only one company had bid on this item. Operations Director Bartholomew stated a significant amount of time has not been spent investigating why this bid did not attract many bidders. However, the companies he did speak to stated they had other work for their drivers in the winter months.

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

Commissioner Oscarson moved and it was seconded to approve the Local Road Contract for 30th Street, Richland Township.

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

Managing Director Johnson stated there are three remaining joint township meetings; all are listed on the KCRC website. Last night Operations Director Bartholomew, Project Superintendent Worden, and Managing Director Johnson presented on Asset Management at Comstock Township. There will be an informational meeting on Drake Road at the Kalamazoo Central High School on October 24, 2013 at 6:30pm. KCRC Safety Day is on October 25, 2013. She stated that Senator Schuitmaker and Representative O’Brien are sponsoring a Transportation 101 Presentation on Wednesday, November 6, 2013 at 6:00pm at Kalamazoo Valley Community College The Groves.

Commissioner Worthams complimented staff on the joint township meeting presentations.

Commissioner Maddox stated that the KATS Policy Committee will be meeting next week.

Commissioner Oscarson will be attending the Kalamazoo County Parks and Recreation Committee meeting after the next KCRC Board Meeting.

Commissioner Worthams moved and it was seconded to move into closed session pursuant to section 8 (c) of the Open Meetings Act for the purpose of discussing issues related to the road commission pending litigation at 4:02pm.

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

Commissioner Worthams moved and it was seconded to return from closed session at 4:49pm.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to direct Managing Director Johnson to work with legal counsel to move the Oshtemo Township vs. Kalamazoo County Road Commission case to the Supreme Court. Commissioner Oscarson stated the reasons for moving forward include clarity from the Court of Appeals decision, the statute and overall impacts across the State.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

The meeting was adjourned at 4:51p.m.
Attest: Timothy A. Snow, County Clerk

By: ______________________________, Chairperson __________________________, Deputy Clerk
The 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 22,
2013. Commissioner Moyle called the meeting to order at 4:55 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons.

Commissioner Berkebile moved and it was seconded to approve the agenda.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Maddox, Worthams

2014/2015 Draft Budget

Finance Director Simmons reviewed the 2014/2015 draft budget. The draft 2015 budget is
presented for informational purposes as we begin to review a 2 year budget process. The budget was
reviewed in each area. During the Appropriation page review the revenue items were noted as follows:
Michigan Transportation Fund (MTF) revenue for 2014 was based on the anticipated revenue estimate
for 2013, and 2015 reflects an approximate 1% increase. Federal funding reflects the proposed 2014 –
2018 Primary Road Capital Improvement Plan (CIP), which includes the Kalamazoo River Valley Trailway,
Drake Road and Texas Drive Trailway projects. The Township project line items include Local Road
Participation Funds (PAR) at $1,100,000 with $80,000 in carryover funds from 2013. This is the same
PAR funds as the 2013 level. Township projects also include $125,000 for the O Avenue Bridge project.
$150,000 was budgeted for New Plat Roads Donated revenue with an offsetting expenditure to record
the value to the expected plats.

Discussion took place on the appropriate fund balance goal and measurement. Our 2013 goal
was to maintain Fund Balance minimum of 25% of expenditures. The 2014 percent of unassigned fund
balance is projected at 20%. The unassigned fund balance includes all our current assets and liabilities
less capital assets, prepaid and deferred expenses and inventory. The 2014 % is projected at 19% and
32% for 2015. This percent goal is greatly impacted by the large fluctuation in federal and non-
motorized projects. 25% of 2014 would be approximately $5 million, and 2015 would be between $3.5
& $4 million due to the change in total expenditures. A general rule of thumb to use is 3 to 6 months of
your expenditures. Finance Director Simmons shared that changing the goal to a percent of the MTF
funding would provide a more consistent target. MTF makes up the greatest portion of our base
revenue budget. Staff proposed a 40% target which is approximately $5 million dollars. Commissioner
Berkebile suggested we ask our auditors what would be the appropriate figure based on MTF.

Commissioner Maddox questioned why the budget presented did not reflect the 40% goal.
Finance Director Simmons shared it was intended as a long term goal to work towards, and as a new
perspective we were looking for Board feedback prior to making any further changes to the draft.

The MTF Revenue detailed page noted previous and current year history, and the proposed
budget amounts. Primary and Local Routine & Preventive Maintenance was budgeted very
conservatively based on current and historical trends. The six year rotation of the primary road chip seal program is less in 2014 vs. 2015 based on projects completed in previous years. Snow/Ice removal was budgeted by conservatively. Operations Director Travis Bartholomew noted that a 24 hours snow event costs $40,000 - $60,000 staffing, equipment and material. The contract railroad maintenance line items reflects the large increase the railroad crossing maintenance rates legislated by the state beginning in 2013.

Commissioner Worthams inquired about the tree budget. Staff noted the budget includes line items in contracted tree removal and by staff in the primary and local maintenance and storm damage. Total is approximately $500,000 in 2013.

There was discussion on overall employee compensation and benefits. Commissioner Maddox requested information about compensation and benefits for each administrative staff person request.

2014 – 2018 Draft Primary Road Capital Improvement Plan

Engineering Director Tom Hohm reviewed the Kalamazoo County Road Commission DRAFT 2014 – 2018 Primary Road Capital Improvement Plan (CIP).

2014 Draft Organizational Goals

Managing Director Joanna Johnson reviewed the 2014 Draft Organizational Goals. She noted that there are no major changes from 2013. The primary focus for 2014 is on quality control and sustainability to build on previous goals.

Board Policies – Intergovernmental

Managing Director Johnson reviewed the intergovernmental policies of Roadside Vegetation Management, Cost Sharing to Upgrade Roads to All-Season Standards, Jurisdiction of Roads, All Season Network, Corridor Preservation and the new Non-Motorized. Commissioner Berkebile suggested reviewing the local road participation cost sharing policy regarding the costs for all-season roads within the local road program.


Staff shared many of the personnel policies for review have not been updated since 1994. The policies were reviewed to current operations, fiscal impacts and in comparison with collective bargaining units. They were also reviewed with legal counsel to ensure compliance with any current rules and regulations.

The meeting was adjourned at 8:01 p.m.

Attest: Timothy A. Snow, County Clerk

By: ______________________________, Chairperson __________________________, Deputy Clerk
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 5, 2013. Commissioner Moyle called the meeting to order at 3:31 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams (arriving at 3:37pm)

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons; Administrative Assistant Leslie Barnebee and 9 citizens.

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

Commissioner Maddox moved and it was seconded to approve the minutes from the October 22, 2013 Board Meeting, October 22, 2013 Closed Session Board Meeting and the October 22, 2013 Work Session.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile

Commissioner Maddox moved and it was seconded to approve the payroll and vendor accounts as presented.

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<td>$437,216.52</td>
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Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile

Commissioner Oscarson moved and it was seconded to move into the public hearing to discuss the 2014 proposed budget, 2014 – 2018 draft primary road capital improvement plan (CIP), non-motorized draft policy and roadside vegetation management draft policy.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile

Mr. Jim Ferner of 525 North Berkley Street stated his belief is non-motorized transportation leads to an increased quality of life and could attract more people to the area if a better non-motorized system were in place. He complimented Kalamazoo County Road Commission (KCRC) staff on creating a non-motorized policy, but believe that the policy should be redone as it doesn’t place a large enough priority on increasing non-motorized paths.

Mr. Doug Kirk, Vice President of Kalamazoo Bicycle Club, of 2615 Mockingbird, asked for verification on the record that the KCRC Board had received and had adequate time to consider the letters that he and Paul Selden submitted. Managing Director Johnson stated the letters were provided to the Board. Mr. Kirk stated that the Cities of Kalamazoo and Portage have had major improvements especially with providing signed bike routes. He noted that to his knowledge there is not a signed bike route under the jurisdiction of the KCRC. Commissioner Berkebile stated that Parkview is signed. Mr. Kirk stated there are no signs on the pavement and clarified that the lack of pavement markings is what is missing from KCRC roads. He stated that the non-motorized draft policy appeared to be lacking the initiative to make roads safer with bike lanes. He would like to see a genuine positive commitment to the growth of non-motorized paths added to the policy before it is approved. He also questioned the liability of the KCRC related to non-motorized facilities.
Don Martin of Kalamazoo Township stated that he and Supervisor Ron Reid were concerned about the non-motorized policy. They would like to see this tabled until a future meeting, so the Townships have an opportunity to respond.

Paul Eckland from the Disability Network of Southwest Michigan, 2013 Winters Drive. His organization encourages anything related to complete streets factors. He stated he would like to see more paths created to encourage people to be physically fit, and also for easier transportation for people with disabilities.

Pat White, Pavilion Township Supervisor stated the issue with sidewalks is in platted areas is the sidewalks would have to be paid for by the residents of the plat, and the residents do not want to spend the money to do this. He stated that he did not know where the funding was supposed to come from for bike paths when Pavilion Township can hardly keep up with the local road system.

Greg Milliken, Planning Director for Oshtemo and Kalamazoo Townships, thanked KCRC for assistance and coordination with the Transportation Alternative Program fund applications in the last several months.

Mr. Ferner stated that sooner or later someone is going to sue, saying that the roads can be used by pedestrians and bicyclist is a “joke” the roads are not safe for non-motorized transportation. He believes it is the local government’s responsibility to make these roads safe for all users.

Mr. Kirk inquired what the process was for a final policy to be approved. Commissioner Moyle stated that the policy could potentially be approved by the Board at this meeting. Commissioner Maddox stated that the Board was in favor of non-motorized, however funding is based on 1997 dollars, it has not been adjusted since. Commissioner Maddox noted there are roads in the county that have the potential of being returned to gravel because there is not enough funding to restore them to pavement. There is a large amount of unmet road needs, and therefore it is difficult to justify spending limited funds on non-motorized paths.

Mr. Martin stated he would like to see the approval of the roadside vegetation management policy to be postponed until a later date to allow the townships more time to review and provide feedback.

Anna Goodsell, Comstock Township Clerk requested that the decision on the roadside vegetation management policy be postponed. She stated the policy provides a larger burden on the township fire departments for their response to trees during emergency situations.

Commissioner Worthams moved and it was seconded to move out of the public hearing

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

Commissioner Maddox moved and it was seconded to accept the letters from the State of Michigan Department of Transportation (MDOT) regarding Act 51, MCL 247.668j, Annual Certification of Employee-related Conditions and Indirect Cost Rates and refer to file. Commissioner Worthams stated that he was troubled by MDOT’s increases and wanted this on record.

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

Commissioner Worthams moved and it was seconded to adopt the 2014 Budget.
Revenue

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<th>Description</th>
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<td>Primary Road Fund</td>
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<td>Local Road Fund</td>
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<td><strong>Total Michigan Transportation Funds</strong></td>
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<td>Federal, State and Enhancement</td>
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<td>Township Special Assessments</td>
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<td>Cities and other Governmental</td>
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<td>Interest</td>
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<td>New Platted Roads Donated</td>
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Expenditures

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Equipment

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<td>Operating Expense</td>
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<td><strong>Total Equipment Expense</strong></td>
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<td>Less Equipment Rental</td>
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<td><strong>Net Equipment Expense</strong></td>
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Administration

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Fund Balances

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<td>Change in Fund Balance</td>
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<td><strong>End of year Fund Balance</strong></td>
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Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams
Commissioner Worthams moved and it was seconded to approve the 2014 – 2018 primary road CIP. Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to postpone any decisions on the non-motorized and roadside vegetation management policies until the November 19, 2013 Board Meeting and allow for additional written comments until November 12, 2013. Commissioner Berkebile stated that he was not comfortable with pushing trees into homeowners yards and leaving them there for residents. Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to rescind the cost sharing to upgrade roads to all-season standards policy and approve the jurisdiction of roads, all season network and corridor preservation policies. Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the Personnel Policies. Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the 2014 organizational goals.

### 2014 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.

**Including:**

- **Maintain Fund Balance Target:** Unassigned Fund Balance target of 40% of Michigan Transportation Funds Revenue over the next two years
- **Objective:** Provide information to promote educated financial decisions.
- **Strategy:**
  - 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.

**Including:**

- **Enhance service through technology and program options.**
- **Objective:** Review internal financial procedures and processes for customer service.
- **Strategy:** (carryover)
  - Review financial policies
  - Review finance department positions/job descriptions – Human Resources/Technology/Inventory
  - Explore the feasibility of credit card acceptance for our permit customers
**Engineering/Traffic Department:**

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

**Including:**
- Continuously improve all our road network and at minimum, maintain our primary roads in an average of **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:** *(carryover)*
- Utilize Roadsoft data accordingly, as a resource and education tool to maintain our assets effectively

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

**Including:**
- Complete 20% of culvert inventory within RoadSoft
- Complete 20% of sign inventory within RoadSoft, including retroreflectivity

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

**Strategy:** *(carryover)*
- Jointly with Roads Department, populate the RoadSoft modules with accurate, complete information and utilize this resource effectively

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

**Including:**
- 25% of drainage system easements mapped in GIS
- 25% of storm sewer systems mapped in GIS
- Incorporate KCRC drainage and ROW easements in GIS

**Objective:** To use software and technology to supplement current processes.

**Strategy:** *(carryover)*
- Create maps of drainage and storm sewer systems with collected data
- Coordinate with County Planning to complete drainage and ROW easements in GIS
- Explore record retention of engineering plans electronically

**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.

**Including:**
- Complete on-going 5-year local road capital improvement plans with townships including the principals of asset management
- Complete on-going staffing development and service expectations

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

**Strategy:** *(carryover)*
- Jointly with Engineering, populate the RoadSoft modules with accurate, complete information and utilize this resource effectively
- Develop Team Leaders within field operations

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

Commissioner Oscarson moved and it was seconded to approve MDOT agreement #13-5538 for the N Avenue and 9th Street project.

Carried by the following vote:
- Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams
Pavilion Township Supervisor White requested to meet with the KCRC Board to discuss Outlots A and B in Indian Run Estates on Arrowhead Drive.

Managing Director Johnson thanked staff for their work with Pavement Surface Evaluation and Rating (PASER) and reminded everyone of the Transportation 101 Meeting on Wednesday, November 6th.

Commissioner Worthams will be attending the Kalamazoo County Council of Governments meeting on November 13th. He stated that he has been invited to present at the VanKal Tea Party Meeting on November 7th. He also reminded people to vote in the City of Kalamazoo and City of Portage today.

Commissioner Maddox attended the Kalamazoo Area Transportation Study (KATS) Policy meeting last week, and KATS staff is currently working on proposals from the bylaws sub-committee meeting.

Commissioner Berkebile thanked staff for their work on the budget, CIP, goals and all of the policies.

Commissioner Oscarson is attending the Township Supervisors meeting, and the Kalamazoo County Chapter of the Michigan Township Association Annual Meeting on November 7th. He thanked staff for their work.

Commissioner Moyle is attending the Kalamazoo County Environmental Health Advisory Council meeting November 6th.

The meeting was adjourned at 4:32p.m.
Attest: Timothy A. Snow, County Clerk

By: ____________________________________, Chairperson ___________________________, Deputy Clerk
The Board of County Road Commissioners of Kalamazoo County attended the Transportation 101 Presentation on November 6, 2013 at KVCC The Groves, 7107 Elm Valley Drive, Kalamazoo, MI at 6:00pm.

Present: Daniel J. Moyle, Dennis J. Berkebile, David Q. Worthams
Absent: Kenneth R. Oscarson, Jeffrie M. Maddox

Also attending: Senator Tonya Schuitmaker, Representative Margaret O'Brien, Representative Joseph Haveman, Michigan Department of Transportation Kalamazoo Service Center Manager Pete Pfeiffer, City of Portage Director of Transportation & Utilities Chris Barnes, Kalamazoo City Engineer Fred Nagler, Kalamazoo County Road Commission Managing Director Joanna I. Johnson, and approximately 100 citizens and local officials.

Presentations were given to provide a better understanding of how our infrastructure is funded, condition of Kalamazoo county roads, how agencies have addressed efficiency and necessary investment for the future.

The meeting adjourned at approximately 8:00pm.

Attest: Timothy A. Snow, County Clerk

By: ____________________________, Chairperson ____________________________, Deputy Clerk
November 11, 2013 – Alamo Township Joint Meeting

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 North 6th Street, Kalamazoo, Michigan, on Monday, November 11, 2013. The joint meeting began at 6:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox,
Absent: David Q. Worthams

Also present: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, General Superintendent Jim Wessing, Former Project Superintendent Jim Beaudoin, Brenda Beaudoin, Alamo Township Supervisor Lou Conti, Clerk Laura Endres, Treasurer Mary Stoneburner, Trustee Dawn Potter-Williams, Trustee Gail VanderWeele and approximately seventy citizens.

Following introductions, Managing Director Johnson and Operations Director Bartholomew reviewed the joint meeting presentation and provided the Township with the new pavement surface evaluation and rating (PASER) map.

A citizen expressed concerns on sign and signal issues, especially in the area of Royal Estates. He stated he has tried for some time to get the Kalamazoo County Road Commission (KCRC) to do something with this area, and nothing has been done.

A citizen inquired if there are any plans for the intersection of D Avenue and 12th Street to be improved. Operations Director Bartholomew advised KCRC has a project for this intersection on our 2014 – 2018 Primary Road Capital Improvement Plan (CIP).

A citizen inquired when the primary roads are expected to be cleared for winter maintenance. Operations Director Bartholomew stated the primary roads are typically cleared by 7:30am unless there is a continuous winter maintenance event.

Township Supervisor Conti presented Former Project Superintendent Beaudoin a framed Kalamazoo County Archeological Map and a “key” to Alamo Township. Township Supervisor Conti thanked Former Project Superintendent Beaudoin for all of his dedication and hard work maintaining the roads in Alamo Township.

Managing Director Johnson thanked the Alamo Township Board for their time.

The meeting adjourned at 6:45 p.m.

Attest: Timothy A. Snow, County Clerk

By: ___________________________, Chairperson ________________________, Deputy Clerk
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 Street, Kalamazoo, Michigan, on Tuesday, November 12, 2013. The joint meeting began at 5:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Jeffrie M. Maddox, David Q. Worthams

Also present: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Engineering Director Tom Hohm, Project Superintendent Mark Worden, Oshtemo Township Supervisor Libby Heiny-Cogswell, Clerk Deb Everett, Treasurer Nancy Culp, Trustee Dusty Farmer, Trustee Dave Bushouse, Trustee Nancy Carr, Trustee Lee Larson, Oshtemo Township Attorney Jim Porter, Oshtemo Township Engineer Marc Elliott, Oshtemo Township Fire Chief and three citizens.

Following introductions, Managing Director Johnson and Operations Director Bartholomew reviewed the joint meeting presentation and provided the Township with the new pavement surface evaluation and rating (PASER) map.

There was considerable discussion on the Drake Road non-motorized project. Managing Director Johnson advised that maintenance agreements and sewer agreements were still needed. Township Supervisor Heiny-Cogswell expressed concern over the lack of plans/schematics for the Drake Road non-motorized project with consultant Kingscott. The plans/schematics are needed in order for the Township to update the citizens with concerns from the informational meeting. Oshtemo Township Engineer Elliott advised he thought the problem was the property owners do not have a good picture of where the non-motorized facilities will be located. Discussion continued.

Discussion on the proposed non-motorized policy took place. Managing Director Johnson acknowledged a letter from the Township dated November 4th. Oshtemo Township Attorney Porter expressed concern that the Kalamazoo County Road Commission (KCRC) was mixing itself in with other entities oversight and the Township’s authority. This is a concern especially if the Township is funding the design and construction engineering. Oshtemo Township Attorney Porter stated the liability rests with the Township and KCRC should not be mixing this with other agencies. Managing Director Johnson reviewed the draft policy and the importance of our oversight especially acting as the ACT 51 agency. Township Supervisor Heiny-Cogswell inquired about the availability of Surface Transportation Program (STP) funding being used for non-motorized projects. Managing Director Johnson stated she does not believe the policy at Kalamazoo Area Transportation Studies (KATS) allowed for STP to be used on non-motorized facilities. Township Supervisor Heiny-Cogswell advised the City of Kalamazoo is using it for non-motorized. Managing Director Johnson stated she would not support the use of STP funding for non-motorized due to the limited funding available for road improvements. Discussion continued.

Managing Director Johnson thanked the Oshtemo Township Board for their time.

The meeting adjourned at 6:45 p.m.

Attest: Timothy A. Snow, County Clerk

By: __________________________, Chairperson __________________________, Deputy Clerk
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 19, 2013. Commissioner Moyle called the meeting to order at 3:31 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons; General Superintendent Jim Wessing; Project Superintendent Mark Worden; Project Engineer Ryan Minkus; Administrative Assistant Leslie Barnebee and Transportation Asset Management Coordinator Brian Sanada.

Commissioner Oscarson moved and it was seconded to approve the agenda.

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

Commissioner Maddox moved and it was seconded to approve the minutes from the November 5, 2013 Board Meeting, November 6, 2013 Transportation 101, November 11, 2013 Alamo Township Joint Meeting and November 12, 2013 Oshtemo Township Joint Meeting with the corrections to the Alamo Township joint meeting minutes removing Commissioner Worthams from attendance and the Oshtemo Township joint meeting minutes correcting Alamo to Oshtemo in the first paragraph.

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

Commissioner Worthams moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account $179,701.34
Vendor Account $454,812.41

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

Transportation Asset Management Coordinator Brian Sanada presented on the Transportation Asset Management Council Dashboard website. He reviewed the dashboards and the information that is available. Asset Management Coordinator Sanada provided demonstrations on how to use each of the tabs on site, and reviewed the interactive map.

Commissioner Berkebile moved and it was seconded to accept the letters from the Michigan Department of Transportation (MDOT) dated November, 4, 2013 regarding the local bridge program 2016 funding award for D Avenue over Kalamazoo River, W Avenue over Portage Creek, East Michigan Avenue over Kalamazoo Avenue and U Avenue over Portage Creek and refer to file.

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

Commissioner Worthams moved and it was seconded to approve the local road contract for Kalamazoo Township for a storm sewer replacement at the intersection of Cherokee and Olney.

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

Managing Director Johnson thanked staff, crews, and superintendents for all the hard work removing trees from the roadway during the latest set of storms. She thanked the staff and board members for attending the Transportation 101 presentation. She noted the final joint township meeting will be held December 3, 2013 at
6:15pm at the Brady Township Hall with Brady Township. Staff is working to review year end items and prepare for 2014.

Commissioner Worthams noted the Council of Governments met last week and elections were held for Secretary/Treasurer, Vice Chair and Chair. He stated the VanKal Tea Party presentation was very successful, and his presentation went well. He wished a happy 8th birthday to his daughter.

Commissioner Maddox stated the Kalamazoo Area Transportation Study Policy Meeting in November was cancelled, and anticipated a meeting the first or second weekend in December.

Commissioner Berkebile has met with several townships to receive input on the proposed non-motorized and proposed roadside vegetation management policies.

Commissioner Oscarson informed the Board on the progress of the boat ramps that are currently under contract for Kalamazoo County Parks. The County Fair Board is putting together a three year plan for where they would like to see the County Fair in the future. They will be holding public meetings to seek input.

Commissioner Moyle thanked Managing Director Johnson for assisting with coordination the Transportation 101 presentation, stating the turnout was great. There will not be a Kalamazoo County Environmental Health Advisory Council meeting in November, and it is unlikely there will be one in December.

The meeting was adjourned at 4:21 p.m.
Attest: Timothy A. Snow, County Clerk

By: _______________________________, Chairperson __________________________, Deputy Clerk
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 3, 2013. Commissioner Moyle called the meeting to order at 3:33 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons and Administrative Assistant Leslie Barnebee.

Commissioner Worthams moved and it was seconded to approve the agenda.

Carried by the following vote:

Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the minutes from the November 19, 2013 Board Meeting.

Carried by the following vote:

Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account $ 83,706.61
Vendor Account $140,277.17

Carried by the following vote:

Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the right-of-way easements for the East Michigan Avenue Bridge totaling $2,858.00.

Carried by the following vote:

Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Managing Director Johnson noted that the winter maintenance schedule began yesterday with three shifts working twenty-four hours a day. She also reminded citizens to please drive for appropriate conditions this winter.

Commissioner Maddox will be attending the Kalamazoo Area Transportation Study (KATS) Policy Meeting tomorrow. KATS will be hosting an open house on December 19, 2013 from 8:00 a.m. – 12:00 p.m. at 5220 Lovers Lane.

Commissioner Oscarson attended the Kalamazoo Township Supervisors meeting two weeks ago where Lee Adams from Southcentral Michigan Planning Council was a guest speaker.

Commissioner Moyle informed the Kalamazoo County Environmental Health Advisory Council meeting for December has been canceled.

The meeting was adjourned at 3:37 p.m.

Attest: Timothy A. Snow, County Clerk

By: ________________________________, Chairperson __________________________, Deputy Clerk
December 3, 2013 – Brady Township Joint Meeting

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 24th Street, Vicksburg, Michigan, on Tuesday, December 3, 2013. The joint meeting began at 6:15p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, David Q. Worthams
Absent: Dennis J. Berkebile, Jeffrie M. Maddox

Also present: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, Brady Township Supervisor Randy Smith, Clerk Tracy Locey, Treasurer Malia Allgaier, Trustee Lee Philport, Trustee Michelle Crawford, and two citizens.

Following introductions, Managing Director Johnson and Operations Director Bartholomew reviewed the joint meeting presentation. Staff also reviewed gravel roads and the condition of 32nd Street from T Avenue to U Avenue. Operations Director Bartholomew reviewed the gravel road process of reclaiming material from the shoulders and overall maintenance.

Township Supervisor Smith inquired if the percent of Brady Township local vs. primary roads is similar to other townships.

Trustee Philport inquired if U Avenue was part of the rural task force (RTF) funding. Managing Director Johnson stated U Avenue is not on our current capital improvement plan (CIP) and therefore not funded. She explained that often times even if a project is selected at the local RTF it then becomes competitive for funding at the larger five county RTF region.

The Brady Township Board expressed thanks for the cooperation and work on the V Avenue project.

Managing Director Johnson reviewed the current and proposed roadside vegetation management policy.

Township Supervisor Smith inquired if KCRC would be making any changes on the road marker signs with the software changes at 911 dispatch. Managing Director Johnson said there would not be changes; however KCRC continues to strive for consistency in the road markers and ACT 51 certification road names.

Mr. Rob Richardson presented a handout from Richardson Farms for the KCRC consideration. Items noted included a thank you for the V Avenue and 29th Street projects. He would like a more aggressive approach to tree removal; he stated after hearing the new proposed policy this may no longer be applicable. Mr. Richardson would like to see more definitive language on the mailbox policy for paved road/paved shoulder; paved road/gravel or grass shoulders; and gravel road/gravel shoulder. He shared the importance of addressing trees and mailboxes for production of agriculture due to the size of farm equipment. He also noted the need for improved bridges and the possibility of different types of construction methods to improve these structures. He expressed thanks for listening to his concerns.
December 3, 2013 – Brady Township Joint Meeting

Managing Director Johnson thanked the Brady Township Board for the joint meeting.

The meeting adjourned at 7:45 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____________________________, Chairperson _____________________________, Deputy Clerk
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 17, 2013. Commissioner Moyle called the meeting to order at 3:30 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons; General Superintendent Jim Wessing; Project Engineer Geoff Wilson; Administrative Assistant Leslie Barnebee and approximately 20 local officials and citizens.

Commissioner Worthams moved and it was seconded to approve the agenda.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the minutes from the December 3, 2013 Board Meeting and the December 3, 2013 Joint Township Meeting with Brady Township.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account             $  80,789.61
Vendor Account             $210,716.13
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Mr. Jeff Sorenson, Cooper Township Supervisor inquired on the requirements related to entities who host running events and use of road right-of-way. Managing Director Johnson noted that if the event involved a road closure it would be part of a permit application process. Traffic Services Director Byrnes shared that the very large events arrange for traffic control with the sheriff or fire department. Commissioner Worthams noted the Borgess run camp began their long runs, and we will start seeing runners throughout the community.

Commissioner Worthams moved and it was seconded to accept the letter from the Michigan Department of Transportation (MDOT) regarding the Act 51 Annual Mileage Certification Report and refer to staff.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

There was extensive discussion related to the new Non-Motorized Policy in old business. Commissioner Oscarson stated the proposed policy was not perfect, yet a start. There will be opportunities in the future to update and revise as deemed necessary. Commissioner Berkebile has several issues and was not in favor of approving this policy as it needs further revisions. He has concerns with some of the specific requirements related to specific construction styles. Mr. Paul Selden, Kalamazoo Bicycle Club/Bike Friendly Kalamazoo, recommended that the policy be tabled to allow time for review and feedback since it came out on Friday. He previously provided proposed amendments. Mr. Phillip Richmond shared he had almost hit a pedestrian with his car and therefore inquired who was responsible to clear foliage along Drake Road between Croyden and Kalamazoo Central High School. Engineering Director Tom Hohm stated the Croyden to Grand Prairie portion of Drake Road is within the City of Kalamazoo. Mr. Terry O’Connor, with the Kalamazoo Bicycle Club, would like the club to have additional input for the policy. Mr. Ron Reid, Kalamazoo Township Supervisor, stated the sidewalk requirements exceed MDOT requirements. Mr. Dave Rachowicz, Kalamazoo County Parks Director, shared the proposed policy was too rigid in a few areas related to set back requirements and signage. He suggested adding allowances for exceptions by staff. Ms. Ann Nieuwenhuis, Comstock Township Supervisor suggested a sub-committee be set in place in order to continue to work through issues on the Non-Motorized Policy. Commissioner Worthams shared that a vehicle should be put in place to guide non-motorized facilities. He asked staff and Kalamazoo County Road Commission (KCRC) Attorney Steve Denenfeld if the intent of this policy incorporates the spirit of complete streets. Managing Director Johnson stated the complete street policy was referenced in preparation of the Non-Motorized Policy; however the State’s Complete Street Policy is broader. Attorney Denenfeld shared that the policy attempted to incorporate the State’s Complete Streets Policy. He also advised there are many competing issues at many levels, included funding and users; they can conflict with each other. Managing Director Johnson shared and read from the policy that it does allow for flexibility. Commissioner Moyle shared that the policy may
not be perfect, yet we need to get a policy in place. Managing Director Johnson shared that all the feedback received was reviewed and considered and that staff needs a guideline to utilize as we go forward into 2014. Engineering Director Tom Hohm shared the new Federal highway bill established a Transportation Alternative Funding program and has placed funding with specific requirements including maintenance of facilities. Commissioner Maddox expressed he had concerns, and feels a committee would be beneficial, and therefore postpone the adoption.

Commissioner Berkebile moved and it was seconded to postpone a decision on the Non-Motorized Policy until the first regularly scheduled Board meeting in January 2014, and a committee may be formed at the Chairman’s discretion.

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

There was extensive discussion related to the revised Roadside Vegetation Management policy in old business based on feedback received. Commissioner Oscarson had some concerns related to providing a service to property owners for trees we have removed from the road right-of-way. Commissioner Berkebile stated he had concerns with the 15 day option and the requirement for permits by property owner for removal of their trees. Managing Director Johnson reiterated State law. Attorney Denenfeld reiterated KCRC is responsible for the activity in the road right-of-way. KCRC has jurisdiction over the activity and we should ensure it is completed in a safe manner. The proposed policy states that if a trees falls in the road, we have an obligation to remove the tree from the right-of-way and moving it to the adjacent property owners property, then the property owner have 15 days to request KCRC remove the tree, or that they want to take care of the tree. Mr. Randy Smith, Brady Township Supervisor, stated he felt the policy shifts the cost to the residents, introduces dangers with home owners cutting trees without experience and expertise, the home owner could leave a tree in the right-of-way, and further creates friction between the township and residents. He said the township may be required to remove the tree and bill the home owner on their tax bill and lead to enforcement issues. He shared that it should be the responsibility and an activity best handled by the KCRC. He stated that if the public is responsible for their own roadside management of trees it would be similar to the Wild West, with no control, and many unsafe practices. He inquired if there has been consideration for a countywide special assessment to fund this activity. Commissioner Moyle stated we have no taxing authority and this is not something that has been pursued. Mr. Don Ulsh, Schoolcraft Township Supervisor shared he felt this policy was a step backwards, and will create an antagonist relationship with the property owners and the KCRC. Comstock Township Supervisor Nieuwenhuis, shared great concerns, and requested Channel 3 news and MLive cover this meeting and issue. She stated the title of the Roadside Vegetation Management Policy was misleading, because the general public might not be aware that this includes trees, she would like to see a mention of trees in the policy title. Comstock Township Supervisor Nieuwenhuis noted during the recent storm their Comstock Township Fire Department moved many of the trees. She stated if trees are moved by a fire department then those citizen requests should be included within the 15 days. She stated it is the responsibility of the KCRC and took offense to Commissioner Oscarson referring to it as a service. Cooper Township Supervisor Sorenson would like further opportunity for feedback and feels the road right-of-way is the full responsibility of the KCRC. He stated it is not right to put the issue onto the township and property owners. Ms. Brenda Buiskool, Cooper Township Trustee stated there many dead limbs hanging over the road right-of-way as she has stated at joint meetings with KCRC. She inquired if a tree falls, and the KCRC had been previously notified, who is liable. Kalamazoo Township Supervisor Reid, requested a definition for the “traveled portion” in the policy; he further stated the KCRC is responsible for safety and to not let liability interfere with protecting the motoring public. He also stated the current draft policy does not have an appeal process to stop the KCRC from removing a tree and he would encourage the KCRC to leave this in the policy. He would like to see the current tree replacement program retained as it provides good will, at little cost. Commissioner Moyle recognized the concerns and there is no easy solution to the issue. Managing Director Johnson stated that we have looked at this policy beginning in May; we requested feedback, delayed action for further feedback and considered the responses received. She stated the KCRC does not have the ability to address all of the tree issues in our county along our roadways. She also confirmed that KCRC’s response to emergency tree removals in the traveled portion of the roadway will not change. If a tree is down in the roads we will address it as we our first responders. Commissioner Moyle shared that it will be important we educate and clarify what property owners need to know on the policy. Comstock Township Supervisor Nieuwenhuis continued with concerns for fire department removals. She stated if we can add a mechanism to include trees removed by emergency services/law enforcement she would have no issues. Commissioner Moyle said we could add language concerning emergency services/law enforcement. Commissioner Maddox reiterated that it is our priority to keep the roadways safe. There are many needs and priorities that the budget cannot meet. He stated the intention is not to shift costs, but to prioritize.

Commissioner Worthams moved and it was seconded to amend the roadside vegetation management policy to read “…Within fifteen (15 days) of a fallen tree being relocated, the property owner may complete and submit a request that the fallen tree moved by county, municipal, or township police, fire emergency personnel or public utilities…” instead of “…Within fifteen (15 days)
of a fallen tree being relocated, the property owner may complete and submit a request that the fallen tree moved by the KCRC…”

This change occurs in the third paragraph of the policy.

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

Commissioner Berkebile moved and it was seconded to approve the Roadside Vegetation Management Policy as amended
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the Quit-Claim Deed for the parcel of land on East Michigan Avenue abandoned and sold by the Board in 1973.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the warranty deed for the Selah Court roadway network, located in Section 17 of Texas Township.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the revised preliminary plat, Barrington Shores No. 6, located in Section 21 of Texas Township.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the agreement for the Drake Road Sanitary Sewer Lateral with Oshtemo Township for Managing Director’s signature. Commissioner Oscarson stated that we do have specific specifications for construction of utilities within the right-of-way, and this is comparable to having specific specifications for the construction of non-motorized paths within the right-of-way.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the following traffic control orders:
Crooked Lake Cove #2: #1639
Sky King Meadows #2: #1633, 1634, 1635
Texas Heights #9: # 1636, 1637, 1638
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the purchase of a John Deere 672G Motor Grader and attachments from MiDeal/AIS Construction Equipment and trade in for the sum of $274,100. Operations Director Bartholomew noted that this afternoon staff received a quote from Alta Equipment that was approximately $4,000 less than the MiDeal/AIS Construction Equipment price. The model offered by Alta Equipment was a lesser capacity unit than what was offered through the MiDeal program. To offset the difference AIS Construction Equipment offered to include all the maintenance on the grader for an entire year, roughly a $3,500 value.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the MDOT agreement #13-5689 for N Avenue from 26th Street to approximately 200 feet west of 29th Street and N Avenue from approximately 200 feet west of 29th Street to 34th Street, Pavilion/Comstock Townships for Managing Director’s signature.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams
Mr. Paul Selden inquired if there were any Commissioners who would be interested in joining a subcommittee to work on the Non-Motorized Policy. Commissioners Maddox and Berkebile expressed interest.

Managing Director Johnson thanked staff, especially Maintenance Superintendent Bill DeYoung for continuous efforts to keep the roads clear for the motoring public during the recent snow. She congratulated John Byrnes, Traffic Services Director on his upcoming retirement after 37 years of service, and noted his last day will be February 5, 2014 and an open house is being planned for some time in January. She wished everyone a Merry Christmas.

Commissioner Worthams thanked Kalamazoo Township Supervisor Reid for meeting with him to discuss mutually relevant issues.

Commissioner Maddox shared that the Kalamazoo Area Transportation Study (KATS) policy committee elected the 2014 leadership, which will remain the same as it was in 2013. KATS will be hosting an open house on Thursday, December 19, 2013 to introduce new staff members at their new location.

Commissioner Berkebile thanked the staff and the drivers for their work plowing the roads and wished everyone a happy holiday.

Commissioner Oscarson met with the Kalamazoo County Parks and Recreation Commission two weeks ago for an end of the year wrap up. He stated that Maintenance Superintendent Bill DeYoung did a great job on TV. Commissioner Oscarson wished everyone a Merry Christmas and a Happy New Year.

Commissioner Moyle wished everyone a Merry Christmas. He congratulated Traffic Services Director Byrnes on his retirement.

The meeting was adjourned at 5:47 p.m.
Attest: Timothy A. Snow, County Clerk

By: ______________________________, Chairperson __________________________, Deputy Clerk
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 31, 2013. Commissioner Moyle called the meeting to order at 3:32 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Jeffrie M. Maddox, Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna Johnson; Operations Director Travis Bartholomew; Engineering Director Tom Hohm; Traffic Services Director John Byrnes; Finance Director Ann Simmons; Administrative Assistant Leslie Barnebee and 1 citizen.

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

Commissioner Worthams moved and it was seconded to approve the minutes from the December 17, 2013 Board Meeting.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

| Payroll Account | $103,946.04 |
| Vendor Account  | $707,669.57 |

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

Commissioner Worthams moved and it was seconded to approve the expense reports for Commissioners Moyle, Oscarson, Berkebile, Maddox, Worthams and Managing Director Johnson.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

A citizen, Paul Selden distributed a handout with information on Bike Friendly Kalamazoo (BFK). BFK is a volunteer organization dedicated to helping develop non-motorized transportation in the Kalamazoo area. Mr. Selden expressed interest in working with the Kalamazoo County Road Commission (KCRC) as a partner in this development.

Commissioner Worthams moved and it was seconded to accept the letter from Craig A. Rolfe, PLLC regarding Schoolcraft Township Property Address Ordinance No. 260 dated December 11, 2013 and refer to file.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the 2013 Amended Budget Resolution.

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Proposed 2013 Year End Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Transportation Funds</td>
<td>12,700,000</td>
</tr>
<tr>
<td>Federal, State and Enhancement</td>
<td>1,898,175</td>
</tr>
<tr>
<td>Township Projects</td>
<td>1,751,000</td>
</tr>
</tbody>
</table>
Township Special Assessments 49,400
Cities and other Governmental 13,100
Interest 2,500
New Platted Roads Donated 843,470
Other 185,000

**Total Operating Revenue** 17,442,645

**Expenditures**
Construction & Capacity Improvements 843,470
Preservation & Structural Improvements 5,438,100
Routine & Preventive Maintenance 9,603,900
Net Equipment Expense (6,000)
Administration 961,460
Work Performed for Others 265,000
Distributive Expenditures (unspread Fringe, Overhead) 0
Capital Outlay 1,006,583
Subtract Provision for Depreciation (689,000)

**Total Expenditures** 17,423,513

**Fund Balances**
Beginning of year Fund Balance 5,367,889
Change in Fund Balance 19,132

5,387,021

Carried by the following vote:
Aye: Moyle, O’scardon, Maddox, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the 2013 Resolution of Roads.

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 authorizes acceptance into the county public road system roads in the following new developments, as well as other listed roads, road extensions and temporary turn-arounds.

**New Developments:**
Crooked Lake Cove #2, Section 15, Texas Township
Sky King Meadows #2, Section 14, Oshtemo Township
Selah Court, Section 17, Texas Township
Texas Heights #9, Section 22, Texas Township

**Roads:**
Selah Court, Section 17, Texas Township, from PQ Avenue north 512 feet
Drake Ridge Street, Section 15, Texas Township, from Field Bay Avenue south 1336 feet
Olivia Rose Avenue, Section 15, Texas Township, from Drake Ridge Street east 155 feet
Jane Anns Way, Section 14, Oshtemo Township, from Beymoure Street east 195 feet
Bowers Harbor Avenue, Section 22, Texas Township, from Trout Bay Street east 1330 feet

Road Extensions:
Trout Bay Street, Section 22, Texas Township, from south line of Texas Heights #8 plat south 237 feet
Petoskey Street, Section 22, Texas Township, from south line of Texas Heights #8 plat south 249 feet
Petoskey Street, Section 22, Texas Township, from Bowers Harbor Avenue south 671 feet
Beymoure Street, Section 14, Oshtemo Township, from north line of Sky King Meadows plat north 406 feet
Beymoure Street, Section 14, Oshtemo Township, from Lexy Lane east 390 feet
Beymoure Street, Section 14, Oshtemo Township, from Jane Anns Way east 413 feet
Lexy Lane, Section 14, Oshtemo Township, from east line of Sky King Meadows plat east 286 feet
Field Bay Avenue, Section 15, Texas Township, from east line of Crooked Lake Cove plat east 184 feet
Field Bay Avenue, Section 15, Texas Township, from Drake Ridge Road east 166 feet

Temporary Turn-arounds:
Olivia Rose Avenue, Section 15, Texas Township, from 155 feet east of Drake Ridge Road to 295 feet east of Drake Ridge Road
Beymoure Street, Section 14, Oshtemo Township, from 413 feet east of Jane Anns Way to 553 feet east of Jane Anns Way
Jane Anns Way, Section 14, Texas Township, from 195 feet south of Beymoure Street to 335 feet south of Beymoure Street
Petoskey Street, Section 22, Texas Township, from 671 feet east of Bowers Harbor Avenue to 811 feet east of Bowers Harbor Avenue
Selah Court, Section 17, Texas Township, from 512 feet north of PQ Avenue to 652 feet north of PQ Avenue

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

Commissioner Berkebile moved and it was seconded to approve the transfer of up to 30% of our primary road revenue to the local road fund for 2013.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to nominate Commissioner Moyle as the Board Chairman and Commissioner Oscarson as the Board Vice Chairman, and retain our existing structure for 2014. Commissioner Maddox suggested the Chairman ask if there are any other nominations. Commissioner Worthams moved and it was seconded that the nominations be closed and a unanimous ballot be cast.
Carried by the following vote:
Aye: Moyle, Oscarson, Maddox, Berkebile, Worthams

Commissioner Maddox moved and it was seconded to approve the 2014 Board Meeting Schedule. The regular meetings are: 3:30 p.m., every other Tuesday beginning January 14, 2014, noting the Chairman may call special meetings for other dates or times subject to need and subject to the Open Meetings Act. Commissioner Berkebile inquired if all dates fell on Tuesdays. Administrative Assistant Barnebee clarified that all dates are on Tuesdays. Commissioner Oscarson inquired if we should reschedule the February 25th Board meeting as the
Chairman and Vice Chairman would be absent. Commissioner Maddox suggested we do so at a later date, if needed, to allow time for the other Board members to check their schedules.

2014 BOARD MEETING SCHEDULE
Regular Board Meetings below begin at 3:30 P.M.

<table>
<thead>
<tr>
<th>Month</th>
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<th>Date</th>
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<tbody>
<tr>
<td>January</td>
<td>14</td>
<td>July</td>
<td>1</td>
</tr>
<tr>
<td>January</td>
<td>28</td>
<td>July</td>
<td>15</td>
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<td></td>
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<td>July</td>
<td>29</td>
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<td>February</td>
<td>11</td>
<td>August</td>
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<tr>
<td>February</td>
<td>25</td>
<td>August</td>
<td>26</td>
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<td>March</td>
<td>11</td>
<td>September</td>
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<tr>
<td>March</td>
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<td>September</td>
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<td>October</td>
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<td>April</td>
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<td>December</td>
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<tr>
<td>June</td>
<td>17</td>
<td>December</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>December</td>
<td>30</td>
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</tbody>
</table>

The Kalamazoo County Road Commission offices will be closed on the following dates:

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1</td>
<td>New Year’s Day</td>
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<tr>
<td>April</td>
<td>18</td>
<td>Good Friday</td>
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<tr>
<td>May</td>
<td>26</td>
<td>Memorial Day</td>
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<tr>
<td>July</td>
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<td>Independence Day</td>
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<tr>
<td>September</td>
<td>1</td>
<td>Labor Day</td>
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<tr>
<td>November</td>
<td>27</td>
<td>Thanksgiving Day</td>
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<tr>
<td>November</td>
<td>28</td>
<td>Day after Thanksgiving</td>
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<tr>
<td>December</td>
<td>24</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December</td>
<td>25</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

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

Commissioner Maddox moved and it was seconded to keep all committee assignments as is until the February 11, 2014 Board meeting when the Board will review the assignments to consider new or alternate assignments. Commissioner Moyle advised that the Kalamazoo County Environmental Health Advisory committee is going through changes and participation may need further review, however he is not opposed to the same
committee assignments for the time being and take a month to review further. Commissioner Berkebile agreed with Commissioner Moyle adding we could also consider the Township Supervisors and Kalamazoo County Board of Public Works meetings. He has also been nominated to serve on the Regional Prosperity Initiative committee, however this may be for a short period of time and selection is not completed. He had no issues with the Township Representation for 2014. Commissioner Worthams stated he had no issues with the Township Representation; he stated we can’t serve on the Metropolitan Planning Commission due to potential conflicts of interest as a voting member; however it would be a meeting worth popping into for a 10,000 foot view of where plats are developing in the County. Commissioner Maddox agreed with the further review and noted he would like to continue to serve on Kalamazoo Area Transportation Study until the bylaws are finalized.

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

Commissioner Worthams moved and it was seconded to approve the following Township Representation for 2014: Commissioner Moyle: Alamo, Oshtemo, Richland; Commissioner Oscarson: Prairie Ronde, Wakeshma, Brady; Commissioner Berkebile: Charleston, Schoolcraft, Texas; Commissioner Maddox: Cooper, Comstock, Ross; and Commissioner Worthams: Kalamazoo, Climax, Pavilion.

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

Commissioner Worthams moved and it was seconded establish Engineering Director Hohm to fulfill the statutory functions as Chief Engineer for 2014.

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

Commissioner Worthams moved and it was seconded establish Managing Director Johnson to fulfill the statutory functions as Clerk and Superintendent for 2014.

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

Managing Director Johnson thanked the staff for their work throughout the winter season so far. She then reviewed 2013, and the KCRC achievements throughout the year:

THE YEAR IN REVIEW - 2013

Here is a look back at the year in review ...

- We welcomed Commissioner Worthams to the team
- January, February came and went with 51 inches of snowfall, December remains to be seen
- We continued our joint KCRC/MDOT presentation to the County Board
- We created an electronic manual of our all our polices & 41 updated in all
- We once again re-organized and welcomed 8 new employees in 2013; while maintaining the lowest staffing level in years
- We created an interactive map from our ACT 51 certification maps and a new County map
- We disrupted internal operations with new carpet and became the first road commission in the State to upgrade to the .NET road commission software platform
- We hit the social media circuit with our new FACEBOOK page
- We updated our joint township meeting presentations
• We used over 18,000 tons of slag and over 49,000 tons of asphalt; along with all our routine maintenance operations
• We were are most proud of our V Avenue and Nichols Road projects – but we can’t forget all those in between 😊;
• Thanks to our township partners, our contractors and vendors
• We helped organize a variety of educational workshops including participation with our State legislators in Transportation 101
• We talked mailboxes, local road participation funds, roadside vegetation and non-motorized
• We worked our way through health insurance updates
• We continued numerous equipment and material demos and installed a 8,500 gallon emulsion tank
• We continued collaborative efforts including traffic signal maintenance and traffic services bids, sharing the use of the emulsion tank and working with County Planning on our new map
• We reached out in public relation events including Touch a Truck, press releases, etc.
• We learned “How to teach a Pig to Sing” and continued our management team leadership training as we introduced new staff
• We looked at a 2-year budget process and completed it 1-month prior than we had done in the past...

So when we take the time to “PAUSE” (راف) we continue to have a team of dedicated public servants dedicated to maintaining service and continuing to challenge our operations for improvements as the Best Road Commission in the State. Thank you to our Board, employees and their families, all our contractors, vendors and local officials – all the best in 2014!

Commissioner Berkebile thanked staff and wished everyone a safe and successful new year.

Commissioner Maddox wished everyone happy holidays and a happy new year.

Commissioner Worthams stated that the biggest thing he has learned in his first year as a Road Commissioner is the dedication and professionalism of the KCRC staff. He echo’s Managing Director Johnson’s comments that KCRC is the best road commission in the state. He wished everyone a prosperous new year.

Commissioner Oscarson thanked staff and expressed his appreciation of the work over the last year. He wished everyone a happy new year.

Commissioner Moyle thanked all KCRC staff and looks forward to serving for another year. He wished everyone a safe and happy new year and 2014.

The meeting was adjourned at 4:06p.m.
Attest:  Timothy A.  Snow, County Clerk

By: ______________________________, Chairperson    __________________________, Deputy Clerk